

## Professional Review Verifiers

### Introduction

The new method for Applicants to progress to Corporate membership of the Chartered Institute of Building (CIOB) is through a competence-based Professional Review (PR) assessment system. In essence, PR Applicants are required to demonstrate that they have occupational and management competences, and a commitment to professionalism.

To achieve this, an Applicant is required to present their workplace and other evidence of experiences in their role over the last three years. Upon receipt of the evidence, appointed assessors determine whether or not the experience as presented adequately satisfies the competence requirements.

To ensure that the evidence provided by Applicants is genuine and the documents presented are original, the CIOB seeks independent assurance from individuals who know in detail the work of the Applicant and to confirm that the information provided is correct.

The role of the Verifier is therefore an important one and these notes provide guidance for Verifiers.

### Verifier Roles and Responsibilities:

Once the Applicant has completed the PR Application, Verifiers are asked to check the Application Form has been completed correctly and read it to satisfy themselves that the information given is consistent with their own recollection and to check for accuracy. Once they are satisfied that the information is true and correct, the Verifier is required to sign each and every section by placing their signature, name, date, and in what capacity the Applicant is known. The form should then be returned to the Applicant.

A Verifier should only sign those sections where he/she is fully aware of the Applicant's experiences. If a Verifier is unable to sign all sections, the Applicant is required to seek a Verifier for the remaining sections. Again, upon completion, the Verifier should return the Application to the Applicant.

### The Verifier

The competences must be verified by someone deemed acceptable to make such an endorsement. Where the Applicant is employed then the Verifier must be a senior representative (usually the line manager) of the Applicant's employer. Colleagues of the candidate either at the same level in the

company or subordinate may not be Verifiers. Likewise, family members are not acceptable.

Where the Applicant is unemployed the Applicant should contact their former employer and ideally their line manager to verify the information. Where this is not possible a suitably qualified professional person, should sign as the Verifier. (The Guidance Notes lists those individuals deemed to be a suitably qualified professional person to act as a Verifier)

Where the Applicant is self-employed, a suitably qualified professional person such as a client, for example an owner/manager of a company or project, can act as a Verifier.

In all cases, it is expected that Verifiers must be senior to the candidates and ideally professionally qualified in a discipline associated with the built environment.

However, a suitably qualified professional person may also be your personal accountant, whom by dealing with your accounts has gained relevant knowledge of your professional commitments, therefore is able to prove your integrity.

## **Conclusion**

The role of the Verifier is important for all concerned.

For the Applicant, it is their responsibility to make statements that are true and correct in every details since their professional standing is being carefully evaluated for progression to Corporate membership of the CIOB.

For Verifiers, it is important that they know the candidate's experience and agree their interpretation of that experience. The Verifier is therefore acting as a 'validator' on behalf of the CIOB that the candidate's interpretation is correct and appropriate.

For the CIOB, the Verifiers' role is pivotal in that he/she is ensuring that the evidence presented is robust and that when the Application is assessed, the assessors can be confident that it presents a true and accurate reflection of the candidate's experience. It is therefore crucial that a Verifier signs only those sections that he or she knows are accurate and true.

The CIOB acknowledges the crucial role undertaken by Verifiers and places on record its appreciation of the vital work they do to assist the CIOB to maintain the highest standards of its members.