

BIID Professional Pathway

Candidate Induction Guide



BIID Education
**PROFESSIONAL
PATHWAY**

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Section 1.

Welcome from the President

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 to become a Full Member and BIID Registered Interior Designer®, 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.



Charles Leon
President



Section 2.

Introduction to the Professional Pathway

The BIID Professional Pathway was launched in 2013 and is designed to provide a route to become a Registered Interior Designer®, enabling British Institute of interior Design **Associate** and **Provisional Associate** members to develop the skills and knowledge to progress to Registered Interior Designer 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 a BIID Registered 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 registration assessment before becoming a Full Member and BIID Registered Interior Designer®.

Those with a BA/BSc/MA/MDes in Interior Design, Interior Architecture or 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 registration 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, Interior Architecture or 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 registration 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.

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 and Registration 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 registration assessment stage for BIID Registered Interior Designer® 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.

Section 3.

Entry Point

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 registration assessment.

Associate member

All Associate members will have completed a recognised level 5 or above interior design or architecture qualification. Candidates will complete the BIID Development Diary in order to prepare them for the registration 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 become a Full Member and BIID Registered Interior Designer®.

The Diary lists all the competencies that we would expect you to demonstrate when you apply for BIID Registered Interior Designer® 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 Mentor, 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.

Competencies required for an Interior Design Project

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.

The list of competencies will be evidenced through your project in your registration assessment.

No.

1	Competence	Take a brief
	Explanation	Take a brief - identify: <ol style="list-style-type: none"> i. Objective of the project - a short overview of the project brief ii. The type of building (residential/commercial/public space); iii. Whether it was a retrofit/refurbishment or new build project; iv. Location (city/region and country); v. Size (in square metres); vi. Start date and completion date; vii. Identify who your client was (e.g. private individual, corporation, charity, trust etc.) viii. Define project constraints ix. Budget
	Deliverables	Taking notes. Keeping a daybook
	CPD	Yakeley, D. and Yakeley, S. (2010): BIID Interior Design Job Book https://www.architecture.com/FindAnArchitect/Assets/Documents/Workingwithanarchitectforyourhome.pdf
	Contract Stages	0-1
2	Competence	Prepare a scope of works and schedule of services
	Explanation	Use the CID/14 check list to list the services and schedules needed within the context of the initial brief. This forms part of your proposal to the client and will support your fee application
	Deliverables	Taking notes. Keeping a daybook, Schedule
	CPD	Yakeley, D. & Yakeley, S. (2010): BIID Interior Design Job Book
	Contract Stages	0-1

3	Competence	Research
	Explanation	Describe any research or studies that were required for a project
	Deliverables	Reports submitted by external bodies, information gained through research
	CPD	
	Contract Stages	0-1
4	Competence	Strategic Brief
	Explanation	A written document that will: <ul style="list-style-type: none"> i Identify other consultants and specialists required for a project ii Confirm key requirements for the project iii Identify project constraints iv Identify statutory approvals required
	Deliverables	Written brief. Shows understanding of the scope of the project
	CPD	Yakeley, D. & Yakeley, S. (2010): BIID Interior Design Job Book http://www.ribaplanofwork.com/Help/Glossary.aspx
	Contract Stages	0-1
5	Competence	CDM Regulations
	Explanation	<ul style="list-style-type: none"> i Identify requirements under CDM regulations ii Identify the principal designer iii Prepare health & Safety plan iv Prepare 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. http://www.hse.gov.uk/construction/cdm/regulation-changes.htm
	CPD	Yakeley, D. & Yakeley, S. (2010): BIID Interior Design Job Book http://www.hse.gov.uk/construction/cdm/regulation-changes.htm https://www.aps.org.uk/guidance http://www.cskills.org/uploads/CDM_Clients4web_tcm17-4640.pdf
	Contract Stages	0-1
6	Competence	Concept Plans
	Explanation	<ul style="list-style-type: none"> i. Produce general layouts for presentation ii. Produce information to convey mood and ideas to clients
	Deliverables	Plans, may include digital perspectives or fly-throughs
	CPD	Hughes, A. (2008): Interior Design Drawing Plunkett, D. (2015): Construction and detailing for Interior Design: 2 nd revised edition
	Contract Stages	2,3,4

7	Competence	Concept Sketches
	Explanation	Produce supporting sketches for a project to communicate ideas
	Deliverables	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 nd revised edition
	Contract Stages	2,3,4
8	Competence	Concept Finishes
	Explanation	Provide information on colour, texture and shape of finishes proposed.
	Deliverables	Key Samples
	CPD	-
	Contract Stages	2,3,4
9	Competence	Site Survey
	Explanation	<ul style="list-style-type: none"> i. Conduct or arrange for a measured site survey ii. Review and receive available planning information iii. Review existing drawings
	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	2,3,4
10	Competence	Design Fees
	Explanation	Produce estimates & Proposals, relevant to scope of works
	Deliverables	Written proposal that matches project scope to fees requested. See also RIBA, http://www.architecture.com/files/ribaprofessionalservices/practice/ribaplanofwork2013overview.pdf
	CPD	Yakeley, D. & Yakeley, S. (2010): BIID Interior Design Job Book BIID CPD Events programme http://www.architecture.com/files/ribaprofessionalservices/practice/ribaplanofwork2013overview.pdf
	Contract Stages	2,3,4

11	Competence	Design Contract
	Explanation	<ul style="list-style-type: none"> i. Prepare, negotiate and review design contract with client ii. Co-ordinate with the original fee proposal iii. Co-ordinate with the scope of works
	Deliverables	Completion of contractual engagement.
	CPD	http://www.legislation.gov.uk/ukxi/2013/3134/contents/made
	Contract Stages	2,3,4
12	Competence	Development of the brief & detailed proposals
	Explanation	<ul style="list-style-type: none"> i. Show development of initial design ideas expanded into more detail ii. Produce a developed design to include as required: iii. Furniture/ room layout iv. Electrical layouts
	Deliverables	Evidence of initial design ideas and design development.
	CPD	Yakeley, D. & Yakeley, S. (2010): BILD Interior Design Job Book
	Contract Stages	2,3,4
13	Competence	Plans, Elevations & Details
	Explanation	Prepare production information sufficient to enable a tender to be obtained and sufficient to enable others to understand design intent
	Deliverables	Plans, elevations & detail drawings. Design should be coordinated with information from others.
	CPD	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
	Contract Stages	2,3,4
14	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	2,3,4

15	Competence	Tenders
Explanation	Tenders – Documentation and Action <ul style="list-style-type: none"> i Prepare and collate documentation in sufficient details to enable a tender or tenders to be obtained for the construction or fit-out of a project ii Identify actions and evaluate potential contractors or specialists iii Obtain and appraise tenders iv Submit recommendations to the client 	
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 http://www.ribabookshops.com/search/Nigel+Ostime/	
Contract Stages	2,3,4,6,	

16	Competence	Schedules
Explanation	<ul style="list-style-type: none"> i. Prepare schedule(s) to support drawn and modelled information i.e. finishes schedule, sanitary schedule, door schedule, paint schedule etc. ii. Provide sufficient detail to allow others to price and understand design intent 	
Deliverables	Visual and specified detail information	
CPD	O'Shea, L. (2013): The Interior Design Reference & Specification Book: Everything Interior Designers Need to Know Every Day	
Contract Stages	2.3.4	

17	Competence	Specifications
Explanation	<ul style="list-style-type: none"> i. Preparation of specification(s) to support drawn and modelled information. ii. Provide sufficient detail to allow others to price and understand design intent 	
Deliverables	Specification details	
CPD	Yakeley, D. & Yakeley, S. (2010): BIID Interior Design Job Book	
Contract Stages	2,3,4	

18	Competence	Approvals and Certifications
	Explanation	Advise client on the application for relevant approvals and certifications <ul style="list-style-type: none"> i. Listed building consent ii. Planning permission iii. Party wall agreements iv. Landlord's License/ approval to alter v. Building control vi. Asbestos vii. Rights to light viii. Building warrants ix. Image copyright x. Engineering approval for structural changes
	Deliverables	Reports as required
	CPD	
	Contract Stages	2,3,4
19	Competence	Service Plan Co-ordination with other Consultants
	Explanation	Coordinate with other consultants for the integration of their information, in order to ensure design intent, control and integrity.
	Deliverables	Coordinated plans, elevations and details (where necessary)
	CPD	Yakeley, D. & Yakeley, S. (2010): BIID Interior Design Job Book
	Contract Stages	2,3,4
20	Competence	Bespoke Furniture Designs
	Explanation	<ul style="list-style-type: none"> i. Prepare sketches of design intent for furniture makers / suppliers. ii. Provide technical information with examples and finishes
	Deliverables	Sketches or technical information with examples of details and finishes
	CPD	See 13 & 16
	Contract Stages	4
21	Competence	Financial Management & Reporting
	Explanation	<ul style="list-style-type: none"> i. Prepare up-to-date, accurate bookkeeping, cash-flow and management reports of all the companies financial transactions. ii. Prepare information and reports for auditors and other government and "interested" parties. iii. Prepare Invoices
	Deliverables	Financial accounts, invoices
	CPD	Finance courses at local colleges BIID Professional Practice Seminar: Financial Management & Accounting for Designers

Contract Stages	6
22	Competence Project Administration
Explanation	Project Administration to include: <ul style="list-style-type: none"> i. Construction / installation to practical completion ii. Contract Certification – certify progress payments to contractor iii. Instructions for Contractors - Respond to RFIs and respond with DIs iv. After practical completion v. Meeting minutes – providing support sketches vi. Organisational skills - time & resource management
Deliverables	Gantt chart (usually submitted by main contractor) E mails, meeting minutes, certification, timesheet
CPD	Yakeley, D. & Yakeley, S. (2010): BIID Interior Design Job Book Building Information Modelling (BIM): www.thenbs.com/bim/what-is-bim.asp BIID Accredited CPD, BIM – your next step: http://biid.org.uk/cpd/cpd-providers-directory/vectorworks-uk#listing-1
Contract Stages	5,6
23	Competence FF&E Purchasing, Documentation and Reporting
Explanation	Prepare specifications of all "loose", purchased items, prepare costs reports. Understand whether acting as an agent or principal
Deliverables	Either spreadsheet of information or bespoke schedules
CPD	Yakeley, D. & Yakeley, S. (2010): BIID Interior Design Job Book
Contract Stages	FF & E Schedule
24	Competence Operations & Maintenance Manual & Control Books
Explanation	<ul style="list-style-type: none"> i. Prepare and collate manuals and instructions of care and maintenance information relevant to the supply of items ii. Where applicable provide building log books iii. Where applicable prepare a control document to enable others to purchase all items specified providing cost, manufacturer, supplier, and all relevant details
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	5

25	Competence	Mobilisation
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Explanation	<ul style="list-style-type: none"> i. Advise client on executing the building contract ii. Administer the terms of the building contract
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Deliverables	Collation of construction information
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CPD	Yakeley, D. & Yakeley, S. (2010): BIID Interior Design Job Book Pasquale, L. & Sharpe, T. (2016): Handover Strategy: RIBA Plan of Work 2013 Guide www.rics.org/uk/tag/construction www.designingbuildings.co.uk/wiki/Handover_construction_site_to_the_client
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Contract Stages	5
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26	Competence	Dressing Out
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Explanation	<ul style="list-style-type: none"> i. Prepare estimated costs for finishing items for design ii. Purchase, supply and install items iii. Arrange for final photographs acknowledging legalities of copyright
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Deliverables	Purchasing
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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
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Contract Stages	6
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27	Competence	Insurance
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Explanation	<ul style="list-style-type: none"> i. Understand who insures the project and responsible for specific risks and losses e.g. to existing structures, contents, building works etc. ii. Ensure professional indemnity, public liability and employers liability insurance are up-to-date for a project
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Deliverables	Insurance policies
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CPD	Yakeley, D. & Yakeley, S. (2010): BIID Interior Design Job Book
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Contract Stages	6
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28	Competence	Knowledge of Construction Contracts
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Explanation	<ul style="list-style-type: none"> i. Acquire working knowledge of construction contracts (JCT and others) ii. Procurement methods (for construction and fit-out).
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Deliverables	Verbal explanations of construction contracts
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CPD	Chappell, D. (2012): Understanding JCT Standard Building Contracts Yakeley, D. & Yakeley, S. (2010): BIID Interior Design Job Book
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29	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	Verbal explanation of materials and methods
	CPD	<p>Godsey, L. (2008): Interior Design Materials & Specification</p> <p>Wilhide, E. (2009): The Interior Design Directory: A Sourcebook of Modern Materials</p> <p>Allen, E, & Iano, J. (2008): Fundamentals of Building Construction: Materials & Methods</p> <p>O'Shea, L. & Grimley, C. (2013): Interior Design Reference & Specification Book: Everything Interior Designers Need to Know Every Day</p> <p>O'Shea, L. & Grimley, C. (2007): Colour, Space & Style: All the Details Interior Designers Need to Know But Can Never Find</p> <p>http://biid.org.uk/cpd/cpd-providers-directory</p> <p>https://www.gov.uk/government/policies/building-regulation</p>

Below you can see an explanation of all the competencies that a BIID Registered Interior Designer® 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, BIID 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	www.acid.uk.com
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

Registration 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 registration 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.

This stage 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 registration 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.

Format for Registration Assessment

For the assessment, candidates must present a complete interior design project to the assessment panel, completed within the past 5 years (unfinished projects are not permitted). Through presenting the work, candidates should be able to evidence competence in all areas required of a professional interior designer.

Candidates will be required to create:

- 1) a 45 minute verbal presentation (an outline for the structure of your presentation is laid out below), that covers every topic listed below;
- 2) Accompanied by visual aids (using PowerPoint or similar presentation software or a PDF);
- 3) An A4 lever arch folder with A-Z dividers containing printed copies of the key project documentation (with any confidential information redacted). If your documents are A3 size please fold them into 3 to fit them in the folder. NB there will be some sections of your folder with no content.

The presentation must include **all** of the following topics, in the **exact** order set out below:

Introduction – begin the presentation by giving your name and company name to the assessment panel (this should also be on the first slide of your presentation).

A. Project details:

Tell the panel the following project details:

- i. A short overview of the project to include how you met your client and what was the initial brief;
- ii. Who your client was (e.g. private individual, corporation, charity, trust etc.)
- iii. The type of building (residential/commercial/public space);
- iv. Whether it was a retrofit/refurbishment or new build project;
- v. Location (city/region and country);
- vi. Size (n square metres);
- vii. Start date and completion date;

This information can be verbally communicated – there is no need to include any documents for this section of your presentation.

B. Site Survey and 'before' pictures:

Talk the panel through 5 to 15 'before' pictures of the site. All pictures should be shown full screen on your Visual Presentation. Include a copy of the site survey in section 'B' in your lever arch file (there is no need to show the site survey on screen) and explain to the panel whether this site survey was produced by you or another contractor or professional.

C. Early Stage Research:

Explain to the assessment panel what research you undertook for the project. If you have a written research report please include this in section 'C' of your lever arch file. This is about research which informs the concept development and design rationale.

D. Construction (Design and Management) Regulations 2015 and Health and Safety:

Explain to the panel who the Principal Designer on the project was, how you advised the client of their responsibilities under CDM 2015, and how Health & Safety was managed on the project. Include any documents related to this in section 'D' of your folder.

E. Concept Development:

Explain to the assessment panel how you developed your concept for the project. If you created any mood boards please include these in your Visual Presentation. There is no need to include copies of these in your folder.

F. Development Sketches

Talk the panel through your development sketches, whilst including them at full size in your accompanying slides. If you have originals of these sketches please include them in section 'F' of your folder.

G. Design Rationale:

Explain to the panel how the design evolved – what restrictions and/or problems needed to be addressed, how budget constraints may have affected the design and how the brief evolved. Explain how you arrived at your design decisions. There is no need to include any documents in your folder for this part of the presentation.

H. Client Contract, Fee Letter & Scope of Services:

Explain to the panel what form of contract and fee structure was agreed with your client (whether it was BIID CID/14, BIID ID/10 or your own contract). Please specify if you supply FF&E to your client as an agent or principal. Explain to the panel of what scope of services was agreed for the project. Please include a copy of your Client Contract, Fee Letter and Scope of Services in section 'H' of your lever arch file.

I. Technical Drawings:

Talk the assessment panel through 5 to 15 technical drawings (CAD or hand drawn), whilst showing them on your Visual Presentation. These should include drawings of services and drawings for any bespoke items on the project.(NB you may have produced these yourself). Please include examples of plans, elevations and sections. These drawings should all be shown at the same orientation in your Visual Presentation. Please also include copies of these drawings in section 'I' of your lever arch file.

J. 3D Visuals:

Talk the assessment panel through 5 to 15 3D visuals of the project (these can be perspective, axonometric, isometric or all three) and include visuals of these in your presentation. These should all be shown at the same orientation on the screen. Please also include copies of these in section 'J' of your lever.

K. Other presentation materials:

Talk the assessment panel through any other presentation materials you presented to the client, such as details of FF&E specified. Any photographs or visuals should be shown at full size on the screen. If you have print outs of these please include them in section 'K' of your folder, otherwise leave it empty.

L. Tenders:

Explain to the assessment panel how this project was tendered to the contractor. Explain how the tendering process was undertaken and what method of tendering was used – competitive tender, negotiated tender, open tender or project management tender, Include a copy of your tender document in section 'L' of your folder. This tender document may include drawings, schedules and specifications. If there was also a tender for FF&E on this project, please explain to the panel how this was tendered for and include any copies of this tender in section 'L' of your folder. If the project was not tendered, show information for contractors to price.

M. Specifications, Schedules and Schedule of Variations:

Explain to the panel how you created and issued specification documents for the contractor on the project. Include a copy of this specification document (or documents) in section 'M' of your folder. Explain to the panel how you created and issued schedules to the contractor on the project. Include 1 example of a schedule from the project, for example a sanitary schedule or a finishes schedule in section 'M' of your folder.

N. Approvals and certifications:

Explain to the assessment panel how and if the following applied to this project:

- i. Listed building consent
- ii. Planning permission
- iii. Party wall agreements
- iv. Landlord's License/ approval to alter
- v. Building control
- vi. Asbestos
- vii. Rights to light
- viii. Building warrants

Please include copies of any documentation related to these approvals in section 'N' of your lever arch file.

- O. Communications with other professionals:**
Explain to the assessment panel what other professionals you worked with on the project such as architects, engineers, surveyors, lighting designers, contractors and health and safety consultants. Please include 1 to 3 copies of your correspondence with the professionals in section 'O' of your folder (this correspondence can be in the form of letters or emails)
- P. Detailed Research:**
Explain to the assessment panel what research of systems, products and FF&E you undertook for the project. Please include any related documentation in section 'P' of your lever arch file.
- Q. Invoices:**
Explain to the panel how you issue invoices to your client. Include one example of an invoice issued to your client in section 'Q' of your folder.
- R. Quotations:**
Depending on the way you work (as an agent, retailer or contractor) explain to the panel how you issued, or requested, quotations for the project. Include a copy of 1 quotation in section 'R' of your folder.
- S. Programme of works:**
Explain to the panel how you created a programme of works for the project, and what software you used to create and issue this programme. Include 1 copy of a programme of work for the project in section 'S' of your folder.
- T. Site meeting minutes:**
Explain to the panel how you record discussions and decisions made at site meetings, and how you communicate site meeting minutes to the project team. Include 1 copy of minutes from a site meeting in section 'T' of your folder.
- U. Consideration of site accessibility:**
Explain to the panel how site accessibility was considered on the project, including how you enabled large pieces of FF&E to be brought to site and installed safely (if relevant). Include any relevant documents in section 'U' of your folder, or if there are none leave this section empty.
- V. Handover:**
Explain to the panel how you approached practical completion on the project, including your defects/snagging procedure. Include any relevant documents in section 'V' of your folder, or if there are none leave this section empty.
- W. Aftercare:**
Explain to the panel your aftercare responsibilities on the project. Include a copy of the aftercare document or 'operations manual' you or Others provided to the client in section 'W' of your lever arch file.
- X. Final photographs:**
Talk the panel through 5 to 15 photographs of the final completed project, which should be included at full size in your Visual Presentation.

Questions

The panel will wait until after you have finished your presentation to ask questions. They may ask follow up questions on any area of your presentation.

Assessment Panel

You will present in front of a panel of 3. Two will be experienced BIID Registered Interior Designer Members and one will be a representative from the British Institute of Interior Design.

Pass/Refer

You will be notified within 5 working days whether you have passed the assessment or if you have been referred. If you have been referred you will be given specific feedback as to what areas you did not evidence competency in, to enable you to improve these and try again.

Tips:

We recommend practising your presentation several times all the way through in front of colleagues, family or friends. This will ensure you have timed it correctly (45 minutes) and help you to be more confident and relaxed in front of the assessors.

Technical issues

You will need to provide us with a digital copy of your Visual Presentation or similar at least 5 working days before your presentation. This presentation will be set up on a laptop linked to a presentation screen. You will be provided with a 'clicker' to move through your presentation as you talk. This means you will be able to arrive to your assessment and begin your presentation straight away.

Location

Registration Assessments are held at the BIID's head office at 9 Bonhill Street, London EC2A 4PE. If you are unable to attend an in person interview, a Skype interview can be arranged.

Section 4.

The Assessment Process

Assessment for most candidates on the Pathway will consist of a registration assessment when the requisite years of experience and training have been completed. Mentors 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 registration 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.

Registration assessment for BIID Registered Interior Designer® 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 via online and Registration 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 info@BIID.org.uk.

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.

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. Extensive feedback will be provided 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.

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

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 our BIID Registered Interior Designer® membership 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 Registration Assessments will be conducted by a minimum of 2 Assessor's.

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 Membership Manager who will refer it to the Professional Pathway Committee at the British Institute of Interior Design.
2. The Chairperson of the Professional Pathway Committee will acknowledge the appeal within 5 working days.
3. The Chairperson and Professional Pathway Committee 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.

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 Member registration 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

5. How do candidates start the Professional Pathway?

Candidates will need to apply online for BIID membership at 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.

British Institute of
Interior Design
9 Bonhill Street
London
EC2A 4PE

Registered Office: Summit House,
170 Finchley Road, London NW3 6BP

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.

