

PROFESSIONAL REVIEW GUIDANCE FOR CANDIDATES

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

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APPLYING FOR THE PROFESSIONAL REVIEW

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.

BEFORE YOU BEGIN

Please read the following guidelines before starting your application.

The application consists of 5 sections. Completion of all sections is mandatory before submission. This must be your words on your career and the competencies you have attained.

In addition to the application you will need to provide the following documents:

- All candidates must hold current membership prior to application
- A copy of your CV
- Your job description
- An organisation chart showing your position, name, who you are responsible for and accountable to
- Your CPD record for the past 12 months (only required if you have been in membership for one year or more)
- Your forward action plan for the next year (this should include personal and company objectives).

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

EXPLANATION OF THE REQUIREMENTS FOR THE PROFESSIONAL REVIEW

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

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

1. OCCUPATIONAL COMPETENCE
2. MANAGEMENT COMPETENCE
3. COMMITMENT TO PROFESSIONALISM

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

APPLICATION

Throughout key stages in your membership we may request you to provide personal identification documents to verify your details. Application for the professional review is one of those key stages.

We have made this process as simple as possible to enable us to provide you with the best possible service.

Please provide 1 passport photo (recent head and shoulders shot).

The Application and supporting documents should be emailed to: pr.application@ciob.org.uk.

APPLICANT STATEMENT

You will need to sign the declaration and provide a short concise statement about what becoming a member would mean to you.

PART I EMPLOYMENT DETAILS

Please enter your current employer or self-employed details here. For unemployed applicants your most recent employer should be included.

PART 2 UNEMPLOYED

For applicants who are not currently working you should answer the following questions;

- Development need?
- How development need will be satisfied?
- What will this enable?.

PART 3

COMPETENCE REPORT

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

Occupational Competence

Management Competence

Commitment to Professionalism

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

Please utilise the space in each box to its full extent.

Do's

- Read the Candidate guidelines before completing the report. The guidelines explain the process and what experience you must demonstrate in your competence report (part 2).
- Give clear, specific and detailed examples of the competences from your own practice.
- Make sure it is about you and your experiences. Use 'I did...'
- After each example try to explain why you did it in the way described. What were the advantages and disadvantages of the decisions you made?
- Superior applications will demonstrate reflection on practice giving indications of how the candidate would do things differently in the future.
- Use full sentences and paragraphing as required.
- Use all the space provided to describe and evidence your competence.
- Keep self-evident comments like 'Health and Safety is important to the organisation...' or 'Planning and organisation is crucial for the smooth running...' brief. It is good to have an opener to a section but too much of this language starts to sound like waffle. It is the personal examples we are looking for.
- Be honest about what you have achieved. The assessor is not looking for prestigious multi-million pound projects. They are looking for evidence of competence, the ability to understand the limits of one's competence and responsibilities, the ability to make ethical decisions and the commitment to learn and develop.
- Do check for spelling and grammatical errors. The PR Team will send the report back if it is clear your report has not been proofread.

Don'ts

- Use 'we do this at...' or 'we follow company...'. Too much of this suggests you are not working on your own initiative.
- Don't list your job responsibilities or your job description.
- Don't describe company policies e.g. at my company we do... The assessor wants to know about you and your practice. You may refer to policies that inform your practice.
- Don't assume because you have worked on large projects or prestigious sites that this confirms competence. It does not.
- Don't exaggerate or misrepresent your experience and responsibilities as you may be questioned about it.
- Don't use bullet points. It suggests you cannot fill the boxes with substantive examples.
- Don't use company specific acronyms without mentioning the full title at some point in your report.

Example

CIOB are looking for clear and current examples of your work activities. The following report example has been provided to help applicants structure their report.

CIOB do not provide full reports as examples.

Good Example

Because: guidelines followed, first person used, clear explanation of process, reflection included.

One key element of all construction projects is the commissioning process. The complexity of the process is often underestimated and I identified that there was a lack of planning for this critical process. My role as planner is to provide a detailed programme for all elements of the project from the early design and procurement stages right through to the final commissioning process. It was clear from previous projects I had worked on, that there was limited detail and management with respect to this critical process.

To remedy this failing within the planning of a project, I have taken this problem on board along with another planning colleague and subsequently developed a detailed commissioning template for current and future construction projects. The templates have been implemented into my two most recent construction projects during the past two years and as such, the commissioning process has been monitored and managed in a more strategic manner. The commissioning programme now enables risks associated with the process to be identified at an earlier stage and the necessary changes made to prevent them from being detrimental to the successful implementation of the project. The commissioning programme also has key milestones to engage with the relevant external bodies including the building control officer at appropriate stages within the process. This again mitigates any risks associated with the process and results in a more streamlined and quality process. In conjunction with the commissioning template, I have also produced a series of detailed guidance notes to enable the process to be rolled out across all of the construction projects across the business unit. This will assist with a more coherent approach being adopted across the business and ensures quality is maintained on all future projects.

PART 3 SECTION I OCCUPATIONAL COMPETENCE

This section incorporates 5 areas of competencies. All examples used must be current and valid. Assessors will be looking for specific detailed examples that demonstrate your competence.

1.1 Planning and Organising Work

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

Your response should include **specific evidence** of how you identified and set objectives, how you measured performance against the set objectives, how you developed a team to undertake your plan, built team relationships and identified the learning needs of the team, subordinates, including sub-contractors, operatives or other relevant personnel.

1.2 Managing Health, Safety and Welfare

Demonstrate your involvement in and responsibility for health, safety, welfare, and working practices. By using **examples from your own experience**, identify the principal hazards in your work place and demonstrate your actions in removing or mitigating the associated risks. Give an example of a breach of the rules that you identified and your subsequent actions.

The assessor will take account of the different environments in which these criteria can be applied e.g. site-based, office-based, consultants, academia etc. and will apply judgement accordingly.

1.3 Managing Quality

Demonstrate your competence in evaluating the quality of a specific product, service, or process by providing **good examples** where the required or expected standards were not being achieved, and explain your actions to remedy, rectify or improve them.

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

1.4 Implementing Sustainable Construction Development

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

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

1.5 Knowledge of Commercial, Contractual and Legal Issues

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

Use **examples** to demonstrate awareness of the commercial impact of your decisions and actions; and your ability to communicate effectively with clients, consultants, senior management, stakeholders or other relevant personnel regarding commercial, contractual and legal issues.

PART 3 SECTION 2 MANAGEMENT COMPETENCE

You will be expected to provide examples of projects or processes you have been responsible for, ensuring all the following areas are addressed in terms of your role with regard to the planning, implementation, monitoring and evaluation. The assessor will be looking for evidence to explain how your role and competence has evolved to equip you with key management skills in all of the following areas:

2.1 Communication

Use **specific examples** to demonstrate your ability to communicate effectively with a range of interested parties relevant to your job role. Examples should include reference to a range of media.

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

2.2 Decision Making

Use **specific examples** to demonstrate your ability to identify problems or potential problems, analyse possible solutions, implemented your chosen solution and then monitored and evaluated the effectiveness of that solution.

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

2.3 Managing Information

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

Include an occasion when the information you required was missing/unavailable and explain your action(s) to remedy this.

2.4 Leadership and Strategic Management/Financial Management

Use an occasion when you developed, contributed to or have an awareness of a project or other strategic/financial plan that demonstrates **how you managed**, monitored, evaluated that plan. Include how you manage risk, procurement, cost and cost control, finance, time and production.

2.5 Developing People or Teams

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

Include reference to identifying learning needs, negotiating a learning plan, appraisals and performance management. This can relate to yourself or to others.

2.6 Innovation

Use **specific examples** to demonstrate how you have introduced and implemented innovative solutions, systems or processes that have resulted in a benefit to your organisation or project outcomes.

Your examples should demonstrate how you have used solutions attained through external sources and previous experience, and transferred or adapted them to the benefit of your organisation, project or task.

PART 3 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 would be regarded as **beyond your normal sphere of activities in your role** and where you were challenged because of the situation you faced and the consequent ethical decision you were required to make.

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

Indicative examples

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

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

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

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

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

3.3 Commitment to Continuing Professional Development

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

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

Indicative examples

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

PART 4 APPLICATION CHECKLIST

You are on the brink of submitting your Professional Review Report, please have a quick look at the list below and make sure your report supplies the information we expect to receive.

Ensuring your report meets these areas will enable us to directly send your submission to the Assessor. We want to avoid having to come back to you for further information, which would obviously slow down the process. In our experience, the list below highlights the areas which, if not covered will mean your report is returned.

SPECIFIC RECENT EXAMPLES:

Each section needs at least one good example of how you meet the criteria under the particular heading.

Your given examples need to be something you have taken responsibility for and will highlight your competence in that area. Ideally your examples should be current, probably not going back further than 3 years. However, in exceptional circumstances, we would accept an example going back further but not more than 5 years.

It's better to have 1 or 2 really good quality examples rather than lots of unexplained examples.

CPD

Please attach a record of the CPD that you have undertaken over the past year with your report.
(Only required if you have been in membership for 1 year or more).

ORGANISATION CHART

Please attach an Organisation Chart that shows where you fit within your company, showing your manager and any direct reports.

ACTION PLAN

Please attach your Action Plan which should include personal and company objectives and targets for the coming year. This should also include any Training and Development plans.

PERSONAL CV

Please attach your most recent Curriculum Vitae (CV). A generic company CV is not acceptable.

PRESENTATION

Your report should be a narrative with examples from your day-to-day practice. Avoid using bullet points, lists and headings. Please use spell & grammar checker and ensure your report says what you intend it to say. Maybe ask a colleague to have a quick read through for you.

Your report needs to be written in the first person, so 'I' rather than 'we'. Remember, it's you who is applying to be assessed for MCIOB.

JOB DESCRIPTION

Please attach your current job description. This should highlight your day to day responsibilities.

PART 5 EMPLOYER/VERIFIER STATEMENT

A signature will be required on this part of the form from someone who can verify the contents of your application. Ideally they will be your line manager in your current or most recent role.

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

Self-employed applicants could ask a professionally qualified client 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 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.

If you are unsure as to who can sign this for you, then please contact P.R. office who will do their best to assist you.

NEXT STEPS THE DECISION

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

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

Deferral: In cases where the candidate fails to meet the criteria they will be advised they have been deferred and provided with a full explanation including advice on what is required before a further submission can be made. A time limit for re-application will be provided and all decisions will be confirmed in writing.

The candidate can opt for an interview immediately, although they will still have to complete the report form in full. This has to be requested on initial submission of application. For re-application documents should be updated to reflect additional experience and knowledge gained.

The Appeals Process

The CIOB has a Grievance and Appeals Panel to consider any appeals from candidates who have been unsuccessful in the Professional Review and feel their decision to be unjust. Candidates who are deferred will be advised of their right to appeal in their deferral letter along with guidelines on the appeals process.