



Supervised Work Experience

Intern Guide

Meeting the Supervised Work Experience
Requirement for Interior Designers in Ontario

This guide is for Interns who have completed the Education requirement and are on the path to becoming a Registered Member with ARIDO.

It accompanies a **Supervisor Guide** and a **Self-Report Form** that enables ongoing tracking and reporting of mandatory tasks that have been satisfactorily completed in order to meet the minimum Supervisory Work Experience requirement for Interior Designers in Ontario.

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The Interior Design Profession in Ontario

ARIDO is the self-regulatory body for the interior design profession in Ontario and has a mandate focused on betterment of the profession and protection of the public. Legislation grants its Registered Members the right to exclusive use of the title “Interior Designer” in Ontario.

ARIDO is accountable for determining if individuals have met the qualifications, or the three E’s, to become a Registered Member:

- Education
- Experience
- Examination

The Path to Registered Membership with ARIDO

- Education provides the foundation of what you need to know in order to enter the Interior Design profession and begin working as an Intern
- Experience provides practice performing tasks that you need to be able to do while working under a qualified supervisor as you progress on the path from Intern to Registered Member
- Meeting the Examination requirement is the final step to confirm what you need to know and be able to do in order to be able to work without supervision and become a Registered Member

The Purpose of the Intern Guide

The purpose of this guide is to assist Interns, and their Supervisors, in understanding what’s involved at this stage of the registration path; and to also prepare Interns for completing a self-report that will meet the Supervised Work Experience requirement.

There is also a separate guide available for Supervisors.

**How to become
an ARIDO
Registered
Member**



**Graduate from a
CIDA-accredited
Interior Design
program**

or

**Pass ARIDO’s
Intern
Competencies
Review System**

+

**Complete a
self-report of
Supervised Work
Experience**

+

**Pass NCIDQ
Examinations**

Who is involved?

The following three (3) roles are involved in the review of Supervised Work Experience:

- **Intern** – an individual who has completed the Education requirement and is working under a qualified supervisor in order to gain practical experience while developing the ability to perform competently
- **Supervisor (or Mentor)** – an individual qualified to review and confirm that the Intern has satisfactorily performed tasks, who is either:
 - a Registered Member of ARIDO
(or another jurisdictional authority for Interior Design)or
 - an Ontario Architect, OAA Member
(or another jurisdictional authority for Architecture)

Notes:

A Supervisor is an individual within the firm in which the Intern is employed and who directly supervises the daily work of the Intern.

A Mentor is an individual who voluntarily meets with the Intern on a regular basis to help guide the career and practice in the field of Interior Design and who does not oversee the daily work of the Intern.

- **ARIDO** – staff monitor and review applications to confirm the Supervised Work Experience requirement has been met

Interns are responsible for tracking the completion of mandatory tasks, using the self-report form provided by ARIDO, and should work closely with Supervisors to determine how best to complete all mandatory tasks.

During the Supervised Work Experience period, an Intern may have experience confirmed by more than one Supervisor. Complete information and attestation is required for all individuals acting as a Supervisor.

Responsibilities

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Intern:

- Engage qualified Supervisors
- Develop and follow a meeting schedule with Supervisors (at least quarterly) to discuss progress
- Track completion of tasks and make relevant notes for discussions with Supervisors
- Submit the self-report form and attestations when all mandatory tasks have been satisfactorily completed

Supervisor / Mentor:

- Be familiar with the list of mandatory tasks and confirm tasks are within your scope of expertise/practice
- Provide relevant opportunities for the intern to perform tasks
- Monitor and observe tasks being performed
- Meet with Intern on an agreed schedule (at least quarterly) to review progress and provide feedback
- Confirm that the intern has satisfactorily completed mandatory tasks:

The Process

1. Interns perform all mandatory tasks for each Design Phase
2. Interns make relevant notes on work activities/products for tasks they have performed in the self-report form
3. Supervisors monitor and observe the Interns' performance on the mandatory tasks
4. Periodically, Interns meet and discuss their performance with Supervisors for confirmation of mandatory tasks that have been satisfactorily completed up to that time
5. Supervisors rely on the work activities/products gathered by Interns, along with their own monitoring, observations, and discussions with Interns, to decide whether tasks have been satisfactorily completed
6. The Intern and Supervisor continue meeting until all mandatory tasks have been reviewed and confirmed, by Supervisors, to have been satisfactorily completed

Once all mandatory tasks have been satisfactorily completed, as confirmed by Supervisors, Interns will be able to submit a self-report form to ARIDO in application to meet the minimum Supervised Work Experience requirement for Interior Designers in Ontario.

Work Activities & Products

Interns are responsible for making relevant notes about the work activities/products that they have performed in order to complete tasks.

Work Activities: a situation in which things are happening or being done to complete work

Work Products: materials or documents produced while working

The Intern Self-Report Form

ARIDO provides a self-report form that enables easy ongoing tracking and reporting of Supervised Work Experience so that, when all mandatory tasks have been confirmed by Supervisors as having been satisfactorily completed, the Intern will be able to submit the form to ARIDO to meet the Supervised Work Experience requirement.

The self-report form includes both **Mandatory** and **Non-mandatory** tasks, organized by Design Phases:

- Pre-design
- Contract Documents
- Programming
- Bidding / Tendering
- Schematic Design
- Contract Administration
- Design Development
- Project Conclusion

Eligible Experience

Relevant work experience can be from Canada or abroad and must occur

- under a qualified supervisor who is a:
 - Registered Member of ARIDO (or another relevant Regulatory Body for interior design)
- or
- Licensed Architect
- after completing the required Interior Design Education
- within the past 5 years

A task is considered satisfactorily completed if the following two criteria are met:

1. Performed the task under supervision in a range of settings and for a number of times; the range and number are to be determined by your Supervisor.
2. Your Supervisor has confirmed that the task has been completed as assigned and meets the performance standards determined by your Supervisor.

Filling out the self-report form

RELEVANT NOTES

Use this column to make notes that will guide discussions with your Supervisor and provide enough information about work activities/products to be relevant.

FOR REFERENCE ONLY

Performing tasks may require knowledge/skills in certain Competency Areas which are identified for each task in the "For Reference Only" section.

SUPERVISOR NAME

Provide the name of the Supervisor (or Mentor) who is directly involved in the review of the tasks you have performed and will be attesting that you have satisfactorily completed the tasks.

COMPLETED

By checking off the box as completed, you're indicating that your Supervisor is satisfied with your performance of the task.

ARIDO
Association of
Registered
Intern Designers
of Ontario

Design Phase 1: Pre-design

Intern Self Report of Supervised Work Experience
Note: This self-report form includes both Mandatory and Non-mandatory tasks.

Name: _____
Submitter: _____
d/yr: _____

Save As _____
Print _____

ID	Task	Relevant Notes	Competency Areas
1.1	Research client or project type		
1.2	Assess opportunity and determine if project falls within scope of practice		
1.3	Determine scope of services for the project in order to write contract		
1.4	Identify stakeholders		
1.5	Create client/project file		
1.6	Define roles and responsibilities for the stakeholders and project team		
1.7	Identify design team		
1.8	Identify and solicit proposals for sub-consultants		
1.9	Identify sustainability and/or wellness requirements		
1.10	Identify historic context		
1.11	Identify construction delivery methods with client		
1.12	Develop proposal		
1.13	Prepare contracts, fee structures, payment schedule and gain client approval		
1.14	Prepare a preliminary project schedule with input from client		

For Reference Only
Competency Areas that may be required to perform tasks

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How tasks prepare you for practice

- Tasks performed while working as an Intern mirror the scope of work for Interior Designers in Ontario.
- Tasks performed while working as an Intern may require knowledge or skills in certain competency areas including the 8 competency areas of the Education requirement (see page 10):
 - Communication
 - Professional and Business Practice
 - Codes and Regulations
 - Design Process
 - Design Theory
 - Human Environment
 - Products and Materials
 - Construction
- While working, Interns apply their knowledge/skills to performing all the tasks embedded in the Design Phases under supervision.
- Practice performing tasks under supervision provides Interns with experience in performing the tasks and technical training.
- Experience gained from performing the tasks under supervision instills in Interns the ability to perform competently without supervision.
- The Experience requirement identifies the required experience and consequently the necessary level of ability to perform tasks.
- Meeting the Standard for the Experience requirement assures Interns have enough experience to move along the career path and take the Examination.

Mandatory tasks:

Tasks that must be completed to the satisfaction of the Supervisor in order to meet the minimum Supervised Work Experience requirement.

Non-mandatory tasks:

Tasks that may or may not be assigned during supervised work experience but that are not required to have been satisfactorily completed in order to meet the minimum Supervised Work Experience requirement.

Competency area definitions and explanations for the Supervised Work Experience requirement

Competency Area	Definition	Explanation
Communication	Ability to understand, define, and exchange information using a combination of visual, written, and verbal design methods, techniques and tools.	Gather client information visually, verbally and/or in writing. Manage information effectively, for a range of purposes and audiences, to reach agreement and present a design solution.
Professional and Business Practice	Ability to understand, communicate, and demonstrate fair business practices while acting ethically.	Behave with integrity. Act in the best interest of the client and the profession by using sound judgement and accountability in applying fair business practices.
Codes and Regulations	Ability to comply with laws and standards that protect the health, safety, and welfare of building occupants.	Research and apply relevant local codes, environmental requirements, laws, standards, and regulations.
Design Process	Ability to analyze and synthesize programmatic information to develop suitable design solutions.	Create, integrate and prepare designs and specifications for implementation of the design solution.
Design Theory	Ability to apply an understanding of design history, precedent, and research.	Apply the principles and elements of design, design theories, and historical precedents to a design solution.
Human Environment	Ability to apply the psychology of human behaviour and experience within the design solution.	Apply principles of comfort and well-being of occupants that supports the relationships between human needs, function, and the built environment.
Products and Materials	Ability to specify appropriate products and materials to meet the performance requirements of the design solution.	Apply knowledge of the various properties and qualities of products and materials to form part of the design solution.
Construction	Ability to apply knowledge of construction and building systems to administer the design solution.	Apply knowledge of the interrelationship of building systems within interior construction. Utilize contract documents to coordinate and convey design for budget, permit, and construction & administration to clients and other professionals.

Glossary

addenda	written or graphic instruments issued prior to the execution of the contract which modify or interpret the bidding documents, including drawings, and specifications by additions, deletions, clarifications or corrections 1 addenda become part of the contract documents when the construction contract is executed order changes - corrections or changes made to contract documents and written by the person or firm responsible for the original set of contract documents 2
bid documents and package of specifications	includes the invitation to bid, instructions to bidders, general conditions, and cut sheets
bid submissions	the presentation of all the required documents and information requested by the bid submission deadline for review by the project owner
bidding / tendering	the phase of a design project in which one assists the client in hiring a contractor; answering contractor questions and providing any additional documentation if requested or needed by the contractor ³
building systems	the critical systems of a facility, such as the Electrical, HVAC, Security, Life Safety, Lighting, Utilities, Telecom, and Energy Management; these systems are rarely independent and depend on each other to operate
Certificates of Payment	a form telling the client that the supplier has completed parts of, or most of, the work and that the supplier has sent an invoice for that work; the certificate recommends that the client pay the supplier's invoice ²
client / project file	file folders or notebooks in which the designer keeps all the pertinent data and paperwork related to a project in progress ²
close-out documentation	project close-out - the point at which a project has reached the time for final inspection and necessary documents are provided to the client to bring the project to completion ² includes record drawings
code	building codes - regulations that primarily concern structural and mechanical features of buildings ²
code compliance	the planning and design of an interior environment that abides by all applicable codes as they have been adopted by the local jurisdiction for safeguarding the public health, safety and welfare of occupants in the built environment ³
contract administration	the phase of a design project in which the competitive bid process is completed, the project actually constructed, orders for goods are issued, and the goods ordered are placed or installed ²
contract documents	all the drawings and specifications that together describe what is required for a project, along with contracts or agreements between the project owner and the designer and other stakeholders ²

cost estimate	a calculation of all the probable costs involved in successfully completing a project, from inception to completion while an intern may not be directly responsible for preparing the estimate, they may be involved in co-ordinating it
deficiency list	a document prepared near the end of a project that lists work that does not conform to the design specifications and that the contractor must complete prior to final payment; it may include incomplete or incorrect installations or incidental damage to existing finishes, material, and structures
design analysis	a review of the actual design with the client undertaken to determine the client's satisfaction and the firm's satisfaction with the client
design concept	a visual plan of a space as represented by plans, elevations, renderings, and other drawings ¹
design development	the phase in a design project in which final design decisions are made regarding plans, specifications, and preparation of final presentation documents ²
elevations	a line drawing in 2D that details one wall, or one view of your space, drawn to scale; as fixtures and fittings are selected they are added into the elevation drawings ⁵
fee structures	a list highlighting the rates on various services or activities
FF & E	abbreviation for furniture, fixtures, and equipment
FF&E plan	layout plan - a plan indicating the locations of furniture, fitments, and equipment 1
floor plan	a 2D drawing that helps you to understand how your space will function; it is a horizontal section viewed from the top and drawn to scale; it details walls, windows, door swings, furniture placement, plumbing fixtures, etc.
functional program document	<p>a document that lists the project parameters, provides a design footprint, and includes the business objectives, design intent, functional requirements; sometimes referred to as a programming document</p> <p>includes the following steps:</p> <ul style="list-style-type: none"> • analyzing data collected • incorporating research findings • develop spatial relationship diagram • develop preliminary study/test fit • synthesize into formalized program document

historic context	historical precedent to inform design solutions - history; interiors, architecture, art and the decorative arts within a historical and cultural context; movements and periods in interior design and furniture; movements and traditions in architecture; social, political, and physical influences affecting historical changes in design of the built environment; stylistic movements and periods of art ⁴
interior construction drawings	the typical plans, elevations, and details required for building a structure or an interior ² includes: cover sheet, detail page, general notes and specifications, material schedules, detailed space plans, local codes, egress plan, lighting plan, as-built plan, demolition plan, construction plan, dimension floor plan, reflected ceiling, power communication, furniture, finish, elevations, details and schedules
internal efficiency evaluation	an internal review of the processes by which a plan is delivered to produce outputs and can include a review of profitability
internal practice analysis	an analysis occurring during the project closure process to identify what was learned during the project by uncovering what stakeholders believe was done well what did we learn? and what could have been done better?, typically accomplished through a “lessons learned” meeting
life cycle costs	the total cost of acquiring, owning, and disposing of an asset
managing changes to contract	change order - written permission or instructions concerning any aspect of a project that modify design concepts, construction designs, or product specifications ² includes requests for change, review price request for change order, prepare change directive, change order for client review, submit change order requests to client
move-in	move management - a process to help a client get ready to move and effect the actual move from one location to another ²
power and communications plan	power, data & communications plan - a plan indicating locations of electrical and communications supplies ¹
pre-design	preliminary research of client and user needs and goals, project scope and schedule, and interior concept development; zoning and site analyses; selection of project team ³
preliminary budget	a part of cost estimating, based on the materials and design ideas proposed during the concept presentation, that assists the client with preliminary budgeting, e.g., the preparation of square foot pricing
preliminary ceiling plan	see “reflected ceiling plan”

preliminary drawings	the initial set of sketches, drawings and plans used to convey concepts, designs, and ideas between clients, design professionals, and project stakeholders in order to help visualize ideas among the different parties
programming	information-gathering portion of an interior design project ²
project conclusion	the phase of a design project in which one conducts a final walk through of the project and determines any additional items needing attention ³
project management	a process of organizing and controlling an interior design project from beginning to end so as to satisfactorily solve a client's problems and provide a reasonable profit to the design firm ²
project schedule	a timetable that is used to coordinate the activities required by all participants to complete a given design project on time ¹
project type	typical projects that fall under the scope of services for interior design, includes: corporate, health-care, hospitality, retail, institutional, residential
proposal	an overview or other response to a request for proposal (RFP) from a client ²
redline interior construction drawings	notes or corrections made in red pencil or other medium that call attention to problems or errors on drawings that a jurisdiction checks before issuing a building permit ²
reflected ceiling plan (rcp)	a plan of a ceiling viewed from above so that it is oriented as the floor plan ¹ a drawing which shows the items that are located on the ceiling of a room or space, displays a view of the ceiling as if it was reflected onto a mirror on the floor; an RCP is in the same orientation as the floor plan associated with it
schematic development	the phase of the design project in which preliminary design decisions are made and documents are prepared ²
schematic drawings	rough drawings of a site plan, floor plans, elevations and often illustrative sketches or computer renderings

scope of practice	<p>the scope of practice of interior design in Ontario can be defined as the preparation or provision of a design for interior space for a building, including finishes, fixed or loose furnishings, equipment, fixtures and partitioning of space, and related exterior elements, such as signs, finishes and glazed openings used for display purposes, that does not affect or is not likely to affect:</p> <p>(a) the structural integrity, (b) a fire safety system or fire separation, (c) a main entrance or public corridor on a floor, (d) an exit to a public thoroughfare or to the exterior, (e) the construction or location of an exterior wall, or (f) the usable floor space through the addition of a mezzanine, infill or other similar element, of the building.</p>
scope of services	a detailed list of the tasks that must be accomplished to complete a design project; it is used to estimate the time involved and the design fees, regardless of fee method utilized ²
sections	<p>technical drawings through a vertical slice of a space; different from the elevations as it shows two or more adjacent rooms allowing to see the thickness of the walls</p> <p>sections are used to describe the relationship between different levels of a building</p>
space plan	<p>design of an interior space which divides it into rooms or areas ¹</p> <p>Includes: block planning, soft-line drawing, prelims</p>
spatial relationship diagram	illustrations of the key spaces within a design, including: adjacency diagrams, bubble diagrams, block diagrams, which guide space configuration and where priority is given to functions with the strongest relationships
specification document	the written instructions to contractors and vendors concerning the materials and methods of construction or the interior products that are to be bid on a project ²
specifications	definition and identification of standards to which materials must comply, materials themselves and their adjuncts, and methods of fabrication ¹
stakeholders	all the parties to a project who have a vested interest in the completion of the project, such as the client, interior designer, architect, and vendors ²
sub-consultants	<p>subcontractor - an individual or company that is licensed to contract and perform specialized work on interiors or construction project ²</p> <p>persons with related design disciplines (e.g., architects, engineers, landscape architects, and graphic designers) as well as experts from supporting disciplines (e.g., acoustics, technology, security, ergonomics, branding, and food service) who may be part of a multi-disciplinary design team or hired for specific tasks ³</p>

sustainable	design that seeks to minimize the negative environmental impact of the interior environment through efficiency and moderation in the use of materials, energy, and reuse of space ³
visioning session	an interactive meeting that brings stakeholders together to help define the goals and priorities for the project through a variety of activities that kick off the design process
wayfinding	the design strategy used to influence building occupants to navigate in unfamiliar surroundings and many include signage (i.e., wall or ceiling mounted plaques or banners that include directional instructions and names/numbers that identify a space or direction), landmarks, or use of interior elements (i.e., space, light, and color) to guide them ³
wellness	welfare / well-being - interior designers create interior environments that support people's physical, psychological, social, and spiritual well-being; and assist with or contribute to their financial or economic management, success, and responsibility ⁴

Sources

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