



# Format for Registration Assessment

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 interior 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 listed below;
- 2) Accompanied by visual aids (using PowerPoint or similar presentation software or a PDF);
- 3) An A4 lever arch folder with A-Z dividers containing printed copies of the key project documentation (with any confidential information redacted). If your documents are A3 size please fold them into 3 to fit them in the folder. NB there will be some sections of your folder with no content.

The presentation must include **all** of the following topics, in the **exact** order set out below:

**Introduction** – begin the presentation by giving your name and company name to the assessment panel (this should also be on the first slide of your presentation).

## A. Project details:

Tell the panel the following project details:

- i. A short overview of the project to include how you met your client and what was the initial brief;
- ii. Who your client was (e.g. private individual, corporation, charity, trust etc.)
- iii. The type of building (residential/commercial/public space);
- iv. Whether it was a retrofit/refurbishment or new build project;
- v. Location (city/region and country);
- vi. Size (n square metres);
- vii. Start date and completion date;

This information can be verbally communicated – there is no need to include any documents for this section of your presentation.

## B. Site Survey and 'before' pictures:

Talk the panel through 5 to 15 'before' pictures of the site. All pictures should be shown full screen on your Visual Presentation. Include a copy of the site survey in section 'B' in your lever arch file (there is no need to show the site survey on screen) and explain to the panel whether this site survey was produced by you or another contractor or professional.

## C. Early Stage Research:

Explain to the assessment panel what research you undertook for the project. If you have a written research report please include this in section 'C' of your lever arch file. This is about research which informs the concept development and design rationale.

## D. Construction (Design and Management) Regulations 2015 and Health and Safety:

Explain to the panel who the Principal Designer on the project was, how you advised the client of their responsibilities under CDM 2015, and how Health & Safety was managed on the project. Include a copy of your CDM 2015 – Industry Guidance for Principal Designers certificate and any documents related to this in section 'D' of your folder.

## E. 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 your folder.

## F. Development Sketches

Talk the panel through your development sketches, whilst including them at full size in your accompanying slides. If you have originals of these sketches please include them in section 'F' of your folder.

**G. 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 your folder for this part of the presentation.

**H. Client Contract, Fee Letter & Scope of Services:**

Explain to the panel what form of contract and fee structure was agreed with your client (whether it was BIID CID/14, BIID ID/10 or your own contract). Please specify if you supply FF&E to your client as an agent or principal. Explain to the panel of what scope of services was agreed for the project. Please include a copy of your Client Contract, Fee Letter and Scope of Services in section 'H' of your lever arch file.

**I. Technical Drawings:**

Talk the assessment panel through 5 to 15 technical drawings (CAD or hand drawn), whilst showing them on your Visual Presentation. These should include drawings of services and drawings for any bespoke items on the project. (NB you may have produced these yourself). 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 'I' of your lever arch file.

**J. 3D Visuals:**

Talk the assessment panel through 5 to 15 3D visuals of the project (these can be perspective, axonometric, isometric or all three) and include visuals of these in your presentation. These should all be shown at the same orientation on the screen. Please also include copies of these in section 'J' of your lever.

**K. Other presentation materials:**

Talk the assessment panel through any other presentation materials you presented to the client, such as details of FF&E specified. Any photographs or visuals should be shown at full size on the screen. If you have print outs of these please include them in section 'K' of your folder, otherwise leave it empty.

**L. Tenders:**

Explain to the assessment panel how this project was tendered to the contractor. 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 'L' of your folder. This tender document may include drawings, schedules and specifications. If there was also a tender for FF&E on this project, please explain to the panel how this was tendered for and include any copies of this tender in section 'L' of your folder. If the project was not tendered, show information for contractors to price.

**M. Specifications, Schedules and Schedule of Variations:**

Explain to the panel how you created and issued specification documents for the contractor on the project. Include a copy of this specification document (or documents) in section 'M' of your folder. Explain to the panel how you created and issued schedules to the contractor on the project. Include 1 example of a schedule from the project, for example a sanitary schedule or a finishes schedule in section 'M' of your folder.

**N. Approvals and certifications:**

Explain to the assessment panel how and if the following applied to this project:

- i. Listed building consent
- ii. Planning permission
- iii. Party wall agreements
- iv. Landlord's License/ approval to alter
- v. Building control
- vi. Asbestos
- vii. Rights to light
- viii. Building warrants

Please include copies of any documentation related to these approvals in section 'N' of your lever arch file.

**O. Communications with other professionals:**

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 the professionals in section 'O' of your folder (this correspondence can be in the form of letters or emails)

**P. Detailed Research:**

Explain to the assessment panel what research of systems, products and FF&E you undertook for the project. Please include any related documentation in section 'P' of your lever arch file.

**Q. Invoices:**

Explain to the panel how you issue invoices to your client. Include one example of an invoice issued to your client in section 'Q' of your folder.

**R. Quotations:**

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 a copy of 1 quotation in section 'R' of your folder.

**S. Programme of works:**

Explain to the panel how you created a programme of works for the project, and what software you used to create and issue this programme. Include 1 copy of a programme of work for the project in section 'S' of your folder.

**T. 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 'T' of your folder.

**U. Consideration of site accessibility:**

Explain to the panel how site accessibility was considered on the project, including how you enabled large pieces of FF&E to be brought to site and installed safely (if relevant). Include any relevant documents in section 'U' of your folder, or if there are none leave this section empty.

**V. Handover:**

Explain to the panel how you approached practical completion on the project, including your defects/snagging procedure. Include any relevant documents in section 'V' of your folder, or if there are none leave this section empty.

**W. Aftercare:**

Explain to the panel your aftercare responsibilities on the project. Include a copy of the aftercare document or 'operations manual' you or Others provided to the client in section 'W' of your lever arch file.

**X. Final photographs:**

Talk the panel through 5 to 15 photographs of the final completed project, which should be included at full size in your Visual Presentation.

**Questions**

The panel will wait until after you have finished your presentation to ask questions. They may ask follow up questions on any area of your presentation.

**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.

**Technical issues**

You will need to provide us with a digital copy of your Visual Presentation or similar at least 5 working days before your presentation. This presentation will be set up on a laptop linked to a presentation screen. You will be provided with a 'clicker' to move through your presentation as you talk. This means you will be able to arrive to your assessment and begin your presentation straight away.

**Location**

Registration Assessments are held at the BILD's head office at 9 Bonhill Street, London EC2A 4PE. If you are unable to attend an in person interview, a Skype interview can be arranged.