

Portfolio Checklist – R&D

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.

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		
All supporting documents are supplied in English language		
Communication	<ul style="list-style-type: none"> Teaching materials, presentation slides, grant proposals, research projects etc. 	
Hand drawn and CAD conceptual design sketches and sketch details	<ul style="list-style-type: none"> Designs for experimental test apparatus, teaching tools for the assessment of structural design etc. Teaching or assistance of appraisal of scheme design 	
Examples of methods of analysis	<ul style="list-style-type: none"> Development and delivery of analysis and structural design courses 	
Examples of design calculations	<ul style="list-style-type: none"> Both manual and computer aided 	
Specification documents or specification notes	<ul style="list-style-type: none"> Research into material behaviour and properties 	
Risk assessment procedures	<ul style="list-style-type: none"> How assessed risks are dealt with and/or communicated to others, including details in the context of research and teaching 	
Engagement with structural safety	<ul style="list-style-type: none"> CROSS reports 	
An understanding of environmental/sustainability issues	<ul style="list-style-type: none"> Sustainability principles as a key feature of teaching 	
Site experience	<ul style="list-style-type: none"> Photographs taken during site visits Site inspection notes / Site meeting notes Field testing of experimental apparatus for research/teaching etc. 	
Basic management skills and responsibilities	<ul style="list-style-type: none"> Management of research and/or teaching projects Supervising PhD students etc. 	
Quality assurance systems	<ul style="list-style-type: none"> Examinations, coursework and research creation 	
Demonstration of an understanding of basic forms of contract	<ul style="list-style-type: none"> Personal involvement on a project Contracts with research agencies Procurement of test apparatus 	

Evidence	Suggested Examples	Included
Ethics	<ul style="list-style-type: none"> • Where you have exercised your duties in an ethical manner • Where you have applied ethical principles • Where you have upheld ethical principles as defined by your university or company 	
A CPD record	<ul style="list-style-type: none"> • Attendance certificates • Personal notes etc. 	

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

Signed:

Date: