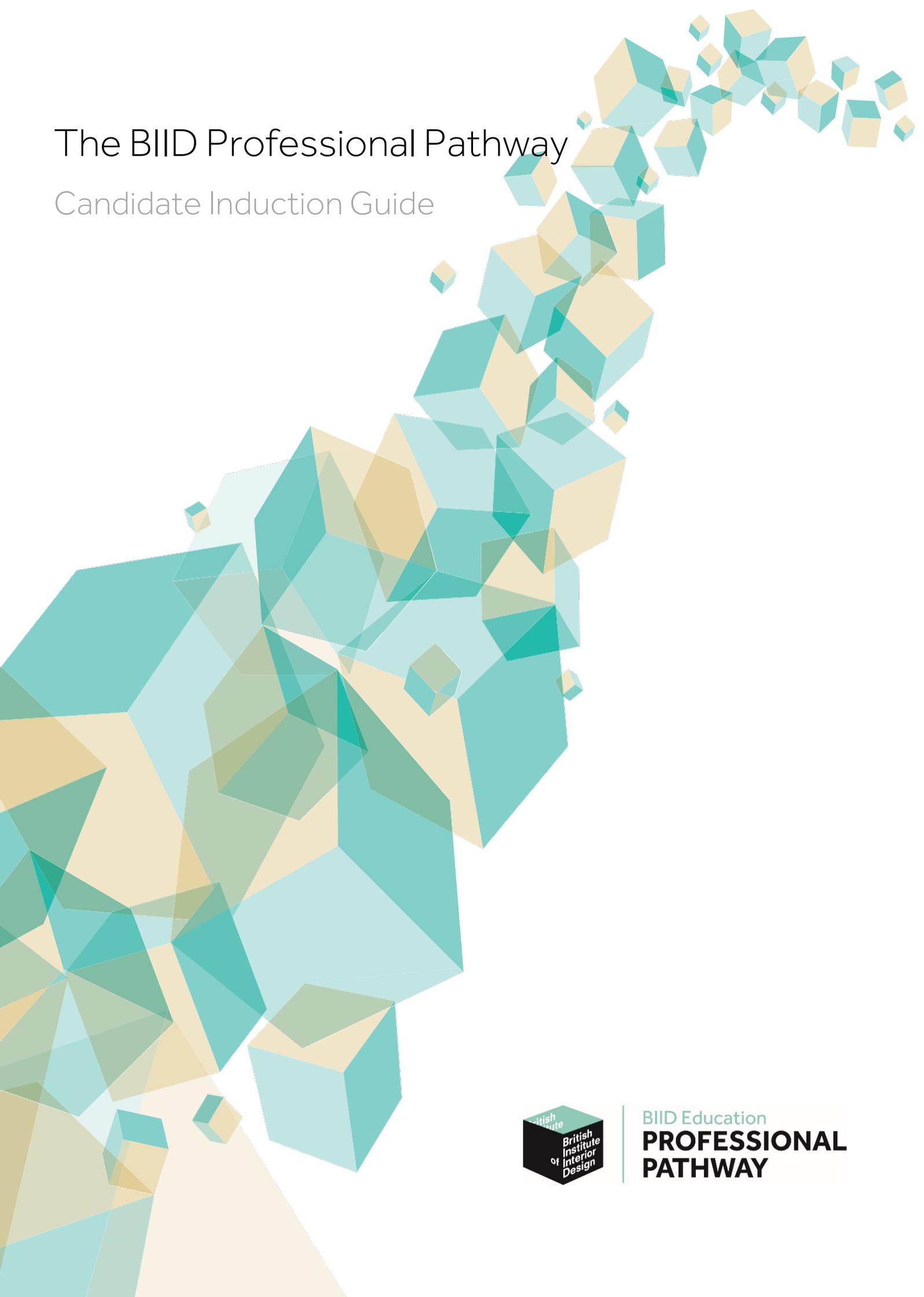


# The BIID Professional Pathway

## Candidate Induction Guide



BIID Education  
**PROFESSIONAL  
PATHWAY**

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## Section 1.

# Welcome from the President

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Welcome to the BIID Professional Pathway Candidate Induction guide.

It is a great privilege for me to be leading the Institute forward as the BIID President. As the professional body for interior designers, the BIID provides interior designers with standards, training, support and recognition to the highest level and the BIID Professional Pathway underpins this role. It is the cornerstone in our drive towards inspiring great talent and design excellence.

Upon completion of the BIID Professional Pathway, candidates are eligible for full BIID membership, and are recognised by the public and the interior design industry as a qualified practising professional.

I firmly believe that the BIID Professional Pathway is the most exciting and significant development in interior design education for many years. Previously, anyone had been able to call themselves an interior designer, regardless of qualifications, experience or proven talent. From now onwards, the Institute's Professional Pathway sets a rigorous standard for professional competence.

It raises standards within the industry, providing a benchmark for designers and clients, enhancing and developing the CV and career path of an individual designer, and evidences the competence of candidates in all key areas.

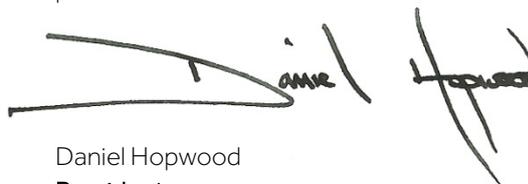
Designers, design practices and specifiers of interior design services all benefit from the introduction of the BIID Professional Pathway.

It closes the gap for interior designers between their degree courses and becoming a fully qualified professional. Taking part in the BIID Professional Pathway also consolidates the skills of self-taught designers and offers a clear distinction between professionals and hobbyists who lay claim to being interior designers.

Candidates can certify their professional competence, demonstrating that they have met national standards and Pathway submissions are assessed by a combination of design educators and established, experienced design practitioners.

Meanwhile, employers have a national benchmark to track the progress of their employees. The BIID Professional Pathway also provides clients with confidence that the designer they have hired meets the highest professional standards and is equipped with the skills, knowledge and creativity required to carry out the brief.

The BIID Professional Pathway is an opportunity to join together with the best of British Interior designers - not just to raise standards for today but to raise and maintain standards of professionalism for the future.

A handwritten signature in black ink, appearing to read 'DANIEL HOPWOOD', with a stylized flourish extending to the left.

Daniel Hopwood  
President



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## Section 2.

# Introduction to the Professional Pathway

The BIID Professional Pathway was launched in 2013 and is designed to provide a route to full membership, enabling British Institute of interior Design **Associate** and **Provisional Associate** members to develop the skills and knowledge to progress to full membership of the institute.

The Professional Pathway is designed to enable the designer to take responsibility for their own development, while being supported and guided through the requisite competencies expected from an interior designer with full membership of the BIID. It encourages the skills of self-evaluation and analysis through a diary process, which has been aligned with the RIBA Plan of Work. This enables designers to identify their own areas. This process identifies the competencies required, provides an explanation of each of these and also how this can be evidenced. The BIID Professional Pathway has been developed in conjunction with working designers and design educators to meet two key demands: to bridge the gap between education and full professional standing and to consolidate and validate the skills of those interior designers already in practice. Designers embarking on the BIID Professional Pathway can use the knowledge and skills gained in formal education and in everyday practice to evidence their professional competence.

The BIID Professional Pathway is the cornerstone in the BIID's drive for excellence. It underpins the Institute's role to set standards for the profession and offer the training, support and recognition necessary for members to reach the highest level of interior design practice.

### Why is the BIID Professional Pathway necessary?

The BIID Professional Pathway brings significant benefits to the interior design profession.

Anyone is able to call themselves an interior designer, regardless of qualifications, experience or proven talent but the BIID Professional

Pathway helps to set a clear, rigorous standard, offering a route to professional competence that recognises education and experience. It will enable designers to self-evaluate and develop design skills, knowledge, creativity and professionalism across the interior design sector.

### *For Designers...*

Designers will be able to validate their professional competence, demonstrate that they have met national standards and distinguish themselves through BIID membership. The BIID Professional Pathway is work-based, it allows candidates to timetable and manage their learning in a flexible way to fit with their everyday practice.

### *For Employers...*

Employers of interior designers have the opportunity to track the progress of their interior designer employees and employer involvement in the development of the candidate's diary is strongly encouraged. Designers with excellent self-evaluation skills will develop faster and will be able to demonstrate motivation.

### *For the Public...*

A BIID interior designer Member provides a mark of excellence and reassurance for those specifying services or seeking advice from an interior designer. It provides clients with confidence that the designer they have hired meets the highest professional standards and is equipped with the skills, knowledge and creativity required to carry out a brief.

## How does it work?

The Institute has conducted industry research, which has established that an average of 6 years combined education and experience is required before an interior designer becomes a fully competent practicing professional. In response to this, the BIID Professional Pathway has been developed as a fully inclusive 6 year route to professional competence that recognises time spent in both education and experience. It is comprised of a progressive Pathway which is designed to be undertaken whilst the candidate is working as an interior designer. Whilst the Institute offers support and assistance with this Pathway, it is not a traditional training programme qualification. However, support is given through mentor evenings. The Development Diary is reviewed annually either in person or digitally, according to candidates' choice.

## Eligibility and Entry Criteria

Interior design is an incredibly diverse profession. For many, an interior design degree or related qualification is the starting point to their career; others may enter the profession without any formal interior design education. The BIID Professional Pathway is flexible, simple and inclusive enough to accommodate these varying starting points. It reflects how education and experience play important, complementary roles in developing individual interior designers.

Anyone who seeks to become an interior designer member, regardless of previous experience, can join the Pathway. The starting point for candidates is determined by adding their years of 'credit' from educational qualifications to their years in full-time employment as an interior designer. All candidates, however, must have a total of six years of combined education and work experience and have completed the final assessment before becoming a BIID Member.

**Those with a BA/BSc/MA/MDes in Interior Design or Interior Architecture (awarded by a UK university)** will enter the Institute as Associate members and will be able to use the Associate logo to promote their work. These qualifications will contribute three years of credit toward the Pathway and candidates' time to complete the

Diary will depend on their subsequent years of work experience. Those who have completed more than 3 years of work experience may choose to go directly for final assessment for full membership. However, dependant on the experience gained, candidates may take some time to evaluate their progress using the Diary system.

**Those with a Diploma (at Level 5)/Foundation Degree/HND in Interior Design or Interior Architecture (awarded by a UK university)** will enter the Institute as Associate members and will be able to use the Associate logo to promote their work. These qualifications will contribute two years of credit toward the Pathway and candidates' time taken to complete the Diary will depend on their subsequent years of work experience. Those who have completed more than 4 years of work experience may choose to go directly for final assessment for full membership and registration. However, dependant on the experience gained, candidates may take some time to evaluate their progress using the Diary system.

**Those with no recognised Interior Design/Interior Architecture educational qualifications or possessing non accredited qualifications or qualifications at a lower level** will earn no credit toward the Pathway and will enter the Pathway based solely on their years of work experience. They will start as Provisional Associate members and may remain as Provisional Associate members until they have completed the requisite years of experience. Provisional Associate members may not use the Associate logo. Once they have gained two years of work experience, they may elect to take the Associate Assessment to become an Associate member and have use of the logo. After they have passed the Associate Assessment they will continue on the diary system.

A list of qualifying courses is available at [BIID.org.uk/ProfessionalPathway](http://BIID.org.uk/ProfessionalPathway).

## Support

Day-to-day support for the BIID Professional Pathway will be provided by the BIID Professional Pathway team, who will be able to answer your questions and provide guidance, when needed.

## Assessment and Standards

Assessment, either at Provisional Associate to Associate stage or at Assessment stage for Full Membership will be assessed by qualified, practising interior designers or design educators. These Assessors will be suitably experienced and have undertaken assessment training. For the Provisional Associate to Associate Stage, they will review electronic submissions from candidates and evaluate them based on the specific Stage criteria. Quality Assurance will be monitored by double-marking of submissions and additional quality assurance. The final assessment stage for Full Membership will be in person by interview.

The British Institute of Interior Design reviews the structure and content of the BIID Professional Pathway annually to ensure that it properly reflects industry requirements.

## Costs

Entry to the BIID Professional Pathway is free as part of BIID Provisional or Associate membership. Provisional membership costs £95 (+VAT) and Associate membership costs £245 (+VAT) per year and includes many additional benefits. If the candidate is employed by a BIID Design Practice they will receive a 25% discount on their annual membership rate. Fees can be spread over the year by a direct debit collection. Fees are reviewed annually.



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## Section 3.

### The Stages

#### Provisional Associate

Provisional members may have no qualifications or may have shorter qualifications, unaccredited qualifications or qualifications at a lower level. Candidates will complete the BIID Development Diary in order to prepare them for the final assessment.

#### Associate member

All Associate members will have completed a recognised level 5 or above interior design qualification. Candidates will complete the BIID Development Diary in order to prepare them for the final assessment.

#### The BIID Development Diary

It is recognised that as interior designers, you are learning and developing new skills on a daily basis. The BIID Development Diary is designed to provide a way for you to record your own development in order to evaluate your progress towards full membership of the BIID. Self-assessment is a fundamental skill, essential for progression in any industry and is particularly important in your journey to Full Membership.

The Diary lists all the competencies that we would expect you to demonstrate when you apply for Full Membership and it gives you the opportunity to evaluate your own performance and log your progress every 3 month period.

#### How the Diary Works

You will be sent a Diary template, to be completed for each 3 month period. Using the template for the relevant quarter, you can start to record any achievements. You may choose how often you complete this, some designers may do it monthly, others at the end of the period. Whenever you do it, the aim is to reflect on what you have achieved and to match your achievements to the criteria below. We would expect you to tick any new competencies that you have developed and write a short note about these. You should aim to complete an appropriate number each year.

At the end of 12 months, you will be asked to submit your Diary sheets for review. This may be done in person, or you may submit these electronically for review by an online assessor, the choice is yours. If you attend in person, you will be invited to a mentoring evening where you will meet other designers and have the opportunity to discuss your progress. During this time you will also have a 1:1 with a mentor who is a practising designer.

## The competency list: explanation

The **competence** numbers match the numbers on the diary sheet. The competence indicates what you need to achieve.

**Explanation** gives more detailed information about the competence

**Deliverables** indicates how you would evidence these competencies – we do not require any evidence to be submitted alongside your diary but you will be aware of what is expected when you come to apply for full membership.

**CPD** includes suggested CPDs including books, websites and seminars. There may be competencies that you do not cover within your role and these may help you develop the skills and knowledge for that particular area.

**Contract Stages** is a logical sequence of actions through a project based on the RIBA Plan of Work. Also referenced in CID14.



## Stages in an Interior Design Project

No.

1	Competence	Take a brief
	<b>Explanation</b>	Appraisal, identification of client's requirements and possible constraints on development. Preparation of studies to enable the client to decide whether to proceed and to select probable procurement method.
	<b>Deliverables</b>	Taking notes. Keeping a daybook
	<b>CPD</b>	Yakeley, D. and Yakeley, S. (2010): BIID Interior Design Job Book <a href="https://www.architecture.com/FindAnArchitect/Assets/Documents/Workingwithanarchitectforyourhome.pdf">https://www.architecture.com/FindAnArchitect/Assets/Documents/Workingwithanarchitectforyourhome.pdf</a>
	<b>Contract Stages</b>	0
2	Competence	Prepare a scope of service
	<b>Explanation</b>	Prepare list of services to be provided within the context of the initial brief.
	<b>Deliverables</b>	Forms part of your proposal to the client and will support your fee application. Taking notes. Keeping a daybook.
	<b>CPD</b>	Yakeley, D. & Yakeley, S. (2010): BIID Interior Design Job Book
	<b>Contract Stages</b>	1
3	Competence	Prepare a schedule of services under ID remit
	<b>Explanation</b>	List of services to be provided by the designer according to client brief.
	<b>Deliverables</b>	Forms part of your proposal to the client and will support you fee application. Taking notes. Keeping a daybook
	<b>CPD</b>	Yakeley, D. & Yakeley, S. (2010): BIID Interior Design Job Book
	<b>Contract Stages</b>	1
4	Competence	Strategic Brief
	<b>Explanation</b>	Confirming key requirements and constraints. Identification of procedures, organisational structure and range of consultants and others to be engaged for the project.
	<b>Deliverables</b>	Written brief. Shows understanding of the scope of the project
	<b>CPD</b>	Yakeley, D. & Yakeley, S. (2010): BIID Interior Design Job Book <a href="http://www.ribaplanofwork.com/Help/Glossary.aspx">http://www.ribaplanofwork.com/Help/Glossary.aspx</a>
	<b>Contract Stages</b>	1

5	Competence	CDM Regulations
	Explanation	Prepare health and safety plan and risk assessment on materials, methods, access and feasibility.
	Deliverables	This is a legal requirement. Further details of your responsibility as principle designer can be found at. <a href="http://www.hse.gov.uk/construction/cdm/regulation-changes.htm">http://www.hse.gov.uk/construction/cdm/regulation-changes.htm</a>
	CPD	Yakeley, D. & Yakeley, S. (2010): BIID Interior Design Job Book <a href="http://www.hse.gov.uk/construction/cdm/regulation-changes.htm">http://www.hse.gov.uk/construction/cdm/regulation-changes.htm</a> <a href="https://www.aps.org.uk/guidance">https://www.aps.org.uk/guidance</a> <a href="http://www.cskills.org/uploads/CDM_Clients4web_tcm17-4640.pdf">http://www.cskills.org/uploads/CDM_Clients4web_tcm17-4640.pdf</a>
	Contract Stages	

6	Competence	Design Fees
	Explanation	Estimates & Proposals, relevant to scope of works, scope of areas, supply and deliverables.
	Deliverables	Written proposal that matches project scope to fees requested. See also RIBA, <a href="http://www.architecture.com/files/ribaprofessionalservices/practice/ribaplanofwork2013overview.pdf">http://www.architecture.com/files/ribaprofessionalservices/practice/ribaplanofwork2013overview.pdf</a>
	CPD	Yakeley, D. & Yakeley, S. (2010): BIID Interior Design Job Book BIID CPD Events programme <a href="http://www.architecture.com/files/ribaprofessionalservices/practice/ribaplanofwork2013overview.pdf">http://www.architecture.com/files/ribaprofessionalservices/practice/ribaplanofwork2013overview.pdf</a>
	Contract Stages	1

7	Competence	Design Contract
	Explanation	Prepare, negotiate and review design contract with client. (legal advice may be required). Coordinate with fee proposal, scope of works, scope of areas, deliverables.
	Deliverables	Completion of contractual engagement.
	CPD	<a href="http://www.legislation.gov.uk/uksi/2013/3134/contents/made">http://www.legislation.gov.uk/uksi/2013/3134/contents/made</a>
	Contract Stages	1-2

8	Competence	Develop the brief & outline proposals
	Explanation	Following discussion and initial information, expand brief to encompass scope of works, scope of areas, and scope of service to be provided. Initial outline design ideas.
	Deliverables	Evidence of initial design ideas and design development.
	CPD	Yakeley, D. & Yakeley, S. (2010): BIID Interior Design Job Book
	Contract Stages	1

9	Competence	Site Survey
	Explanation	View site and existing information. Measure site or receive site survey, conduct or receive a conditions survey, review or receive available planning information.
	Deliverables	Evidence of visual survey, measured survey, conditions survey. May be provided by others.
	CPD	Yakeley, D. & Yakeley, S. (2010): BIID Interior Design Job Book
	Contract Stages	1

10	Competence	Detailed proposals
	Explanation	Complete development of project brief. Preparation of detailed proposals.
	Deliverables	Evidence of progressed (but not final) design ideas and design development.
	CPD	<a href="http://www.planningportal.gov.uk/permission/">http://www.planningportal.gov.uk/permission/</a>
	Contract Stages	3

11	Competence	Concept plans & Sketches
	Explanation	General layouts for presentation and supporting sketches in order to communicate ideas
	Deliverables	Plans, drawings and sketches. May include digital perspectives or fly-throughs
	CPD	Hughes, A. (2008): Interior Design Drawing Plunkett, D. (2015): Construction and detailing for Interior Design: 2 <sup>nd</sup> revised edition
	Contract Stages	2

12	Competence	Concept Mood
	Explanation	Prepare sufficient information in order to convey general concepts, mood and ideas to clients.
	Deliverables	Visual information
	CPD	-
	Contract Stages	2

13	Competence	Concept Finishes
	Explanation	Prepare sufficient outline information on colour, texture and shape of finishes proposed.
	Deliverables	Key Samples
	CPD	-
	Contract Stages	2

14	Competence	Plans, Elevations & Details
	<b>Explanation</b>	Preparation of production information in sufficient detail to enable a tender or tenders to be obtained. Application for statutory approvals. Preparation of further production information required under the building contract. Information should be of "design intent", sufficient for others to understand the design intent.
	<b>Deliverables</b>	Plans, elevations & detail drawings. Design should be coordinated with information from others.
	<b>CPD</b>	Binggeli, C. (2007): Materials for Interior Environments Gibbs, J. (2009): Interior Design (Portfolio) Godsey, L. (2008): Interior Design Materials & Specification Hughes, A. (2008): Interior Design Drawing Plunkett, D. (2009): Drawing for Interior Design
	<b>Contract Stages</b>	3

15	Competence	Schedules
	<b>Explanation</b>	Preparation of schedule(s) to support drawn and modelled information. i.e. finishes schedule, sanitary schedule, door schedule, paint schedule etc. Sufficient detail to allow others to price and understand design intent.
	<b>Deliverables</b>	Visual and specified detail information
	<b>CPD</b>	O'Shea, L. (2013): The Interior Design Reference & Specification Book: Everything Interior Designers Need to Know Every Day
	<b>Contract Stages</b>	3

16	Competence	Specifications
	<b>Explanation</b>	Preparation of specification(s) to support drawn and modelled information. Sufficient detail to allow others to price and understand design intent and supporting client brief.
	<b>Deliverables</b>	Specification details
	<b>CPD</b>	Yakeley, D. & Yakeley, S. (2010): BIID Interior Design Job Book
	<b>Contract Stages</b>	3

17	Competence	Service Plan Co-ordination with other Consultants
	<b>Explanation</b>	Coordinate with other consultants for the integration of their information, in order to ensure design intent, control and integrity.
	<b>Deliverables</b>	Coordinated plans, elevations and details (where necessary)
	<b>CPD</b>	Yakeley, D. & Yakeley, S. (2010): BIID Interior Design Job Book
	<b>Contract Stages</b>	4

18	Competence	Visuals
	Explanation	Prepare (as required) digital drawings or animations of intended interior schemes.
	Deliverables	Visual information (often outsourced).
	CPD	Cline, L. (2014): SketchUp for Interior Designers: 3D Visualising, Designing & space Planning
	Contract Stages	2-5

19	Competence	Bespoke Furniture Designs
	Explanation	Prepare sketches of design intent for furniture makers / suppliers.
	Deliverables	Sketches or technical information with examples of details and finishes
	CPD	See 14 & 15
	Contract Stages	4

20	Competence	FF&E
	Explanation	Prepare specifications of all "loose", purchased items, prepare costs reports.
	Deliverables	Either spreadsheet of information or bespoke schedules
	CPD	Yakeley, D. & Yakeley, S. (2010): BIID Interior Design Job Book
	Contract Stages	4

21	Competence	Control Books
	Explanation	Where appropriate, prepare "control document" to allow others to purchase all items specified.
	Deliverables	Either spreadsheet of information or bespoke schedules
	CPD	-
	Contract Stages	4

22	Competence	Tender Documentation
	Explanation	Preparation and collation of tender documentation in sufficient detail to enable a tender or Tenders to be obtained for the construction or fit-out of the project.
	Deliverables	Submission of completed information in a form that can be included in tender documents.
	CPD	Yakeley, D. & Yakeley, S. (2010): BIID Interior Design Job Book <a href="http://www.ribabookshops.com/search/Nigel+Ostime/">http://www.ribabookshops.com/search/Nigel+Ostime/</a>
	Contract Stages	4 - 5

23	Competence	Tender Action
	Explanation	Identification of action and evaluation of potential Contractors and/or specialists for the construction of the project. Obtaining and appraising tenders and submission of recommendations to the Client.
	Deliverables	Comparative list of tender returns
	CPD	Yakeley, D. & Yakeley, S. (2010): BIID Interior Design Job Book <a href="http://www.ribabookshops.com/search/Nigel+Ostime/">http://www.ribabookshops.com/search/Nigel+Ostime/</a>
	Contract Stages	4 - 5

24	Competence	Knowledge of Construction Contract
	Explanation	Acquire working knowledge of construction contracts (JCT and others) and procurement methods (for construction and fit-out).
	Deliverables	-
	CPD	Chappell, D. (2012): Understanding JCT Standard Building Contracts Yakeley, D. & Yakeley, S. (2010): BIID Interior Design Job Book
	Contract Stages	-

25	Competence	Project Programming Contract Administration
	Explanation	Where required, prepare critical path programme for design. Where required, prepare certification documentation, interim reports.
	Deliverables	Gantt chart (usually submitted by main contractor)
	CPD	Yakeley, D. & Yakeley, S. (2010): BIID Interior Design Job Book Building Information Modelling (BIM): <a href="http://www.thenbs.com/bim/what-is-bim.asp">www.thenbs.com/bim/what-is-bim.asp</a> BIID Accredited CPD, BIM – your next step: <a href="http://biid.org.uk/cpd/cpd-providers-directory/vectorworks-uk#listing-1">http://biid.org.uk/cpd/cpd-providers-directory/vectorworks-uk#listing-1</a>
	Contract Stages	-

26	Competence	Mobilisation
	Explanation	Letting the building or fit-out contract, appointing the contractor. Issuing production information to the contractor. Arranging site handover to the contractor.
	Deliverables	Collation of construction information
	CPD	Yakeley, D. & Yakeley, S. (2010): BIID Interior Design Job Book Pasquale, L. & Sharpe, T. (2016): Handover Strategy: RIBA Plan of Work 2013 Guide <a href="http://www.rics.org/uk/tag/construction">www.rics.org/uk/tag/construction</a> <a href="http://www.designingbuildings.co.uk/wiki/Handover_construction_site_to_the_client">www.designingbuildings.co.uk/wiki/Handover_construction_site_to_the_client</a>
	Contract Stages	5

27	Competence	Construction / installation to practical completion
	Explanation	Administration of the building contract up to and including practical completion. Provision of further information as and when reasonably required.
	Deliverables	Attendance at meetings, keeping records, Providing support sketches and additional information.
	CPD	Yakeley, D. & Yakeley, S. (2010): BIID Interior Design Job Book
	Contract Stages	5

28	Competence	Contract Certification
	Explanation	Certify progress payments to contractor
	Deliverables	In accordance with Joint Contract Tribunal JCT (or other) Contracts
	CPD	<a href="http://www.jctltd.co.uk/contracts.aspx">www.jctltd.co.uk/contracts.aspx</a> Yakeley, D. & Yakeley, S. (2010): BIID Interior Design Job Book
	Contract Stages	5

29	Competence	Instructions for Contractors
	Explanation	Respond to RFI's, and respond with AI's
	Deliverables	In accordance with JCT (or other) Contracts
	CPD	<a href="http://www.jctltd.co.uk/contracts.aspx">www.jctltd.co.uk/contracts.aspx</a> Yakeley, D. & Yakeley, S. (2010): BIID Interior Design Job Book
	Contract Stages	5

30	Competence	Purchasing Documentation & Reporting
	Explanation	Prepare cost information for records and inspection. Records must be kept up to date.
	Deliverables	Keeping accurate records, preparing cash flow for client
	CPD	Yakeley, D. & Yakeley, S. (2010): BIID Interior Design Job Book
	Contract Stages	5

31	Competence	Operations & Maintenance Manual
	Explanation	Prepare and collate manuals and instructions (within remit) of information relevant to supply items on care and maintenance.
	Deliverables	Manuals and instructions in file
	CPD	Holden, P. (2015): Construction: A Practical Guide to RIBA Plan of Work 2013 Stages 4, 5 & 6
	Contract Stages	6
32	Competence	Dressing Out
	Explanation	Prepare estimated costs for finishing items for design. Purchase, supply and install.
	Deliverables	Purchasing
	CPD	Piotrowski, C. M. (2013): Professional Practice for Interior Designers Yakeley, D. & Yakeley, S. (2010): BIID Interior Design Job Book Bielefeld, B. & Schneider, R. (2014): Basics Budgeting Booth, S. & Plunkett, D. (2014): Furniture for Interior Design Smith, J. & Jagger, D. (2007): Building Cost Planning for the Design Team
	Contract Stages	6
33	Competence	After Practical completion
	Explanation	Administration of the building contract after practical completion. Making final inspections and settling final account.
	Deliverables	In accordance with JCT (or other) Contracts
	CPD	BIID Professional Practice Seminar – Project Management & Managing Contracts Piotrowski, C. M. (2013): Professional Practice for Interior Designers Yakeley, D. & Yakeley, S. (2010): BIID Interior Design Job Book
	Contract Stages	7
34	Competence	Minuting Meetings
	Explanation	Always keep dated records of meetings
	Deliverables	Keeping records and distributing in useable format
	CPD	Yakeley, D. & Yakeley, S. (2010): BIID Interior Design Job Book Baker, H. (2013): Successful Minute Taking and Writing: How to Prepare, Write and Organize Agendas and Minutes of Meetings, Learn to Take Notes and Write Minutes of Meetings
	Contract Stages	1 - 6

35	Competence	Knowledge of Materials & Methods
	Explanation	Ensure that your knowledge of materials, methods of production and manufacture are up to date and are refreshed from time to time.
	Deliverables	-
	CPD	Godsey, L. (2008): Interior Design Materials & Specification Wilhide, E. (2009): The Interior Design Directory: A Sourcebook of Modern Materials Allen, E, & Iano, J. (2008): Fundamentals of Building Construction: Materials & Methods O'Shea, L. & Grimley, C. (2013): Interior Design Reference & Specification Book: Everything Interior Designers Need to Know Every Day O'Shea, L. & Grimley, C. (2007): Colour, Space & Style: All the Details Interior Designers Need to Know But Can Never Find <a href="http://biid.org.uk/cpd/cpd-providers-directory">http://biid.org.uk/cpd/cpd-providers-directory</a>
	Contract Stages	3 - 5
36	Competence	Knowledge of Construction Methods
	Explanation	Ensure that your knowledge of methods are up to date.
	Deliverables	-
	CPD	<a href="https://www.gov.uk/government/policies/building-regulation">https://www.gov.uk/government/policies/building-regulation</a>
	Contract Stages	-
37	Competence	Insurance
	Explanation	Ensure that Professional indemnity, public liability, employers liability are up-to-date and relevant to the project being undertaken.
	Deliverables	-
	CPD	
	Contract Stages	-
38	Competence	Financial Management & Reporting
	Explanation	Within company, prepare up-to-date, accurate bookkeeping, cash-flow and management reports of all the companies financial transactions. Prepare information and reports for auditors and other government and "interested" parties.
	Deliverables	-
	CPD	Finance courses at local colleges BIID Professional Practice Seminar: Financial Management & Accounting for Designers
	Contract Stages	-

39	Competence	Office Administration
	Explanation	Ensure that working environment is safe and healthy for employees. Ensure that you act within the law and in an ethical manner. Administer Studio management.
	Deliverables	-
	CPD	Health & Safety Courses
	Contract Stages	-

40	Competence	Work Flow Management
	Explanation	Manage work-flows throughout the studio, matching resources (people, computers, desks, physical space etc.) to needs (project deadlines)
	Deliverables	-
	CPD	Brody, A. (2009): Electronic Workflow for Interior Designers and Architects
	Contract Stages	-

Below you can see an explanation of all the competencies that Full Members of the British Institute of Interior Design are expected to demonstrate. Within your role, you may cover all or just some of these. Where there are areas where you have less knowledge or confidence, you may wish to consider Continuing Professional Development (CPD) events to help to address these topics.

Years of experience	Suggested proportion of Competencies to be completed annually	Suggested number of competencies to be completed annually
Provisional Associates – 4 years	25%	10
FdA /HND 4 years	25%	10
BA/MA -3 years	33%	13

## Provisional Associate – Associate Assessment

### Introduction

This is a practically-focused assessment in which you will demonstrate your knowledge and skills of professional practice in the specific areas of the design process, communication and presentation. Choose projects which have recently been undertaken and which provide evidence of the areas outlined below. Your

submissions will be seen by someone who has no knowledge of your client / site / design proposal and therefore your submissions should be clearly comprehensible. You may wish to redact / obscure the client's name / contact details etc. This assignment will cover the Design Process & Legislative Framework and Communication and Presentation

Task		Tips
A	List all the contract stages of the complete process of a design project from taking the brief to completion	Ensure that the stages of the design process are in the correct order and consider any other reports you may need to commission or refer to. Use the Job Book
B	Provide a detailed brief, its analysis and evaluation for a specific project. This will be used to submit work for tasks J to L NB It is acceptable for this to be a single room	Include location (rural or urban), site information, size of property, clients' wishes, your interpretation, etc.
C	Describe the main methods which designers use to estimate their fees and give reasons (300-400 words).  Your design fee will be based upon a scope of services and the amount of time that you estimate it will take you to work through the process from taking the brief to presentation of your design proposal to your client	Consider the time taken to complete plans, presentation materials etc. and how this will be estimated e.g., by the hour. Remember to factor in time for all communications including meetings and written communications
D	Produce a short statement (300-400 words) on CDM Regulations, what they cover and how these regulations apply to an interior designer and or the Principal designer	If you are unsure on this topic, BIIID runs CPD events on CDM Regulation
E	Produce a short statement (300-400 words) on the name / type of contracts which designers use, the main subject areas they cover and the primary reasons for using contracts	Read CID14
F	Provide an outline of the scope of services that you would provide for the project outlined in task B	
G	Briefly describe IPR (Intellectual Property Rights) and how this affects interior designers' intellectual property	<a href="http://www.acid.uk.com">www.acid.uk.com</a>
H	Write an account of the responsibilities of a designer (500-600) words)  NB this is not the stages as in A	Think about the environment, safety, financial transparency, ethical & legal issues and building regulations

I	Submit a short statement (300-400 words) of the essential insurances which cover an interior designer in their working practice	
J	Using the project from task B Produce a detailed site survey to include plans, elevations, existing features, fixtures, fittings and services	The survey plans/elevations may be hand-drawn, services may include electrical, plumbing, mechanical etc. Don't forget to include all dimensions e.g. sill and door heights
K	Produce a series of concept ideas for the client in 2D or 3D. (These must be your own ideas)	Minimum of 3. These may be hand drawn or digitally produced but must evidence your design thinking. Annotate where appropriate. You could try SketchUp if you have no experience of producing visuals
L	Submit accurate plans, elevations, sections and furniture for the brief in conjunction with services and schedules	There should be at least 1 plan, 4 elevations and 1 furniture layout
M	Submit presentation material showing the styles and finishes/FF & E selected for the brief	Boards/presentation material should be professionally presented

## Final Assessment (Full Membership)

### Aims

As an Institute, the key role of the BIID is to ensure the professional competence of its members to practice. This final assessment aims to underpin and evidence your knowledge of professional practice in conjunction with the BIID Code of Conduct. It also aims to ensure that your knowledge and understanding of key legal and contractual obligations to the client and society are met.

The final project provides you with an opportunity to make a personal statement about your interior design interests and beliefs, using skills and ideas developed in the previous levels of the programme. You will need to show via a complete design project, how you have researched and developed an interior design project for a client complete with an analysis of their requirements.

The final Full Membership Assessment will enable you to identify your role as a professional designer in a team or as an individual and to recognise and project your own personal development within the industry and a design team. It seeks to develop self-evaluation skills in terms of contribution to the profession.

### Assessment

This Final Stage is assessed through an extended design project which has allowed you to develop ideas, undertake research and find solutions for specific problems arising during the project.

Candidates will be invited to a face to face assessment and should bring a completed project with supporting documentation as set out in the checklist below and be prepared to explain any aspect of these raised by the Assessing Panel. Please remove all reference to specific fees and redact names.



Task	
1	Personal statement of your own design philosophy (300-400 words) to be included in your Checklist for Assessment)
2	Confirm that the interior designer or design practice holds Professional Indemnity and Public Liability insurance and provide a short statement on your understanding of their purpose (to be included in your Checklist for Assessment)
3	Report on application of BIID Code of Conduct to own practice (300-400 words to be included in your Checklist for Assessment)
4	<p>A detailed client brief for a project showing how the brief and design were developed demonstrating creative and critical thinking skills, with accompanying documentation</p> <p>To include:</p> <ul style="list-style-type: none"> <li>a) Site survey</li> <li>b) Research report (to include research on area, site specific research, and for Commercial / hospitality projects research on brand, competitors etc.)</li> <li>c) Design analysis recommendations</li> <li>d) Concept development</li> <li>e) Development sketches of the proposed design</li> <li>f) Evidence of the design rationale</li> </ul>
5	<p>Correspondence with clients</p> <ul style="list-style-type: none"> <li>a) Fee letter</li> <li>b) Scope of Services</li> <li>c) Proposals/outline of the brief</li> <li>d) Contracts</li> </ul>
6	<p>Final visual client presentation (demonstrating use of hand drawn techniques and digital technologies) to include:</p> <ul style="list-style-type: none"> <li>a) 2D technical drawings (plans/elevations/sections – these may be rendered)</li> <li>b) 3D visuals (perspective/axonometric/isometric drawings – these may be rendered)</li> <li>c) (Model – if appropriate)</li> <li>d) Presentation demonstrating FF&amp;E and other supporting material</li> </ul>

7	<p>Documents relating to the development of the design to include:</p> <ul style="list-style-type: none"> <li>a) Correspondence with other professionals/consultants/contractors/sub-contractors</li> <li>b) Correspondence with local authorities (relating to listed buildings, party walls, leaseholds, building control etc.) Provide a statement if this was not required on leaseholds, building control etc.) Provide a statement if this was not required on this project</li> <li>c) Research of systems/products/FF&amp;E</li> <li>d) Detailed drawings for services and any bespoke items</li> </ul>
8	<p>Documents required for quotations and/or tenders, including programme of works:</p> <ul style="list-style-type: none"> <li>a) Tenders</li> <li>b) Quotations</li> <li>c) Invoices</li> <li>d) Programme of works</li> <li>e) Specifications/schedules/schedule of variation</li> </ul>
9	<p>If applicable, documents relating to the co-ordination and installation of the project to include:</p> <ul style="list-style-type: none"> <li>a) Planning, organisation, control of project</li> <li>b) Site meeting minutes</li> <li>c) Application of quality assurance and risk management processes</li> <li>d) Health and safety considerations and CDM regulations</li> <li>e) Consideration and accessibility</li> <li>f) Aftercare responsibilities</li> </ul>
10	<p>Concise summary of the role of Principal designer in a project</p>
11	<p>It is anticipated that you may have covered:</p> <ul style="list-style-type: none"> <li>a) Party Wall Act 1996</li> <li>b) Part L and Part M Building Regulations</li> <li>c) The difference between Principal, Agent and Contractor in supply of FF&amp;E</li> </ul> <p>If not, please be prepared for questions.</p>

You will present this project in person to a team of assessors or by Skype if you prefer. If a Skype interview is requested you must submit all your work digitally at least 2 weeks in advance.

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## Section 4.

### The Assessment Process

Assessment for most candidates on the Pathway will consist of a final assessment when the requisite years of experience and training have been completed. Assessors will also look at Development Diaries on an annual basis in order to offer advice and support for the development process. This will take the form of action planning and advisory discussions and should not be viewed as a formal assessment process.

At final assessment the intention is for you to evidence all the competencies through the presentation of work completed in the course of your job. It is not intended to be onerous but it is recognised that for some tasks verbal or written reports will need to be produced to evidence thought processes, research and understanding of particular areas.

Assessment tasks submitted should be your own work or should acknowledge, through appropriate referencing, where you refer to the work of others. It is recognised that not everyone will cover all the tasks within their job role and it may be necessary to refer to others for information in order to meet the requirements of the assessment. This is acceptable and a valuable part of the learning process.

Assessment for Full Membership will be face-to-face, held in the London office or for those unable to attend, this can be conducted by Skype provided all work is submitted at least 10 days in advance of the assessment.

#### Submission of Work (Provisional Associates and Final Assessments via Skype)

All work should be submitted digitally at the same time. Please do not submit files piecemeal as this will make it more difficult to track.

All documents should be placed in a single PDF file in the order of the assessment criteria listed in the induction Guide. Save the file as Candidate number/Evidence/Date and send to the BIID.

The Submission Form should be submitted with this PDF as a separate PDF indicating candidate number and date submission and the evidence for each assessment criteria listed. Please save this document as Candidate number/Submission form/Date.

All work should have client information redacted or removed.

Candidates should ensure that they have ticked the Declaration of Authenticity box. Work will not be accepted without this.

All work should be emailed to the Membership Manager at [info@BIID.org.uk](mailto:info@BIID.org.uk).

#### Grading

There is no grading within the Professional Pathway, work is either considered to be competent or is not yet competent i.e. Pass or Refer.

## Referral

If parts of the work submitted are deemed not to have reached the required standard, the work will be returned to you showing a referral grade for one or more assessment criteria. There will also be extensive feedback indicating what skills or knowledge need to be developed before resubmitting.

If the re-submission is occurring electronically, there is a resubmission form which enables you to indicate what has been changed. It is only necessary to re-submit that part of the assessment that has been referred.

You can attempt an assessment up to 3 times but only your initial attempt and first re-submission are covered by your Associate membership fee. An additional assessment fee will be incurred for an additional re-submission. For current additional assessment fee levels, please see [BIID.org.uk/Professional Pathway](http://BIID.org.uk/Professional Pathway).

## Resubmission of Work (Electronic Submissions)

If you have been referred on any of the assessment tasks you will need to re-submit.

When you submit:

- a) Return the original assessment sheet
- b) Enclose a copy of the re-submission document completed to show what has been changed since the last submission.
- c) Only send work that has been changed, do not send work that has already successfully met the learning outcomes
- d) Indicate the previous assessor number



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## Section 5.

# Quality Assurance

Quality assurance will be determined by a number of processes

**1. Appropriate Initial Briefing of the Candidate**

This will ensure that candidates enter the Pathway at the correct level and receive induction through this Induction Pack. Candidates will have an opportunity to attend a mentor evening to discuss their entry and progress on the Pathway and receive annual feedback on their progress through review of the Development Diary.

**2. Selection and Training of Assessors**

All Assessors will be selected from BILD Full and Educator members and will attend training events and undertake standardisation activities.

**3. Second Marking of Candidates Work**

All Assessor's work will be second marked. All Full Membership assessments will be conducted by a minimum of 2 Assessor's.



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## Section 6.

# Appeals Procedure

This procedure applies to all candidates of the BIID Professional Pathway and is designed to support designers who wish to seek a review of an assessment decision.

### Stage One: Informal Review

1. A candidate wishing for a review of an assessment decision should, in the first instance, speak to the BIID Membership Manager. The Membership Manager, having contacted the Assessor, should give a full verbal explanation of the assessment process and how the decision was determined.

### Stage Two: Independent re-assessment of work

1. If the candidate is not satisfied with the explanation provided under Stage One and wishes to take the matter further, they should submit a written appeal, giving reasons for their request. This should be addressed to the Professional Pathway Director at the British Institute of Interior Design.

2. The Professional Pathway Director will acknowledge the appeal within 5 working days.

3. The Professional Pathway Director will consider the grounds for appeal and, if required, will arrange for the work in question to be independently re-assessed by another Assessor. This re-assessment should take place within 15 working days of the submission of the written request by the candidate.

4. The third Assessor will complete a report giving an independent assessment of the work and comments on the decisions made. This is the final opportunity for the re-assessment. A copy of the completed pro-forma should be given to the candidate and the original Assessor.

### Stage Three: Further Action

1. If the candidate is dissatisfied with the outcome of Stage Two, they may submit a written appeal providing evidence as to why the decision was not valid, to the President of the British Institute of Interior Design.

2. This will be acknowledged in 5 working days

3. The President will review all documentation and make a decision within 15 working days of receipt. This decision will be final.

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## Section 7.

### Q & A

#### 1. Is there any way I can complete in less than 6 years and become a full BIID Member early?

No. A candidate is required to complete the minimum of six years of combined education and work experience before becoming a BIID Member. Though some candidates may feel able to progress to final assessment more quickly, the Pathway is designed to go hand-in-hand with work experience and both contribute to the successful completion of the Pathway.

#### 2. How will the work be assessed?

Either the Provisional to Associate or Full Membership assessment will be assessed and quality assured by BIID members who are either practising interior designers or Educator Members. If submitted electronically for the Provisional – Associate status, assessment is based on specific criteria shown in this induction guide. Full Membership will be assessed by a viva where candidates will explain their project to a minimum of 2 Assessor's either in person or by Skype.

#### 3. What happens if a candidate fails an assessment?

Candidates will receive feedback as to the areas where improvement is needed. They are then able to resubmit that element of the Stage.

#### 4. How many times can a candidate attempt an assessment?

A candidate can attempt an assessment up to 3 times but only the initial attempt and first re-submission are covered by the Provisional or Associate Membership Fee. An additional assessment fee will be incurred for any additional re-submissions. For current additional assessment fee levels, please see [BIID.org.uk/ProfessionalPathway](http://BIID.org.uk/ProfessionalPathway)

#### 5. How do candidates start the Professional Pathway?

Candidates will need to apply online for BIID membership at [BIID.org.uk](http://BIID.org.uk). Once candidates have submitted their application form, they will be sent an Induction Pack with all the necessary information about the BIID Professional Pathway. They will also receive the appropriate documents for their entry level onto the Pathway. For example, a degree graduate will enter the Professional Pathway at Associate level and will receive a Diary pack.

#### 8. Does a candidate have to be a member of the Institute to become a Pathway candidate?

Yes, Pathway candidates must be BIID Associate or Provisional Associate members. Associate membership has many additional benefits including access to support, advice, networking, CPD and more.

#### 9. Are other design qualifications, for example, textile/fashion/product design recognised on the Pathway?

No. Whilst the Institute recognises that training in these other areas will enhance and enrich your design practice, there is no substitute for formal interior design training. It is for this reason that the BIID will only recognise specific validated qualifications in Interior Design or Interior Architecture as qualifiers for the Pathway.

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Disclaimer:

While every endeavour will be made to provide the BIID Professional Pathway and services described in this document, the British Institute of Interior Design reserves the right to make changes for reasons of operational efficiency or due to circumstances beyond our control.

