



British Institute of Interior Design

---

# Pathway Support Guide

Your Guide to Professional Practice

# Contents

## Section 1 – Introduction to the BIID Pathway Support Guide

Why is the Pathway necessary?  
Support

---

## Section 2 – The Pathway Support Process

Mentorship  
BIID Pathway Guides  
Professional Practice competency statements  
Resources

---

## Section 3 – The Registration Assessment

Aims  
Assessment  
Format for Registration Assessment

## Section 4 – Quality Assurance

---

## Section 5 – Appeals Procedure

Registration Assessment (Full Membership)

---

## Section 6 – Q&A

# Section 1.

## Introduction to the BIID Pathway Support Guide

---

The BIID Pathway Support is designed to enable the designer to take responsibility for their own development, while being supported and guided through the requisite competencies expected from a BIID Registered Interior Designer®. It encourages the skills of self-evaluation and analysis through a mentor programme and online learning. This enables designers to identify their own areas for development in discussion with a mentor and ensure a sound knowledge base through short online learning sessions. This process identifies the competencies required, provides an explanation of each of these and how this can be evidenced.

Pathway Support is the cornerstone in the BIID's drive for excellence. It underpins the Institute's role to set standards for the profession and offer the training, support, and recognition necessary for members to reach the highest level of interior design practice.

### Why is the BIID Pathway Support necessary?

The Pathway brings significant benefits to the interior design profession. Anyone can call themselves an interior designer, regardless of qualifications, experience, or proven talent but the Pathway Support helps to set clear standards, offering a route to professional competence. It will enable designers to self-evaluate and develop design skills, knowledge, creativity, and professionalism across the interior design sector.

### For Designers...

Designers will be able to validate their professional competence, demonstrate that they have met national standards and distinguish themselves through BIID membership. The BIID Pathway Support is work-based, it allows candidates to timetable and manage their learning in a flexible way to fit with their everyday practice. It enables developing designers to receive support from experienced designers and ensure their knowledge base is current.

### For Employers

Employers of interior designers can track the progress of their interior designer employees and employer involvement in mentorship is strongly encouraged. Designers with excellent self-evaluation skills will develop faster and will be able to demonstrate motivation.

### For the Public

A BIID Registered Interior Designer® Member provides a mark of excellence and reassurance for those specifying services or seeking advice from an interior designer. It provides clients with confidence that the designer they have hired meets the highest professional standards and is equipped with the skills, knowledge and creativity required to carry out a brief.

## Support

---

Day-to-day support for the BIID Professional Pathway will be provided by the BIID Pathway Support team, who will be able to answer your questions and provide guidance, when needed.

Pathway Support also offers:

One-to-one mentor support

Selected online learning session available in the BIID Member Area.

# Section 2.

## The Pathway Support Process

---

Pathway Support is a self-guided process with support. Candidates receive this guide which contains the Pathway list of competencies that matches the list of assessment criteria to become a BIID Registered Interior Designer®.

### Mentorship

All Associate and Provisional Associate members can receive mentoring during the quarterly mentoring events. Mentoring can be provided face-to-face or by telephone. Mentors are all Registered Members of the BIID, who volunteer to share their experience with Associate and Provisional Associate members.

Mentors are focussed on supporting candidates along the Pathway, advising on any aspect of the Pathway criteria and they can assist in helping to prepare candidates for final assessment.

### BIID Pathway Support online guides

Associate and Provisional Associate members are encouraged to complete selected short online guides through the BIID Members' Area. Each guide provides basic information relating to a specific Pathway criterion. For example, Pathway Guidance 1 relates to The Brief and is designed to outline the range of information you would be expected to know for the first criterion. After each session there is a brief multiple-choice assessment with 3 questions. You may attempt this as many times as you like but once you have been successful you should save a copy of the results page and retain a copy.

## Professional Practice Competency Statements

1	<p><b>Demonstrate the ability to take and develop a detailed brief</b></p> <p><i>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</i></p> <p>Information in a brief will include:</p> <ol style="list-style-type: none"> <li>a. The 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 approximate completion date;</li> <li>g. Who your client was (e.g. consumer, corporation, charity, trust etc.)</li> <li>h. Any project constraints</li> <li>i. The budget</li> <li>j. Other consultants and specialists required for a project</li> <li>k. Key requirements for the project</li> <li>l. Any statutory approvals required</li> </ol>
2	<p><b>Demonstrate the ability to prepare a scope of works</b></p> <p><i>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.</i></p> <p><i>NB The term Scope of Services is often used interchangeably with Schedule of Services.</i></p> <p>Prepare a scope of works and schedule of services</p> <p>Use the RIBA/BIID Professional Contracts for Interior Design Services checklist or similar to compile the services and schedules needed within the context of the initial brief. This forms part of your proposal to the client.</p>
3	<p><b>Demonstrate knowledge of the design contract</b></p> <ol style="list-style-type: none"> <li>1. Prepare, negotiate, and review a design contract with a client</li> <li>2. Co-ordinate with the original fee proposal</li> <li>3. Co-ordinate with the scope of works</li> <li>4. Identify client obligations</li> <li>5. Identify your liabilities</li> <li>6. Identify a process for dispute resolution</li> </ol>
4	<p><b>Demonstrate knowledge of insurance requirements for a project</b></p> <ol style="list-style-type: none"> <li>1. Understand who insures the project and who is responsible for specific risks and losses e.g., to existing structures, contents, building works etc.</li> <li>2. Ensure professional indemnity, public liability and employers' liability insurances are up to date for a project.</li> </ol>

5	<p><b>Demonstrate an understanding of CDM Regulations 2015 and Health and Safety</b></p> <p>Show you are familiar with CDM Regulations 2015 and what that means for you, the designer</p> <ol style="list-style-type: none"> <li>a. Identify requirements under CDM regulations</li> <li>b. Identify the principal designer</li> <li>c. Prepare a Health &amp; Safety Plan</li> <li>d. Prepare risk assessment on materials, methods, access, and feasibility</li> <li>e. Complete the CDM session available in the BIID Member Area</li> </ol>
6	<p><b>Demonstrate the ability to conduct relevant design research</b></p> <p>Describe any research or studies that were required for a project. Include historical and geographical information relating to the property and area. Also research any specialist skills required and considerations e.g., sustainability, environmental impact.</p>
7	<p><b>Demonstrate the ability to produce and understand a measured Site Survey</b></p> <p>A site survey should include:</p> <ul style="list-style-type: none"> <li>• Accurate measurements</li> <li>• Services including Electrical &amp; Plumbing</li> <li>• Materials</li> <li>• Physical features</li> <li>• Fixtures &amp; Fittings</li> </ul> <p>A site survey may be undertaken by the designer or commissioned from another professional</p>
8	<p><b>Demonstrate the ability to develop a concept design</b></p> <p><i>These are initial ideas presented to a client based on the brief</i></p> <p>Concept Plans</p> <ul style="list-style-type: none"> <li>▪ Produce general layouts for presentation</li> <li>▪ Produce information to convey mood and ideas to client</li> </ul> <p>Concept Sketches / Visuals</p> <ul style="list-style-type: none"> <li>▪ Produce supporting sketches for a project to communicate ideas</li> </ul> <p>Concept finishes</p> <ul style="list-style-type: none"> <li>▪ Provide information on colour, texture and shape of finishes proposed</li> </ul>
9	<p><b>Demonstrate the ability to produce and evaluate technical design</b></p> <ul style="list-style-type: none"> <li>▪ Show development of initial design ideas expanded into more detail</li> <li>▪ Prepare 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 &amp; elevations)</li> </ul> <p>Produce a developed design to include as required:</p> <ol style="list-style-type: none"> <li>1. Furniture/ room layout</li> <li>2. Electrical layouts</li> </ol> <p>Prepare, as required, digital drawings or animations of intended interior design schemes</p> <p><i>(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)</i></p>

10	<p><b>Demonstrate knowledge of the documentation and action required for successful tenders</b></p> <ol style="list-style-type: none"> <li>a. Demonstrate knowledge of different types of tenders</li> <li>b. Prepare and collate documentation in sufficient details to enable a tender or tenders to be obtained for the construction or fit-out of a project</li> <li>c. Identify actions and evaluate potential contractors or specialists</li> <li>d. Obtain and appraise tenders</li> <li>e. Submit recommendations to the client</li> <li>f. Demonstrate the ability to cross check tenders</li> </ol>
11	<p><b>Demonstrate knowledge of how design fees may be calculated, quotations produced, and invoices issued.</b></p> <p>Roles</p> <ul style="list-style-type: none"> <li>▪ Explain the terms agent, retailer, or contractor</li> </ul> <p>Design Fees</p> <ul style="list-style-type: none"> <li>▪ Produce estimates and fee proposals relevant to the scope of work</li> <li>▪ Describe how fees are calculated for any project</li> </ul> <p>Invoicing</p> <ul style="list-style-type: none"> <li>▪ Describe the invoicing procedure for your company or a specific project</li> </ul> <p>Quotations</p> <ul style="list-style-type: none"> <li>▪ Describe how you would cross check quotations from various suppliers</li> </ul>
12	<p><b>Demonstrate the ability to produce schedules</b></p> <p><i>Schedules are detailed lists of materials, and fittings that allow the designer or others to specify price and understand the design. They will usually include manufacturer, model number, quantity, price etc.</i></p> <p>Prepare schedule(s) to support drawn and modelled information i.e., finishes schedule, sanitary schedule, door schedule, paint schedule etc.</p>
13	<p><b>Demonstrate the ability to produce specifications</b></p> <p><i>Specifications contain technical information about a product including application or installation</i></p> <ol style="list-style-type: none"> <li>1. Prepare specification(s) to support drawn and modelled information</li> <li>2. Provide sufficient detail to allow others to price and understand the intended design</li> </ol>
14	<p><b>Demonstrate knowledge and understanding of approvals and certifications that may be required in a project</b></p> <p><i>You should be familiar with the legislation required for your project and all the certifications and approvals listed here and be able to advise clients on the application for relevant approvals and certifications. Be conversant with the following approvals and certifications</i></p> <ol style="list-style-type: none"> <li>a. Planning permission including Listed Building Consent</li> <li>b. Party wall agreements</li> <li>c. Landlord's License/ approval to alter</li> <li>d. Building Control and Warrants</li> <li>e. Asbestos</li> <li>f. Rights to Light</li> <li>g. Image copyright</li> <li>h. Engineering approval for structural changes</li> </ol>



15	<p><b>Demonstrate the ability to record all interactions with both clients and other professionals.</b></p> <p><i>Communications with external parties should be documented in a retrievable format e.g. emails, letters, phone logs, meeting notes etc.</i></p> <p>Documentation should include:</p> <ul style="list-style-type: none"> <li>▪ Site visits</li> <li>▪ Meetings minutes</li> <li>▪ Communication with contractors</li> <li>▪ Instructions for changes to contract</li> </ul>
16	<p><b>Demonstrate ability to administer a project</b></p> <p>This should include</p> <ol style="list-style-type: none"> <li>1. Recording all communications</li> <li>2. Keeping a timesheet/daybook</li> </ol> <p>Site accessibility issues</p>
17	<p><b>Demonstrate knowledge of the FF &amp; E supply process</b></p> <p>Understand whether your role is acting as an agent, retailer, or contractor and what this entails.</p> <p>Purchase, supply and install items including those for final dressing out</p>
18	<p><b>Demonstrate knowledge of the handover process</b></p> <p>Demonstrate how you approached practical completion of a project, including your defects/snagging procedure.</p>
19	<p><b>Demonstrate the production of effective information materials for client use after project completion</b></p> <p><i>There is no single method and instructions could include manufacturers leaflets or users' manuals</i></p> <p>Operations and Maintenance Manual &amp; Control Books</p> <ol style="list-style-type: none"> <li>a. Prepare and collate manuals and instructions of care and maintenance information relevant to the supply of items</li> <li>b. Where applicable provide building logbooks</li> <li>c. Where applicable prepare a control document to enable others to purchase all items specified providing cost, manufacturer, supplier, and all relevant details</li> </ol>
20	<p><b>Demonstrate the ability to dress out a finished project</b></p> <ol style="list-style-type: none"> <li>a. Arrange for final photographs acknowledging legalities of copyright</li> </ol>

## Resources

---

There are a number of resources that are available to assist candidates in their development and preparation for final assessment.

1. BIID Pathway online sessions

Accessing online sessions will provide information and knowledge of products, processes and professional practice via the BIID website Member Area

2. BIID CPD Sessions

The Institute runs several face-to-face CPD sessions and events which can be booked through the BIID website

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

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

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

3. Books

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

Yakeley, D. and Yakeley, S. (2010): BIID Interior Design Job Book

4. Useful Websites

<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/uksi/2013/3134/contents/made>

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

# Section 3.

## The Registration Assessment

---

### Aims

As an Institute, the key role of the BIID is to ensure the professional competence of its members to practice. This registration assessment aims to underpin and evidence your knowledge of professional practice in conjunction with the BIID Code of Conduct. It also aims to ensure that your knowledge and understanding of key legal and contractual obligations to the client and society are met.

This assessment provides you with an opportunity to make a personal statement about your interior design interests and beliefs, using skills and ideas developed in the previous levels of the programme. You will need to show via a complete design project, how you have researched and developed an interior design project for a client complete with an analysis of their requirements.

The registration assessment will enable you to identify your role as a professional designer in a team or as an individual and to recognise and project your own personal development within the industry and a design team. It seeks to develop self-evaluation skills in terms of contribution to the profession.

### Assessment

The Assessment for most candidates will consist of a registration assessment when the requisite years of experience and training have been completed. The intention is for you to evidence all the competencies through the presentation of work completed in the course of your job. It is not intended to be onerous, but it is recognised that for some tasks, verbal or written reports will need to be produced to evidence thought processes, research and understanding of particular areas.

Assessment tasks submitted should be your own work or should acknowledge, through appropriate referencing, where you refer to the work of others. It is recognised that not everyone will cover all the tasks within their job role, and it may be necessary to refer to others for information in order to meet the requirements of the assessment. This is acceptable and a valuable part of the learning process.

Registration assessment for BIID Registered Interior Designer® membership will be face-to-face, held in the London office or for those unable to attend, this can be conducted virtually, provided all work is submitted at least 10 days in advance of the assessment.

## BIID Format for Registration Assessment

---

Candidates applying for BIID Registered Interior Designer® membership 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 must 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** 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;</li><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>	<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"/>

<p>3. <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>	
<p>4. <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>	
<p>5. <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 a copy in your presentation.</p>	
<p>6. <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>	
<p>7. <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>	

8. **Concept Development, Development Sketches and Design Rationale:**

**Concept development:**

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.

**Development Sketches:**

Talk the panel through your development sketches, whilst including them at full size in your accompanying slides.

**Design Rationale:**

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.

9. **Technical Drawings, 3D Visuals and Other Presentation Materials:**

**Technical drawings:**

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.

**3D Visuals:**

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.

**Other presentation materials:**

Include images and talk the assessment panel through any other presentation materials you presented to the client, such as details of FF&E specified, mood boards or Pinterest images etc. Any photographs or visuals should be shown at full size on the screen.

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.

10.	<b>Tenders:</b>	
<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.	<b>Quotations:</b>	
<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.	<b>Schedules and Schedule of Variations:</b>	
<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.	<b>Specifications:</b>	
<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.	<b>Approvals and certifications:</b>	
<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>		
<ul 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> </ul>		

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>	



**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.

# Section 4.

## Quality Assurance

---

Quality assurance will be determined by a number of processes

**1. Selection and Training of Assessors**

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

**2. Evaluation of all Final Assessment Interviews**

Candidates will be asked to complete a short online survey a few days after their final assessment. This will provide invaluable feedback on the process

# Section 5.

## Appeals Procedure – BIID Registered Interior Designer® Assessment

---

This procedure applies to all candidates who wish to seek a review of a Registered interior Designer assessment decision.

### Stage One: Independent re-assessment of work

1. A candidate wishing for a review of a registration assessment decision should, in the first instance, speak to the Membership Manager and they should submit a written appeal, giving specific reasons for their request. This should be addressed to the Membership Manager who will refer it to the Professional Practice Committee at the British Institute of Interior Design.
2. The Membership Manager will acknowledge the appeal within 5 working days and refer the appeal to the Professional Practice Committee
3. The Chairperson and Professional Practice Committee will consider the grounds for appeal and determine any action to be taken. The candidate will be informed within 15 working days of the submission of the written request.

### Stage Two: Further Action

1. If the candidate is dissatisfied with the outcome of Stage One, they may submit a written appeal providing evidence as to why the decision was not valid, to the President of the British Institute of Interior Design
2. This will be acknowledged in 5 working days
3. The President will review all documentation and make a decision within 15 working days of receipt. This decision will be final.

# Section 6.

## Q & A

---

### 1. Is there any way I can complete in less than 6 years and become a full BIID Member early?

No. A candidate is required to complete the minimum of six years of combined education and work experience or six years work experience before becoming a BIID Registered Interior Designer® Member.

### 2. How will the work be assessed?

The registration assessment will be assessed and quality assured by BIID members who are either practising interior designers or Educator Members. Full Membership will be assessed by a viva where candidates will explain their project to a minimum of 2 Assessor's either in person or by Zoom.

### 3. What happens if a candidate fails an assessment?

If the assessing panel did not feel they were presented with sufficient evidence from the candidate, the candidate will receive written feedback as to the areas where improvement is needed. The assessing panel may suggest that the candidate submits further evidence or that the candidate is offered another category of membership until they can return and present another project, or it might be recommended that they return once they have developed further to meet the necessary criteria.

### 8. Does a candidate have to be a member of the Institute to receive Pathway Support?

Yes, Pathway Support is only offered to BIID Associate or Provisional Associate member. Associate membership has many additional benefits including access to support, advice, networking, CPD and more.

### 9. Are other design qualifications, for example, textile/fashion/product design recognised on the Pathway?

No. Whilst the Institute recognises that training in these other areas will enhance and enrich your design practice, there is no substitute for formal interior design training. It is for this reason that the BIID will only recognise specific validated qualifications in Interior Design or Interior Architecture as qualifiers for membership.

---

British Institute of  
Interior Design  
9 Bonhill Street  
London  
EC2A 4PE

---

Registered Office: Summit House,  
170 Finchley Road, London NW3 6BP

#### Disclaimer:

While every endeavour will be made to provide the BIID Pathway Support and services described in this document, the British Institute of Interior Design reserves the right to make changes for reasons of operational efficiency or due to circumstances beyond our control.