

6.0 Guidance on submission of portfolio – Associate-Member

- 6.1 All candidates are required to prepare a portfolio of work in support of their IPD final report forms, which will need to be submitted to your regional group in due course. However, in order to avoid unnecessary delays in the interview process the portfolio must be ready for submission at the time when you make your interview application to headquarters. Submission instructions for the portfolio will then be confirmed by your regional group after receipt and processing of the PRI application.
- 6.2 Two copies of the completed portfolio will need to be submitted. If you are following the individually managed or accredited training scheme routes you will also have to submit your supporting documents (i.e. IPD quarterly report forms, training records, etc.) with your portfolio. Remember, if you cannot provide your portfolio within the timescales required by your reviewers you may be prohibited from attending the interview.
- 6.3 The portfolio must demonstrate that you have attained at least the minimum level of competence and responsibility for Associate membership. It is a vital element of the PRI process, and you should devote the necessary time and care to its production. Remember, it is in your interest to submit a quality and comprehensive portfolio, as it will make the interview itself more straightforward.
- 6.4 Core objective 1.2 is ability in communication, and your IPD final report forms and portfolio will contribute to the assessment of this objective. It is therefore important to ensure that your documentation is of a high standard.
- 6.5 The portfolio must be A4 size and not more than 40 mm in thickness, excluding the folder/binding. If you exceed this amount your reviewers will be unable to assess all of the submitted information in detail, and consequently may reject your portfolio and can decline to interview you.
- 6.6 The pages of text within the portfolio must also be A4 size, i.e. you cannot reduce your pages to A5 to fit two pages onto an A4 sheet. Drawings must be no greater than A3 size, and folded to suit. The font size used in your portfolio and IPD final report forms must be no smaller than Arial 9 and must be printed single-sided.
- 6.7 The portfolio must contain evidence relating to all of the core objectives on which you are being assessed, and allow easy cross-referencing with the IPD Final Report Forms. We recommend that you are judicious in your assessment of what to include, as it will not benefit you to overwhelm your reviewers with stacks of information. The overriding principle is to ensure that it is relevant and relates directly to the core objectives and how you have achieved the standards associated with each objective.
- 6.8 Candidates will be expected to include examples of work from a variety of projects that they have worked on, and its format must comply with one of the following two options:
 1. Sub-divided into the core objectives, with the evidence provided in each subsection relating specifically to the associated core objective.or
 2. 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).

- 6.9 Where appropriate, candidates should provide hand written comments/annotations on the submitted information to help demonstrate an understanding of the work and its relevance to the core objectives.
- 6.10 All work included within the portfolio must be clearly attributable to the candidate, and relevant to the core objectives.
- 6.11 Although not intended as an exhaustive list, the following are examples of information that could be expected in a typical portfolio:
- 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.
 - Candidates should avoid submitting repetitive designs or drawings.