

Portfolio checklist Chartered member

All candidates must complete this checklist and include a signed version as the first page of their portfolio. By completing the checklist you are confirming that you have complied with the Institution's requirements in terms of the layout and variety of evidence provided within the portfolio. Failure to comply with these requirements will reduce the likelihood of success at the Professional Review Interview. Remember also that your portfolio must be A4 size and not more than 40mm in thickness (excluding the folder/binding) and must be printed single-sided.

Please tick to confirm which of the following two options you have chosen for the layout of your portfolio:

Sub-divided into the core objectives, with the evidence provided in each subsection relating specifically to the associated core objective.	
Sub-divided chronologically by project, with a coversheet at the beginning of each subsection giving an overview of the candidate's specific involvement and responsibilities on the project, and stating clearly which core objectives are covered (and how).	

Please tick to confirm that your portfolio includes as many of the following as is practicable:

Evidence relating to all of the core objectives on which you are being assessed.	
Evidence of attendance at CPD events, e.g. attendance certificates, personal notes, etc.	
Project correspondence by the candidate, e.g. letters, faxes, emails, reports, site instruction records, site inspection notes, meeting notes, etc.	
Hand drawn conceptual design sketches and sketch details.	
CAD project drawings either by the candidate, or for which the candidate has had design responsibility. Candidates should provide some evidence on the drawing, by way of annotation, of their part played in the drawing production.	
Examples of methods of analysis (both manual and computer aided).	
Examples of design calculations (both manual and computer aided).	
Specification documents or specification notes produced by the candidate.	
Evidence of risk assessment procedures undertaken by the candidate and how assessed risks are dealt with and/or communicated to others, including (if appropriate) details of any personal involvement with particular health and safety issues on site.	
Evidence of an understanding of environmental/sustainability issues, either by personal involvement on a project, background reading, or attendance on relevant courses.	
Evidence of site experience, e.g. photographs taken during site visits, site inspection notes, site meeting notes, correspondence relating to site issues, etc.	
Evidence of basic management skills and responsibilities, e.g. programming of design works and staff resources, preparation of information release schedules, correspondence regarding release of information, additional works, fees, etc.	
Evidence of quality assurance systems, e.g. in-house issuing procedures, in-house checking procedures, checking of subcontract/specialist design information, etc.	
Demonstration of an understanding of basic forms of contract either by personal involvement on a project, background reading, or attendance on relevant courses.	

Name:	Signature:
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