PROFESSIONAL REVIEW GUIDANCE & ASSESSMENT CRITERIA FOR CANDIDATES
These guidance notes will assist you in structuring your submission to attain Chartered Membership of the CIOB. They comprise of:

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Chartered 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 Chartered Membership and the designation MCIOB. You are now at the final stage towards your Chartered 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 success with your application.

GETTING STARTED

You must hold current membership prior to submission and you will need to provide the following supplementary documents together with your completed application.

- A copy of your up to date CV. Assessors use this to cross check projects you have in your report. Please make sure your timelines are accurate.
- Your job description
- An organisation chart showing your position, name, who you are responsible for and accountable to
- Your CPD record for the past 12 months (only required if you have been in membership for one year or more)
- Your forward action plan for the next year (this should include personal and company objectives).
- Please provide 1 passport photo (recent head and shoulders shot).

When you believe your application is ready to be submitted, follow the steps below and your application will handled by a PR Advisor.
Like most professional bodies, we believe it’s essential for members to keep up to date with the latest developments and knowledge in their field – it’s called Continuing Professional Development. However, we’re not prescriptive about how they do that. We think members are in the best position to know how best to enhance their skills.

We do expect members to keep a record on their membership profile of their CPD activities, which we monitor, as a condition of membership.

**What is CPD?**

CPD is any learning that adds value and enhances your occupational knowledge and skill. It facilitates individual development and maintenance of professional competence. Our inclusive definition reflects the diverse range of members and the activities they undertake to develop their careers. Attending relevant conferences and seminars, reading magazines and websites or researching new products and innovative methods can all contribute to CPD.

**Where can I record my CPD?**

The members’ portal is accessed via the main CIOB. Make sure you have your login details and membership number at hand. Once logged in, click on Change/Update your CPD details on the right hand side.

**What counts as CPD?**

CPD is any learning that is going to add value and enhance your professional and occupational competence. Some will be structured and some will happen informally in the course of your work.

**How many hours of CPD do I need to complete?**

It is your responsibility, as a CIOB member, to undertake professional development activities to ensure that you continue to improve and broaden your skills, knowledge and professional behaviours, that are necessary in your professional duties. However, we are not prescriptive about what you do, i.e. there is not a set number of hours you need to complete. You are best placed to know what CPD is necessary and relevant to you.

We are looking for evidence that you have gone through a process of assessing your development needs, done something about it, and evaluated the outcomes, ready to begin the process again.
HOW TO APPLY

For direct applicants only.

If applying through a PR Support Provider, please deal directly with them.

**STEP 1:** Email all your documents to pr.application@ciob.org.uk (direct applicants only)

**STEP 2:** You will receive an acknowledgment of receipt.

**STEP 3:** A PR Advisor will pick up your application within 5 days of receipt and check all documents have been received and advise how to pay the fee.

**STEP 4:** Once payment is received the PR Advisor will contact you again and provide you with more detailed information on the application. This may include ways of strengthening the report.

**STEP 5:** Only when all fees are paid, all documents are received, and the report is checked by a PR Advisor can the application move to the Assessment Process.

Please note: we can only process applications which include all the documents listed. Your application will be delayed if anything is missing.

This part of the process depends on how long you take to act on the advice of the PR Adviser.
ONLY WHEN AN APPLICATION IS COMPLETE WILL IT ENTER THE ASSESSMENT PROCESS

The Assessment Process
Once submitted, your application goes through the following stages. The PR Advisor will let you know when your application is in the Assessment process.

Stage 1 - Your Application is Assessed by a CIOB Assessor in accordance with CIOB Assessment Procedures.

Stage 2 - Your Application is moved to the Internal Verifiers, to ensure the assessment has been made in accordance with the CIOB Assessment Procedures.

Stage 3 - Your Application is moved to the External Verifiers, to ensure standards of assessment are fair and consistent across all assessors and in accordance with the CIOB Assessment Procedures.
THE 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 Competence
Management Competence
Commitment to Professionalism

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.

The application must be typed and all boxes must be completed leaving no white space.

**DO**

- Read the Professional Review Guidance and Assessment Criteria for Candidates before completing the report. Our experience shows that people that use the guidance have better chance of passing first time.

- Give 1 or 2 clear, specific and detailed examples of the competences from your own practice. Use first person and past tense. Use the CARL format:
  - **Circumstance** – Describe the circumstance you needed to act on
  - **Action** – Describe the action you took. Why did you choose this action?
  - **Result** – Evaluate the result of your action/decision including positive and negative
  - **Learning** – Outline any learning you took from this experience.

- Include reflection and evaluation, where you can, on practice giving indications of how the candidate would do things differently in the future

- Use all the space provided to its fullness to describe and evidence your competence. There is no word count and only what is written in the “visible” space of the box will be accepted. Font size 11 required.

- Keep self-evident comments like ‘Health and Safety is important to the organisation...’ or ‘Planning and organisation is crucial for the smooth running...’ brief. It is good to have an opener to a section but too much of this language starts to sound like waffle. It is the personal examples we are looking for.

- Be honest about what you have achieved. The assessor is not looking for prestigious multi-million pound projects. They are looking for evidence of competence, the ability to understand the limits of one’s competence and responsibilities, the ability to make ethical decisions and the commitment to learn and develop.

- Do check for spelling and grammatical errors. The PR Team will send the report back if it is clear your report has not been proofread
- Don’t write ‘we do this at...’ or ‘we follow company...’. Too much of this suggests you are not working on your own initiative.

- Don’t list your job responsibilities or your job description.

- Don’t describe company policies e.g. at my company we do... The assessor wants to know about you and your practice. You may refer to policies that inform your practice.

- Don’t assume because you have worked on large projects or prestigious sites that this confirms competence. It does not.

- Don’t exaggerate or misrepresent your experience and responsibilities as you may be questioned about it.

- Don’t use bullet points. It suggests you cannot fill the boxes with 2 substantive examples.

- Don’t use company specific acronyms without mentioning the full title at some point in your report.

- Don’t provide additional documents, which we do not mention in this Guidance. They will not be included in the submission for assessment.

- Don’t send your documents in the paper format; they need to be provided to us electronically.

- Don’t send your application handwritten, this is a professional report and must be completed electronically.
The PR will assess that you are competent to carry out the work of a qualified Chartered Builder or Chartered Construction Manager. 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 COMPETENCE
2. MANAGEMENT COMPETENCE
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 your role.

You will see that there are highlighted words in the criteria for each section. These are your key activities that need to be in your response.

The reason most people do not pass their PR first time round is because they do not include specific examples of activities they have carried out. There is a generalised description about what they do rather than what they have done.

You will find the Marking Descriptors useful for understanding how the Assessors make their assessments.

There is a chart at the back that you may find helpful. It is the guidance notes just written as questions.

Examples

It’s better to have two clear examples that follow the CARL format rather than lots of unexplained examples.

Your examples should be current, reflecting the past 3 years of work experience.

In exceptional circumstances, we would accept an example going back to 5 years, however you would need to seek agreement to use such examples prior to completion and submission of your application.

The following report examples have been provided to help applicants structure their report.
EXAMPLE 1

Quality is determined by the specification and contract drawings. To manage quality of the project I firstly read the specification and look at the drawings so that I can devise a quality plan to ensure that the end product will be fit for purpose to the clients requirements.

Quality control is more a matter of defect detection and I carry out inspections each day to ensure that the product is right first time to reduce the time required for snagging. Doing these inspections and having any defects rectified immediately also saves time and cost in the long term. I also employ the services of the local authority building control who send out an inspector at certain intervals of the build process and signs the work off at each of the stages, e.g. dpc level, roof structure. This ensures that the build is built to current building regulations. Do this to ensure that the completed project meets the specification and reduces client complaints as well as to improve the reliability of the work and products and to reduce cost.

During the inspection I record the progress with photographic evidence and catalogue my findings on a quality control inspection form which is then filed and can be recalled at a later date if required. This is something that I have just implemented into my work as I had an issue on my last project where a defect occurred and I could not prove who was at fault (quite an expensive learning curve).

I also ensure that any pipework installed is pressure tested prior to being filled as a leak can have serious consequences to the programme especially after being plastered. I also carry out checks for the correct tolerances to measurements and levels to ensure that they all comply with current regulations.

This could have been improved by providing a more specific example. For example

“Quality control is more a matter of defect detection and I carry out inspections each day to ensure that the product is right first time to reduce the time required for snagging. Doing these inspections and having and defects rectified immediately also saves times and cost in the long term”

This is considered a GENERALISED description.

Instead

On the local school site I carried out inspection each day to ensure the quality is right first time. On one day, the list included several areas where I felt the quality of the work carried could be better. I worked with the contractors to ensure the work was re-done. On this site the local authority Building Inspector also attended at various stages of the project. This ensured that all regulations were being followed. I discussed quality issues with the inspector which led to a better product. This saved cost and time in the long term”

This is considered a specific example.
EXAMPLE 2

COMPETENCE 3.1.5 Knowledge of Commercial, Contractual and Legal Issues

On my current project we have 3 separate party wall agreements. The works were programmed to work on the respective areas separately. The 1st area of works was a small area which consisted of an insulated timber wall panel with a zinc cladding. During the demolition this lead flashing was left in place. I investigated the party wall agreement for this specific area and it only stated that we needed to leave the roof in the same state as the dilapidation photos taken. When I viewed the existing lead it wasn’t obviously damaged but as we were installing a new flashing over the top I became concerned that we were risking future problems if we didn’t rectify the neighboring building’s waterproofing. I spoke with my Project Director and suggested that to avoid any future water ingress issues with either our building or the neighboring building we should replace all the lead on that roof. This was a small additional cost and a variation to the metal worker, but in the long run it should mitigate any higher costs at a later date should the existing lead have failed if left in place.

This work was raised back to the Client as a variation from the Main Contractor as the Client team has not taken into consideration the potential requirement for replacing the lead works in this area. As part of this area was included within the demolition works the integrity of the waterproofing was being compromised so I raised a Confirmation of Instruction to the Client team as had we not have undertaken this work on their behalf we may have had the calls to deal with the issue but it would have been at the risk to the Client as it was an issue with the existing structure.

The variation for this work was issued to the Zinc Sub-Contractor as they were undertaking the small amount of lead works for the project. Due to the nature of zinc works my Sub-Contractor has provided the design for his areas using the concept design from the Architect. As there have been a few missing’s from the design there have been elements of works which have not been captured by the Surveyor when drawing up the contract documents. Unfortunately I have had to raise a number of instructions in order to progress the works and allow the zinc works to continue and not halt causing stand down charges. This has meant that upon application the Sub-Contractor has issued a number of variations. I have been working closely with the Surveyor to review each variation and explain the reasons why the instruction were raised. There are a number of items which I have documented we can claim back from the Design Team due to insufficient design information at the time of install. I have produced a short report for the surveying team detailing each item which has come up due to design issues and explained the programme delays had I not made the decision to enforce the changes required.

There are some elements of the contract that I have omitted due to design changes which since the contract being issued have been amended by the design team.

This a better example for the following reasons

- Specific examples
- Written in past tense – What has happened not what might be done
- Written with CARL format in mind
- Reflection and evaluation included

This is considered a solid description. See marking descriptor.
MARKING DESCRIPTORS

Marking Descriptors help you understand what our assessors are looking for. For example if you include bullet points or lists this will put you in the Defer band. A Generalised Description without specific examples will put you in the Question or Interview band.

Aim for BLUE.

<table>
<thead>
<tr>
<th>Bands</th>
<th>Scoring</th>
<th>Descriptor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defer</td>
<td>0</td>
<td><strong>No legible response</strong> – nil</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td><strong>Incoherent / inadequate response</strong> which is not relevant to the subject or inaccurate in technical detail</td>
</tr>
<tr>
<td>Defer</td>
<td>2</td>
<td>Response is limited to a list of responsibilities or <strong>bullet points</strong> with some relevance to the subject.</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Response is mostly a list of responsibilities or <strong>bullet points</strong> with some relevance to the subject. There are some examples but they tend to be irrelevant or very limited.</td>
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<tr>
<td>Question or Interview Band</td>
<td>4</td>
<td>A <strong>Generalised description</strong> of the importance of the subject area but no actual examples that demonstrate competence. The applicant may describe company policies and procedures or job responsibilities rather than examples of own practice. Further questions may elicit suitable examples.</td>
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<tr>
<td>Pass</td>
<td>5</td>
<td>The candidate has described how he/she meets the competence within the context of his/her job role. The candidate demonstrates an understanding of the subject area and has given 1 or more examples which are relevant to the subject area but may be narrow in scope due to limited experience.</td>
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<td></td>
<td>6</td>
<td>The candidate provides a range of examples that demonstrate that he/she is competent within the parameters of the job role. The candidate demonstrates that he/she has solid knowledge and experience.</td>
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<tr>
<td>Good pass</td>
<td>7</td>
<td>Candidate gives a range of examples that demonstrate a deep understanding of the competence and show <strong>reflection</strong> on practice and <strong>evaluation</strong> of the effectiveness of actions.</td>
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<td></td>
<td>8</td>
<td>Candidate gives a range of examples that demonstrate a deep understanding of the competence and there is evidence of an <strong>innovative</strong> approach to problem solving or management as well as <strong>reflection</strong> on practice and <strong>evaluation</strong> of the effectiveness of actions.</td>
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This section incorporates 5 areas of competencies. All examples used must be current and valid. Assessors will be looking for specific detailed examples that demonstrate your competence.

1.1 Planning and Organising Work

You must provide workplace evidence of how well you plan, programme, organise and monitor your work activities, systems and methods, based on specific projects or tasks.

Your response must include specific evidence of how well you identified and set objectives, how you measured performance against the set objectives, how well you managed the team to work collaboratively and identified skills required to benefit the project.

1.2 Managing Health, Safety and Welfare/Wellbeing

Demonstrate your understanding and responsibility for health & safety, and compliance with current legislation. Describe your experience and application of processes related to welfare/wellbeing issues and working practices.

By using examples from your own experience, identify the principal hazards or breaches of rules (or potential hazards or breaches) in your work place and demonstrate your actions in removing or mitigating the associated risks.

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 specific product, service, or process by providing good examples where the required or expected standards were not being achieved, and explain your actions to remedy, rectify or improve them.

Demonstrate your competence of managing client or user satisfaction, quality assurance processes and procedures.

1.4 Sustainable and Environmental Practices in Construction

Provide workplace evidence to demonstrate your awareness and involvement in good practice in the operation of sustainable construction.

Use examples to demonstrate your understanding of sustainable development and legislation, including other sustainable communities, energy management and environmental impact; and include environmental legislation and other controls appropriate to sustainable construction development and your role.

1.5 Knowledge of Commercial, Contractual and Legal Issues

Demonstrate your awareness and involvement in construction law, civil law and insurance practice relevant to your job role. This should include examples of specific contracts in which you have had experience of contractual obligations and negotiated contracts, relevant to your job role.

Use examples to demonstrate awareness of the commercial impact of your decisions and actions.

Your examples must show your ability to communicate effectively with clients, consultants, senior management, stakeholders or other relevant personnel regarding commercial, contractual and legal issues.
SECTION 2 of the competence report
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

Use specific examples to demonstrate your ability to communicate effectively with a range of stakeholders relevant to your job role. Examples should include reference to a range of different communication channels.

Indicate the ways in which you adapt your communication style taking into account different parties.

2.2 Decision Making

Use specific examples to demonstrate your ability to identify problems or potential problems, analyse possible solutions, implement your chosen solution and then monitor and evaluate the effectiveness of that solution.

The problems or issues could be technical, organisational or interpersonal.

2.3 Managing Information

Use specific examples to demonstrate your ability to manage information including control documents in a range of situations, including the source, flow and dissemination to relevant parties.

Demonstrate how you identify and access information relevant to your role.

Provide examples when the information you required was incorrect or missing/unavailable and explain your action(s) to remedy this for the specific instance and for future error/omission correction.

2.4 Strategic Management/Financial Management

You must provide examples when you developed, contributed to or have an awareness of a project or other strategic/financial plan that demonstrates how you managed, monitored, evaluated that plan. Include how you manage risk, procurement, cost and cost control, finance, time and production in relation to that plan.

2.5 Developing People, Teams

Use specific examples to demonstrate how you have developed or managed a team or professional relationships within your role.

Include reference to

- identifying learning needs
- negotiating a learning plan
- appraisals and performance management.

This can relate to yourself or to others.

2.6 Innovation

Use specific examples to demonstrate how you have introduced and implemented innovative solutions, systems or processes that have resulted in influencing time, cost, quality or safety to your organisation or project outcomes.

Your examples should demonstrate how you have used solutions attained through external sources and previous experience and transferred or adapted them to the benefit of your organisation, project or task.
SECTION 3 of the competence report
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 your own experience, you should describe in detail an occasion or an incident that has required you to exercise your professional judgement.

In this section, your professional judgement relates to an occasion or an incident where it may be regarded as beyond your normal sphere of activities in your role and where you were challenged because of the situation you faced and the consequent ethical decision you were required to make.

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 abide by the Rules and Regulations of Professional Competence and Conduct

Demonstrate using examples from your experience of how, in your role, you function within an ethical framework.

Ethics is at the heart of professional integrity, requiring honesty and respect for the rights of others. It may extend beyond skills, experience and adherence to rules/standards.

Please refer to the following link in relation to more information regarding Ethics in our Rules & Regulations: www.ciob.org/about/governance/royal-charter.

3.3 Commitment to Continuing Professional Development

You should show an understanding of the importance of CPD in your role, as this CPD is a mandatory requirement for membership, by providing evidence that you carefully evaluate, plan and implement a range of industry-focused activities to show how they meet your current and future needs.

Demonstrate your role in encouraging CPD in others and your awareness of its importance in developing the construction industry.

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.
Remember your examples should be past examples, what have you done not what are you doing. Writing in the first person and past tense always helps.

## 1 Occupational Management

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<th>Section</th>
<th>Title</th>
<th>Key Criteria</th>
<th>Has your examples included the key criteria</th>
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<tbody>
<tr>
<td>1.1</td>
<td>Planning and organising work</td>
<td><strong>This section is about how well you</strong></td>
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<tr>
<td></td>
<td></td>
<td>a) plan organise and monitor work activities and methods</td>
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<td></td>
<td>b) set objectives and measure performance</td>
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<td></td>
<td>c) build team relations to carry out the work planned</td>
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<td>Think about an example(s) of when you have managed a team to meet the organisational or project objectives. If you do not manage a team, think about an example(s) of when you have managed your own work activities to meet organisational or project objectives</td>
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<td>1.2</td>
<td>Managing Health, Safety and Welfare/Wellbeing</td>
<td><strong>This section is about how well you</strong></td>
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<td></td>
<td></td>
<td>a) Identify your job responsibilities and practices under Health, Safety and Welfare legalisation</td>
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<td>b) Identify hazards and assess risks arising from workplace activities</td>
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<td>c) Identify and describe Implementation of Risk Control Measures</td>
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<td>Think about an example(s) that includes identified risks, breaches and how you dealt with the situation. Everyone has some responsibility. You need to think about what you do in your job role Don’t forget Welfare.</td>
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<td>1.3</td>
<td>Managing Quality</td>
<td><strong>This section is about how well you</strong></td>
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<td></td>
<td></td>
<td>a) evaluate the quality of a product or service or process</td>
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<td>b) work to improve the product, service or process where it does not meet required standards</td>
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<td>c) manage client/user satisfaction, QA processes and procedures</td>
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<td></td>
<td></td>
<td>Think about an example(s) that includes when you</td>
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identified a quality issue with a service, a product or process.

| 1.4 | Sustainable and Environmental Practices in Construction | This section is about how well you
a) demonstrate an awareness of good practice in the operation of sustainable construction within your job role
b) apply the concept of sustainable development?
c) comply of environmental legislation in relation to your job role?

Think about an example(s) that includes how you have applied sustainable construction to your job role. What legislation do you comply with and how.

| 1.5 | Knowledge of Commercial, Contractual and Legal Issues | This section is about how well you
a) demonstrate a knowledge and understanding of construction or civil law or insurance practice
b) demonstrate an understanding of the commercial impact of decisions and actions
c) communicate with clients regarding commercial, contractual and legal issues

Think about an example(s) that includes when you used construction law or insurance practice. What commercial decisions have you made and why? What communication did you have with your clients?

| 2.1 | Communication | This section is about how well you
a) demonstrate the ability to adapt communication styles to the audience
b) show an awareness of a range of communication media?
c) communication with a variety of stakeholders?

Think about an example(s) that shows a range of communication methods and how you adapt your style of communication to suit your audience or different stakeholders.

| 2.2 | Decision Making | This section is about how well you
a) identify and investigate problems
b) analyse possible solutions
c) implement, monitor and evaluate the effectiveness of the solution

Think about where you needed to find a solution to a problem. What investigations did you undertake, what were the solutions and analyse why you chose your solution. Finally, how did you implement, monitor and evaluate the effectiveness of the solution.

| 2.3 | Managing Information | This section is about how well you
| 2.4 | Leadership and Strategic Management/Financial Management | This section is about how well you  

a) develop or contribute towards a strategic, financial or other plan  
b) monitor and evaluate the effectiveness of a strategic, financial or other plan  
c) demonstrate the ability to manage the various aspects of a plan for example risk, procurement, costs and cost control, financial management, time management and product management  

Think about this within the scope of your job responsibilities. You may not be involved directly but you may have made a contribution to strategic and financial planning. |
|---|---|---|
| 2.5 | Developing Teams | This section is about how well you  

a) demonstrate an ability to identify learning needs and negotiate a learning plan  
b) demonstrate an understanding of appraisal and performance management  
c) demonstrate effectively manage a team  

Think about this within the scope of job role or as an individual if you do not manage a team. Have you helped or mentored a new employee and help them understand what their training needs are? Have you had to negotiate a training plan? Do you carry out appraisals or you have regular appraisals yourself? |
| 2.6 | Innovation | This includes how well you  

a) demonstrate the ability to use innovative ideas or solutions to bring benefit to an organisation or project  
b) develop innovative ideas or solutions  
c) use innovation to reduce costs or time  

Think about how you have developed a new way working, what benefits it brought in terms of cost |
and time. Can you provide some evaluation and reflection regarding your idea?

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<td>This includes how well you</td>
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<td></td>
<td>a) demonstrate an understanding and application of professional judgement and responsibility, including ethical decision making</td>
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<td>b) understand CPD and the benefits</td>
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<td>c) understanding the rules and regulations of CIOB membership</td>
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Think about an example where you have had to make a professional judgement. Make sure it is outside of your normal sphere of work. Show you understanding by providing examples and how the learning benefitted you.

Please refer to the following link in relation to more information regarding Ethics in our Rules & Regulations:

www.ciob.org/about/governance/royal-charter
A signature will be required on this part of the form from someone who can verify the contents of your application to be true and accurate account of your experience. Ideally, they will be your senior, line manager in your current or most recent role.

Please note: family members or Mentors assisting with the Application are not permitted to sign or verify your competencies/application.

Self-employed or Freelance applicants could ask a professionally qualified client, who is a member of a Professional Body 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, should you be unsure who can sign this for you, please contact pr.application@ciob.org.uk.

Please find below a list of other relevant Chartered Institutes who can sign this part of the statement:

- RICS
- CIBSE
- CIAT
- CIH
- ICE
- IStructE
- RIBA
- Chartered Institute of Civil Engineering Surveyors
- And their Scottish and 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.
THE DECISION

The applicant will be advised of the result once the application has gone through the assessment process.

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

Interview: Where further clarification is required, applicants may be invited to attend an interview to be given the opportunity to expand on their application.

Deferral: In cases where the applicant fails to meet the criteria 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. Any re-submission should take into account feedback given.

THE APPEALS PROCESS

Appeals

You have the right to appeal if your application is deferred. Appeals must be made within one month of receiving the deferral letter.

Appeals cannot be made on the grounds of disagreement with the assessment outcome. The appeal must be based on a valid reason such as:

Failure to correctly follow the process and procedures for the assessment or where you suspect there may be bias in the assessment process and this must be stated in full in the letter of appeal. No new material or documents can be bought into the appeal. The appeal is to be based solely on the application and correspondence received.

Appeals are to be made in writing, stating the grounds for the appeal. Your letter of deferral will provide you with the contact details.
You are on the brink of submitting your Professional Review Report, please have a quick look at the list below and make sure your report supplies the information we expect to receive.

### SPECIFIC RECENT EXAMPLES:
Each section needs at least one good example of how you meet the criteria in each section. They should something you have taken responsibility and current, not going back further than 3 years. Avoid using bullet points, lists and headings and check spelling & grammar. Use font size 11 as a minimum. Any smaller and your application may be returned.

### REMEMBER TO FILL EACH BOX

| CPD | Please attach a record of the CPD that you have undertaken over the past year with your report. (Only required if you have been in membership for 1 year or more). |
| ORGANISATION CHART | Please attach an Organisation Chart that shows where you fit within your company, showing your manager and any direct reports. |
| ACTION PLAN | Please attach your Action Plan which should include personal and company objectives and targets for the coming year. This should also include any Training and Development plans |
| PERSONAL CV | Please attach your most recent Curriculum Vitae (CV). A generic company CV is not acceptable. Assessors cross-refer your report to your CV to check time and projects so please make sure timelines match. |
| JOB DESCRIPTION | Please attach your current job description. This should highlight your day to day responsibilities. |