

Appendices

Appendix A: Glossary of Terms

Glossary of Terms in Job Analysis and Training Evaluation

Term	Definition	Example
A. Job related elements		
Job practice	The actual application or use of an idea, belief, or method as opposed to theories about such application or use.	<p>Interior designers conceptualize and produce aesthetic, functional and safe designs for interior spaces in residential, commercial, cultural, institutional and industrial buildings. (NOC 2013)</p> <p>Interior designers have entrepreneurial talents, marketing ability, HR skills, financial wisdom and possess psychological sensibilities to handle sensitivities amongst clients and staff.</p>
Job responsibility	The state or fact of having to deal with something or of having control over someone, and consequently being accountable or to blame for something	<p>All interior designers are required to comply with the Ontario government's qualification and registration requirements under the Building Code.</p> <p>Interior designers comply with guidelines such as AODA, and various guidelines established by different Municipalities where project takes place.</p>
Job duty	Categories of work or action that someone is required to perform in a job as part of his or her job responsibility.	<p>Creates interior spaces through the process of thoughtful space planning, theoretical research and application, companioned with technical plans used to execute within construction.</p> <p>Research and analyse materials, finishes, furnishings and various products to be able to confidently recommend a solution that is the most suitable for a project.</p>
Job task	Specific activities performed as part of a job duty that requires application of specific knowledge, skills, ability and behavior to the work environment.	<p>Prepare working drawings and specifications, including due diligence with Chief Building Officials to determine what they require to complete the project(s).</p> <p>Selects appropriate construction methods and finishes and conveys within construction documents.</p> <p>Supervises quality on site and integrates designs with other related engineering disciplines.</p>

Glossary of Terms in Job Analysis and Training Evaluation

Term	Definition	Example
B. Attributes enabling the performance of a job		
Competency (C)	A combination of knowledge, skills, abilities, behaviors and other characteristics (such as attitudes) that an individual needs in order to perform work duties and tasks properly.	Consult with various jurisdictions and experts to be able to provide the most optimal solutions for projects. Competency in the creation, integration and preparation of designs and specifications for a variety of sectors within the public and private markets.
Ability (A)	Competence in regard to performing an observable job-related activity or a job-related activity that results in an observable product. An ability comprises certain knowledge, skill and behavior. Sometimes abilities refer to innate capacities like ability to mentally rotate an object in 3-dimensional space or see colors.	Ability to seek experts in different, but related fields to assist in understanding the complexities of projects and coordinate complex design solutions. For example, healthcare projects require the expertise of various engineers to help with the location of gases and different surfaces coming together. Ability to research, implement and translate thoughtful designs within a variety of design markets. Ability to understand and interpret local building codes and regulations. Ability to apply appropriate finishes that address theoretical approaches and public safety.
Knowledge (K)	Competence in regard to possession of a body of information pertaining to either the theoretical or practical understanding of a subject that is germane to the performance of different functions (actions or tasks) of a job. Knowledge exists at different cognitive processing levels; notably for interior designers are awareness, comprehension and application.	Knowledge of the elements and principles of design, technical competencies, theoretical applications, codes and regulations as well as related practices.
Skill (S)	Competence in regard to physically performing an observable psychomotor act.	Skill in the use of design instruments, equipment. Skill in interpreting drawings from consultants that are required for the projects. Skill in coordinating all consultants' work to create a cohesive package from which one can build from. Skills in HR matters to generate productivity from staff in an efficient and effective manner.
Evidence (E)	Events, activities, performances, experiences or products that are empirically connected with and can be used to operationalize or illustrate the attainment of a criterion or standard.	Sketches, drawings, design proposal. Courses completed, community service, internship.
Behavior (B)	Actions and reactions to the environment that are manifestations of non-job specific abilities or traits.	Behave courteously, professionally and without discrimination. Work collaboratively.

Glossary of Terms in Job Analysis and Training Evaluation

Term	Definition	Example
C. Attainment assessment terms as used in the assessment of student learning from training and training needs, process and content		
Criterion	Whatever pertaining to CAKSB or program characteristics that is considered as success.	Students understand the value of interior design to contemporary society. (From CIDA Professional Standards)
Standard	A level of quality or attainment. Sometimes non-empirical adjectives such as “effective” or “appropriate” are used as standards.	Cut score of average of competency attainment ratings or % of competencies attained to be considered meeting ARIDO requirement.
Expectation	A generic catch all term used to refer to a criterion or standard. Expectation statements are also referred to as goals (as broad statements) and objectives (as specific observable statements that are used to operationalize goal statements.)	Students understand the value of interior design to contemporary society (a criterion, or expectation or goal statement). Students can describe the role of the interior designer in protecting the health, safety, and welfare of building occupants. (From CIDA Professional Standards)
Indicators	Statistics that are used to support some unobservable events or phenomena.	Employment rate is used as an indicator of the success or lack of success of a training program like the interior designer training program. Increase in % of applications to ARIDO from foreign-educated interior designers is used as an indicator of prevalence or a need for alternative pathway to qualify foreign-educated applicants.

Notes:

1. Illustration of the overlaps among terms:

Competency: the ability to do something successfully or efficiently

Skills: the ability to do something well

Ability: possession of the means or skill to do something

2. Application of knowledge to a novel situation is a cognitive level in the Bloom’s Cognitive taxonomy that can be assessed when participating in a training program.
3. Application of knowledge or skills to the work environment refers to transfer of learning or training to the performance of job tasks and it can only be assessed either during an internship or employment.

For ARIDO non-traditional applicants who are trained in countries other than US and Canada, this is relevant as it relates to a major category of evidences of competencies.

Appendix B: Procedures

Idea and consensus-generating method

Identification of competencies

Determining evidences

Standard setting

Cognitive interview

Online survey

Pilot testing

Field testing

Idea and Consensus Generating Method & Procedure

March 4, 2019

Preconditions

Preconditions (PC) for assuring effectiveness of the idea and consensus generating method and procedure in widening the range of knowledge and experience for producing ideas and consensus that represent the collective wisdom of the working group members:

Members must have:

- 1) An education and experience in interior design.
- 2) A good understanding of the issues confronting qualification of applicants.
- 3) Effective communication and people skills.
- 4) An interest and motivation to develop the ECRS.
- 5) An in-depth understanding of the content under discussion.
- 6) A good understanding of fellow members' ideas and perspectives.
- 7) Opportunities to collaborate with fellow members by explaining one's views and listen to others' views.
- 8) Equal contribution to the brainstorming process without implicit or overt coercion from fellow members.
- 9) Be insulated from the influences of theirs and others' biases and political agenda.
- 10) Multiple opportunities to rethink and to reshape their ideas and consent to others' individual or collective ideas.

The first four preconditions pertain to background of the members (that is, the process of selecting members is to be designed to assure that these conditions are met); the last six pertain to the method and procedure (that is, the method and procedure is to be designed to assure that these preconditions are met).

Below is the general method to be used in each of the phases of the project:

A. Preparation

- 1) Participant background check (PC 1 to 4).
- 2) Making aware of the potential biases in making judgment and decisions and the value of consensus building (PC 9).
- 3) Learning about the target content (PC 5).

B. Implementation

- 1) Generating individual ideas (PC 5, 9 & 10).
- 2) Sharing ideas (PC 6, 7, 8, 9 & 10).
- 3) Identifying discrepancies and similarities and the underlying factors (PC 6, 7, 8, 9 & 10).
- 4) Discussing ways to reduce discrepancies and expand similarities (PC 6, 7, 8, 9 & 10).
- 5) Generating consensus (PC 6, 7, 8, 9 & 10).
- 6) Reviewing collective ideas (PC 5, 9 & 10).
- 7) Finalizing collective ideas (PC 6, 7, 8, 9 & 10).

CMIDER Project - Identification of competencies – Development Group Working Session #1 – August 9, 2019		
Task	Identification of competencies	
Purpose	<p>To determine competencies that are appropriate for assessing the Experience requirement.</p> <ul style="list-style-type: none"> What are the Experience qualification <u>competency areas</u>? Is the competency structure of the ICRS relevant for assessing the Experience requirement or do we need to develop an additional level nested under competencies (such as tasks/activities) before evidence? <ul style="list-style-type: none"> What are the Experience qualification <u>competencies</u>? What competencies are <u>best assessed by on-the-job performance</u> and what competencies are <u>best assessed in an examination</u>? How do we ensure <u>comparability with the NCIDQ Work Experience Requirement</u> and consider/confirm the number of hours/years of experience as a factor (e.g., as a screening device) but not as sole criteria in our system? 	
Time	2.5 - 3 hours	
Participants	Development Group (3 - 5 Members)	
Material to refer to	<p>Main sources:</p> <ul style="list-style-type: none"> ARIDO ICRS Competencies Framework NCIDQ Work Experience Requirement NCIDQ Practicum Exam Blueprint CIDQ 2008 Analysis of the Interior Designer Profession <ul style="list-style-type: none"> Appendix B: Master List of Tasks Appendix E: Master List of Knowledge, Skills, and Abilities (KSAs) Appendix K: Descriptive Statistics for KSA-to-Task Links 	<p>Potential other sources:</p> <ul style="list-style-type: none"> APDIQ's Cadre des compétences, Draft 1 (2017 – 2019) NCIDQ Interior Design Experience Program (IDEP) (discontinued Jan.1, 2010) <p>Allied Professions sources:</p> <ul style="list-style-type: none"> OAA – IAP Architectural Experience Area Description AATO – Experience Record Summary
Material to create	<ul style="list-style-type: none"> List of competencies Assessment blueprint 	
Procedures	<ul style="list-style-type: none"> Nominal Group Technique (NGT) for Generating Ideas & Consensus Debias Priming (to minimize group biases) Exit survey 	
Notes	<ul style="list-style-type: none"> <i>ICRS Competencies Framework</i> - was developed using 3 main sources of established competencies for Interior Designers, including the <i>CIDQ 2008 Analysis of the Interior Design Profession</i>, and identified the competencies required for entry-level Interior Designers to meet the Education requirement. <i>CIDQ - 2008 Analysis of the Interior Design Profession</i> - The NCIDQ Supervised Work Experience Requirement is based on hours of supervised work experience in areas called "Design Project Phases" which are the same as the "Task Content Areas" identified in the 2008 Analysis of the Interior Design Profession. Those Task Content Areas are linked to KSAs that ARIDO considered in development of the ICRS Competency Framework. The Professional Skills / Foundational Areas in the APDIQ's Cadre des compétences is a 1st draft currently under development in Quebec, we wanted to be inclusive of ongoing work around interior designer competencies in Canada. 	

CMIDER Project - Development Group - Working Session 2 September 20, 2019, 9:30 AM - 3:30 PM	
Task	Determining evidences
Purpose	<p>To determine evidences for each of the identified tasks.</p> <ul style="list-style-type: none"> • What comprises as evidences for each of the on-the-job performance competencies? (Do the types of direct evidence identified for ARIDO's Education Assessment also apply for Experience competencies?) • What are the roles involved in the assessment of Experience (Applicant, Direct Work Supervisors / Sponsors / Others, ARIDO Reviewer) and what are the qualifications required?
Time	2.5 - 3 hours
Participants	Development Group (3-5)
Material to refer to	<p>Main sources:</p> <ul style="list-style-type: none"> • Input from Development Group working session 1 - <i>List of tasks</i> • ARIDO ICRS Competency Framework - List of Direct Evidences <p>Allied Professions sources:</p> <ul style="list-style-type: none"> • OAA - Canadian Experience Record Book • OAA - IAP Specific Ontario Requirements • AATO - Experience Record Book
Material to create	<ul style="list-style-type: none"> • List of evidences linked to tasks
Procedures	<ul style="list-style-type: none"> • Nominal Group Technique (NGT) for Generating Ideas & Consensus • Debias Priming (to minimize group biases) • Exit survey
Notes	

CMIDER Project - Development Group - Working Session 3
October 31, 2019, 9:30 AM - 3:30 PM

Task	Standard Setting
Purpose	<p>To set standards for the attainment of competencies and seek answers to the following questions</p> <ul style="list-style-type: none"> • What standard (cut or passing score) should be set to make qualification decisions based on on-the-job performance during internship? • What rating scale should be used to judge the quality of evidences? • At what level should standards be set? • What scoring models should be used for combining the competency or competency area ratings? • How should competencies and competency areas be weighted during scoring?
Time	2.5 - 3 hours
Participant	Development Group (3-5)
Material to refer to	<ul style="list-style-type: none"> • List of competencies • List of evidences
Material to create	<ul style="list-style-type: none"> • First Draft of the Intern Self-Report Instrument
Procedures	<ul style="list-style-type: none"> • Standard setting • Nominal Group Technique (NGT) for Generating Ideas & Consensus • Debias Priming (to minimize group biases) • Exit survey
Note	

CMIDER Project - Cognitive Interviews
November 19 - 25, 2019

Task	Face-to-face Pretesting
Purpose	<p>To assure that applicants' interpretations of the instrument items and manual are congruent with the interpretations expected.</p> <ul style="list-style-type: none"> • Agreement - Do you feel that the proposed competency areas/competencies/evidences are appropriate for the supervised work experience? (Yes/No/Uncertain) • Appropriateness - Are the proposed competencies/evidences appropriate for the competency areas/competencies they are assigned to? • Additional items - Are there any additional competency areas/competencies/evidences you think should be considered for inclusion? • Clarity & presentation - Is the item stated clearly to you? Any suggestions for improving its clarity? Is the instruction for responding to the instruction clearly presented? Any suggestions for improving its clarity?
Time	2.5 hours per participant (3, in total)
Participant	<ul style="list-style-type: none"> • ICRS Reviewers (Membership Ctte) • Experienced Practitioners (work supervisors)
Material to refer to	<ul style="list-style-type: none"> • First Draft of the Intern Self-Report Instrument
Material to create	<ul style="list-style-type: none"> • Second draft of the Intern Self-Report Instrument
Procedures	<ul style="list-style-type: none"> • cognitive interview • concurrent verbal probing
Note	

CMIDER Project - Review Group Online Survey
December 4 -31, 2019

Task	On-line Review
Purpose - seek answers to questions	<p>To seek feedback of the second draft and to revise accordingly to produce the Intern Self-Report Instrument.</p> <ul style="list-style-type: none"> • Agreement - Do you feel that the proposed competency areas/competencies/evidences are appropriate for the supervised work experience? (Yes/No/Uncertain) • Appropriateness - Are the proposed competencies/evidences appropriate for the competency areas/competencies they are assigned to? • Additional items - Are there any additional competency areas/competencies/evidences you think should be considered for inclusion? • Clarity & presentation - Is the item stated clearly to you? Any suggestions for improving its clarity? Is the instruction for responding to the instruction clearly presented? Any suggestions for improving its clarity?
Time	2 hours to complete; 3-week window for completion
Participants	Review Group (Experienced Practitioners-16)
Material to refer to	<ul style="list-style-type: none"> • Second draft of the Intern Self-Report Instrument
Material to create	<ul style="list-style-type: none"> • Third draft of the Intern Self-Report Instrument
Procedures	online survey
Note	

CMIDER Project - Pilot Testing April - May 2020	
Task	Pilot Testing
Purpose	<p>To purposively recruit Interns to remotely use the developed system to submit evidence for qualifications assessment of the supervised work experience requirement.</p> <ul style="list-style-type: none"> • To ask Interns questions about the application experience. • To seek suggestions for changes. • To determine intra- and inter-rater reliability of ratings using the third draft.
Time	4-week window
Participants	Actual Interns (3 - 5)
Material to refer to	Third draft of the Intern Self-Report Instrument
Material to create	Fourth draft of the Intern Self-Report Instrument for field testing
Procedure	<ul style="list-style-type: none"> • online intern self-report instrument • close monitoring
Note	

CMIDER Project - Field Testing
July 2020 - July 2021

Task	Field Testing
Purpose	<p>To allow all interns to use the new system to submit evidence for qualifications assessment of the supervised work Experience requirement.</p> <ul style="list-style-type: none"> To monitor and identify issues in the application and assessment processes of both the ICRS and Review of Supervised Work Experience and to make adjustments to these processes, if needed.
Time	1-year window
Participants	All Interns
Material to refer to	<ul style="list-style-type: none"> Fourth draft of the Intern Self-Report Instrument for field testing
Material to create	<ul style="list-style-type: none"> Field Study
Procedures	<ul style="list-style-type: none"> Intern self-report instrument Online post-application survey for Interns and Supervisors
Notes	

Appendix C: Meeting Reports

Development Group - Working Session 1 - August 9, 2019

Development Group - Working Session 2 - September 20, 2019

Development Group - Working Session 3 - October 31, 2019

Review Group - Cognitive interviews - November 19 -25, 2019

Review Group - Online Survey - December 4, 2019 - January 4, 2020

Pilot Testing - April - May 2020

Development Group - Working Session 1 - August 9, 2019

Meeting Report

To: ARIDO Board; Project Core Team

Meeting date: August 9, 2019

Meeting time: 9:30 AM - 4:30 AM

Attendees: 8, total

<u>Group Members</u>	<u>Project Core Team</u>
◆ Ralph Dopping	◆ Sharon Portelli (Project Sponsor)
◆ Sheri Crawford	◆ Professor Tony Lam (Measurement & Evaluation Methodologist)
◆ Derek Buttars	◆ Jose Tanabe (key ARIDO staff)
◆ Ali Merchant	◆ Daniel Zanth (Project Manager)

Location: ARIDO Boardroom

Agenda: Identification of tasks

Overview: The purpose of this working session was to determine competencies (at the task level) that are appropriate for assessing ARIDO's Experience requirement.

Summary of completed items:

- ✓ A tentative list of competency area definitions suitable for the Experience requirement
- ✓ Decision to develop explanations for competency areas, after fully identifying tasks, to reflect the work performed by Intern interior designers
- ✓ Initial review and discussion of the tasks linked to the Communication competency area and its competencies (used in ARIDO's Education requirement)
 - Decision to review a Master List of Tasks, organized by design project phase, before confirming & linking tasks to competency areas, as it will be most relevant to practitioners, interns and work supervisors. (Source: Appendix b of *CIDQ's Analysis of the Interior Design Profession*).
- ✓ Group members agreed to complete a survey to identify tasks, by design project phase, and link to the 8 competency areas of ARIDO's Education requirement

Follow-up details:

- ✓ Compile and review exit survey results
- ✓ Identification of Tasks Survey has been designed, developed, and delivered online to group members by August 17, 2019, for **completion by August 27th**, with results to be compiled for discussion at the next working session.

Next working session: September 20, 2019, 9:30 AM - 4:30 PM

Development Group - Working Session 2 - September 20, 2019

Meeting Report

To: ARIDO Board; Project Core Team

Meeting date: September 20, 2019

Meeting time: 12:30 AM - 6:30 AM

Attendees: 7, total

<u>Group Members</u>	<u>Project Core Team</u>
◆ Ralph Dopping	◆ Sharon Portelli (Project Sponsor)
◆ Sheri Crawford	◆ Professor Tony Lam (Measurement & Evaluation Methodologist)
◆ Ali Merchant	◆ Daniel Zanth (Project Manager)

Location: ARIDO Boardroom

Agenda: Identification of tasks and determining evidences

Overview: The purpose of this working session was to finalize the list of tasks and determine evidences that are appropriate for assessing ARIDO's Experience requirement.

Summary of completed items:

- ✓ The following work was finalized:
 - List of Competency Area definitions & explanations suitable for the Experience requirement.
 - The task list for the following Design Phases:
 - ◆ Pre-design - 13 tasks reviewed and confirmed, 1 additional task added
 - ◆ Programming - 29 tasks reviewed and 27 tasks confirmed, 1 additional task added
 - ◆ Schematic Design - 16 tasks reviewed and confirmed, 2 additional tasks added
 - ◆ Design Development - 28 tasks review and confirmed, 1 additional task added
- ✓ The following work has been scheduled for the October 31st working session:
 - Review and confirmation of the remaining tasks (60)
 - Confirmation of the evidence types
 - Standard setting

Follow-up details:

- ✓ Compile and review exit survey results.
- ✓ Integrate all revisions and produce the final list of tasks for the 4 Design Phases confirmed at the working session.
- ✓ Prepare materials for the next working session.

Next working session: October 31, 2019, 9:30 AM - 3:30 PM

Development Group - Working Session 3 – October 31, 2019

Meeting Report

To: ARIDO Board; Project Core Team

Meeting date: October 31, 2019

Meeting time: 9:30 AM - 3:30 AM

Attendees:

<u>Group Members</u>	<u>Project Core Team</u>
◆ Ralph Dopping	◆ Sharon Portelli (Project Sponsor)
◆ Sheri Crawford	◆ Professor Tony Lam (Measurement & Evaluation Methodologist)
◆ Ali Merchant	◆ Daniel Zanth (Project Manager)

Location: ARIDO Boardroom

Objective : To finalize a list of tasks, discuss roles and ways of confirming Experience, and answer standard setting questions.

Summary of completed items:

- The task list for the following Design Phases:
 - Contract Documents - 12 tasks reviewed and 11 tasks confirmed, incl. 4 additional tasks
 - Bidding/Tendering - 8 tasks reviewed and confirmed, incl. 1 additional task
 - Contract Administration - 20 tasks reviewed and 14 tasks confirmed, incl. 1 additional task
 - Project Conclusion - 9 tasks review and 6 tasks confirmed, no additional tasks
 - Ancillary/Additional Services- 17 tasks reviewed and none confirmed for inclusion
- The following follow-up work has been agreed on, prior to sending work to the Review Group:
 - Final review of the confirmed task list and competency links
 - Indicate mandatory tasks for interns
 - Confirm the evidence types

Follow-up details:

- ✓ Compile and review exit survey results.
- ✓ Integrate all revisions and produce the final list of tasks for all Design Phases.
- ✓ Prepare materials for the next working group (Review Group).

Next working session: none, Development Group sessions are complete

CMIDER - Review Group - Cognitive Interviews

Results Report

To: Project Core Team

Participation window: November 19 - 25, 2019

Participants (3): Alex Taran, Elsie Cheng, Elaine Bergen

Location: Face-to-face cognitive interviews, 2 hours, ARIDO offices, conducted by the Project Manager, Daniel Zanth

Objective : To pretest first draft instrument and gather feedback from practitioners through cognitive interview, assure interpretations of the instrument items as expected, in order to revise first draft accordingly to produce a second draft.

Summary of results:

- The **process**
 - Strong agreement on the proposed process
 - All feedback was reviewed and determined that it will be addressed in the Applicant Guide in the following sections:
 - ◆ glossary of terms
 - ◆ tracking and reporting tools (that show competency area links for tasks)
 - ◆ criteria for persons acting as Reviewers
- The **task list**
 - reconfirm the status for 5 tasks as being mandatory or non-mandatory
 - suggested revisions to 4 tasks
 - suggested additions of 4 tasks

Follow-up actions: Interview results and comments were reviewed by Project Sponsor & Project Manager prior to consultation with Development Group members (sign off completed on December 4, 2019):

- 2 tasks confirmed to have status changed to non-mandatory
- 1 task was determined to be similar/duplicate and marked for deletion
- 1 suggested task was determined to be already included in another task
- 2 suggested revisions accepted

Note: The level of agreement used in earlier development work was used to confirm changes; 3/3 agreement was required to include a task, or for revisions to the wording of a task; and 2/3 agreement was required for the status of task being mandatory/non-mandatory.

Next interview: *not required, revised draft to be prepared for next Review Group: Online Survey Group*

CMIDER - Review Group - Online Survey Results Report

To: Project Core Team

Participation window: December 4, 2019 - January 4, 2020

Participants (16):

Derek Butters	Bryan Chartier	Kelly Stobbe
Bryan Wiens	Caroline Robbie	Sabrina Carinci
Naji Mourani	Robert Reid	Deborah Sperry
Nadia Kuhni	Darryl Balaski	Louise Aroche
Michele Gunn	Katherine Isaac	Lori Ryan
Gerry Shinkewski		

Location: Online survey

Objective : To review draft instrument and gather feedback from practitioners in order to revise the second draft accordingly to produce a third draft.

Summary of results:

- The **process**
 - Strong agreement on the proposed process
 - All feedback offered will be addressed in the Applicant Guide in the following sections:
 - ◆ glossary of terms
 - ◆ tracking and reporting tools (that show competency area links for tasks)
 - ◆ criteria for persons acting as Reviewers
- The **task list**
 - Strong agreement on the status of **113 tasks** (106 mandatory + 7 non-mandatory tasks)
 - ◆ 8 tasks in a “grey area” (7/8/9 out of 16) were discussed again and reviewed in consultation with a member of the Development Group
 - All other comments were reviewed
 - ◆ 1 suggested additional task
 - ◆ 1 similar/duplicate task noted
 - ◆ 5 suggested improvements to word choice/terms

Follow-up actions

- Survey results and comments were reviewed by Project Sponsor & Project Manager prior to consultation with a Development Group member:
 - 3 tasks confirmed to have status changed to non-mandatory
 - 1 task was determined to be similar/duplicate and marked for deletion
 - 1 suggested task was determined to be already included in another task
 - 5 suggested wording changes under consideration

Next survey: *not required*

CMIDER Project - Pilot Testing Results Report

To: Project Core Team

Participation window: April 1, 2020 - May 31, 2020

Participants (4):

Intern ID #59XXX	Intern ID #13XXX
Intern ID #42XXX	Intern ID #17XXX

Location: Remote, under close monitoring

Objective :

- To purposively recruit a few interns to use the developed system to submit evidence for qualifications assessment of the supervised work experience requirement.
- To ask interns questions about the application experience, seek suggestions for changes, and produce the **fourth draft** of the *Intern Self-Report Form* for field testing.
- To produce the **second draft** of the *Intern Guide* and *Supervisor Guide*.

Summary of results:

- **Submissions**
 - 2 applications were submitted, reviewed & confirmed a decision of 'Satisfactorily Completed'
 - Input issue with the fillable form was identified by 1 pilot tester
 - ◆ 5 fillable fields for Supervisor Name column (1.4, 1.6, 1.8, 1.9, 1.10)
 - ◆ 3 fillable fields for Relevant Notes (1.8, 1.9, 1.10)
 - All questions submitted during the pilot period, and comments submitted on the feedback survey, were reviewed and addressed under close monitoring; all feedback was confirmed to already be clearly covered in the Guides
- **Feedback Surveys**
 - **Interns** - 3 surveys were completed and indicated overall satisfaction, helpful resources, and that clear information was provided
 - **Supervisors** - for the 2 applications submitted, both supervisors preferred to submit comments/feedback through their intern via email and/or during the confirmation call with Manager, Membership; both expressed that the developed system was thorough and clearly identified expectations

Follow-up actions

- 2 interns who were unable to complete a submission within the pilot period will be moved into field testing to allow them time to complete the mandatory tasks
- Input issues on the fillable form
 - Intern self-report form format issue on page 1 was identified, form fixed & re-tested; **an updated version of form was immediately sent to pilot testers and prepared for the field testing materials**
 - Survey results and comments were reviewed by Project Sponsor & Project Manager prior to consultation with a Development Group member and it was confirmed that **no content changes required**

Next steps:

- Confirm documentation for Field Testing Materials
- Prepare for project close-out
- Begin field testing period

Appendix D: Handouts

ARIDO and the 3E's

ARIDO Intern Competencies Review System

CMIDER Project Working Groups

Competency structure for the Experience requirement

ARIDO Direct Supervised Work Experience Reporting Form

Definitions of group-based bias

Pilot Testing - Supervised Work Experience - Stages

ARIDO and the 3 E's (Education, Experience, Examination)

The Path to becoming a Registered Interior Designer in Ontario

Education → (instill in individuals) → **Knowledge/Skills** → (which equip individuals with) → foundation of knowledge to begin performing tasks **under** supervision → *(meet the education requirement by completing a CIDA-accredited education program or ARIDO's ICRS and apply for Intern membership status)* →

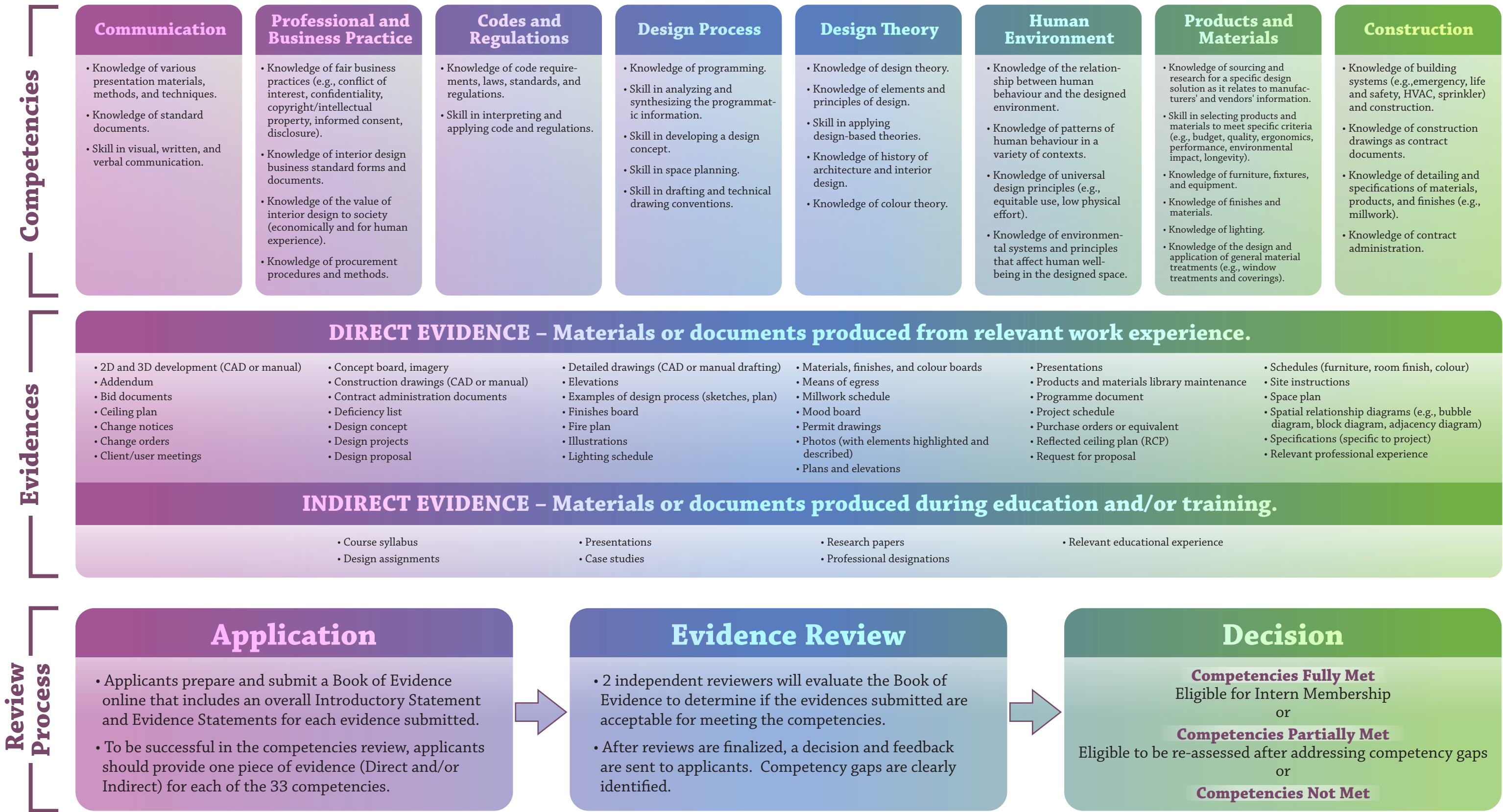
Experience (work as an Intern) → **Practice** performing tasks under supervision → (which provides Interns with) → **Experience** to perform tasks → (which instills in Interns) → **Ability** to perform **under** supervision → *(meet the experience requirement and are ready to write the exam)* →

Examination → (pass examination) → *ability to perform without supervision* and apply to be a Registered Interior Designer in Ontario

How the 3E's assure Interior Designers Applicants' Capacity to function as Interior Designers in Ontario:

1. The **Education** requirement instills a foundation of knowledge for **knowledge/skills** in 8 competency areas that are necessary for an individual to begin performing the interior design scope in Ontario under supervision.
2. The **Standard** set for meeting the **Education** requirement assures that applicants have the **ability** to perform **under** supervision the tasks embedded in the Design Production Phases while completing the **Experience** requirement.
3. **Tasks** performed while working as an Interns mirror the **scope of work** for interior designers in Ontario.
4. **Tasks** performed while working as an Intern may require **knowledge/skills** in certain competency areas including the 8 competency areas of the Education requirement.
5. While working as an Intern, applicants apply their knowledge/skills to performing all the tasks embedded in the Design Project Phases **under** supervision.
6. **Practice** performing tasks under supervision provides applicants with **experience** in performing the tasks and technical training.
7. Experience gained from performing the tasks under supervision instills in applicants the **ability** to perform competently without supervision.
8. The **Experience** requirement (under development) identifies the required experience and consequently the necessary level of **ability** to perform tasks.
9. **Meeting the Standard** for the Experience requirement assures applicants have **enough** experience to move along the career path and take the **Examination**.
10. The Examination should be capable of assessing both the knowledge/skills and experience of interior designers in Ontario.
11. The **Standard** set for passing the Examination requirement assures that applicants have **enough** knowledge/skills and experience necessary to perform the job of an interior designer in Ontario unsupervised.

Intern Competencies Review System (ICRS)™



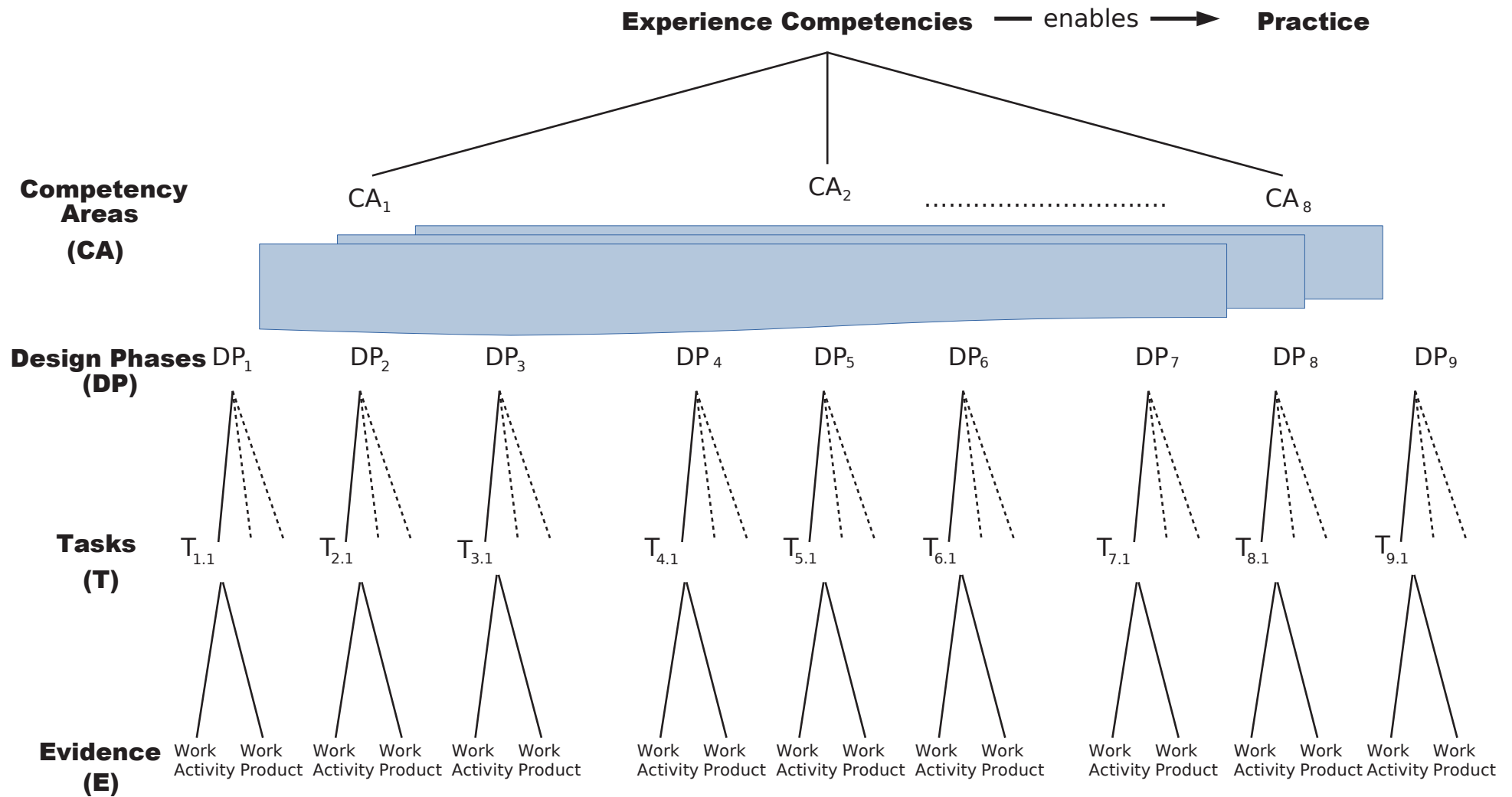
CMIDER Project Working Groups

Group		Purpose	Composition		Method	Timing
Project Core (6)		<ul style="list-style-type: none">To provide oversight and ensure Quality Management.	<ul style="list-style-type: none">Project SponsorProject ManagerPsychometrician	<ul style="list-style-type: none">Project Advisors (2)Observer (OAA)	face-to-face and remote as needed	monthly; July 2019 to May 2020
Development (3)		<ul style="list-style-type: none">To develop the first draft of the Intern Self-Report Instrument and Decision Guide.	<ul style="list-style-type: none">senior-level practitionersexperienced educatorsforeign-trained and/or internationally-educated individualsdual ARIDO/OAA member		face-to-face	3 – 5 all day meetings; August 2019 to January 2020
Review (21)						
Pretesting	Group 1	<ul style="list-style-type: none">To pretest instrument and manual through cognitive interview.To assure that applicants’ interpretations of the instrument items are congruent with the interpretations as expected, and to revise the first draft of the instrument accordingly to produce the second draft.	experienced practitioners (work supervisors) (1)		face-to-face cognitive interviews; and written feedback	2-hour interview; November to December 2019
	Group 2		Membership Committee – ICRS Reviewers (2)			
On-line Survey		<ul style="list-style-type: none">To review second draft instrument and offer feedback, and to revise the second draft accordingly to produce a third draft.	senior-level practitioners, including those who may be foreign trained and/or internationally-educated (18)		remote, online survey	Online survey; December 2019
Pilot Testing (4)		<ul style="list-style-type: none">To purposively recruit a few interns to use the developed system to submit evidence for qualifications assessment of the supervised work experience requirement.To ask interns questions about the application experience, seek suggestions for changes, and produce the fourth draft for field testing.To produce the second draft of the Decision Guide.	<p>Representation across various potential users of the system:</p> <p>Interns</p> <ul style="list-style-type: none">individuals who have met the Education requirement; by means of any of the following ways:<ul style="list-style-type: none">graduate of CIDA-accredited degreessuccessfully completed ARIDO's ICRS (or earlier alternative review process)foreign-trained / internationally educatedgraduates of non-CIDA degrees in Interior Designgraduates of related professions <p>Supervisors</p> <ul style="list-style-type: none">experience practitioners (work supervisors)participants from provinces that don't have a process for reviewing supervised work experience <p>Membership Committee – ICRS Reviewers</p>		remote, using fillable forms; and close monitoring	April to May 2020
Field Testing ³		<ul style="list-style-type: none">A survey will accompany the field testing and results will be used to make further adjustments to the instrument and manual if needed. After that, the Intern Self-Report Form and Decision Guide are finalized.	<p>Interns who need qualifications assessment for the supervised work experience requirement and who have:</p> <ul style="list-style-type: none">completed CIDA-accredited education programscompleted non-CIDA accredited education programscompleted NCIDQ examinations		remote, to complete application; feedback survey	July 2020 to July 2021

Notes:

1. To ensure a fair representation of Interior Designers in Working Groups (development group, online survey review group, pretesting review group, and pilot testing group) participants are individuals who currently practise interior design, with a variety of education & experience, who are existing ARIDO members or who may possess the competencies that qualify for the profession, who are familiar with current requirements, and who meet one or more of the criteria noted within the “composition” column above.
2. Participants can only be in one Working Group (Development, Review, or Pretesting, Pilot Testing).
3. Individuals who currently practice interior design and who are existing members of other Canadian provinces are also eligible to participate.
4. Field testing will occur after completion of CMIDER project, during initial implementation, and a separate Field Testing Study will occur after completion of CMIDER and an initial 6 months of field testing, in early 2021, in order to conduct a comprehensive review and make informed changes to both the ICRS and CMIDER systems.

Competency Structure for the Experience Requirement



Note: Design Phases and Tasks may be linked to more than one competency area.



Association
of Registered
Interior Designers
of Ontario

Direct Supervised Work Experience Reporting Form for ARIDO Registered Membership

Currently in Ontario, the protected title of Interior Designer is in force and only granted to those individuals who have met the qualifications for Registered membership with ARIDO. Supervised Work Experience is required after the Minimum Education Requirement. It is also required prior to moving on to the NCIDQ examinations.

The Supervised Work Experience Requirement for Registered membership are as follows:

- Graduates with a 3 year diploma – 5, 280 hours of supervised interior design experience
- Graduates with a degree – 3, 520 hours of supervised interior design experience

*For a 3-year diploma, only experience accumulated after graduation will qualify. For a degree, up to 1, 760 hours of qualified experience can be earned before education is complete.

Your Supervised Work Experience hours are worth their full value (100%) when the hours are completed under one of the following individuals:

- Registered Member of ARIDO or another Provincial Regulatory Body
- Designer (passed the NCIDQ exam/meets ARIDO requirements)
- Architect

A direct supervisor is the individual within firm that the Intern is employed and whom supervises their daily work. A current or former direct supervisor qualifies to sign off on your hours. A sponsor (mentor) is not the Intern's Direct Supervisor and meets the above qualifications.

75% of the total Supervised Work Experience hours may be claimed under someone who is a Designer but whom has not passed the NCIDQ Certified nor is licensed/registered with another provincial body. The remaining 25% must be under the supervision of one of the individuals listed above.

Instructions

Intern members are responsible for ensuring that the Work Experience Reporting Form is completed accurately and signed by their direct supervisor or sponsor for each position of which you are reporting the hours as qualifying for the Supervised Work Experience Requirement.

1. Complete Section I before obtaining sign off by the direct supervisor or sponsor.
2. Have the current employer, former employer or sponsor complete Section II.
3. All reporting forms must have the signature of the supervisor or sponsor on the form.
4. Incomplete forms will not be accepted.



Intern Member Name: _____

ARIDO membership Number: _____

Section I: (For Intern member to complete)

Firm/Company Name: _____

Firm/Company Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Email: _____

Type of Business:

____ Interior Design Firm

____ Corporate In-House

____ Architecture Firm

____ Other: _____

Please indicate your position title with the firm: _____

Responsibilities while supervised (Check all that apply)

____ Programming

____ Conceptual/Schematic Design

____ Design Development

____ Construction Documents

____ Project Administration

____ Other: _____

Dates of Employment (mm/dd/yy) From _____ / _____ / _____ To _____ / _____ / _____

Avg. hours worked per week _____ x No. of weeks worked _____ = TOTAL hours _____

Total hours completed _____

Direct Supervisor/Sponsor Name _____

Direct Supervisor/Sponsor Title _____

Direct Supervisor/Sponsor is/was (*Check One*)

____ Registered Member of ARIDO or other Provincial Regulatory Body (member ID#: _____)

____ Architect (Licence #: _____)

____ Designer (passed the NCIDQ exam/meets ARIDO requirements)

____ Designer (Neither NCIDQ Certified nor licensed/registered)

____ Other: please specify _____

Section II: (For supervisor or sponsor to complete)

Supervisor or Sponsor: This form is a report on the supervised work experience hours being claimed by the Intern member. These reported hours will be counted towards the ARIDO Supervised Work Experience requirement to qualify for Registered Membership.

By completing the form below, you are attesting to the hours of Direct Supervised Experience that the Intern member is claiming. Please complete the form below and return to the applicant for their submission to ARIDO directly. By signing this form, you are verifying that the information completed by the Intern Member in Section I is correct. If information contained with Section I is not correct, have the candidate correct the information prior to your signature.

Supervisor or Sponsor Name: _____

Current Title (if applicable): _____

Firm Name: _____

Firm Address: _____

City: _____ Province: _____ Postal: _____

Phone: _____ Email: _____

I am:

_____ Registered Member of ARIDO or other Provincial Regulatory Body (member ID#: _____)

_____ Architect (Licence #: _____)

_____ Designer (passed the NCIDQ exam/meets ARIDO requirements)

_____ Designer (Neither NCIDQ Certified nor licensed/registered)

_____ Other: please specify _____

I verify that the information provided above and in Section I is correct.

Supervisor/sponsor Signature _____ Date _____

Definitions of group-based bias



Type of bias	Definitions
Perspective	<i>Tendency to rely on information that confirms an individual's perspective or preferences while discounting other members' perspective or information that contradicts or challenges the individual's position.</i>
Deference	<i>Tendency of an individual to defer his/her opinions to the perspective of another member with whom the individual identifies as a friend or someone he/she looks up to.</i>
Satisficing	<i>Tendency of an individual to exert minimal effort into exercises, group discussions or decision making such that the individual's contribution is not well thought through or informed.</i>
Domination	<i>Tendency of an individual to manipulate a discussion.</i>



Stages		Purpose and/or Action
1	Initial contact with ARIDO	Intern contacts ARIDO in order to start the application process
2	Instructions for using resources and tools in order to file an application	<p>ARIDO will send an email containing:</p> <p>Information</p> <ul style="list-style-type: none"> * Instructions * Intern Guide * Supervisor Guide <p>Forms for you to complete and submit</p> <ul style="list-style-type: none"> * Intern Self-Report of Supervised Work Experience form * Intern Attestation form * Supervisor Attestation form
3	Read the <i>Intern Guide & Supervisor Guide</i>	Interns and Supervisors should read the guide related to their role and become familiar with relevant information.
4	Complete the <i>Intern Self-Report of Supervised Work Experience</i> form	Interns need to follow the following 5 steps (Steps A through E)
	Step A: Review mandatory tasks and set a completion plan with your Supervisor	Select your best work products or work activities for each of the mandatory tasks. Discuss with your Supervisor to confirm that you have satisfactorily completed mandatory tasks while working under their supervision.
	Step B: Fill out the <i>Intern Self-Report of Supervised Work Experience</i> form	<p>Complete the following fields for each mandatory task:</p> <ul style="list-style-type: none"> * Relevant Notes * Supervisor Name * Completed checkbox
	Step C: Fill out the <i>Intern Attestation</i> and <i>Supervisor Attestation</i> forms	<p>Provide complete information:</p> <ul style="list-style-type: none"> * Name * Contact details * Places of Employment * Supervisors (who attest to supervision of work)
	Step D: Complete and sign attestation forms	Confirm that the information you're submitting is accurate and has been observed by your Supervisor(s).
	Step E: Submit your application	<p>Email your completed and signed forms to ARIDO.</p> <ul style="list-style-type: none"> * Intern Self-Report of Supervised Work Experience form * Intern Attestation form * Supervisor Attestation form <p>Please note that you cannot edit your application after you submit it.</p>
5	Email Notice of submission	<p>ARIDO will send you an email informing you:</p> <ul style="list-style-type: none"> * That your application has been received * Estimated turnaround time for the review * Your application is on hold during the review * Provide a link to a 5-minute feedback survey
6	Post-application feedback survey	To gather feedback from Interns on how we can improve the process.
7	Decision Notice Email	<p>ARIDO will send you an email to provide:</p> <ul style="list-style-type: none"> * The result of the Review of Supervised Work Experience * Deficiencies as identified by ARIDO. * An explanation of next steps.

Appendix E: Exit Surveys

Development Group Working Session - Exit Survey

Pilot Testing - Review of Supervised Work Experience - Intern Survey

Pilot Testing - Review of Supervised Work Experience - Supervisor Survey

Development Group - Working Session - Exit Survey

This short survey is designed to obtain some feedback from you about today's working session so we can better prepare for our future sessions. The responses are to be kept anonymous so don't your name anywhere on the questionnaire.

There are 3 questions in this survey.

Section A: Working session process

*

Please choose the appropriate response for each item:

	Yes	Somewhat	No	Unsure
1. Do you feel you had an in-depth understanding of the content under discussion?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Do you feel you had a good understanding of other participants' ideas and perspectives?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Do you feel you had opportunities to collaborate with other participants by explaining your views and listening to others' views?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Do you feel you had an equal contribution to the brainstorming process without implicit or overt coercion from other participants?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Do you feel you had opportunities to be insulated from the influences of your and others' biases and political agendas?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Do you feel you had multiple opportunities to rethink and to reshape ideas and consent to others' individual or collective ideas?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Section B: **Potential biases**

Consider and indicate if any of the following potential biases had occurred during the working session (see the help area for definitions of these biases).

★

Please choose the appropriate response for each item:

	Yourself					Other Group Member			
	Yes	Somewhat	No	Unsure		Yes	Somewhat	No	Unsure
7. Perspective bias	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Deference bias	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Satisficing bias	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Domination bias	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Definition of group-based bias:

Perspective bias

Tendency to rely on information that confirms an individual's perspective or preferences while discounting other members' perspective or information that contradicts or challenges the individual's position.

Deference bias

Tendency of an individual to defer his/her opinions to the perspective of another member with whom the individual identifies as a friend or someone he/she looks up to.

Satisficing bias

Tendency of an individual to exert minimal effort into exercises, group discussions or decision making such that the individual's contribution is not well thought through or informed.

Domination bias

Tendency of an individual to manipulate a discussion.

Section C: **Suggestions**

Do you have any suggestions to help us improve future working sessions?

Please write your answer here:

08-11-2015 – 23:51

Submit your survey.

Thank you for completing this survey.

ARIDO - Review of Supervised Work Experience - Intern Survey

The purpose of this survey is to help us gather feedback from interns who have recently submitted a self-report of supervised work experience.

In this survey, there are 11 rating items pertaining to your overall satisfaction, helpfulness of the resources and tools, and clarity of information, and an open-ended item that seeks your suggestions for improvement. At the end of each section, there is also a 'Comments' box so you can provide feedback on elements that you think are vital for us to know.

It should take you no more than 5 minutes to complete the survey. Your input will help us produce the best possible tool for assessing Supervised Work Experience and we look forward to your assistance in this endeavor.

Please be assured that your responses

- will be kept **anonymous**, and
- **will not affect** the results of our review of your application.

To assure usefulness of the survey findings, please **respond to all the items**.

Thank you.

Overall Satisfaction

How satisfied were you with the following?

***Please choose the appropriate response for each item:**

	Very dissatisfi ed	Dissatisfi ed	Neither satisfied not dissatisfi ed	Satisfied	Very Satisfied	Don't Know
1. The proposed application process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Access to help from ARIDO during the pilot	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please write any comments here:

Helpfulness of resources and tools

How helpful were the following resources and tools?

***Please choose the appropriate response for each item:**

	Very unhelpful	Unhelpful	Neither helpful nor unhelpful	Helpful	Very helpful	Don't Know
3. Instructions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Intern Guide	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Glossary of terms	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Intern Self-Report of Supervised Work Experience form	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Mapping of tasks to competency areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please write any comments here:

Clarity of information

How clear was the information provided to explain the following parts of the review?

***Please choose the appropriate response for each item:**

	Very unclear	Unclear	Neither clear nor unclear	Clear	Very Clear	Don't Know
8. Mandatory tasks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Non-mandatory tasks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Design Phases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Competency Areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please write any comments here:

Comments or feedback for improvement

Please provide any comments or feedback you think will help us improve the Review of Supervised Work Experience.

Please write any comments here:

Submit

ARIDO - Review of Supervised Work Experience - Supervisor Survey

The purpose of this survey is to help us gather feedback from work supervisors who have recently attested to an Intern's self-report of supervised work experience.

In this survey, there are 10 rating items pertaining to your overall satisfaction, helpfulness of the resources and tools, and clarity of information, and an open-ended item that seeks your suggestions for improvement. At the end of each section, there is also a 'Comments' box so you can provide feedback on elements that you think are vital for us to know.

It should take you no more than 5 minutes to complete the survey. Your input will help us produce the best possible tool for assessing Supervised Work Experience and we look forward to your assistance in this endeavor.

Please be assured that your responses

- will be kept **anonymous**, and
- **will not affect** the results of our review of your Intern's application.

To assure the usefulness of the survey findings, **please respond to all the items.**

Thank you.

Overall Satisfaction

How satisfied were you with the following?

***Please choose the appropriate response for each item:**

	Very dissatisfi ed	Dissatisfi ed	Neither satisfied not dissatisfi ed	Satisfied	Very Satisfied	Don't Know
1. The proposed supervision process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The criteria for confirming the completion of mandatory tasks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please write any comments here:

Helpfulness of resources and tools

How helpful were the following resources and tools?

***Please choose the appropriate response for each item:**

	Very unhelpful	Unhelpful	Neither helpful nor unhelpful	Helpful	Very helpful	Don't Know
3. Supervisor Guide	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Glossary of terms	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Intern Self-Report of Supervised Work Experience form	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Mapping of tasks to competency areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please write any comments here:

Clarity of information

How clear was the information provided to explain the following parts of the review?

***Please choose the appropriate response for each item:**

	Very unclear	Unclear	Neither clear nor unclear	Clear	Very Clear	Don't Know
7. Mandatory tasks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Non-mandatory tasks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Design Phases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Competency Areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please write any comments here:

Comments or feedback for improvement

Please provide any comments or feedback you think will help us improve the review of Supervised Work Experience.

Please write any comments here:

Submit

Appendix F: Field Testing Materials

Instructions for submitting an application to meet the Experience requirement

Intern Guide

Intern Self-Report of Supervised Work Experience form

Intern Attestation

Supervisor Guide

Supervisor Attestation

Instructions for submitting an application to meet the Experience requirement

1. Read the *Intern Guide*. If anything is unclear, email your questions to membership@arido.ca
2. Provide your Supervisor with a copy of the *Supervisor Guide*. If anything is unclear, email your questions to membership@arido.ca
3. Use the *Intern Self-Report of Supervised Work Experience* fillable form to track & report your experience:
 - a. Review **mandatory tasks** and set a completion plan with your Supervisor(s)
 - i. Identify your best work products and/or activities for each of the mandatory tasks.
 - ii. Discuss with your Supervisor(s) to confirm that you have successfully performed the tasks while working under their supervision.
 - iii. Fill out all columns for **mandatory tasks** in the form as you complete and confirm them with your Supervisor (i.e., Relevant Notes, Supervisor Name, and Completed checkbox).

Notes:

1. The self-report form includes both **Mandatory** and **Non-mandatory** tasks.
 2. If you have more than one Supervisor during this stage of your career path, you may need to use separate Intern Self-Report forms to track experience under different Supervisors. **However, you should only submit one fully completed Intern Self-Report form to ARIDO.**
- b. Once you have satisfactorily completed all **mandatory tasks**, submit your application directly to ARIDO at membership@arido.ca and please include the following forms:
 - i. *Intern Self-Report of Supervised Work Experience* form
 - ii. *Intern Attestation Form* – with complete information for each work setting
 - iii. *Supervisor Attestation Form* – attach a completed form for each of your Supervisor(s)

Please note that you cannot edit your application after you submit it and it is being reviewed.

What's next?

1. ARIDO will confirm by email that your forms and documentation have been received and will provide the following:
 - a. estimated turnaround time for review of your application
 - b. link to a 5-minute feedback survey
2. Within the estimated turnaround time, ARIDO will provide the following by email:
 - a. the result of the review of your Supervised Work Experience
 - b. any gaps or deficiencies identified
 - c. an explanation of next steps



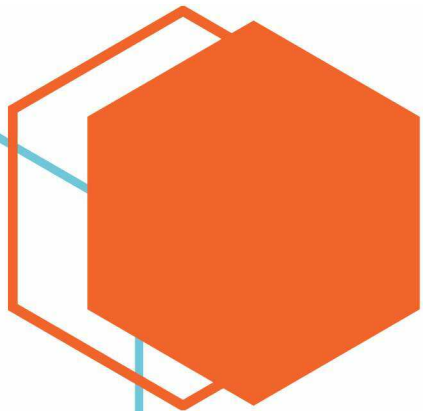
Intern Guide

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.



Association
of Registered
Interior Designers
of 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



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 (or 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 jurisdictional authority for Interior Design)
 - or
 - an Ontario Architect, OAA Member
(or another jurisdictional authority for Architecture)
- 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.

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

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.



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/skills in certain competency areas including the 8 competency areas of the Education requirement (see page 6):
 - 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.

Tasks



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
<i>Communication</i>	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.
<i>Professional and Business Practice</i>	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.
<i>Codes and Regulations</i>	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.
<i>Design Process</i>	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.
<i>Design Theory</i>	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.
<i>Human Environment</i>	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.
<i>Products and Materials</i>	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.
<i>Construction</i>	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 of terms

addenda	<p>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</p> <p>addenda become part of the contract documents when the construction contract is executed</p> <p><i>order changes</i> - corrections or changes made to contract documents and written by the person or firm responsible for the original set of contract documents ²</p>
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	<p><i>project close-out</i> - 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</p> <p>includes record drawings</p>

code	<i>building codes</i> - 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	<p>a calculation of all the probable costs involved in successfully completing a project, from inception to completion</p> <p>while an intern may not be directly responsible for preparing the estimate, they may be involved in co-ordinating it</p>
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	<i>layout plan</i> - 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	<i>historical precedent to inform design solutions</i> - 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	<p>the typical plans, elevations, and details required for building a structure or an interior ²</p> <p>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</p>

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	<p>an analysis occurring during the project closure process to identify what was learned during the project by uncovering what stakeholders believe was done well</p> <p>what did we learn? and what could have been done better?, typically accomplished through a "lessons learned" meeting</p>
life cycle costs	the total cost of acquiring, owning, and disposing of an asset
managing changes to contract	<p><i>change order</i> - written permission or instructions concerning any aspect of a project that modify design concepts, construction designs, or product specifications ²</p> <p>includes requests for change, review price request for change order, prepare change directive, change order for client review, submit change order requests to client</p>
move-in	<i>move management</i> - 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> <ul style="list-style-type: none"> (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.
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><i>subcontractor</i> - 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>
submittals	materials, drawings, or documents that the vendor may have to provide to the designer or contractor for approval ²
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	<i>welfare / well-being</i> - 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:

- 1 Interior Design Program Standard - Ontario Ministry of Education
<http://www.tcu.gov.on.ca/pepg/audiences/colleges/progstan/aa/eintdesn.html>
- 2 Piotrowski, Christine M. (2014) Glossary in *Professional Practice for Interior Designers*. Fifth ed. New Jersey: John Wiley & Sons, Inc., 941 - 981.
- 3 CIDQ Definition of Interior Design and Glossary of terms
<https://www.cidq.org/definition-of-interior-design>
- 4 Guerin, D., & Martin, C. (2010) *The Interior Design Profession's Body of Knowledge and its Relationship to People's Health Safety and Welfare*. Retrieved from http://www.iidarmc.org/wp-content/uploads/IDBOK_2010_full_report.pdf
- 5 Coleman, Cindy, ed. (2002) *Interior Design Handbook of Professional Practice*. New York: McGraw-Hill.



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

Name:

Submission date:

For Reference Only
Competencies that may be required to perform tasks:

Communication
Professional and Business Practice
Codes and Regulations
Design Process
Design Theory
Human Environment
Products and Materials
Construction

Design Phase 1: Pre-design

ID	Task	Relevant Notes	Supervisor Name	Completed															
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					*	*	*	*						*	*	*	*	*



Intern Self-Report of Supervised Work Experience

Note: This self-report form includes both **Mandatory** and **Non-mandatory** tasks.

For Reference Only
Competencies that may be required to perform tasks:

Communication
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Codes and Regulations
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Human Environment
Products and Materials
Construction

Design Phase 2: Programming

ID	Task	Relevant Notes	Supervisor Name	Completed														
2.1	Gather information to establish user needs					*	*	*	*					*	*			
2.2	Site review and analysis					*		*	*					*	*			
2.3	Conduct visioning sessions with client					*	*		*	*	*	*						
2.4	Assist client in determining a project approach					*	*	*	*	*	*							*
2.5	Develop an initial design concept					*		*	*	*	*	*	*	*	*			*
2.6	Identify and define sustainability design goals and requirements					*	*	*	*			*	*	*	*			*
2.7	Develop a comprehensive functional program document					*		*	*	*	*	*	*	*	*			*
2.8	Co-ordinate preliminary budget allocation					*	*	*	*			*	*	*	*			*
2.9	Update preliminary project schedule					*	*	*	*	*			*	*	*			*
2.10	Present program to client					*		*	*	*			*	*	*			*
2.11	Refine program based on client feedback					*		*	*	*			*	*	*			*
2.12	Obtain client approval					*	*											



Intern Self-Report of Supervised Work Experience

Note: This self-report form includes both **Mandatory** and **Non-mandatory** tasks.

For Reference Only
Competencies that may be required to perform tasks:

Communication
Professional and Business Practice
Codes and Regulations
Design Process
Design Theory
Human Environment
Products and Materials
Construction

Design Phase 3: Schematic Design

ID	Task	Relevant Notes	Supervisor Name	Completed															
3.1	Identify relevant code and regulation requirements					*		*						*		*			
3.2	Investigate multiple design options					*		*	*	*	*	*	*	*		*			
3.3	Finalize spatial relationship diagram					*		*	*	*	*	*							
3.4	Develop preliminary design concept					*		*	*	*	*	*	*	*		*			
3.5	Develop preliminary design studies/sketches					*		*	*	*	*	*	*	*		*			
3.6	Develop space plan options					*		*	*	*	*	*	*	*		*			
3.7	Review preliminary drawings for code compliance					*		*	*					*		*			
3.8	Develop preliminary floor plan					*		*	*	*	*	*	*	*		*			
3.9	Develop preliminary FF&E plan					*		*	*	*	*	*	*	*		*			
3.10	Develop preliminary lighting design concept					*		*	*	*	*	*	*	*		*			
3.11	Develop preliminary ceiling plan					*		*	*	*	*	*	*	*		*			
3.12	Coordinate schematic design with sub-consultants and obtain input on building systems impacting the design solution					*	*	*	*	*	*			*		*			
3.13	Review and refine the project schedule					*	*		*					*		*			
3.14	Co-ordinate the review and refinement of cost estimates					*	*	*	*					*		*			
3.15	Review schematic drawings to ensure that all programmatic requirements have been met					*	*	*	*			*	*	*		*			
3.16	Present schematic design solution to client					*		*	*	*	*	*	*	*		*			
3.17	Refine schematic design based on client feedback					*		*	*	*	*	*	*	*		*			
3.18	Obtain client approval on schematic design solution					*	*												



Intern Self-Report of Supervised Work Experience

Note: This self-report form includes both **Mandatory** and **Non-mandatory** tasks.

For Reference Only
Competencies that may be required to perform tasks:

Communication
Professional and Business Practice
Codes and Regulations
Design Process
Design Theory
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Products and Materials
Construction

Design Phase 4: Design Development

ID	Task	Relevant Notes	Supervisor Name	Completed														
4.1	Develop detailed floor plan					*		*	*	*	*	*	*	*				
4.2	Research and assist client to establish budget for FF&E					*	*		*		*	*	*	*				
4.3	Develop detailed furniture plan					*		*	*		*	*	*	*				
4.4	Audit the design for code compliance					*		*	*				*	*				
4.5	Research and obtain cost estimates for finishes & materials					*	*	*	*				*	*				
4.6	Review life cycle costs of finishes and materials with the client to identify long-term impact of the proposed selections					*	*		*		*	*	*	*				
4.7	Develop detailed lighting plan					*		*	*		*	*	*	*				
4.8	Develop finish plan/schedules					*		*	*		*	*	*	*				
4.9	Coordinate design with sub-consultants to incorporate building systems and engineering requirements into the design solution					*		*	*		*	*	*	*				
4.10	Prepare interior design specifications					*		*	*		*	*	*	*				
4.11	Co-ordinate the review and refinement of cost estimates					*	*	*	*				*	*				
4.12	Design and draw elevations					*		*	*	*	*	*	*	*				
4.13	Design and draw sections					*		*	*	*	*	*	*	*				
4.14	Refine and further develop 3-D views					*		*	*	*	*	*	*	*				



Intern Self-Report of Supervised Work Experience

Note: This self-report form includes both **Mandatory** and **Non-mandatory** tasks.

For Reference Only
Competencies that may be required to perform tasks:

Communication
Professional and Business Practice
Codes and Regulations
Design Process
Design Theory
Human Environment
Products and Materials
Construction

Design Phase 4: Design Development

	Task	Relevant Notes	Supervisor Name	Completed														
4.15	Design and draw details					*		*	*	*	*	*	*	*	*	*	*	*
4.16	Design reflected ceiling plans					*		*	*	*	*	*	*	*	*	*	*	*
4.17	Design power and communications plan					*		*	*	*	*	*	*	*	*	*	*	*
4.18	Design specialized millwork/architectural woodwork					*		*	*	*	*	*	*	*	*	*	*	*
4.19	Review and refine the project schedule					*	*	*						*	*			
4.20	Assist client in establishing a preliminary budget					*	*	*	*			*	*	*	*	*	*	*
4.21	Request and review mock-ups or samples from vendors					*		*	*			*	*	*	*	*	*	*
4.22	Develop way-finding/environmental graphics design options					*		*	*			*	*	*	*	*	*	*
4.23	Create 3-D renderings					*		*	*	*	*	*	*	*	*	*	*	*
4.24	Create presentation boards and concept presentation					*		*	*	*	*	*	*	*	*	*	*	*
4.25	Present design development package to client					*		*	*	*	*	*	*	*	*	*	*	*
4.26	Revise design package based on client feedback					*		*	*	*	*	*	*	*	*	*	*	*
4.27	Co-ordinate artwork selection, custom/commissioned finishes, and landmarks.					*		*	*	*	*	*	*	*	*	*	*	*
4.28	Obtain client approval of design development package					*	*											



Intern Self-Report of Supervised Work Experience

Note: This self-report form includes both **Mandatory** and **Non-mandatory** tasks.

For Reference Only
Competencies that may be required to perform tasks:

Communication
Professional and Business Practice
Codes and Regulations
Design Process
Design Theory
Human Environment
Products and Materials
Construction

Design Phase 5: Contract Documents

	Task	Relevant Notes	Supervisor Name	Completed														
5.1	Finalize project schedule					*	*							*	*			
5.2	Review the final design solution against the code requirements and ensure compliance					*		*	*					*	*			
5.3	Prepare contract documents					*		*	*					*	*			
5.4	Review and redline contract documents					*		*	*					*	*			
5.5	Coordinate contract documents with all sub-consultants					*	*	*	*					*	*			
5.6	Review and finalize the cost estimate					*	*	*						*	*			
5.7	Finalize contract documents					*		*	*					*	*			
5.8	Submit contract documents for permits					*	*	*										
5.9	Present final contract documents to client					*		*	*									
5.10	Revise contract documents based on client feedback					*		*	*									
5.11	Obtain client approval of final contract documents					*	*											



Intern Self-Report of Supervised Work Experience

Note: This self-report form includes both **Mandatory** and **Non-mandatory** tasks.

For Reference Only
Competencies that may be required to perform tasks:

Communication
Professional and Business Practice
Codes and Regulations
Design Process
Design Theory
Human Environment
Products and Materials
Construction

Design Phase 6: Bidding / Tendering

ID	Task	Relevant Notes	Supervisor Name	Completed														
6.1	Prepare bid documents					*	*	*	*						*	*		
6.2	Pre-qualify bidders					*	*									*		
6.3	Distribute bid documents					*	*											
6.4	Conduct bid orientation meeting with bidders					*	*									*		
6.5	Respond to Request for Information (RFI)					*	*	*							*	*		
6.6	Issue addenda					*	*	*							*	*		
6.7	Review bid submissions with client					*	*								*	*		
6.8	Prepare recommendation to client for contract award					*	*								*	*		



Intern Self-Report of Supervised Work Experience

Note: This self-report form includes both **Mandatory** and **Non-mandatory** tasks.

For Reference Only
Competencies that may be required to perform tasks:

Communication
Professional and Business Practice
Codes and Regulations
Design Process
Design Theory
Human Environment
Products and Materials
Construction

Design Phase 7: Contract Administration

ID	Task	Relevant Notes	Supervisor Name	Completed														
7.1	Develop and/or coordinate purchase requisitions for FF&E					*	*		*						*	*		
7.2	Procure FF&E					*	*								*			
7.3	Conduct site visits to review compliance with design intent and observe construction progress					*	*	*							*	*		
7.4	Prepare site visit reports					*	*	*							*	*		
7.5	Review and approve submittals					*	*	*							*	*		
7.6	Respond to site conditions					*		*								*		
7.7	Respond to Request for Information					*		*							*	*		
7.8	Manage changes to the contract					*	*	*							*	*		
7.9	Monitor project schedule					*		*							*	*		
7.10	Participate in construction meetings					*		*							*	*		
7.11	Review general contractor's submissions for substitutions					*		*	*						*	*		
7.12	Develop and monitor deficiency list					*	*	*							*	*		
7.13	Monitor FF&E installation					*		*							*	*		
7.14	Administer Certificates of Payment for client					*	*	*							*	*		



Intern Self-Report of Supervised Work Experience

Note: This self-report form includes both **Mandatory** and **Non-mandatory** tasks.

For Reference Only
Competencies that may be required to perform tasks:

Communication
Professional and Business Practice
Codes and Regulations
Design Process
Design Theory
Human Environment
Products and Materials
Construction

Design Phase 8: Project Conclusion

ID	Task	Relevant Notes	Supervisor Name	Completed													
8.1	Monitor move-in					*									*		
8.2	Prepare and review close-out documentation					*		*							*	*	
8.3	Financial close-out of project					*	*		*							*	
8.4	Perform internal practice analysis (i.e., what did we learn?)					*	*									*	
8.5	Perform internal efficiency evaluation					*	*										
8.6	Perform design analysis					*	*										
8.7	Follow-up on deficiencies					*		*							*	*	

Supervised Work Settings - continued

Work Setting #3

Supervisor Name		Firm Name		
Title		Firm Address		
Type of Supervisor	Work Supervisor Mentor			
Type of Firm	Interior Design Firm Corporate in-house Architecture Firm Other:	Industry Sector(s)	Health Care Institutional Residential Corporate/Office Other:	Hospitality Government Retail
Your Position		Responsibilities		
Work Period	From: _____ To: _____			

Work Setting #4

Supervisor Name		Firm Name		
Title		Firm Address		
Type of Supervisor	Work Supervisor Mentor			
Type of Firm	Interior Design Firm Corporate in-house Architecture Firm Other:	Industry Sector(s)	Health Care Institutional Residential Corporate/Office Other:	Hospitality Government Retail
Your Position		Responsibilities		
Work Period	From: _____ To: _____			

Attestation

By signing this form, I attest that the information provided on this form and in my application materials are an accurate record of my Supervised Work Experience in Interior Design.

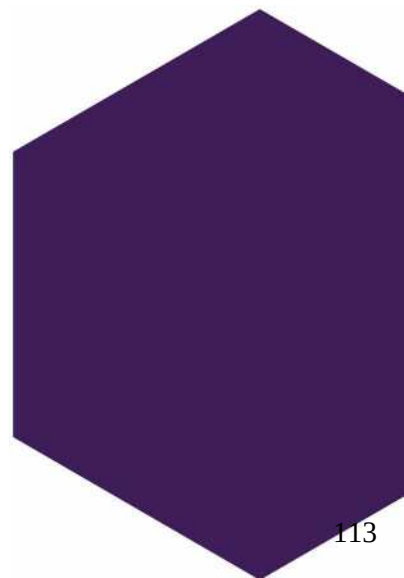
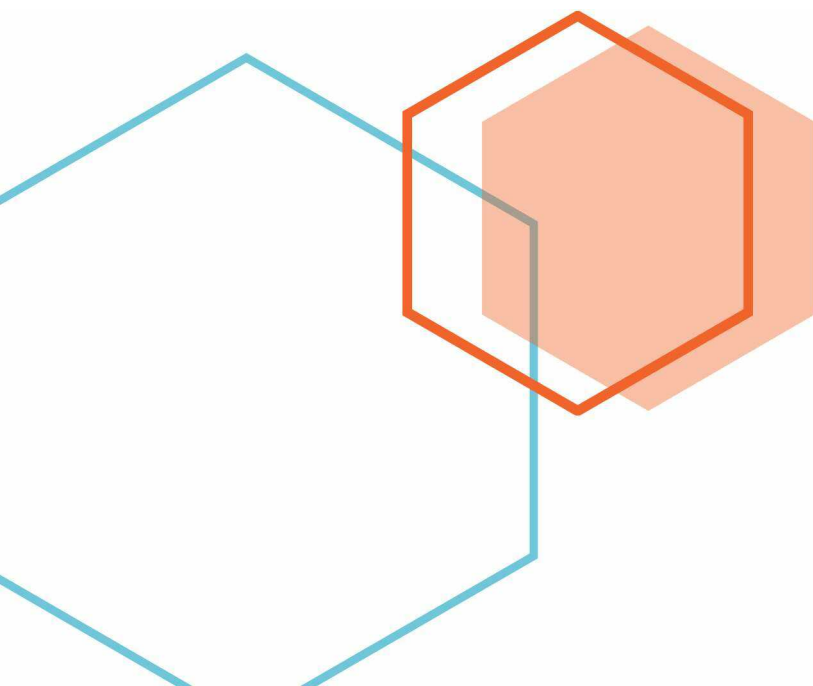
Signature: _____

Date: _____



Supervisor Guide

Supervised Work Experience



What does successful Supervision look like?

1. **Review and discuss** the list of mandatory tasks with the intern.
2. Determine if the intern has sufficient knowledge and skills to attempt a task; if not, discuss and **suggest additional practical experience or training** to help prepare the intern.
3. **Identify opportunities** for intern to perform task and assign the task:
 - a) answer intern questions
 - b) indicate expected level of performance on task
4. **Observe and monitor** the intern while performing tasks:
 - a) Provide feedback on task performance
 - b) Confirm that the task has been completed as assigned
5. As required, **provide additional opportunities** for the intern to perform tasks and improve on deficiencies noted in your feedback.
6. **Meet with the intern** on your agreed upon schedule and consider the work activities and work products gathered by the intern along with your own observations to determine when the intern has performed a task a sufficient number of times in a suitable range of work settings for you to consider that task to be satisfactorily completed.
7. **Continue meeting** with the intern until all mandatory tasks have been satisfactorily completed and you have completed a Supervisor Attestation form.

When is a task considered satisfactorily completed?

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 the Supervisor
2. The Supervisor has confirmed that the task has been completed as assigned and meets the performance standards determined by the Supervisor

To determine if the above criteria have been met, it may help to consider the following questions:

- Does the Intern know the purpose of performing the task and the expected outcomes?
- Does the Intern understand the risks related to performing the task and what actions to take if issues arise?
- Does the Intern apply knowledge, skill, and ability to make and act on decisions required during performance of the task?
- Does the Intern ask questions when they reach the limits of their knowledge, skill and ability?
- Does the Intern communicate effectively with other design project and team members?
- Does the Intern reflect on how to improve knowledge, skill and judgment in relation to the practice of Interior Design?

Supervisor Attestation

Supervised Work Experience

For Intern:

Supervisor Information			
Name		Title	
Professional Qualifications	Registered Member of ARIDO ID#: _____ Member Member of another jurisdictional authority for Interior Design Specify: ID#: _____	or Ontario Architect, OAA Member ID#: _____ Member of another jurisdictional authority for Architecture Specify: ID#: _____	
Firm Name		Firm Address	
Type of Supervisor	Work Supervisor Mentor		
Type of Firm	Interior Design Firm Corporate in-house Architecture Firm Other: _____	Industry Sector(s)	Health Care Institutional Residential Corporate/Office Other: _____ Hospitality Government Retail
Supervision Period	From: _____	To: _____	
Telephone		Email	
Attestation			
<p>This attestation form accompanies an Intern Self-Report of Supervised Work Experience that is being submitted by the Intern in order to satisfy ARIDO's Supervised Work Experience requirement. By completing this attestation, you are attesting to the satisfactory completion of Supervised Work Experience that you have observed and supervised. Please complete this attestation and return it to the Intern; the Intern is responsible for submitting this attestation form along with all other application materials directly to ARIDO.</p> <p>By signing this attestation, you are verifying that the information provided by the Intern is correct. If information contained on the intern self-report of Supervised Work Experience is incorrect, have the Intern correct the information prior to providing your signature.</p> <p>I have reviewed and agree with the following statements:</p> <p>I have the necessary qualifications, education, experience, and ability to supervise the work of the intern.</p> <p>I have reviewed and discussed the list of mandatory tasks for each Design Phase with the Intern.</p> <p>I have met regularly with the Intern to monitor progress and provide feedback.</p> <p>For tasks where I am listed as the Supervisor, I confirm that the Intern has satisfactorily performed the task.</p> <p>Signature: _____ Date: _____</p>			

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