



Association  
of Registered  
Interior Designers  
of Ontario

## **Supervised Work Experience**

# **Supervisor Guide**

**Meeting the Supervised Work Experience  
Requirement for Interior Designers in Ontario**

**Updated 2023**

# What does successful supervision look like?

1. **Review and discuss** the list of mandatory tasks with the Applicant.
2. Determine if the Applicant has sufficient knowledge and skills to attempt a task; if not, discuss and **suggest additional practical experience or training** to help prepare the Applicant.
3. **Identify opportunities** for Applicant to perform task and assign the task:
  - a. answer Applicant questions,
  - b. indicate expected level of performance on task.
4. **Observe and monitor** the Applicant 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 Applicant to perform tasks and improve on deficiencies noted in your feedback.
6. **Meet with the Applicant** on your agreed upon schedule and consider the work activities and work products gathered by the Applicant along with your own observations to determine when the Applicant 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 Applicant 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 Applicant know the purpose of performing the task and the expected outcomes?
- Does the Applicant understand the risks related to performing the task and what actions to take if issues arise?
- Does the Applicant apply knowledge, skill, and ability to make and act on decisions required during performance of the task?
- Does the Applicant ask questions when they reach the limits of their knowledge, skill and ability?
- Does the Applicant communicate effectively with other design project and team members?
- Does the Applicant reflect on how to improve knowledge, skill and judgment in relation to the practice of Interior Design?

## Definitions

**Applicant** - an individual who has completed the Education requirement and is working/has worked under a qualified Supervisor in order to gain practical experience while developing the ability to perform competently.

Note: After students have completed their co-op placement requirements, they may begin to report work experience for IDER.

**Supervisor (or Mentor)** - an individual qualified to review and confirm that the Applicant 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).

A Supervisor is an individual within the firm in which the Applicant is/was employed and who directly supervises/supervised the daily work of the Applicant.

**Mentor** - an individual who voluntarily meets/met with the Applicant on a regular basis to help guide the career and practice in the field of Interior Design and who does/did not oversee the daily work of the Applicant.