

Applying for the Professional Review

The candidate is required to submit the following information:

- Application Form (hardcopy)
- Report (electronic – Word format)
- CV (electronic- Word format)
- Current job description
- Organisation chart (electronic – Word format)
- CPD record for the past 3 years plus 1 year forward development plan (electronic – Word format)
Suggested templates are available on the CIOB website at www.ciob.org.uk/membership/continuing-professionaldevelopment
- PDP and S/NVQ candidates are required to submit confirmation of successfully completing their respective programme.
- You will be required to produce photographic identification on the day of your interview
- Any candidate with special needs is asked to contact the Professional Review office (Tel: 01344 630705 or email: intenquiry@ciob.org.uk)

The Professional Review

The Review consists of three sections, some of which are assessed prior to interview:

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

The judgement of whether to admit a candidate to corporate membership is based on submitted documents and performance at interview.

1. OCCUPATIONAL COMPETENCE

Candidates are required to demonstrate:

- a) A minimum of three years experience of holding personal responsibility for the management of some part of the construction process, alternatively:
- b) Successful completion of the Professional Development Programme (PDP)

This criterion is assessed by an approved assessor experienced in the candidate's field prior to interview.

Telephone contact may be made by the Assessor to verify the information supplied. Candidates will only be invited to interview once they have satisfied this criterion.

2. MANAGEMENT COMPETENCE

a) General Management

Candidates are required to give examples of projects or processes they have been responsible for. They must be able to describe their role with regard to planning, implementation, monitoring and evaluation. The candidate needs to be able to explain how their role and competence has evolved to equip them with key management skills.

Examples of management skills they should demonstrate include: problem solving, leadership, developing teams, managing work quality, responsibility for others, acceptance of responsibility, managing resources and sharing knowledge.

Examples which cover as many of the skills as possible will be helpful in the assessment.

b) Health, Safety, Welfare and the Environment

Referring to examples of their own experience candidates must be able to describe their involvement in and responsibility for health, safety, welfare and the environment. They should also possess a knowledge and understanding of the health and safety responsibilities of the key roles across the range of construction disciplines e.g. designer, contractor, surveyor, statutory bodies etc.

Candidates should be familiar with the concepts of sustainable development, environmental legislation, energy management and environmental impact. Candidates are not required to have experience in all areas. The assessor and interview panel 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 their judgement accordingly.

Indicative examples:

- Describe involvement in the production of a risk assessment for a typical construction activity.
- Describe the relationship between risk assessment and appropriate methods by reference to a project or process.
- Demonstrate an understanding of how projects they have been involved with have impacted upon the environment and society e.g. the manner in which construction projects or processes with which they have been involved have enhanced the Health, Safety, Welfare and Environment of the public.

c) Commercial Awareness and Contractual and Legal Understanding

By using examples, candidates should demonstrate an awareness of the commercial impact of their decisions and actions, and an understanding of construction and relevant civil law. They should also demonstrate an understanding of insurance practice in relation to their current role.

Indicative examples:

- Demonstrate where their role impinges upon spending, budgets and cashflow.
- Describe how they are involved with cost control and cost/value reconciliations.
- Identify where they are involved with financial decision-making.
- Understand the implications of the contracts that you have been involved with or contracts familiar to you.
- Understand the basic legal constraints on your role.
- Understand the basic legal framework for employment and the responsibilities of managers.
- Know when to seek appropriate advice.

3. COMMITMENT TO PROFESSIONALISM

CIOB Rules and Regulations of Professional Competence and Conduct should be referred to for this section as necessary <http://www.cio.org.uk/about/royalcharter>. The purpose of this section is to ensure prospective members understand and are able to meet the requirements of CIOB in relation to their behaviour and interaction with the public.

a) Establish and Maintain Professional Relationships

The candidate is required to provide examples of the types of professional relationships they have developed that have proved beneficial to their job role: e.g. with integrated teams, clients, the local community, other construction professionals and academic partnerships.

Indicative examples:

- Demonstrate an understanding of the roles and responsibilities of team members and make effective use of special skills.
- Demonstrate an ability to manage conflict and apply resultant learning.

- Identify and understand their role in dispute resolution situations (people issues rather than contractual issues).

b) Professional Judgement and Responsibility

Based on their own experience candidates should describe an occasion that has required them to exercise professional judgement. 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).

c) Topical Issues

The candidate is required to describe how a current industry issue has affected the wider construction environment (e.g. best practice, innovation, sustainability and environmental care). This section seeks to confirm that candidates can think outside the restraints of their own organisation and environment and apply understanding across a range of construction related issues.

Indicative examples:

- Demonstrate knowledge of current industry initiatives.
- Provide evidence of application of such knowledge in their current job role.
- Demonstrate knowledge and understanding of topical issues from within the industry. Relevant journals and publications can provide valuable insight in this area.

d) Commitment to Continuing Professional Development

Candidates must show their understanding of the benefit of continuing professional development. Candidates should demonstrate an understanding of the evaluation, planning and implementation of CPD in order to meet current and future needs.

Indicative examples:

- Identify how they have reflected upon achievement or lack of achievement.
- Evaluate training and development activities.
- Demonstrate where and how they have encouraged others in the organisation to undertake CPD activities.
- Provide evidence of benefits of past CPD in current role.

e) Commitment to Professional Standards

Candidates are required to explain their reasons for applying to become a member of the CIOB and what it means to them.

Indicative examples:

- Describe how CIOB membership will be of benefit to them.
- Describe how any of the following groups will benefit from their membership: the CIOB, the industry, clients, employers and general public.

4. THE ASSESSMENT PROCESS

Candidates will have their occupational competence assessed prior to interview. It is critical that submissions (Application, Report, CV, current job description and organisation chart, CPD record for the past 3 years plus 1 year forward development plan) address the requirements adequately in all of the assessed areas. The pur-

pose of the interview is to seek clarification where required and to confirm that the candidate meets the Institute's requirements.

In addition to the submitted material candidates are required to prepare a short presentation. This presentation, along with the submitted material forms part of the assessment. The presentation should address 'commitment to professionalism' and the candidates 'case' for membership. It could include an insight as to how membership of CIOB is likely to assist in future development.

The purpose of the presentation is to allow the candidate the opportunity to begin the interview on their own terms.

It gives the candidate some control over the early stages of the interview and reduces the likelihood of a confidence-sapping difficult first question. Candidates may not use visual aids for their presentation however; the use of prompt cards is permitted. It can be as short as the candidate wishes, but **MUST NOT** exceed 10 minutes.

Examples of some issues which might be covered in the presentation include:

- Review of past development and learning and overview of future professional development.
- Short description of a project that required the candidate to develop a multi-disciplinary team.
- Analysis of a topical issue by reference to the candidate's experience in this area
- A review of recent learning by the candidate and an explanation of its benefit to their job role
- Example(s) of the candidate's role in assisting with the CPD of others and a description of the business-benefits obtained.

Where the presentation is based upon material already provided in the report candidates should ensure that the presentation shows greater breadth and depth. Candidates are advised to rehearse presentations to ensure they will not exceed the 10 minute limit.

5. THE INTERVIEW STRUCTURE

a) Pre-Interview Arrangements

On successful completion of pre-assessment candidates will be contacted and offered a suggested date and time for interview. Candidates can elect to reject unsuitable dates at this time and await further contact. Having accepted a date and time candidates should only cancel if absolutely necessary.

Candidates may be contacted during pre-assessment for further information or clarification.

Candidates who are unsuccessful in pre-assessment will receive written notification confirming the reason for deferral and suggesting appropriate remedial action.

b) Conduct of the Interview

Candidates should arrive at the interview venue a minimum of 15 minutes prior to scheduled interview time. The interview panel will consist of a minimum of two and maximum of three members. From time to time an observer may be present. They will not engage in the interview process and a candidate has the right to object to their presence.

A panel member will welcome candidates and lead them into the interview room at the appointed time. After introductions the panel chair will read a short statement, setting out the purpose of the interview and will then invite the candidate to give their presentation.

On completion of the presentation the panel members will question the candidate on the content of the presentation and on any other relevant matters arising from their application. Candidates will be invited to add anything they believe to be relevant but not previously covered, prior to a request to return to the waiting area.

c) The Decision

After the panel completes their deliberation the candidate will be invited to return to the room where the decision will be given:

Pass: The candidate will be welcomed to membership and provided with a temporary certificate of membership. The decision will be confirmed in writing.

Conditional Pass: Where the panel believe a candidate has performed satisfactorily overall but would benefit from further attention to an assessed area they will award a conditional pass and given a temporary certificate of membership. The Panel will provide advice on future action to address the shortcoming. Candidates receive all the benefits of being MCIOB. The candidate is responsible for undertaking appropriate CPD to address the concerns of the panel. Membership will be revoked should a candidate not comply with these conditions.

Deferral: In cases where the candidate fails to meet the criteria they will be told they have been deferred, and given the reason. All decisions will be confirmed in writing.

On re-application documents should be updated to reflect additional experience and knowledge gained. Candidates should be aware a subsequent interview will be undertaken by a panel who will not be aware of the previous deferral decision.

The panel will provide counselling to deferred candidates designed to signpost future action recommended to address the issues leading to deferral. A time limit will be provided.

6. THE APPEALS PROCESS

The CIOB has a Grievance and Appeals Board to consider any appeals to membership processes, including the Professional Review. Candidates who are deferred will be advised of their right to appeal in their deferral letter.

5 December 2007