



# BIID Format for Registration Assessment

Candidate name: \_\_\_\_\_ Date: \_\_\_\_\_

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 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;
- 2) Accompanied by visual aids (using a PowerPoint or similar presentation software or a PDF);
- 3) All key project documentation (with any confidential information redacted) must be submitted electronically in advance together with your Visual Presentation. Each piece of evidence must be submitted in its own folder. NB there will be some folders with no content as the evidence will be included in your Visual Presentation.
- 4) **The presentation must include all the requested evidence.** If there are any gaps in the project (i.e. tenders, Approvals and Certifications, Product Research), evidence from a previous project may be included and explained at the assessment together with the client contract for these additions.

The presentation must include a title slide for **all** of the following topics (even if evidence is included in the electronic folder), in the exact order as set out below.

**Introduction** – begin by giving your name and company name to the assessment panel followed by a short overview of your career before starting your presentation.

Final Assessment Criteria:

Checklist tick ✓

<b>1.</b>	<b>Project details:</b>  The Brief: List the project details in your visual presentation and prepare an explanation for each of the following points.  <ol style="list-style-type: none"><li>a. Objective of the project - a short overview of the project brief;</li><li>b. The type of building (residential/commercial/public space);</li><li>c. Whether it was a retrofit/refurbishment or new build project;</li><li>d. Location (city/region and country);</li><li>e. Size (in square metres);</li><li>f. Start date and completion date;</li><li>g. Who your client was (e.g. consumer, corporation, charity, trust etc.);</li><li>h. Define project constraints;<ol style="list-style-type: none"><li>i. The budget;</li><li>j. Identify other consultants and specialists required for a project;</li><li>k. Confirm key requirements for the project;</li><li>l. Identify statutory approvals required;</li></ol></li></ol>	<input type="checkbox"/>
<b>2.</b>	<b>Scope of Works and Schedule of Services:</b>  Produce a Scope of Works and Schedule of Services for the project and submit a copy in section '2' of your folder. Include an image on your visual presentation and be prepared to talk through your document.  NB You could copy the relevant section of your contract.	<input type="checkbox"/>

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3.	<p><b>Client Contract, Fee Letter &amp; Scope of Services:</b></p> <p>Explain to the panel what form of contract and fee structure was agreed with your client (whether it was the RIBA/BIID Professional Contract for Interior Design Services or your own contract). Please specify if you supply FF&amp;E to your client as an Agent or Principal.</p> <p>Explain to the panel what scope of services was agreed for the project. Please include a copy of your Client Contract, Fee Letter and Schedule of Services in section '3' of your folder.</p> <p>Also include a copy of your Client Contract for any <b>additional projects</b> mentioned in your presentation in this section.</p>	
4.	<p><b>Professional Insurances:</b></p> <p>Describe what relevant insurances were in place for this project and what level of professional indemnity applied to this project. Include copies of your insurances in section '4' of your folder and in your presentation.</p>	
5.	<p><b>CDM Regulations 2015 and Health &amp; Safety:</b></p> <p>Explain to the panel who the Principal Designer on this project was, how you advised the client of their responsibilities under CDM 2015, and how Health and Safety was managed on the project. Include any documents related to this in section '5' of your folder.</p> <p>You must complete the <a href="#">BIID CDM Regulations 2015 and Health &amp; Safety CPD</a>. Insert a copy of the results pages for this CPD in section '5' of your folder and include in your presentation.</p>	
6.	<p><b>Early Stage Research:</b></p> <p>Explain to the assessment panel what research you undertook for the project. If you have a written research report, please include this in section '6' of your folder. This is about research which informs the concept development and design rationale. Please include any presentation boards in your presentation.</p>	
7.	<p><b>Site Appraisal and 'before' pictures:</b></p> <p>Site Appraisal and 'before' pictures: Include in your presentation and insert the following in section '7' of your folder.</p> <ol style="list-style-type: none"> <li>a) Survey notes/diagrams</li> <li>b) Photos of the site to be surveyed</li> <li>c) Before photographs</li> <li>d) The survey</li> <li>e) The instruction to the surveyor if you did not carry out the survey yourself</li> </ol> <p>Tell the panel why you have carried out this survey. Using 5 -15 before photographs of the site, explain what information is important to include within your survey. Using up to 3 illustrations, explain the information presented in the survey. All pictures should be shown full screen on your visual presentation.</p>	

<p><b>8. Concept Development, Development Sketches and Design Rationale:</b></p> <p><b>Concept development:</b> 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 the File. Explain your rationale for selection of finishes.</p> <p><b>Development Sketches:</b> Talk the panel through your development sketches, whilst including them at full size in your accompanying slides.</p> <p><b>Design Rationale:</b> 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 section '8' for this part of the presentation.</p>	
<p><b>9. Technical Drawings, 3D Visuals and Other Presentation Materials:</b></p> <p><b>Technical drawings:</b> Talk the assessment panel through 5 to 10 technical drawings (CAD or hand drawn), whilst showing them on your Visual Presentation. These should include scaled drawings of services and drawings for any bespoke items on the project, floor plans, lighting plans, elevations and sections for the project you are presenting. 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 '9' of your folder. If you did not produce the drawings yourself, please explain your process for commissioning the drawings, including checking, client approvals, instructing revisions and monitoring the implementation of your intended design.</p> <p><b>3D Visuals:</b> Talk the assessment panel through 5 to 10 3D visuals of the project (these can be perspective, axonometric, isometric or all three) and include images of these in your presentation. Hand drawings from a previous project are acceptable if not required for this project. If you do not do your own 3D visuals, be prepared to explain how this service is outsourced. These should all be shown at the same orientation on the screen. Please also include copies of these in section '9' of your folder.</p> <p><b>Other presentation materials:</b> Include images and talk the assessment panel through any other presentation materials you presented to the client, such as details of FF&amp;E specified, mood boards or Pinterest images etc. Any photographs or visuals should be shown at full size on the screen.</p> <p>NB It is not necessary to produce the drawing yourself, but you should be able to brief a technician and evaluate any drawings produced by another person.</p>	

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10.	<p><b>Tenders:</b></p> <p>Explain to the assessment panel how this project was tendered to the contractor (even if you do not do this process yourself). 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 '10' of your folder. This tender document may include drawings, schedules and specifications. You may include a tender package for a previous project if a tender was not required for this project.</p>	
11.	<p><b>Quotations:</b></p> <p>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 an image of a quotation in section '11' of your folder or in the visual presentation.</p>	
12.	<p><b>Schedules and Schedule of Variations:</b></p> <p>Explain to the panel how you created and issued schedules to the contractor on the project. Include one example of a schedule from the project, for example a sanitary schedule or a finishes schedule in section '12' of your folder.</p>	
13.	<p><b>Specifications:</b></p> <p>Explain to the panel how you created and issued specification documents for the contractor on the project. Include a copy of this specification document(s) in section '13' of your folder.</p>	
14.	<p><b>Approvals and certifications:</b></p> <p>Include examples of documents relating to these approvals in your visual presentation or in your section '14' of your folder. You may include evidence from another project you were involved in.</p> <p>You must also be prepared to explain why some or none of the certificates listed below were required for the project you are presenting.</p> <ol style="list-style-type: none"> <li>a. Planning permission</li> <li>b. Listed Building Consent</li> <li>c. Party wall agreements</li> <li>d. Landlord's License/ approval to alter</li> <li>e. Building control &amp; warrants</li> <li>f. Asbestos</li> <li>g. Rights to light</li> <li>h. Image copyright</li> <li>i. Engineering approval for structural change</li> </ol>	

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15.	<p><b>Recording communications with other professionals:</b></p> <p>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 these professionals in section '15' of your folder or in your visual presentation (this correspondence can be in the form of letters or emails).</p> <p>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 '15' of your folder.</p>	
16.	<p><b>Design Programme/Programme of works and consideration of site accessibility:</b></p> <p>Explain to the panel how you created a design programme/programme of works for the project, and what software you used to create and issue this Programme. Include 1 copy of a design programme/programme of work for the project in section '16' of your folder or your visual presentation.</p> <p>Consideration of site accessibility: Explain to the panel how site accessibility was considered on the project, including how you enabled large pieces of FF&amp;E to be brought to site and installed safely (if relevant). Include any relevant documents in section '16' of your folder.</p>	
17.	<p><b>Product Research for FF&amp;E:</b></p> <p>Explain to the assessment panel what product research for FF&amp;E you undertook for the project and on what basis you supplied FF&amp;E. Please include any related documentation or images in section '17' of your folder.</p> <p>If there was also a tender for FF&amp;E on this project, please explain to the panel how this was tendered for and include any copies of this tender in section '17' of your folder.</p>	
18.	<p><b>Handover:</b></p> <p>Explain to the panel how you approached practical completion on the project, including your defects/snagging procedure. Include any relevant documents in section '18' of your folder or if there are none, leave this section empty.</p>	
19.	<p><b>Aftercare:</b></p> <p>Explain to the panel your aftercare responsibilities on the project. Include a copy of the aftercare document or 'operations and maintenance manual' you provided to the client in section '19' of your folder. If there was not one for this project include one from a previous project and explain why there was no need for it on this project.</p>	
20.	<p><b>Final Photographs:</b></p> <p>Talk the panel through 5 to 15 photographs of the final completed project, which should be included at full size in your Visual Presentation.</p>	

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## **Questions:**

The assessing panel will not interrupt you during your presentation. Once your presentation is over you will be asked to leave the room while they discuss your presentation and prepare any questions they would like to ask.

## **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.

The assessing panel will expect to see all of the requested evidence so please ensure that there are no gaps in your presentation to avoid any delay in finalising your assessment i.e. prepare statements for sections such as Approvals and Certifications if you have not had to apply for any of the permissions listed, this will evidence your knowledge. If you were not required to tender for the project you are presenting, include a tender package from a previous project.

## **Submissions:**

Supporting documents must be submitted in a PDF format

Supporting documents must be written in English (international applicants must have all documents translated)

## **Technical issues:**

Your Visual Presentation together with key project documentation must be submitted to the office in advance of your assessment via Dropbox or WeTransfer.com to [info@biid.org.uk](mailto:info@biid.org.uk). Your presentation will be set up on a laptop linked to a presentation screen and you will be provided with a 'clicker' to move through your presentation as you talk. This means you will be able to arrive at 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 virtual assessment can be arranged.

British Institute of Interior Design  
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