

# Professional Review Guidance

**Assessment Criteria for candidates applying through the  
NVQ L7/SVQ Level 11 Route**

# Introduction

Chartered Membership of the CIOB puts you on a path of career advancement that leads to the very top of the profession. Progress is made through a combination of study, examination and experience culminating in Chartered Membership and the designation MCIOB.

You are now at the final stage towards your Chartered Membership, these guidelines are designed to explain what you will need to demonstrate and examples of the type of evidence you can provide to satisfy the requirements of the review.

**We wish you success with your application.**

# Continuing Professional Development

Continuing Professional Development, or CPD, is any learning that adds value and enhances your occupational knowledge and skill. It supports individual development and the upkeep of professional competence. This could mean honing current skills, it could mean developing them to a new level, or it could mean learning new ones. Attending relevant events, conferences and seminars, reading magazines and websites or researching new products and innovative methods can all contribute to CPD.

As a CIOB member, you agree to complete CPD in each subscription year to comply with Rule 10 of the Rules and Regulations of Professional Competence and Conduct.

The CIOB remains committed to providing members with appropriate learning content free of charge, as part of their member benefits. Find CPD through the CIOB Academy. Your local hub will also provide CPD events.

From 2023 all members will undertake a number of development activities with a focus on ethical practice as set out in the policy. Various development activities will accrue points. These could be attending events, conferences and seminars, reading magazines and websites or researching new products and innovative methods, as well as upgrading your membership or doing formal courses.

**[Please visit the website for more information.](#)**

What CPD information do you need to include with your Professional Review Application?

If you have been in membership for more than 1 year you will need to provide CPD records for the previous year.

At the final page of the Professional Review application, you be asked to provide a one year forward plan for CPD.

# Maintaining the Integrity of CIOB Chartered Qualification

The CIOB takes the integrity of the Chartered qualification very seriously. It is a mark of achievement and demonstrates to others your professionalism and commitment to high ethical standards.

The five core values of Academic Integrity are:

**Accuracy** – making sure that your work is free from errors.

**Honesty** – being truthful about what you have done and achieved.

**Fairness** – not trying to gain an advantage by unfair means: for instance, by passing off others' work as your own.

**Responsibility** – taking an active role in your own learning: for instance, by seeking out the information you need to study effectively.

**Respect** – for your fellow members and the standards of CIOB.

The PR is about your personal experiences and a demonstration of your competence. All candidates need to understand the importance of upholding ethical standards.

## **Unacceptable Practices**

CIOB has to ensure that all our potential members meet the standards of competence. The PR report is your opportunity to demonstrate your competence. The following actions are regarded as malpractice and against the ethical standards CIOB maintains.

**Collusion** The application should be completed by yourself and not in collusion with ours.

**Copying** from another candidate or existing members who have already completed the process.

**Impersonation** and purchasing the services of others to write your report.

**Use of Generative AI** to produce examples of work that you have not carried out or for the embellishment/exaggeration of examples that you have carried out.

**Inclusion of inappropriate**, offensive or discriminatory material within your report.

## **Identification of Unacceptable Practices.**

CIOB uses Plagiarism software called Turnitin to identify plagiarism, copying and the use of AI. Turnitin stores applications and checks new submissions against past submissions and indicates where work has been taken from other sources (including Generative AI content). Where there are concerns about the validity of an application which has achieved a pass, you will be provided with the Turnitin evidence and an interview will take place. You will be required to discuss your examples in more detail and satisfy the panel the application is based on your own experiences. The result of the interview is either a pass or a defer.

For further information regarding the Rules and Regulations of Professional Competence and Conduct, please visit the website: [Royal Charter | CIOB](#)

# How to apply

**For direct applicants only.**

**If applying through a PR Support Provider, please deal directly with them.**

Please note: we can only process applications which include all the documents listed. Your application will be delayed if anything is missing.

This part of the process depends on how long you take to act on the advice of the PR Advisor.

## **Step 1**

Upload your application to the portal and pay the assessment fee.

## **Step 2**

You will receive an acknowledgment of receipt.

## **Step 3**

A PR Advisor will pick up your application and check all documents have been received.

## **Step 4**

Only when all fees are paid, all documents are received and the report is checked by a PR Advisor can the application move to the assessment process.

# The assessment process

**Only when an application is complete will it enter the assessment process.**

## The Process

Once submitted, your application goes through the following stages.

The PR Advisor will let you know when your application is in the assessment process.

### Stage One

Your application is assessed by a CIOB assessor in accordance with CIOB assessment procedures.

### Stage Two

Your application is moved to the internal verifiers, to ensure the assessment has been made in accordance with the CIOB assessment procedures

# Do

- ✓ **Read the Professional Review Guidance and Assessment Criteria for Candidates** before completing the report. Our experience shows that people who use the guidance have a better chance of passing first time.
- ✓ **Give 1 or 2 clear, specific and detailed examples** of the competences from your own practice. Use first person and past tense.  
**Use the CARL format:**
  - Circumstance – Describe the circumstance you needed to act on.
  - Action – Describe the action you took. Why did you choose this action?
  - Result – Evaluate the result of your action/decision including the positives and negatives.
  - Learning – Outline any learning you took from this experience.
- ✓ **Include reflection and evaluation**, where you can, on practice indicating of how you would do things differently. You can include the view of others, if it helps.
- ✓ **Use all the space provided** to its fullness to describe and evidence your competence. Only what is visible inside the text box can be assessed. If a scroll bar appears in any text box your response will need to be reduced. The PR Team will send the report back to you if the text flows outside of the visible text box area.
- ✓ **Keep self-evident comments** like 'Health and Safety is important to the organisation...' or 'Planning and organisation is crucial for the smooth running...' brief. It is good to have an opener to a section but too much of this language starts to sound like generalisations. It is the personal examples we are looking for.
- ✓ **Be honest** about what you have achieved. The assessor is not looking for prestigious multi-million pound projects. They are looking for evidence of competence, the ability to understand the limits of one's competence and responsibilities, the ability to make ethical decisions and the commitment to learn and develop.
- ✓ **Do check for spelling and grammatical errors.** The PR Team will send the report back if it is clear your report has not been proof read.

# Do not

- ✘ **Don't write 'we do this at...'** or 'we follow company...'. Too much of this suggests you are not working on your own initiative.
- ✘ **Don't list your job responsibilities** or your job description.
- ✘ **Don't describe company policies** e.g. at my company we do... The assessor wants to know about you and your practice. You may refer to policies that inform your practice.
- ✘ **Don't assume** just because you have worked on large projects or prestigious sites that this confirms competence.
- ✘ **Don't exaggerate** or misrepresent your experience and responsibilities as you may be questioned about it.
- ✘ **Don't use bullet points.** It suggests you cannot fill the boxes with 2 substantive examples.
- ✘ **Don't use company specific acronyms** without mentioning the full title at some point in your report.
- ✘ **Don't provide additional documents**, which we do not mention in this Guidance. They will not be included in the submission for assessment.
- ✘ **Don't send your documents in the paper format;** they need to be provided to us electronically.
- ✘ **Don't send your application handwritten**, this is a professional report and must be completed electronically.



# Instructions to complete your Professional Review Application

## Step 1

You will need to be On the Qualified and Experienced Pathway before you submit your PR report (or ICIOB/ACIOB).

Please contact Customer Services for information about this step if you are not already a member. Or apply online - <https://portal.ciob.org/>

<https://www.ciob.org/customer-services>

## Step 2

You will need to complete 2 documents

### A Membership Declaration

A Membership Declaration needs to be signed and returned with your PR Report

### PR Application Form (the report template)

- **Summary of your Career** – This is a brief description of your career so far. Include milestones and achievements.
- **Job Description** – Briefly describe your current role and responsibilities. There are 2 other boxes, the roles of who do you report to and who reports to you. In this box it is simply subcontractors or team of 6, it can be very brief. If you consult or work alone then please leave these boxes blank. This part is not assessed, it provides the assessor with an understanding of your job role.
- **Project List** – You only need to include the projects that are mentioned in your report. Remember any projects mentioned must have been worked on within the last 3 years. To describe the project, keep it simple and brief i.e. office refurb, Blossom High School – New Build, Town hall maintenance. And finally, your role while you worked on the project.
- **Your Report** – This where you demonstrate your competence in all areas. Remember to use your Guidance Notes to ensure you cover all the criteria for each section.
- **1 Year Forward Plan** – This is about a CPD action plan for the coming year. What you like to do to improve your knowledge and skills?

# Requirements & Examples

The PR assessors will assess that you are competent to carry out the work of a qualified Chartered Builder or Chartered Construction Manager. To be competent is to have the knowledge, skills and behaviour to perform a job properly.

CIOB members have drawn up the competencies to be applied across different construction disciplines. The competencies have been grouped under the following themes:

## **COMMITMENT TO PROFESSIONALISM**

Interpretation should be made carefully and the choices given in your application should be examples of the work and judgement you have applied. The assessors will take into account sensible and realistic choices reflecting the skills needed to fulfil your role.

You will see that there are highlighted words in the criteria for each section. These are the key activities that need to be in your response.

The reason most people do not pass their PR first time round is because they do not include specific examples of activities they have carried out. Providing a generalised description of what you do is not enough. The response should demonstrate what you have done.

You will find the marking descriptors useful for understanding how the assessors make their assessments.

There is a Table of Competencies further on. The criteria is explained in a different way which you may find useful.

# Examples

**It's better to have two clear examples that follow the CARL format rather than lots of unexplained examples.**

Your examples should be current, reflecting the past 3 years of work experience.

In exceptional circumstances, we would accept an example going back to 5 years. Your application form has an explanation of the conditions.

**The following report examples have been provided to help applicants structure their report.**

## Example 1

I continually strive to project a professional image to the client work colleagues and subcontractors. I also recognise the importance in considering neighbours and the general public in maintaining and if possible to enhance the reputation of the construction industry

I have on past contracts whilst working at a senior role within housing developments limited helped support the business and building and operating a team to achieve company objectives and insisting on a formulation of contractual strategies to ensure such strategies are implemented. On the major contracts I have been responsible for the management and implementation of health and safety,

carrying out toolbox talks and sharing risk assessments and safe systems of working or carried out and maintaining records accident reporting and carry out weekly audits. I do have some technical and contractual knowledge of the construction industry although I am also able to recognise when I need to seek advice from someone who is more specialised for example structural engineer, architect or specialist consultant. I have also been awarded by the considerate constructors scheme certificates or performance beyond compliance.

**This could have been improved by providing a more specific example.**



**For example, this is considered a GENERALISED description.**



**Instead, use a SPECIFIC example**

I always strive to project a professional image to all stakeholders. On a recent small project I had to recognise the importance of considering neighbours and the general public. I did this by engaging with the neighbours, ensuring they knew I was the site manager and they could talk to me about any concerns. I ensured there was regular communication, giving them notice of unavoidable disruption and working through solutions where problems arose. This worked well, with one of the neighbours, recommending the company to a nearby relative.

## Example 2

Remember the assessors are looking for an example of something outside to your normal scope of works. Think of a conflict or challenge you had to face. What was the circumstance and what did you do?

Last year a new manager was appointed to be my line manager. It quickly became apparent that my manager would be difficult to contact for large periods of time and if asked about their whereabouts could be very defensive. The knock-on effect throughout the team was that many of us had to cover his workload and issues were not being escalated. This quickly had an adverse impact on the performance of several projects. The culture within the team which had previously been very positive, slowly began to change and several of my own staff came to me with complaints and some of them were starting to look for new jobs. At this point I tactfully raised these concerns with my manager who was overall quite dismissive in response.

At this time, I was writing a report which considered the options for initiating a new project. My report, which had received input from subject matter experts, recommended that the project should not proceed at this time, as it was unlikely to be successful and the anticipated costs would far outweigh the potential benefits. I submitted my report to my line manager with the expectation that it would be escalated for a decision. However, I became very concerned when my manager rejected the recommendation and asked me to start developing the project brief and business case. From a professional perspective I felt uncomfortable progressing this work, taking into account all the issues over the last year and the new project we were now planning which I and others believed was entirely unfeasible. I made the decision to arrange a meeting with my deputy director and to discuss my concerns in person. My complaints and other team members were taken seriously. It became apparent that my report and recommendations for the new project had not reached the deputy director who asked to suspend all work on receipt.

I considered this course of action as a last resort and was only taken when all other options were exhausted.

**This is a real example although some details have been changed and removed.**

### **This a better example for the following reasons:**

- Specific examples
- Written in past tense – What has happened not what might be done
- Written with CARL format in mind
- Reflection and evaluation included

**This is considered a SOLID description. See marking descriptor.**

# Marking Descriptors

**Marking Descriptors help you understand what our assessors are looking for. For example if you do not include an example or has weak content this will put you in the Refer band.**

## Aim for blue

### Good pass

Example demonstrates challenge and deep understanding of ethics.

Candidate gives a range of very good examples that demonstrate a deep understanding of the competence as reflection on practice and ethics.

### Pass

Appropriate scenario with examples using own judgement.

The candidate provides a good example/s that demonstrate that he/she is competent and uses their own judgement. The candidate demonstrates that he/she has solid experience.

Narrow example of using own judgement to substantiate competence.

The candidate demonstrates an understanding of the subject area and has given 1 or more examples which are relevant to the subject area and provides narrow scope that includes a relevant example.

### Refer

Example is really just a responsibility - such as abiding by H&S laws.

Candidate has provided an example which is not relevant to the competence or does not meet the criteria for a Chartered Construction Manager

Refers to company policies but no examples of using own judgement.

Candidate has not provided an example/s, the candidate refers to a process, the content is weak or is just a job description

No relevant content including out of time - nil - only to be used if an assessment cannot be made due to the time of the example

# Seeking Support

**CIOB know how important it is to have the right support available for candidates. Here are the options available to you.**

- **CIOB Mentoring Service:**  
We offer a Professional Review Mentoring service as part of your Qualified and Experienced Pathway, supporting Mentees working towards completing their Professional Review. Find out more about the [Mentoring Service here](#).
- **Local workshops:**  
Take advantage of the Professional Review workshops often hosted by local hubs. Find your local hub [here](#).
- **PR Support Provider:**  
A network of trusted individuals and organisations, who support and encourage you every step of the way, from an initial assessment to submission. A full list of Providers can be found on the website.
- **Additional Support:**  
Reasonable adjustments and Special Considerations (RASC). If you require additional support, such as dyslexia, please refer to the RASC policy on the website.  
[www.ciob.org/membership/professional-review](http://www.ciob.org/membership/professional-review)

# Section 3 - Commitment to professionalism

In this section you are required to demonstrate your knowledge and understanding of the role and significance of the CIOB and its functions. You should also show an appreciation of your personal professional role and the public expectations of a professional and the CIOB Code of Conduct and Member regulations. The assessor will be looking for evidence to support the following competencies:

## 3.1 Professional Judgement and Responsibility

Based on your own experience, you should describe in detail an occasion or an incident that has required you to exercise your professional judgement.

In this section, your professional judgement relates to an occasion or an incident where it may be regarded as beyond your normal sphere of activities in your role and where you were challenged because of the situation you faced and the consequent ethical decision you were required to make.

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).

## 3.2 Commitment to abide by the Rules and Regulations of Professional Competence & Conduct

Demonstrate using examples from your experience of how, in your role, you function within an ethical framework.

Ethics is at the heart of professional integrity, requiring honesty and respect for the rights of others. It may extend beyond skills, experience and adherence to rules/standards.

Please refer to the following link in relation to more information regarding ethics in our Rules & Regulations:

<https://www.ciob.org/about/who-we-are>

## 3.3 Commitment to Continuing Professional Development

You should show an understanding of the importance of CPD in your role, as this CPD is a mandatory requirement for membership, by providing evidence that you carefully evaluate, plan and implement a range of industry-focused activities to show how they meet your current and future needs.

Demonstrate your role in encouraging CPD in others and your awareness of its importance in developing the construction industry.

### Indicative examples

- Identify how you have reflected upon achievement or lack of achievement.
- Evaluate training and development activities.
- Demonstrate where and how you have encouraged others in the organisation to undertake CPD activities.
- The benefits of CPD within your job roles.

# Table of Competencies

## Occupational Management

Remember your examples should be past examples, what have you done not what you are doing. Writing in the first person and past tense always helps

Section	Title	Key Criteria	Have your examples included the key criteria
	<b>COMMITMENT TO PROFESSIONALISM</b>		
3	Commitment to Professionalism	<p><b>This includes how you:</b></p> <ul style="list-style-type: none"> <li>a. Demonstrate an understanding and application of professional judgement and responsibility, including ethical decision making</li> <li>b. Understand CPD and the benefits</li> <li>c. Understand the rules and regulations of CIOB membership</li> </ul> <p>Think about an example where you have had to make a professional judgement. <b>Make sure it is outside of your normal sphere of work.</b> Show your understanding by providing examples and how learning benefitted you.</p> <p>Please refer to the following link in relation to more information regarding Ethics in our Rules &amp; Regulations: <a href="https://www.ciob.org/about/who-we-are">https://www.ciob.org/about/who-we-are</a></p>	



# The decision

**The applicant will be advised of the result once the application has gone through the assessment process.**

## PASS

The applicant will receive written confirmation and an invitation to a ceremony.

## RE-SUBMIT

In cases where the applicant fails to meet the criteria they can re-submit and are provided with an explanation including advice on what is required before a new submission can be made. Any re-submission should take into account feedback given.



**CIOB**

The Chartered  
Institute of Building

Thanks for reading

V5\_October2024

We hope you found our guide useful and instructive. If you have any questions please contact: [pr.application@ciob.org.uk](mailto:pr.application@ciob.org.uk)