

## RIBA Client Adviser Application Guidance

It is accepted there are a range of ways in which a Client Advisor operates, the context, the sector, the specialism, and role or function will be different for each candidate.

Applicants and applications from candidates who are seeking to become accredited RIBA Client Advisers will be required to submit evidence under four categories: **knowledge, skills and abilities, understanding, and experience.**

Candidates are asked to set out their evidence by responding to six crucial activities: **shaping vision and aspiration, engaging stakeholders effectively, supporting process to deliver outcomes, facilitating value management, preparing for use and in use.**

Candidates are asked to set out their evidence as a response to the four categories and six activities within the competency framework. A short insightful response of maximum 1200 words overall, that covers any of the four categories, preferably at least two and any of the six activities preferably several or all.

Candidates are asked to demonstrate how well they add value, for what types of client and in what types of situation, and reflect on their design and thought leadership when completing the core matrix and case study(s).

In addition, a case study or case studies setting your work in context is required. The case study format is set out on page five. A maximum of three case studies, each of approximately 800 words will be required as evidence. These should show how your experience can contribute to a shared body of knowledge about how to advise clients to achieve the best outcomes.

Candidates may also wish to comment on how they would wish to contribute to the Client Adviser Group and promote the practice of Client Advice.

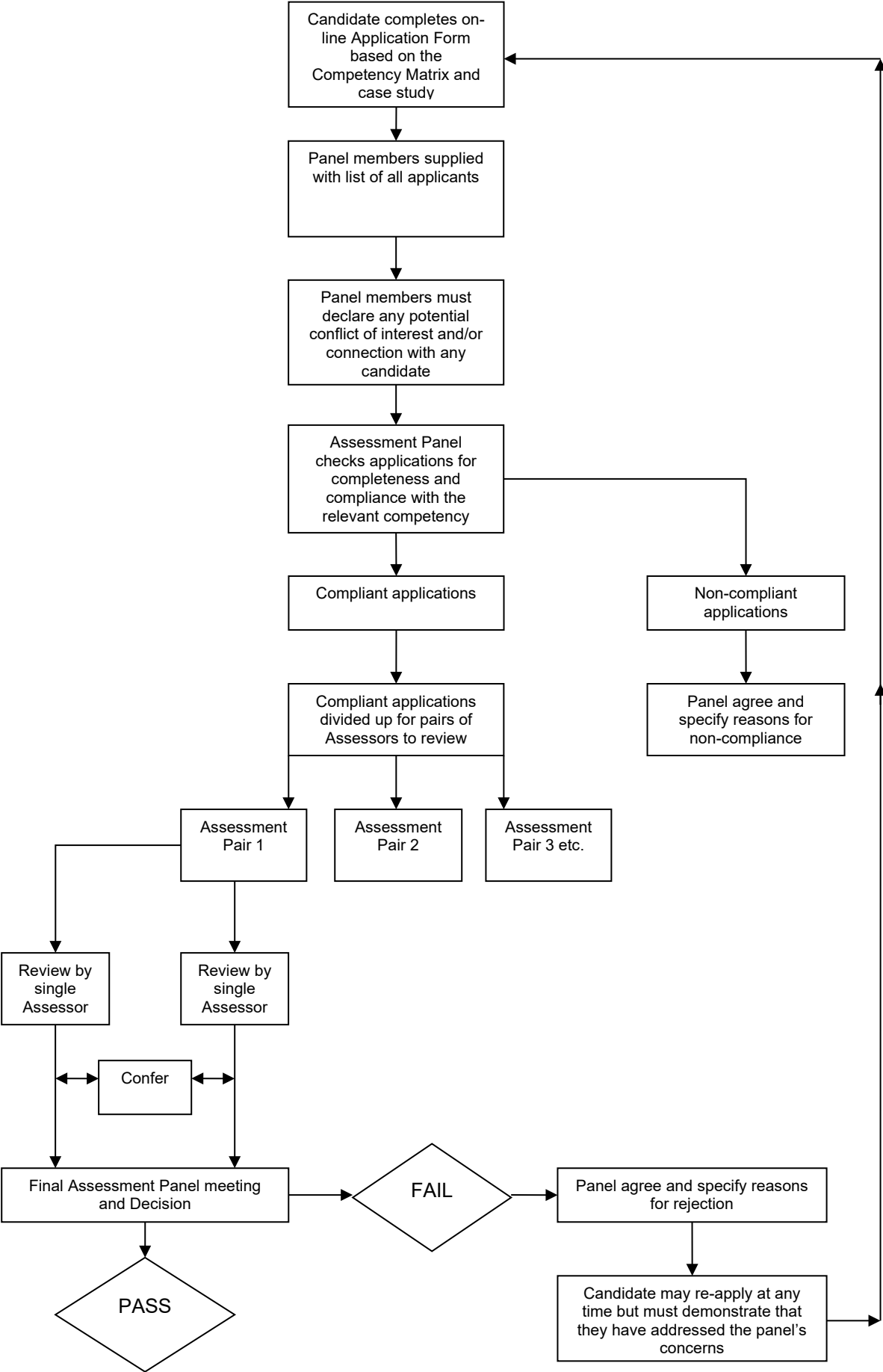
RIBA Client Adviser Core Competency Matrix

<b>Core Competencies for RIBA Client Advisers</b>	Category 1 Candidates have a specific <b><u>Knowledge</u></b> based on <b><u>principles and theories</u></b> of:	Category 2 Candidates can demonstrate their acumen, <b><u>Skills and Abilities</u></b> in the following areas:	Category 3 Candidates will have gained relevant <b><u>Understanding</u></b> in the fields of:	Category 4 Candidates will have gained relevant <b><u>Experience</u></b> in the fields of:
<b>Activity 1. Shaping Vision and Aspiration</b>	A maximum of 200 words in this box or approximately 1200 overall (all six activities and our categories)			
<b>Activity 2. Engaging Stakeholders Effectively</b>	A maximum of 200 words in this box or approximately 1200 overall (all six activities and our categories)			
<b>Activity 3. Supporting process to deliver outcomes</b>	A maximum of 200 words in this box or approximately 1200 overall (all six activities and our categories)			
<b>Activity 4- Facilitating Value Management</b>	A maximum of 200 words in this box or approximately 1200 overall (all six activities and our categories)			
<b>Activity 5. Preparing for Use</b>	A maximum of 200 words in this box or approximately 1200 overall (all six activities and our categories)			

<b>Activity 6. In Use</b>	A maximum of 200 words in this box or approximately 1200 overall (all six activities and our categories)
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RIBA Client Adviser Assessment Panel Process Chart

Assessment of candidates and their applications is independent and follows the process set out in the RIBA Client Adviser Assessment Panel Process Chart.



### Case Study Format and Template

- Background or Context for the project and your work
- What was your role
- What was your specialism
- How, when and where did you add value
- What three key lessons would you identify
- Maximum 800 words
- Illustration, photos, diagrams sketches etc. can be included but file size should be kept to 2Mb in total for each case study.