

Professional Review Guidance

**Assessment Criteria for candidates applying through the
NVQ L7/SVQ Level 11 Route**

Contents

These guidance notes will assist you in structuring your submission to attain Chartered Membership of the CIOB. They comprise of the adjacent headings.

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Introduction

Chartered Membership of the CIOB puts you on a path of career advancement that leads to the very top of the profession. Progress is made through a combination of study, examination and experience culminating in Chartered Membership and the designation MCIOB.

You are now at the final stage towards your Chartered Membership, these guidelines are designed to explain what you will need to demonstrate and examples of the type of evidence you can provide to satisfy the requirements of the review.

We wish you success with your application.

Getting started

You must hold current membership prior to submission

You will need to provide the following supplementary documents together with your completed application

An organisation chart showing your position, name, who you are responsible for and accountable to. This document is not forwarded to an assessor and is used by the PR Team to check the employer signatory.

Your CPD record for the past 12 months (only required if you have been in membership for one year or more).

Please provide one passport photo (recent head and shoulders shot). This can be uploaded within the Personal Details Form.

When you believe your application is ready to be submitted, follow this document and your application will be handled by a PR Advisor.

Continuing Professional Development

Like most professional bodies, we believe it's essential for members to keep up to date with the latest developments and knowledge in their field – it's called Continuing Professional Development. However, we're not prescriptive about how they do that. We think members are in the best position to know how best to enhance their skills and knowledge.

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

What is CPD?

CPD is any learning that adds value and enhances your occupational knowledge and skill. It facilitates individual development and maintenance of professional competence. Our inclusive definition reflects the diverse range of members and the activities they undertake to develop their careers.

Attending relevant conferences and seminars and reading professional journals. Researching new products and innovative methods can all contribute to CPD.

Where can I record my CPD?

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

What counts as CPD?

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

How many hours of CPD do I need to complete?

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

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

Plagiarism Policy

Chartered Membership is made in recognition of an individual's personal achievement. All work submitted by applicants for assessment is accepted on the understanding that via the applicant signing the declaration as part of the application, they are confirming that it is their own work.

You will find the following declaration in the Personal Information Form that must be signed.

I declare that this piece of written work is entirely the result of my own work and documents my own experiences. I have not copied in part or whole or otherwise plagiarised the work of other applications. I understand that should this statement be found to be false, my application will be removed from the process and another application *cannot* be made for a period of 3 years.

CIOB use plagiarism software called Turnitin to help identify cases of suspected plagiarism. If plagiarism is found, then the application will be withdrawn from the process. You will be advised and evidence from Turnitin will be supplied to you. You will not be allowed to submit another application for a period of 3 years after plagiarism has been discovered.

You can appeal the decision by contacting the Head of Quality Assurance in the first instance.

How to apply

For direct applicants only.

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

Please note: we can only process applications which include all the documents listed. Your application will be delayed if anything is missing. This part of the process depends on how long you take to act on the advice of the PR Adviser.

Step 1

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

Step 2

You will receive an acknowledgment of receipt.

Step 3

A PR Advisor will pick up your application and check all documents have been received and advise how to pay the fee.

Step 4

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

Step 5

Only when all fees are paid, all documents are received, and the report is checked by a PR Advisor can the application move to the assessment process.

The assessment process

Only when an application is complete will it enter the assessment process.

The Process

Once submitted, your application goes through the following stages.

The PR Advisor will let you know when your application is in the assessment process.

Stage One

Your application is assessed by a CIOB assessor in accordance with CIOB assessment procedures.

Stage Two

Your application is moved to the internal verifiers, to ensure the assessment has been made in accordance with the CIOB assessment procedures.

Stage Three

Your application is moved to the external verifiers, to ensure standards of assessment are fair and consistent across all assessors and in accordance with the CIOB assessment procedures.

The competence report

To meet the requirements of the Professional Review, candidates will have to demonstrate knowledge and application in all three of the following areas of competence:

Commitment to Professionalism

The competencies are organised into sections, evidence and verification by employer/verifier together with guidance on the conditions under which competence must be achieved. This should be based on work experience and not modules or courses you have studied on this subject.

The application must be typed and all boxes must be completed making best use of the space available.

Do

- ✓ **Read the Professional Review Guidance and Assessment Criteria for Candidates** before completing the report. Our experience shows that people who use the guidance have a better chance of passing first time.
- ✓ **Give 1 or 2 clear, specific and detailed examples** of the competences from your own practice. Use first person and past tense.
Use the CARL format:
 - Circumstance – Describe the circumstance you needed to act on.
 - Action – Describe the action you took. Why did you choose this action?
 - Result – Evaluate the result of your action/decision including the positives and negatives.
 - Learning – Outline any learning you took from this experience.
- ✓ **Include reflection and evaluation**, where you can, on practice indicating of how you would do things differently. You can include the view of others, if it helps.
- ✓ **Use all the space provided** to its fullness to describe and evidence your competence. Only what is visible inside the text box can be assessed. If a scroll bar appears in any text box your response will need to be reduced. The PR Team will send the report back to you if the text flows outside of the visible text box area.
- ✓ **Keep self-evident comments** like ‘Health and Safety is important to the organisation...’ or ‘Planning and organisation is crucial for the smooth running...’ brief. It is good to have an opener to a section but too much of this language starts to sound like generalisations. It is the personal examples we are looking for.
- ✓ **Be honest** about what you have achieved. The assessor is not looking for prestigious multi-million pound projects. They are looking for evidence of competence, the ability to understand the limits of one’s competence and responsibilities, the ability to make ethical decisions and the commitment to learn and develop.
- ✓ **Do check for spelling and grammatical errors.** The PR Team will send the report back if it is clear your report has not been proof read.

Do not

- ✘ **Don't write 'we do this at...'** or 'we follow company...'. Too much of this suggests you are not working on your own initiative.
- ✘ **Don't list your job responsibilities** or your job description.
- ✘ **Don't describe company policies** e.g. at my company we do... The assessor wants to know about you and your practice. You may refer to policies that inform your practice.
- ✘ **Don't assume** just because you have worked on large projects or prestigious sites that this confirms competence.
- ✘ **Don't exaggerate** or misrepresent your experience and responsibilities as you may be questioned about it.
- ✘ **Don't use bullet points.** It suggests you cannot fill the boxes with 2 substantive examples.
- ✘ **Don't use company specific acronyms** without mentioning the full title at some point in your report.
- ✘ **Don't provide additional documents**, which we do not mention in this Guidance. They will not be included in the submission for assessment.
- ✘ **Don't send your documents in the paper format;** they need to be provided to us electronically.
- ✘ **Don't send your application handwritten**, this is a professional report and must be completed electronically.

Instructions to complete your Professional Review Application

Step 1

You will need to be On the Qualified and Experienced Pathway before you submit your PR report (or ICIOB/ACIOB).

Please contact Customer Services for information about this step if you are not already a member. Or apply online - <https://portal.ciob.org/>

<https://www.ciob.org/customer-services>

Step 2

You will need to complete 2 documents

Personal Details Form

Your personal details and the Employer/Professional Member Declaration. This is for CIOB purposes only.

PR Application Form (the report template)

- **Summary of your Career** – This is a brief description of your career so far. Include milestones and achievements.
- **Job Description** – Briefly describe your current role and responsibilities. There are 2 other boxes, who do you report to and who reports to you. In this box it is simply subcontractors or team of 6, it can be very brief. If you consult or work alone then please leave these boxes blank. This part is not assessed, it provides the assessor with an understanding of your job role.
- **Project List** – You only need to include the projects that are mentioned in your report. Remember any projects mentioned must have been worked on within the last 3 years. To describe the project, keep it simple and brief i.e. office refurb, Blossom High School – New Build, Town hall maintenance. And finally, your role while you worked on the project.
- **Your Report** – This where you demonstrate your competence in all areas. Remember to use your Guidance Notes to ensure you cover all the criteria for each section.
- **1 Year Forward Plan** – This is about a CPD action plan for the coming year. What you like to do to improve your knowledge and skills?

Requirements & Examples

The PR assessors will assess that you are competent to carry out the work of a qualified Chartered Builder or Chartered Construction Manager. To be competent is to have the knowledge, skills and behaviour to perform a job properly.

CIOB members have drawn up the competencies to be applied across different construction disciplines. The competencies have been grouped under the following themes:

COMMITMENT TO PROFESSIONALISM

Interpretation should be made carefully and the choices given in your application should be examples of the work and judgement you have applied. The assessors will take into account sensible and realistic choices reflecting the skills needed to fulfil your role.

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

The reason most people do not pass their PR first time round is because they do not include specific examples of activities they have carried out. Providing a generalised description of what you do is not enough. The response should demonstrate what you have done.

You will find the marking descriptors useful for understanding how the assessors make their assessments.

There is a Table of Competencies further on. The criteria is explained in a different way which you may find useful.

Examples

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

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

In exceptional circumstances, we would accept an example going back to 5 years. Your application form has an explanation of the conditions.

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

Example 1

I continually strive to project a professional image to the client work colleagues and subcontractors. I also recognise the importance in considering neighbours and the general public in maintaining and if possible to enhance the reputation of the construction industry

I have on past contracts whilst working at a senior role within housing developments limited helped support the business and building and operating a team to achieve company objectives and insisting on a formulation of contractual strategies to ensure such strategies are implemented. On the major contracts I have been responsible for the management and implementation of health and safety,

carrying out toolbox talks and sharing risk assessments and safe systems of working or carried out and maintaining records accident reporting and carry out weekly audits. I do have some technical and contractual knowledge of the construction industry although I am also able to recognise when I need to seek advice from someone who is more specialised for example structural engineer, architect or specialist consultant. I have also been awarded by the considerate constructors scheme certificates or performance beyond compliance.

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



For example, this is considered a GENERALISED description.



Instead, use a SPECIFIC example

I always strive to project a professional image to all stakeholders. On a recent small project I had to recognise the importance of considering neighbours and the general public. I did this by engaging with the neighbours, ensuring they knew I was the site manager and they could talk to me about any concerns. I ensured there was regular communication, giving them notice of unavoidable disruption and working through solutions where problems arose. This worked well, with one of the neighbours, recommending the company to a nearby relative.

Example 2

Remember the assessors are looking for an example of something outside to your normal scope of works. Think of a conflict or challenge you had to face. What was the circumstance and what did you do?

Last year a new manager was appointed to be my line manager. It quickly became apparent that my manager would be difficult to contact for large periods of time and if asked about their whereabouts could be very defensive. The knock-on effect throughout the team was that many of us had to cover his workload and issues were not being escalated. This quickly had an adverse impact on the performance of several projects. The culture within the team which had previously been very positive, slowly began to change and several of my own staff came to me with complaints and some of them were starting to look for new jobs. At this point I tactfully raised these concerns with my manager who was overall quite dismissive in response.

At this time, I was writing a report which considered the options for initiating a new project. My report, which had received input from subject matter experts, recommended that the project should not proceed at this time, as it was unlikely to be successful and the anticipated costs would far outweigh the potential benefits. I submitted my report to my line manager with the expectation that it would be escalated for a decision. However, I became very concerned when my manager rejected the recommendation and asked me to start developing the project brief and business case. From a professional perspective I felt uncomfortable progressing this work, taking into account all the issues over the last year and the new project we were now planning which I and others believed was entirely unfeasible. I made the decision to arrange a meeting with my deputy director and to discuss my concerns in person. My complaints and other team members were taken seriously. It became apparent that my report and recommendations for the new project had not reached the deputy director who asked to suspend all work on receipt.

I considered this course of action as a last resort and was only taken when all other options were exhausted.

This is a real example although some details have been changed and removed.

This a better example for the following reasons:

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

This is considered a SOLID description. See marking descriptor.

Marking Descriptors

Marking Descriptors help you understand what our assessors are looking for. For example if you do not include an example or has weak content this will put you in the Refer band.

Aim for blue

Good pass

Example demonstrates challenge and deep understanding of ethics.

Candidate gives a range of very good examples that demonstrate a deep understanding of the competence as reflection on practice and ethics.

Pass

Appropriate scenario with examples using own judgement.

The candidate provides a good example/s that demonstrate that he/she is competent and uses their own judgement. The candidate demonstrates that he/she has solid experience.

Narrow example of using own judgement to substantiate competence.

The candidate demonstrates an understanding of the subject area and has given 1 or more examples which are relevant to the subject area and provides narrow scope that includes a relevant example.

Refer

Example is really just a responsibility - such as abiding by H&S laws.

Candidate has provided an example which is not relevant to the competence or does not meet the criteria for a Chartered Construction Manager

Refers to company policies but no examples of using own judgement.

Candidate has not provided an example/s, the candidate refers to a process, the content is weak or is just a job description

No relevant content including out of time - nil - only to be used if an assessment cannot be made due to the time of the example

Section 3 - Commitment to professionalism

In this section you are required to demonstrate your knowledge and understanding of the role and significance of the CIOB and its functions. You should also show an appreciation of your personal professional role and the public expectations of a professional and the CIOB Code of Conduct and Member regulations. The assessor will be looking for evidence to support the following competencies:

3.1 Professional Judgement and Responsibility

Based on your own experience, you should describe in detail an occasion or an incident that has required you to exercise your professional judgement.

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

The purpose of this section is to ensure that members of the CIOB apply appropriate standards of professionalism to their duties based on CIOB Rules and Regulations of Professional Competence and Conduct, and their duty of care.

Indicative examples

- Identify a situation where professional judgement was required and how it was demonstrated. (Issues could be behavioural, contractual and may include reference to members of the public).
- Demonstrate process for applying appropriate criteria when exercising professional judgement (e.g. by reference to the Rules and Regulations of Professional Competence and Conduct).
- Identify involvement with making decisions that protect the general public.
- Display knowledge of personal limitations (e.g. when to seek advice from others).

3.2 Commitment to abide by the Rules and Regulations of Professional Competence & Conduct

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

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

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

<https://www.ciob.org/about/who-we-are>

3.3 Commitment to Continuing Professional Development

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

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

Indicative examples

- Identify how you have reflected upon achievement or lack of achievement.
- Evaluate training and development activities.
- Demonstrate where and how you have encouraged others in the organisation to undertake CPD activities.
- The benefits of CPD within your job roles.

Table of Competencies

Occupational Management

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

Section	Title	Key Criteria	Have your examples included the key criteria
	COMMITMENT TO PROFESSIONALISM		
3	Commitment to Professionalism	<p>This includes how you:</p> <ul style="list-style-type: none"> a. Demonstrate an understanding and application of professional judgement and responsibility, including ethical decision making b. Understand CPD and the benefits c. Understand the rules and regulations of CIOB membership <p>Think about an example where you have had to make a professional judgement. Make sure it is outside of your normal sphere of work. Show your understanding by providing examples and how learning benefitted you.</p> <p>Please refer to the following link in relation to more information regarding Ethics in our Rules & Regulations: https://www.ciob.org/about/who-we-are</p>	

Who can sign your form?

A signature will be required on this part of the form from someone who can verify the contents of your application to be a true and accurate account of your experience. Ideally, they will be your senior or line manager in your current or most recent role.

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

Self-employed or Freelance applicants could ask a professionally qualified client, who is a member of a Professional Body or other Construction Professional who knows you well to endorse their application. Please note this is not an exhaustive list. For any queries or more information, should you be unsure who can sign this for you, please contact pr.application@ciob.org.uk.

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

- RICS
- CIBSE
- CIAT
- CIH
- ICE
- IStructE
- RIBA
- Chartered Institute of Civil Engineering Surveyors
- And their Scottish and Irish Equivalents

It is important to note that whoever signs this part of the application will be endorsing your application for Chartered Membership so must be an authorised representative as they will be contacted to confirm and validate any aspect of your submission.

The decision

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

PASS

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

RE-SUBMIT

In cases where the applicant fails to meet the criteria they can re-submit and are provided with an explanation including advice on what is required before a new submission can be made. Any re-submission should take into account feedback given.

Thanks for reading

V2_Sept 2022

We hope you found our guide useful and instructive. If you have any questions please contact: pr.application@ciob.org.uk