



# BIID Professional Practice Support

## Your guide to BIID Professional Practice



# Contents

<b>Section 1</b>	Introduction to Professional Practice Support	Page 3
<b>Section 2</b>	Support	Page 4
	Mentoring	Page 4
	Selected online support guide	Page 4
<b>Section 3</b>	Professional Practice Project Stages	Page 5
<b>Section 4</b>	Resources	Page 15
	Professional Development	Page 15
	Articles, Webinars, and Bite Size Learning	Page 15
	Peer to Peer – Training Guidance from Member	Page 15
	CPD sessions, Books, and useful websites	Pages 15-16
<b>Section 5</b>	Quality Assurance	Page 18
	Training Mentors	Page 18
	Evaluation of mentoring	Page 18



# Section 1.

## Introduction to BIID Professional Practice Support

BIID Professional Practice Support brings significant benefits to the interior design profession. Anyone can call themselves an interior designer, regardless of qualifications, experience, or proven talent, The BIID Professional Practice Support helps to set clear standards offering a route to professional competence.

### For interior designers equipped with Professional Practice Support

Interior designers will be able to manage their work-based learning in a flexible way to fit with their everyday practice. It enables early career interior designers to receive support from experienced interior designers and ensure their knowledge base is current.

### For the public

Clients will be confident that they have hired an interior designer equipped with the skills, knowledge, and creativity required to carry out a brief.

The BIID has set out professional project stages to enable designers to take responsibility for their professional development by identifying the stages and working to develop the areas required, to run a successful interior design project.

The BIID Professional Practice Project Stages underpin the Institute's role to set standards for the profession and offer training, and guidance, necessary for members to reach the highest level of interior design practice.



## Section 2.

### Support

BIID Associate and Provisional Associate members have exclusive access to BIID Professional Support and will receive mentoring during the quarterly early career telephone mentoring events on the professional practice project stages. Mentors are all BIID Registered Interior Designer® Members, who volunteer to share their time and experience.

Mentors are focused on supporting candidates on any aspect of the project stages offering one-to-one guidance.

### Online Support Guides

Further to the telephone mentoring sessions, there are several Professional Practice Project Stages guides available to support you with information, knowledge, and skills essential for practising interior design. Visit the Professional Development section in the Member Area to access the PDF guides. Each guide provides basic information relating to a specific project stage i.e., The Brief, FF&E, Approvals and Certifications, and more.



#### **Interior Design Project Book**

This essential handbook identifies the key obligations of the interior designer at each project stage and is suitable for projects within any industry sector and practice type, from large international firms to sole practitioners, it is accessible to designers with different levels of experience.



#### **RIBA/BIID Professional Services Contract 2020: Interior Design Services**

The domestic version of this contract has been devised as an agreement between an interior designer and a consumer client relating to work to the client's home, including renovations and extensions, and is suitable for commissions for simple domestic design projects of any value. The Concise version is for when an Interior Designer who undertakes a commission for interior design services for simple, non-complex, commercial projects of any value and where the interior designer is undertaking the installation of Interior Designer FF&E.

NB Reference will be made to the above online guides and publications throughout this document.



# Section 3.

## BIID Professional Practice Project Stages

Below are the 20 Professional Practice Project Stages the BIID has created to assist interior designers run a successful project from start to finish. These are the stages your mentor will be able to support you on, with corresponding training to help your development.

### 1. The brief

A brief contains all the necessary information to undertake a project including initial information regarding ideas and aspirations and then more detailed information covering the implementation of the project.

Information in a brief will include:

- a.* The objective of the project - a short overview of the project brief
- b.* The type of building (residential/commercial/public space)
- c.* Whether it was a retrofit/refurbishment or new build project
- d.* Location (city/region and country)
- e.* Size (in square metres)
- f.* Start date and approximate completion date
- g.* Who your client is (e.g., consumer, corporation, charity, trust, etc.)
- h.* Any project constraints
- i.* The budget
- j.* Other consultants and specialists required for a project
- k.* Key requirements for the project
- l.* Any statutory approvals required



Example fee proposal Pg. 96-103



Guide available in the Professional Development section of the Member Area



## 2. Scope of Works

The Scope of Work is the general description of the work expected to be performed under a particular contract. A schedule of services is a list of the services the designer will provide

.

NB The term Scope of Services is often used interchangeably with Schedule of Services.

The RIBA/BIID Domestic Professional Services Contract 2020 for Interior Design Services provides a checklist to ensure that all the key terms have been considered. This forms part of your proposal to the client.



The Role of the Interior Designer Pg. 83

## 3. Design Contract

From a legal perspective, a contract/written agreement provides clarity on what everybody is doing and the obligations and rights of each party. It is the starting point for any questioning or disagreement on those obligations.

1. Prepare, negotiate, and review a design contract with a client
2. Co-ordinate with the original fee proposal
3. Co-ordinate with the scope of works
4. Identify client obligations
5. Identify your liabilities
6. Identify a process for dispute resolution



The RIBA/BIID Domestic Professional Services Contract 2020 for Interior Design Services. A specimen copy is available in the Publications section on the BIID website.



#### 4. Insurance requirements for a project

In these times of high consumer awareness, clients will not hesitate to pursue a claim.

1. Understand who insures the project and who is responsible for specific risks and losses e.g., to existing structures, contents, building works, etc.
2. Ensure professional indemnity, public liability, and employers' liability insurance are up to date for a project.



Guide available in the Professional Development section of the Member Area

#### 5. CDM Regulations 2015 and Health and Safety and what that means for you, the designer

- a. Identify requirements under CDM regulations
- b. Identify the principal designer
- c. Prepare a Health & Safety Plan
- d. Prepare risk assessment on materials, methods, access, and feasibility
- e. Complete the CDM session available in the BIID Member Area



Guide available in the Professional Development section of the Member Area

#### 6. Design Research

Historical and geographical information relating to the property and area. Research any specialist skills required and considerations e.g., sustainability, and environmental impact.



Guide available in the Professional Development section of the Member Area –  
FF&E



## 7. The Site Survey

A site survey may be undertaken by the designer or commissioned by another professional, however, you need to be able to demonstrate that you understand how to commission a survey if you are not producing it yourself and you need to be fully conversant with any survey eternally produced.

A site survey should include:

- Accurate measurements
- Services including Electrical & Plumbing
- Materials
- Physical features
- Fixtures & Fittings



Example Measured Survey Checklist template Pg. 130



Guide available in the Professional Development section of the Member Area

## 8. Concept Design

These are initial ideas presented to a client based on the brief

Concept Plans

- General layouts for presentation
- Information to convey mood and ideas to the client

Concept Sketches / Visuals

- Supporting sketches for a project to communicate ideas

Concept finishes

- Information on the colour, texture, and shape of the finishes proposed



Design Concept Pg. 157





## 9. Technical drawings, 3D Visuals, and other presentation materials

Technical drawings will ensure you are conveying your design intent to the contractors and the client. Visual aids will help you to bring the contractor and client along on the design journey.

- Initial design ideas expanded into more detail
- Production information sufficient to enable a tender to be obtained and sufficient to enable others to understand design intent (e.g., accurate technical drawings including plans & elevations, furniture/room layout, electrical layouts, digital drawings, or animations of intended interior design schemes).

*(NB It is not necessary to produce your own drawings, but you should be able to brief a technician and evaluate any drawings produced by another person)*



Example title block Pg. 219

Example GA drawing Pg. 222-223

Example room elevation drawing Pg. 228-229

Example typical detail drawing Pg. 230

## 10. Tenders

Documentation and action required for successful tenders

- a. Knowledge of different types of tenders
- b. Prepare and collate documentation in sufficient detail to enable a tender or tenders to be obtained for the construction or fit-out of a project
- c. Identify actions and evaluate potential contractors or specialists
- d. Obtain and appraise tenders
- e. Submit recommendations to the client
- f. Demonstrate the ability to cross-check tenders



Guide available in the Professional Development section of the Member Area



Methods of Tendering Pg. 247 to 251



## 11. Quotations and Invoices

How design fees may be calculated, quotations produced, and invoices issued.

### Roles

- Understand the key difference between supplying FF&E as an Agent and as a Principal
- Design Fees
- Estimates and fee proposals relevant to the scope of work
- Understand how fees are calculated for any project

### Invoicing

- The invoicing procedure for your company or a specific project

### Quotations

- Cross-checking quotations from various suppliers



Example invoice Pg. 77-78

Example invoice tracker Pg. 80

Sourcing and Supplying FF&E as an Agent Pg. 110-111



Guide available in the Professional Development section of the Member Area



Recorded webinar on Agent or Principal? Supplying FF&E Explained

located Articles, Webinars, and bite-size learning – Professional Practice & Business Development



## 12. Schedules

Schedules are detailed lists of materials and fittings that allow the designer or others to specify prices and understand the design. They will usually include manufacturer, model number, quantity, price, etc.

Schedule(s) are prepared to support drawn and modelled information i.e., finishes schedule, sanitary schedule, door schedule, paint schedule, etc.



Example schedule front sheet available in the BIID Interior Design Project Book pg. 239

Example schedule sheet available in the BIID Interior Design Project Book pg. 240-241

## 13. Specifications

Specifications contain technical information about a product including application or installation

1. Specification(s) are prepared to support drawn and modelled information
2. Provide sufficient detail to allow others to price and understand the intended design



Schedules Pg. 237



## 14. Approvals and certifications

You should be familiar with the legislation required for your project and all the certifications and approvals listed here and are able to advise clients on the application for relevant approvals and certifications. Be conversant with the following approvals and certifications:

- a.* Planning permission including Listed Building Consent
- b.* Party wall agreements
- c.* Landlord's License/ approval to alter
- d.* Building Control and Warrants
- e.* Asbestos
- f.* Rights to Light
- g.* Image copyright
- h.* Engineering approval for structural changes



Guide available in the Professional Development section of the Member Area

## 15. Record all interactions with both clients and other professionals.

Communications with external parties should be documented in a retrievable format e.g., emails, letters, phone logs, meeting notes, etc.

Documentation should include:

- Site visits
- Meetings minutes
- Communication with contractors
- Instructions for changes to the contract

Example client meeting agenda Pg. 70

Example site meeting agenda Pg. 71

Example Change of Client's Instructions (CCI) Schedule Pg. 173

Example Design change notice and record Pg. 186

Example design team meeting minutes Pg. 189





## 16. Design Programme/Programme of works and consideration of Site Accessibility

### Administering a project

This should include:

1. Recording all communications
2. Keeping a timesheet/daybook
3. Site accessibility issues



Example Design phase programme Pg. 144

Example outline project programme Pg. 209

## 17. Product Research for FF&E

### Demonstrate knowledge of the FF & E supply process

Understand whether your role is acting as an agent, retailer, or contractor and what this entails.

Purchase, supply, and install items including those for final dressing out



Guide available in the Professional Development section of the Member Area

## 18. Handover process

The practical completion of a project, including your defects/snagging procedure.



Snagging and Formal Handover Pg. 278-281



## 19. Operations and Maintenance

The Operations & Maintenance (O&M) Manual is the production of effective information materials for client use after project completion

There is no single method and instructions could include manufacturers' leaflets or users manuals

### Operations and Maintenance (O&M) Manual & Control Books

- a. Collate manuals and instructions of care and maintenance information relevant to the supply of items
- b. Where applicable provide building logbooks
- c. Where applicable prepare a control document to enable others to purchase all items specified providing cost, manufacturer, supplier, and all relevant details



Commissioning of Services and Preparation of Building Manual – also referred to as the O&M Manual Pg. 278

## 20. Finished project

- a. Arrange for final photographs acknowledging the legalities of copyright



Project Photography Pg. 293-294

Article on Top Tips for Photographing your Own Projects located Articles, Webinars, and bite-size learning – Professional Practice & Business Development in the Member Area



Guide in the Professional Practice Support section in the Member Area - Copyright information is included in the Approvals and Certifications guide.



# Section 4.

## Resources

There are several resources available to assist candidates in their professional development available in the BIID Member Area.

### **Professional Development**

#### BIID Professional Practice Project Stages Guides

1. The Brief
2. Insurance
3. CDM Regulations & Health & Safety (2015)
4. Tenders
5. Approvals & Certificates
6. Site Survey
7. FF&E

### **Articles, Webinars, and Bite Size Learning**

1. Diversity & Inclusion
2. General Interest
3. Professional Practice & Business Development
4. Students and Graduates
5. Sustainability
6. Using your Benefits
7. Wellness and Wellbeing

### **Peer-to-Peer Training Guidance from Members**

1. Designing for Care Homes – Case Study
2. Designing for Dementia: Facts, Fiction & Finesse
3. How to Survey Windows and Calculate Fabric
4. Public Service Interior Case Study
5. Kitchen Masterclass



## **Exclusive Member Content**

1. Sourcing & Supplying: What You Need to Know
2. What Interior Designers Need to Know About Trademarks
3. 2019 Interior Designers Fees Research
4. Who do I need for my project? An architect, a designer or both?
5. The Responsibilities of the Interior Designer under CDM Regulations

## **BIID CPD**

The Institute runs regular CPD events which can be booked through the BIID website.

<https://biid.org.uk/events>

The Institute accredits third-party training from goods and suppliers to the trade which can be accessed via the BIID CPD Providers Directory.

<https://biid.org.uk/continuing-professional-development-cpd-providers-directory>

The BIID also publishes an e-newsletter for designers, with industry specific news and resources.

<https://biid.org.uk/news>





## **Books**

Rumbold, S (2022): BIID Interior Design Project Book

Binggeli, C. (2007): Materials for Interior Environments

Chappell, D. (2012): Understanding JCT Standard Building Contracts

Cline, L. (2014): SketchUp for Interior Designers: 3D Visualising, Designing & space planning

Gibbs, J. (2009): Interior Design (Portfolio)

Godsey, L. (2008): Interior Design Materials & Specification

Grove, J. (2017) Interior Design a Professional Guide, RIBA Publishing

Hughes, A. (2008): Interior Design Drawing

O'Shea, L. (2013): The Interior Design Reference & Specification Book: Everything Interior Designers Need to Know Every Day

Plunkett, D. (2009): Drawing for Interior Design

## **Useful Websites**

[Publications | British Institute of Interior Design \(biid.org.uk\)](#)

<https://www.architecture.com/working-with-an-architect/why-use-an-architect>

<https://www.citb.co.uk/about-citb/partnerships-and-initiatives/construction-design-and-management-cdm-regulations/cdm-regulations/>

<https://www.aps.org.uk/guidance>

<https://www.legislation.gov.uk/ukxi/2013/3134/contents/made>

<https://www.rics.org/uk/>



# Section 5.

## Quality Assurance

Quality assurance will be determined by several processes

- 1. Selection and Training of Mentors**

All Mentors will be selected from our BIID Registered Interior Designer® membership and will attend training events and undertake standardisation activities.

- 2. Evaluation of Mentors**

Mentees will be asked to complete a short online survey after their mentoring session. This will provide invaluable feedback on the process.



[biid.org.uk](https://biid.org.uk)