PROFESSIONAL REVIEW GUIDANCE FOR CANDIDATES
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APPLYING FOR THE PROFESSIONAL REVIEW

Corporate Membership of the CIOB puts you on a path of career advancement that leads to the very top of the profession. Progress is made through a combination of study, examination and experience culminating in Corporate Membership and the designation MCIOB.

You are now at the final stage towards your corporate membership. These guidelines are designed to explain what you will need to demonstrate and examples of the type of evidence you can provide to satisfy the requirements of the review.

We wish you every success with your application.

BEFORE YOU BEGIN

Please read the following guidelines before starting your application.

The application consists of 5 sections. Completion of all sections is mandatory before submission. This must be your words on your career and the competencies you have attained.

In addition to the application you will need to provide the following documents:

- All candidates must hold current membership prior to application
- A copy of your most recent CV
- Your job description
- An organisation chart showing your position, name, who you are responsible for and accountable to
- Your CPD record for the past three years
- The application fee
- Training and development plan, including one year forward plan

EXPLANATION OF THE REQUIREMENTS FOR THE PROFESSIONAL REVIEW

The PR will assess that you are competent to carry out the work of a qualified chartered builder. To be competent is to have the knowledge, skills and behaviour to perform a job properly.

CIOB members have drawn up the competencies to be applied across different construction disciplines. The competencies have been grouped under the following themes:

1. OCCUPATIONAL
2. MANAGEMENT
3. COMMITMENT TO PROFESSIONALISM

Interpretation should be made carefully and the choices given in your application should be examples of the work and judgement you have applied. The assessors will take into account sensible and realistic choices reflecting the skills needed to fulfil the role.
PART 1A
REGISTRATION OF INTEREST

Throughout key stages in your membership we may request you to provide personal identification documents to verify your details. Application for the professional review is one of those key stages.

We have made this process as simple as possible to enable us to provide you with the best possible service. You can confirm your details by providing 2 passport photographs (recent, head and shoulders) signed on the back by any one of the following:

- Your employer
- Corporate Member/Fellow of CIOB or any other Chartered Institute
- Doctor
- Solicitor/Barrister/Commissioner of Oaths
- Senior Teacher/University Lecturer
- Member of Parliament
- Councillor: Local or County
- Justice of the Peace
- Minister of a recognised religion
- Officer of the armed services at or above army captain (active or retired) or equivalent
- Senior Police Officer

You can send your documents quickly and simply in a number of ways. Please remember to quote your membership number in all correspondence.

Email: the easiest and most popular way of sending us your documents is sending them by email to pr.application@ciob.org.uk
Post: you can post your verified photograph to the Professional Review Team:

CIOB – Professional Review Office
Englemere
Kings Ride
Ascot
Berkshire
SL5 7TB

Please confirm/update your personal details here. NB: alternatively please visit the membership section of the website to complete online.

PART 1B
APPLICANT STATEMENT

You will need to sign the declaration and provide a short concise statement about what becoming a member would mean to you.
PART 2
EMPLOYMENT DETAILS

Please enter your current employer or self-employed details here. For unemployed applicants your most recent employer should be included.

PART 3
TRAINING AND DEVELOPMENT

On-going training has long been a vital part of the career development of professionals in the construction industry. Nowadays, with significant changes in priorities affecting our industry and profession, the need for training to ensure that our skills are up to date and ready to meet these challenges is even more important. You should include (as an attached document) a copy of your training and development plan for the next 12 months.

For applicants who are not currently working you should include a Development Plan. This should contain details of your current CPD needs and looks at how these might be met and lists objectives for the future, helping you to structure and focus your development needs addressing the following points:

• Development Need?
• How development need will be satisfied?
• What will this enable?

PART 4
COMPETENCE REPORT

To meet the requirements of the Professional Review, candidates will have to demonstrate knowledge and application in all three of the following areas of Competence:

Occupational
Management
Commitment to Professionalism

It is not necessary to submit evidence but it may be requested by the Assessor.

The competencies are organised into sections, evidence and verification by employer/verifier together with guidance on the conditions under which competence must be achieved. This should be based on work experience and not modules or courses you have studied on this subject.
Section 1 – Occupational Competence

This section incorporates 5 areas of competencies. A minimum requirement of three years’ experience will need to be demonstrated.

1.1 Planning and Organising work
You will need to provide work place evidence of your ability to plan, organise and monitor your work activities and methods.

This could include evidence of how you have identified and set objectives, measured performance, identified any learning needs, build team relations

1.2 Managing Health and Safety and Welfare
Demonstrate your overall knowledge and understanding of health and safety and welfare working practices and principal hazards in the work place. Referring to examples of your own experience you must be able to describe your involvement in and responsibility for health safety and welfare.

The assessor will take account of the different environments, in which these criteria can be applied e.g. site-based, office-based, consultants, academia etc. and will apply judgement accordingly.

1.3 Managing Quality
Demonstrate your competence in evaluating the quality of a product, service or process that is part of or is related to your job role. Your choice may be a product, service or process that you feel or know is not meeting required and expected standards.

Include any relevant experience of Managing Client or User satisfaction, Quality/Assurance processes and procedures.

1.4 Implementing Sustainable Construction Development
Demonstrate your awareness of and good practice in the operation of sustainable construction in your job role. Show your familiarity with the concept of sustainable development, environmental legislation, energy management and environmental impact.

1.5 Knowledge of Commercial, contractual and legal issues
By using examples you should demonstrate an awareness of the commercial impact of your decisions and actions, and an understanding of construction and relevant civil law. You should also demonstrate an understanding of insurance practice in relation to your current role. This could include examples where you have had experience of contractual obligations, negotiated contracts or experience of communication with clients.
Section 2 – Management Competence

You will be expected to provide examples of projects or processes you have been responsible for, ensuring all the following areas are addressed in terms of your role with regard to the planning, implementation, monitoring and evaluation. The assessor will be looking for evidence to explain how your role and competence has evolved to equip you with key management skills in all of the following areas:

2.1 Communication
Demonstrate that you can communicate effectively with a range of people responsibly using a variety of different mediums including meetings, face to face, electronic media, email etc. and any others, e.g. video conference, shared desktops, social business media, e.g. LinkedIn.

Examples include clients, the local community, other construction professionals and academic partnerships.

2.2 Decision Making
Demonstrate your competence to investigate and provide appropriate solutions associated with your role.

The problems or issues could be technical, organisational or inter-personal.

You could include evidence demonstrating experience where you identified problems or saw potential problems, analysed possible solutions, implemented a solution and then monitored and evaluated for effectiveness.

2.3 Managing Information
Demonstrate that you are competent in the management of information including its flow and dissemination. An essential prerequisite for managing information is understanding the type and range of information you have to process and your related responsibilities and authority and when to involve other parties.

2.4 Leadership and Strategic Management/Financial Management
You would need to demonstrate how you have developed, or contributed towards the development of and agreed a project plan/strategic plan or other relevant plan, monitored and evaluated the effectiveness of the plan and have experience of:

- Risk Management
- Procurement
- Costs and cost control
- Finance monitoring
- Time management
- Production Management

You must emphasise how you delivered the plan through your personal leadership in each of the areas above.

2.5 Developing People or Teams
Demonstrate your competence in respect to developing people or teams. Evidence should include reference to:

- Appraisal/performance management
- Identify learning needs
- Negotiate a learning plan
- Build team relations
- Experience of professional relations in the workplace
- Experience of conflict and dispute resolution

2.6 Innovation
Provide examples of where you have used innovative products, ideas or processes that have resulted in benefit to your organisation or specific project outcomes.

Innovation is demonstrated by having a positive, important effect on construction or service, improving quality and reducing time or cost.
Section 3 – Commitment to Professionalism

In this section you are required to demonstrate your knowledge and understanding of the role and significance of the CIOB and its functions. You should also show an appreciation of your personal professional role and the public expectations of a professional and the CIOB Code of Conduct and Member regulations. The assessor will be looking for evidence to support the following competencies:

3.1 Professional Judgement and Responsibility

Based on their own experience, candidates should describe an occasion that has required them to exercise professional judgement. The purpose of this section is to ensure that members of the CIOB apply appropriate standards of professionalism to their duties based on CIOB Rules and Regulations of Professional Competence and Conduct, and their duty of care.

Indicative examples

- Identify a situation where professional judgement was required and how it was demonstrated. (Issues could be behavioural, contractual and may include reference to members of the public).
- Demonstrate process for applying appropriate criteria when exercising professional judgement (e.g. by reference to the Rules and Regulations of Professional Competence and Conduct).
- Identify involvement with making decisions that protect the general public.
- Display knowledge of personal limitations (e.g. when to seek advice from others).

3.2 Commitment to Code of Ethics

Please refer to the following link for further information to help you describe/evaluate the importance of the Code of Ethics relevant to your role/experience. “The CIOB and Ethics”

3.3 Commitment to Continuing Professional Development

Candidates must show their understanding of the importance of CPD. Applicants should demonstrate an understanding of the evaluation, planning and implementation of CPD in order to meet current and future needs.

Indicative examples:

- Identify how you have reflected upon achievement or lack of achievement
- Evaluate training and development activities
- Demonstrate where and how you have encouraged others in the organisation to undertake CPD activities
- The benefits of CPD within your job roles
PART 5
EMPLOYER/VERIFIER STATEMENT

A signature will be required on this part of the form from someone who can verify the contents of your application. Ideally they will be your line manager in your current or most recent role.

Self-employed applicants could ask a professionally qualified client or other Construction Professional who knows you well to endorse their application. Please note this is not an exhaustive list. For any queries or more information please contact pr.application@ciob.org.uk

Please find below a list of other relevant Professional Memberships, along with the CIOB, who can sign this part of the statement:

- RICS
- CIBSE
- CIAT
- CIH
- ICE
- IStructE
- RIBA
- Chartered Institute of Civil Engineering Surveyors
- And their Scottish or Irish Equivalents

It is important to note that whoever signs this part of the application will be endorsing your application for chartered membership so must be an authorised representative as they will be contacted to confirm and validate any aspect of your submission.

If you are unsure as to who can sign this for you, then please contact PR. office who will do their best to assist you.

NEXT STEPS
THE DECISION

Pass: The candidate will receive written confirmation and an invitation to a ceremony.

Deferral: In cases where the candidate fails to meet the criteria they will be advised they have been deferred and provided with a full explanation including advice on what is required before a further submission can be made. A time limit for re-application will be provided and all decisions will be confirmed in writing.

For a re-application, documents should be updated to reflect additional experience and knowledge gained.

The Appeals Process

The CIOB has a Grievance and Appeals Panel to consider any appeals from candidates who have been unsuccessful in the Professional Review and feel the decision to be unjust. Candidates who are deferred will be advised as to their right to appeal in their deferral letter along with guidelines on the appeals process.