

# Portfolio Checklist

All candidates must complete this checklist and include a signed version as the first page of their portfolio. By completing this checklist, you are confirming that you have complied with the Institution's requirements in terms of layout and variety of evidence provided within the portfolio. Failure to comply with these requirements will reduce the likelihood of success in the Professional Review Interview.

Portfolios must be no larger than 300 pages in total. Any pages above this maximum limit will be removed by your reviewers and cannot be used during the interview.

Please ensure that your portfolio is sub-divided into the core objectives, with only the relevant documents included in each section.

Evidence	Suggested Examples	Included
Evidence relating to all core objectives being assessed		
<b>All supporting documents are supplied in English language</b>		
Project correspondence	<ul style="list-style-type: none"> <li>Letters, emails, reports, site instruction records, site inspection notes, meeting notes etc.</li> </ul>	
Hand drawn conceptual design sketches and sketch details		
CAD project drawings including evidence on the drawing, by way of annotation, of the candidates' part played in the drawing production		
Examples of methods of analysis	<ul style="list-style-type: none"> <li>Both manual and computer aided</li> </ul>	
Examples of design calculations	<ul style="list-style-type: none"> <li>Both manual and computer aided</li> </ul>	
<b>Examples of embodied carbon understanding</b>	<ul style="list-style-type: none"> <li>Carbon calculations used to communicate importance to client</li> </ul>	
Specification documents or specification notes	<ul style="list-style-type: none"> <li>Carbon emission checks on materials</li> </ul>	
Risk assessment procedures	<ul style="list-style-type: none"> <li>How assessed risks are dealt with and/or communicated to other, including (if appropriate) details of any personal involvement with health and safety issues on site</li> </ul>	
Engagement with structural safety	<ul style="list-style-type: none"> <li>CROSS reports</li> </ul>	
An understanding of environmental/sustainability issues	<ul style="list-style-type: none"> <li>Personal involvement on a project showing expected carbon impact of a design</li> <li>Background reading</li> <li>Attendance on relevant courses</li> </ul>	
Site experience	<ul style="list-style-type: none"> <li>Photographs taken during site visits</li> <li>Site inspection notes / Site meeting notes</li> <li>Correspondence relating to site issues etc.</li> </ul>	
Basic management skills and responsibilities	<ul style="list-style-type: none"> <li>Programming of design works and staff resources</li> </ul>	

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	<ul style="list-style-type: none"><li>• Release schedules</li><li>• Budget management</li><li>• Additional works</li></ul>	
Quality assurance systems	<ul style="list-style-type: none"><li>• In-house issuing procedures</li><li>• In-house checking procedures</li><li>• Checking of subcontract/specialist design information etc.</li></ul>	
Demonstration of an understanding of basic forms of contract	<ul style="list-style-type: none"><li>• Personal involvement on a project</li><li>• Background reading</li><li>• Attendance on relevant courses</li></ul>	
Ethics	<ul style="list-style-type: none"><li>• Where you have exercised your duties in an ethical manner</li><li>• Where you have applied ethical principles</li><li>• Where you have upheld ethical principles as defined by your organisation or company</li></ul>	
A CPD record	<ul style="list-style-type: none"><li>• Attendance certificates</li><li>• Personal notes etc.</li></ul>	

**I confirm that the evidence I have submitted in the portfolio of work is my own work**

**Signed:**

**Date:**