



British Institute of Interior Design

Pathway Support Guide

Your Guide to Professional Practice

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Section 1.

Introduction to the BIID Pathway Support Guide

The BIID Pathway Support is designed to enable the designer to take responsibility for their 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 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 and provides an explanation of each of these and how this can be evidenced.

Pathway Support is the cornerstone of 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 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 flexibly manage their learning 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:

1. One-to-one mentor support
2. Selected online learning sessions 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 forms the criteria to become a BIID Registered Interior Designer®.

Mentorship

All Associate and Provisional Associate members can receive mentoring during the quarterly mentoring events. Mentors are all Registered Members of the BIID, who volunteer to share their experience with Associate and Provisional Associate members.

Mentors are focused on supporting candidates along the Pathway, advising on any aspect of the Pathway criteria.

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>Demonstrate the ability to take and develop a detailed brief</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"> a. The objective of the project - a short overview of the project brief b. The type of building (residential/commercial/public space); c. Whether it was a retrofit/refurbishment or new build project; d. Location (city/region and country); e. Size (in square metres); f. Start date and approximate completion date; g. Who your client was (e.g. consumer, corporation, charity, trust, etc.)? h. Any project constraints i. The budget j. Other consultants and specialists are required for a project k. Key requirements for the project l. Any statutory approvals required
2	<p>Demonstrate the ability to prepare a scope of works</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 scope of work 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>Demonstrate knowledge of the design contract</p> <ol style="list-style-type: none"> 1. Prepare, negotiate and review a design contract with a client 2. Co-ordinate with the original fee proposal 3. Co-ordinate with the scope of works 4. Identify client obligations 5. Identify your liabilities 6. Identify a process for dispute resolution
4	<p>Demonstrate knowledge of insurance requirements for a project</p> <ol style="list-style-type: none"> 1. Understand who insures the project and who is responsible for specific risks and losses e.g., to existing structures, contents, building works, etc. 2. Ensure professional indemnity, public liability and employers' liability insurances are up to date for a project.

5	<p>Demonstrate an understanding of CDM Regulations 2015 and Health and Safety</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"> Identify requirements under CDM regulations Identify the principal designer Prepare a Health & Safety Plan Prepare risk assessment on materials, methods, access, and feasibility Complete the CDM session available in the BILD Member Area
6	<p>Demonstrate the ability to conduct relevant design research</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, and environmental impact.</p>
7	<p>Demonstrate the ability to produce and understand a measured Site Survey</p> <p>A site survey should include:</p> <ul style="list-style-type: none"> • Accurate measurements • Services including Electrical & Plumbing • Materials • Physical features • Fixtures & Fittings <p>A site survey may be undertaken by the designer or commissioned from another professional</p>
8	<p>Demonstrate the ability to develop a concept design</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"> ▪ Produce general layouts for presentation ▪ Produce information to convey mood and ideas to the client <p>Concept Sketches / Visuals</p> <ul style="list-style-type: none"> ▪ Produce supporting sketches for a project to communicate ideas <p>Concept finishes</p> <ul style="list-style-type: none"> ▪ Provide information on colour, texture, and shape of finishes proposed
9	<p>Demonstrate the ability to produce and evaluate technical design</p> <ul style="list-style-type: none"> ▪ Show development of initial design ideas expanded into more detail ▪ 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 & elevations) <p>Produce a developed design to include as required:</p> <ol style="list-style-type: none"> 1. Furniture/ room layout 2. Electrical layouts <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>Demonstrate knowledge of the documentation and action required for successful tenders</p> <ol style="list-style-type: none"> a. Demonstrate knowledge of different types of tenders b. Prepare and collate documentation in sufficient detail to enable a tender or tenders to be obtained for the construction or fit-out of a project c. Identify actions and evaluate potential contractors or specialists d. Obtain and appraise tenders e. Submit recommendations to the client f. Demonstrate the ability to cross-check tenders
11	<p>Demonstrate knowledge of how design fees may be calculated, quotations produced, and invoices issued.</p> <p>Roles</p> <ul style="list-style-type: none"> ▪ Explain the terms agent, retailer, or contractor <p>Design Fees</p> <ul style="list-style-type: none"> ▪ Produce estimates and fee proposals relevant to the scope of work ▪ Describe how fees are calculated for any project <p>Invoicing</p> <ul style="list-style-type: none"> ▪ Describe the invoicing procedure for your company or a specific project <p>Quotations</p> <ul style="list-style-type: none"> ▪ Describe how you would cross-check quotations from various suppliers
12	<p>Demonstrate the ability to produce schedules</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>Demonstrate the ability to produce specifications</p> <p><i>Specifications contain technical information about a product including application or installation</i></p> <ol style="list-style-type: none"> 1. Prepare specification(s) to support drawn and modelled information 2. Provide sufficient detail to allow others to price and understand the intended design
14	<p>Demonstrate knowledge and understanding of approvals and certifications that may be required in a project</p> <p><i>You should be familiar with the legislation required for your project and all the certifications and approvals listed here and can 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"> a. Planning permission including Listed Building Consent b. Party wall agreements c. Landlord's License/ approval to alter d. Building Control and Warrants e. Asbestos f. Rights to Light g. Image copyright h. Engineering approval for structural changes

15	<p>Demonstrate the ability to record all interactions with both clients and other professionals.</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"> ▪ Site visits ▪ Meetings minutes ▪ Communication with contractors ▪ Instructions for changes to the contract
16	<p>Demonstrate ability to administer a project</p> <p>This should include</p> <ol style="list-style-type: none"> 1. Recording all communications 2. Keeping a timesheet/daybook <p>Site accessibility issues</p>
17	<p>Demonstrate knowledge of the FF & E supply process</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>Demonstrate knowledge of the handover process</p> <p>Demonstrate how you approached practical completion of a project, including your defects/snagging procedure.</p>
19	<p>Demonstrate the production of effective information materials for client use after project completion</p> <p><i>There is no single method and instructions could include manufacturers' leaflets or users' manuals</i></p> <p>Operations and Maintenance Manual & Control Books</p> <ol style="list-style-type: none"> a. Prepare and collate manuals and instructions of care and maintenance information relevant to the supply of items b. Where applicable provide building logbooks c. Where applicable prepare a control document to enable others to purchase all items specified providing cost, manufacturer, supplier, and all relevant details
20	<p>Demonstrate the ability to dress out a finished project</p> <ol style="list-style-type: none"> a. Arrange for final photographs acknowledging legalities of copyright

Resources

There are several resources available to assist candidates in their development and preparation for the Professional Review.

Member Area – Professional Development

BIID Pathway online PDF Support Guides

1. The Brief
2. Insurance
3. CDM Regulations (2015)
4. Tenders
5. Approvals & Certificates
6. Site Survey
7. FF&E

Articles, Webinars, and Bite Size Learning

1. Diversity & Inclusion
2. General Interest
3. Professional Practice & Business Development
4. Students and Graduates
5. Sustainability
6. Using your Benefits
7. Wellness and Wellbeing

Peer to Peer – Training Guidance from Members

1. Designing for Care Homes – Case Study
2. How to Survey Windows and Calculate Fabric
3. Public Service Interior Case Study
4. Kitchen Masterclass
5. How to Submit a Guide

BIID CPD Sessions

The Institute runs several 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>

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

Rumbold, S (2022): BIID Interior Design Project Book

Useful Websites

[BIID | RIBA Books](#)

<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 BIID Professional Review

Introduction

The Professional Review is the route to becoming a BIID Registered Interior Designer® - the widely recognised benchmark for professional interior designers in the UK. It takes the form of a 45-minute meeting and the purpose of the Professional Review is for candidates to evidence their understanding and capability in all 8 of our Core Competencies. The Core Competencies have been designed to be appropriate and relevant to designers working in different specialism, job roles, and practices. The Professional Review requires candidates to demonstrate how their unique experience and expertise enable them to meet the Core Competencies.

The Process

- 1) Complete the online membership application form on the BIID website and pay the £50 + VAT application fee.
- 2) Once you have completed the application form you will be taken to our online booking page, where you can select a date and time that is convenient for you.
- 3) Once you have selected your preferred date and time you will be sent a confirmation email containing the link to join the online meeting.
- 4) On the day of your Professional Review, please log in to the meeting, using the link provided, 5 minutes before the start time, to ensure the meeting starts on time.
- 5) The duration of the Professional Review will be between 45 minutes and 1 hour.
- 6) Once the review has taken place, we will let you know within 3 working days whether you have been successful in gaining Registered Interior Designer® status. If you have, we will send you an invoice and information about the next steps. If you are unsuccessful, we will give you detailed feedback about which competencies you were not successful on and you will be able to reschedule a new interview date.

FAQs

Q: Who is eligible for the Professional Review?

To book a Professional Review you need to qualify for Registered Interior Designer® status. This requires you to have a total of six years of combined interior design/architecture education and work experience or a minimum of 6 years of work experience.

Q: How should I prepare for the Professional Review?

The best way to prepare is to ensure you read through the list of Core Competencies and think through how they relate to your own professional experience as an interior designer.

Q: Do I need to show examples of my interior design work in the Professional Review?

No – the Professional Review is a verbal discussion. The purpose of it is for you to evidence that you have competencies in the 8 areas we require to become a BIID Registered Interior Designer.

Q: What happens if my internet cuts out?

If either your internet connection or the BIID's internet connection fails, in the first instance we will call you to try and resolve the situation. If we are unable to resolve the problem within a few minutes we will be in touch with you to schedule a new time.

Q: Can I record the Professional Review?

No. The BIID records all Professional Review meetings for quality assurance purposes. The recordings are only ever shared with trained membership assessors.

Core Competencies

1. Professional judgement, ethics, and values

You will be expected to evidence:

- Ethical professional practice in interior design
- The importance of continuing professional development to your ability to practice at the highest level

2. Legislation, regulation, and contracts

You will be expected to evidence:

- An understanding of regulation and legislation relevant to your practice, including, but not limited to health and safety, building regulations, fire safety, and planning
- Knowledge of client contracts and what should be included in them

3. Financial management

You will be expected to evidence:

- The ability to manage project budgets
- Fiscal responsibility and best practice in relation to financial matters

4. Design development

You will be expected to evidence:

- The ability to develop a design brief through multiple iterations to delivery of a completed design
- The ability to evaluate the success of a design solution you have developed

5. Technical & product knowledge

You will be expected to evidence:

- Knowledge of the products and materials relevant to your area of interior design practice, including an awareness of how to improve product knowledge
- Knowledge of the construction and fabrication techniques required to deliver a successful interior project

6. Managing quality

You will be expected to evidence:

- The ability to plan and manage projects to ensure the highest level of quality is delivered, including implementing quality assurance processes

7. The project team

You will be expected to evidence:

- The ability to work successfully with other project professionals involved in the delivery of an interior design project, including communication, management, collaboration, and conflict resolution skills

8. Sustainable design

You will be expected to evidence:

- Knowledge of best practices in sustainable interior design including materials, products, technologies, and processes

Section 4.

Quality Assurance

Quality assurance will be determined by several processes

- 1. Selection and Training of Mentors**

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

- 2. Evaluation of all Professional Review Interviews**

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

Section 5.

Appeals Procedure – BIID Registered Interior Designer® Professional Review

This procedure applies to all candidates who wish to seek a review of a Professional Review decision.

Stage One: Independent review of the recording

1. A candidate wishing for a review of a Professional Review 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 decide 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 BIID Registered Interior Designer® Member early?

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

2. 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 members. Associate and Provisional Associate membership have many additional benefits including access to support, advice, networking, CPD, and more.

3. 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.

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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.