



# Understanding the Design application assessment process.

Licensing assessments happens in three stages –

## Administration

Our administration team will firstly ensure that your application is 'complete'. If there is information missing, they will contact you and advise you of what you need to provide and the date you must provide it by. If you do not provide the requested information then your application may lapse and you will have to apply again.

Once your application is complete – it will be passed to an assessor.

## Assessors

Our assessor team have been selected for their design and/or building backgrounds. Our assessors are LBPs themselves or hold an equivalent registration or experience.

A design licensing class assessment is held in a workplace to enable you to provide the assessor with the information they require to assess you against the Design licensing competencies. Your assessor will contact you to arrange a suitable appointment time.

You should refer to the evidence checklist within the Design application form to confirm what information you will need to have ready for your assessment interview. This will vary depending on the Area of Practice you have applied for.

Once the assessor has completed your assessment, they will provided a written report to the Registrar as to whether they believe you have met the licensing competencies. The assessor will also make a recommendation to the Registrar regarding the granting of your licence.

## Registrar

Once the Registrar has reviewed your report the Registrar will make a decision regarding the granting of your licence. The Registrar may at times request some more information from you to assist in making this decision.

The Registrar will send you a written notification of their decision.