



The Chartered  
Institute of Building

# A Quick Guide to the Professional Review

# What is the Professional Review?

- The Professional Review is the final stage to achieving your Chartered membership.
- It is a paper-based application based on a set of competence standards that are contained in the PR Guidance notes.
- You will be asked to provide a specific example of work you have carried out that you believe meets the standards.
- This is your opportunity to demonstrate your competence.
- You do not have to be working on sites. You could be a Design Manager, Quantity Surveyor or BIM Manager. The standards can be interpreted in relation to your job role.
- The assessor takes your job role into account when making their assessment.

# Your First Step - Join a Pathway

To apply for Chartered Membership via the Professional Review you will need to be on a Pathway. This will give you Applicant membership. For benefits of membership please visit the [website](#)

Eligibility requirements	Qualified and Experienced – Industry Pathway	Qualified and Experienced – NVQ Pathway	Educators Pathway
Qualifications	<ul style="list-style-type: none"><li>• A degree or</li><li>• Construction NVQ at Level 6.</li><li>• Construction SVQ Level 4/SCQF Level 9.</li><li>• Chartered Membership Programme</li></ul>	<ul style="list-style-type: none"><li>• NVQ L7 in Senior Construction Management.</li><li>• SVQ level 5/SCQF Level 11 in Senior Construction Management.</li></ul> <p>(Please note any other level 7 qualifications will not be accepted for this pathway)</p>	<ul style="list-style-type: none"><li>• A degree or</li><li>• Construction NVQ at Level 6.</li><li>• Construction SVQ Level 4/SCQF Level 9</li></ul>
Experience	<p>With a construction related degree - 3 years' experience in a management role within construction</p> <p>With a non-construction related degree - 5 years' experience in a management role within construction</p>	<p>3 years' experience in a management role within construction</p> <p>Your NVQ Assessor must be MCIQOB/FCIOB for the duration of your course.</p>	<p>3 years' experience researching or teaching a construction-related subject.</p> <p>NVQ assessor or Internal verifier.</p>

# The Process

Step 2. Download your PR application documents from the portal.

Step 3. Complete the application documents and upload to the portal and pay the assessment fee. Include CPD records (only applicable if you have been in membership for more than 1 year)

Support – Please visit the Professional webpage for the [support options](#)

Step 4. On submission the PR Team will review your application.

They will either forward your application to an assessor or return it with feedback to improve.

Timescale for Assessment – this varies throughout the year. The end of the year is busier than the summer for example. You will be given a timescale at the time of submission.

# The Industry Competencies

These are the competencies you will be providing examples for.

Within the application, these competencies are broken down into standards based on the themes.

Competencies	Themes	Overall objective
Planning and Monitoring work		Show how you plan and monitor work against these themes.
Cost and budget control		Demonstrate the ability to manage finances effectively against these themes.
Developing people	<ul style="list-style-type: none"><li>Health and safety and wellbeing</li><li>Sustainability</li><li>Quality</li><li>Professionalism</li></ul>	Demonstrate that you support skills development in self and others against these themes.
Technology		Demonstrate how you use technology to bring value against these themes.
Collaborative working	The examples you provide must relate to the themes above in each competency.	Demonstrate an ability to work with others for a common goal against these themes.
Compliance with legalisation and/or standards		Demonstrate the ability to apply legislation and/or standards against these themes.

# The NVQ Standards

You are expected to demonstrate your competency in the following areas

## COMMITMENT TO PROFESSIONALISM

TO BE COMPLETED BY THOSE ON THE INDUSTRY AND NVQ L7  
PATHWAYS

Professional Judgement  
& Responsibility

Commitment to the Code  
of Ethics

Commitment to  
Continuing Professional Development (CPD)

# The Standards – Educator Pathway

You are expected to demonstrate your competency in the following areas

Sections		Who is this for?
Mandatory	Advancing & Enhancing Current Best Practice	Everyone
Optional (pick one of these options)	Advancing & Enhancing Construction Management Knowledge	For those wishing to make an application based in research.
	Advancing Learning & Teaching. For those wishing to make an application based on work in the area of learning and teaching.	For those wishing to make an application based on work in the area of learning and teaching
	Vocational Education & Training.	For those wishing to make an application based on their work as an NVQ Assessor or Training & Development Manager
Mandatory	Leadership & Management.	For those wishing to make an application based on their management competence
	Commitment to Professionalism.	Everyone

# The decision

You will be emailed the result once the application has gone through the whole assessment process.

Result	You need achieve the following in each of the themes.	Descriptor of next steps
Pass	All themes have been passed.	The standards have been fully evidenced. The applicant will receive written confirmation and an invitation to a ceremony.
Additional Questions	One theme has not been passed.	You will be emailed up to 6 questions on this theme. Answer the questions and return to the PR team for further assessment.
Interview	Two themes have not been passed.	Further clarification is required in the themes that have not been fully evidenced. Applicants will be invited to attend an interview to be given the opportunity to expand on their application.
Defer	Three or more themes have not been passed.	In cases where the applicant fails to meet the standards, they will be advised they have been deferred and provided with an explanation, including advice on what is required before a new submission can be made.

# Contacts

## Customer Service

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## Professional Review Team

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Professional Review Workshop