

Professional Review

Employer / Professional Member Declaration

Who can sign the PR form and verify the contents?

Introduction

The method for Applicants to progress to Corporate Membership of the Chartered Institute of Building (CIOB) is through a competence-based Professional Review (PR) assessment system. PR Applicants are required to demonstrate that they have occupational and management competences, and a commitment to professionalism.

To achieve this, an Applicant is required to present their workplace and other evidence of experiences in their role over the last three years. Upon receipt of the evidence, appointed assessors determine whether or not the experience as presented adequately satisfies the competence requirements.

To ensure that the evidence provided by Applicants is genuine and the documents presented are original, the CIOB seeks independent assurance from individuals who know in detail the work of the Applicant and to confirm that the information provided is correct.

The declaration is contained in the Applicant Personal Information Form. This form is not passed on to the assessors. Only the Application form that details the applicants work experience is passed to the assessor for assessment.

Who can sign the form?

The competences must be verified by someone deemed acceptable to make such an endorsement.

- Line Manager
- Director
- Chartered member of CIOB
- Chartered Member professional Body

Who cannot sign the form?

- Family members
- Colleagues of the applicant at the same level.

I am unemployed

Where the Applicant is unemployed the Applicant should contact their former employer and ideally their line manager to verify the information. Where this is not possible a suitably qualified professional person can sign.

I am Self-Employed

Where the Applicant is self-employed, a suitably qualified professional person such as a client, for example an owner/manager of a company or project, can act as a Verifier.

In all cases, it is expected that Verifiers must be senior to the candidates and ideally professionally qualified in a discipline associated with the built environment.

However, a suitably qualified professional person may also be your personal accountant, whom by dealing with your accounts has gained relevant knowledge of your professional commitments, therefore is able to prove your integrity.

Signatory Roles and Responsibilities:

An employer or chartered member can only sign the form if they believe the information in the form is a true and accurate account of the applicant work experiences. They would only sign those sections where he/she is fully aware of the Applicant's experiences. If the signatory is unable to sign all sections, the Applicant is required to seek another for the remaining sections.

It is important that the signatory knows the candidate's experience and agrees their interpretation of that experience. The signatory is therefore acting as a 'validator' that the candidate's interpretation is correct and appropriate.

Still unsure?

Please contact the PR team directly.

Email: pr.application@ciob.org.uk
Tel: 01344 630700