

Intern Competencies Review System (ICRS)™

Competencies

Communication

- Knowledge of various presentation materials, methods, and techniques.
- Knowledge of standard documents.
- Skill in visual, written, and verbal communication.

Professional and Business Practice

- Knowledge of fair business practices (e.g., conflict of interest, confidentiality, copyright/intellectual property, informed consent, disclosure).
- Knowledge of interior design business standard forms and documents.
- Knowledge of the value of interior design to society (economically and for human experience).
- Knowledge of procurement procedures and methods.

Codes and Regulations

- Knowledge of code requirements, laws, standards, and regulations.
- Skill in interpreting and applying code and regulations.

Design Process

- Knowledge of programming.
- Skill in analyzing and synthesizing the programmatic information.
- Skill in developing a design concept.
- Skill in space planning.
- Skill in drafting and technical drawing conventions.

Design Theory

- Knowledge of design theory.
- Knowledge of elements and principles of design.
- Skill in applying design-based theories.
- Knowledge of history of architecture and interior design.
- Knowledge of colour theory.

Human Environment

- Knowledge of the relationship between human behaviour and the designed environment.
- Knowledge of patterns of human behaviour in a variety of contexts.
- Knowledge of universal design principles (e.g., equitable use, low physical effort).
- Knowledge of environmental systems and principles that affect human well-being in the designed space.

Products and Materials

- Knowledge of sourcing and research for a specific design solution as it relates to manufacturers' and vendors' information.
- Skill in selecting products and materials to meet specific criteria (e.g., budget, quality, ergonomics, performance, environmental impact, longevity).
- Knowledge of furniture, fixtures, and equipment.
- Knowledge of finishes and materials.
- Knowledge of lighting.
- Knowledge of the design and application of general material treatments (e.g., window treatments and coverings).

Construction

- Knowledge of building systems (e.g., emergency, life and safety, HVAC, sprinkler) and construction.
- Knowledge of construction drawings as contract documents.
- Knowledge of detailing and specifications of materials, products, and finishes (e.g., millwork).
- Knowledge of contract administration.

Evidences

DIRECT EVIDENCE – Materials or documents produced from relevant work experience.

- 2D and 3D development (CAD or manual)
- Addendum
- Bid documents
- Ceiling plan
- Change notices
- Change orders
- Client/user meetings
- Concept board, imagery
- Construction drawings (CAD or manual)
- Contract administration documents
- Deficiency list
- Design concept
- Design projects
- Design proposal
- Detailed drawings (CAD or manual drafting)
- Elevations
- Examples of design process (sketches, plan)
- Finishes board
- Fire plan
- Illustrations
- Lighting schedule
- Materials, finishes, and colour boards
- Means of egress
- Millwork schedule
- Mood board
- Permit drawings
- Photos (with elements highlighted and described)
- Plans and elevations
- Presentations
- Products and materials library maintenance
- Programme document
- Project schedule
- Purchase orders or equivalent
- Reflected ceiling plan (RCP)
- Request for proposal
- Schedules (furniture, room finish, colour)
- Site instructions
- Space plan
- Spatial relationship diagrams (e.g., bubble diagram, block diagram, adjacency diagram)
- Specifications (specific to project)
- Relevant professional experience

INDIRECT EVIDENCE – Materials or documents produced during education and/or training.

- Course syllabus
- Design assignments
- Presentations
- Case studies
- Research papers
- Professional designations
- Relevant educational experience

Review Process

Application

- Applicants prepare and submit a Book of Evidence online that includes an overall Introductory Statement and Evidence Statements for each evidence submitted.
- To be successful in the competencies review, applicants should provide one piece of evidence (Direct and/or Indirect) for each of the 33 competencies.

Evidence Review

- An independent reviewer will evaluate the Book of Evidence to determine if the evidences submitted are acceptable for meeting the competencies.
- After reviews are finalized, a decision and feedback are sent to applicants. Competency gaps are clearly identified.

Decision

- **Competencies Fully Met**
Eligible for Intern Membership
or
- **Competencies Partially Met**
Eligible to be re-assessed after addressing competency gaps
or
- **Competencies Not Met**