The Institution of
StructuralEngineers

Portfolio Guidance

Electronic Portfolio

Introduction

This guidance replaces section 6 of the Initial Professional Development (IPD) Regulations which refers to hardcopy portfolios. When you are requested to submit your portfolio to your reviewers, you should use a method of transfer that is suitable and acceptable e.g. using a secure and appropriate electronic file transfer system to send the portfolio to your reviewers.

Guidance on the submission of the portfolio

1.0 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 reviewers when you are invited for interview. 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. Remember, if you cannot provide your portfolio within the timescales required by your reviewers you may be prohibited from attending the interview.

1.1 If you are following the individually managed or accredited training scheme routes you will also have to submit the following supporting documents:

- Individually Managed - IPD quarterly report forms and Progress Summary Records.

- Accredited Training Scheme – Signed training records.

1.2 The portfolio must demonstrate that you have attained at least the minimum level of competence and responsibility for Chartered 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.

1.3 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.

1.4 The portfolio must be a single PDF of up to a maximum of 300 pages including drawings, sketches and any calculations. You should also include a hyperlinked index to the sections of your portfolio and bookmarking if possible. If you exceed the number of pages, your reviewers will be unable to assess all the submitted information in detail, and consequently may reject your portfolio and can decline to interview you.

1.5 The pages of text within the portfolio must 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. The font size used in your portfolio and IPD final report forms must be no smaller than Arial 10.

1.6 The portfolio must contain evidence relating to all 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 lots 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.

1.7 Candidates will be expected to include examples of work from a variety of projects that they have worked on, and the portfolio must be sub-divided into the core objectives, with the evidence provided in each subsection relating specifically to the associated core objective.

1.8 Where appropriate, candidates should provide comments and annotations on the submitted information to help demonstrate an understanding of the work and its relevance to the core objectives.

1.9 All work included within the portfolio must be clearly attributable to the candidate, and relevant to the core objectives.

1.10 A portfolio checklist has been provided and is also available for download from the Institution's website. All candidates must include a signed version of the checklist 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.

1.11 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 engagement with structural safety, e.g. SCOSS and CROSS reports.

- 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.

- Examples of where you have exercised your duties in an ethical manner, where you have applied ethical principles, or where you have upheld ethical principles as defined by your

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organisation or company.

- 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 and full reports of projects.