

Appendix B – Professional Review checklist

Item	Professional Review preparation checklist	Completed
1	<p>Ensure you have ICE formal IPD completion or you have equivalent evidence as per ICE's requirements or you have plans in place to do so well in advance of the review application deadline. Contact your local ICE Membership Development Officer/Membership Manager/ ICE Representative for this as required. Allow 8 weeks for ICE staff IPD completion activity in your timeline.</p> <p>Ensure that you have the current version of this guidance document from the ICE website. Read the whole guidance document. Talk to your proposed sponsors about your plans.</p> <p>Check application dates and produce a schedule of all your and your sponsors actions and deadlines.</p> <p>Find out what preparation courses, workshops, seminars, groups are available, and plan join the sessions. Watch our recorded guidance presentations.</p>	<input type="checkbox"/>
2	Prepare a draft of your CV. Ensure you consider the attributes when detailing your roles and activities.	<input type="checkbox"/>
3	Review the attributes required for the grade of membership for which you are applying and against which you will be assessed and consider which projects or roles will be appropriate to write about in your application. You may find it helpful to create a matrix of projects against the attributes or a skeleton plan of your report to determine which projects are best to show how you meet the attributes	<input type="checkbox"/>
4	Download and read the current Professional Review application form .	<input type="checkbox"/>
5	Download and read the current sponsors statement .	<input type="checkbox"/>
6	Confirm your lead and second sponsor. Send them the link to the sponsors statement and tell them their, and your proposed deadlines.	<input type="checkbox"/>
7	Collate application documentation, photographs, appendices etc. Complete your CV.	<input type="checkbox"/>
8	Prepare a good first draft of your report and consider your presentation content. Remember is should expand on an aspect of your report.	<input type="checkbox"/>
9	Discuss the presentation, draft and summary with your lead sponsor, share the draft report with your other sponsor and a few friends/colleagues for comment and then update.	<input type="checkbox"/>
10	Collate and update your development action plan and professional development records.	<input type="checkbox"/>
11	Review latest draft report with lead sponsor to verify it demonstrates your achievement of all the attributes. Prepare your presentation. Practise for your Communication Task.	<input type="checkbox"/>

12	Complete your report, get your lead sponsor to review and sign the cover. Combine your application into a single pdf ready for upload, check your hyperlinks and referencing.	<input type="checkbox"/>
13	Plan and sit some mock reviews (presentation, interview, and Communication Task) with your mentor or lead sponsor	<input type="checkbox"/>
Item	Professional Review application checklist	Complete
1	Payment of application fee (available options listed below): <ul style="list-style-type: none"> ▪ Online payment ▪ By phone Please note that the payment is non-refundable.	<input type="checkbox"/>
2	Sponsors Ensure that both your sponsors have uploaded their completed statement to the Professional Reviews sponsor's portal by the deadline prior to uploading your application.	<input type="checkbox"/>
3	Application Ensure you have included all the information within your application as outlined under the application content and uploaded it as a single PDF file of no more than 15MB to the Professional Reviews application upload portal by the application deadline .	<input type="checkbox"/>
4	You will receive your notification letter approximately 4 weeks before your review. On receipt of your letter, check for any conflict of interest with your reviewers and notify ICE immediately. Add the date and time of your review to your calendar/diary.	<input type="checkbox"/>
Item	Professional Review Day checklist	Completed
1	Finalise presentation and prepare visual aids (remember it must expand on an aspect of your report). Continue to practise the presentation, interview and Communication Task. Prepare your 2-page reference document for the Communication Task.	<input type="checkbox"/>
2	If your review is in a venue – plan your journey time to arrive at least 30 minutes before the interview time to register. You should dress professionally and bring ID, a personal copy of your review submission, presentation visual aids and laptop as required. Ensure your laptop computer is fully charged if using this option for your presentation and remember your power cable and 2-page reference document for the Communication Task. Your reviewers will collect you from the reception area. Details of the Communication Task will be provided to you by ICE staff when you register. There will be an ICE invigilator throughout the process.	<input type="checkbox"/>

<p>3</p>	<p>If your review is online ensure you have sufficient broadband/Wi-Fi/4G connection, laptop/PC with web-camera and headset/mic, power supply, and have a private area available to avoid interruptions as per the guidance here.</p> <p>You should dress professionally and have your id ready to be checked, your submission and drawing tools open or paper and pen ready in advance. Have some water with you to drink. Join the online review at the designated time. Details of the Communication Task will be provided in your notification letter, read the instruction carefully. There will be an ICE invigilator present throughout the process.</p>	<input type="checkbox"/>
<p>4</p>	<p>Afterwards, that's it – time to relax and wait for your result to be emailed.</p>	<input type="checkbox"/>

