

POLICY AND PROCESS

Policy and Process Overview

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Terms and abbreviations

The following definitions and abbreviations are used in this document:

Advisory Panel

An expert group to provide guidance and feedback on the direction and content of the Program.

Applicant

A training organisation wishing to be registered by buildingSMART International.

Approval

Refers to the approval of course material by a registered training Provider.

buildingSMART

Is the worldwide authority driving the transformation of the built asset industry through creation and adoption of open, international standards. buildingSMART is comprised of multiple national Chapters.

buildingSMART International (bsi)

Is the central legal body which leads the entire buildingSMART organisation.

Candidate

An individual wishing to sit the qualification exam.

Chapter

A national (or regional) membership body representing the interests of buildingSMART at a local level.

The Committee

The buildingSMART International group responsible for developing and coordinating the Program.

Individual Qualification

Refers to Phase 1 of buildingSMART Professional Certification.

Learning Outcome Framework (LOF)

The entire list of learning objectives upon which Individual Qualification is developed.

Learning Outcome (LO)

Individual learning objectives that form part of the Learning Outcome Framework.

Module

A subset of the complete Learning Outcome Framework. In total, there are seven modules planned, each containing 25-30 Learning Outcomes.

Phase 1

Refers to Phase 1 of the buildingSMART Professional Certification Program, *Individual Qualification*.

Phase 2

Refers to Phase 2 of the buildingSMART Professional Certification Program, *Professional Certification*.

Professional Certification

Refers to the buildingSMART Professional Certification Program for individual learning and qualification.

Program

buildingSMART Professional Certification Program.

Provider

Refers to a training organisation, specifically one registered by buildingSMART to deliver approved training.

Qualification Platform

An online platform to be used by candidates to take the qualification exam.

Qualified

Refers to an individual (prev. Candidates) who has passed a buildingSMART International Individual Qualification exam.

Question Database

A list of questions and answers that form the basis of the Certification Program and correspond directly to the Learning Outcome Framework.

Question Rating Tool (QRT)

An online platform developed to support Chapters in creating and evaluating questions for the testing tool database.

Registered

Refers to Providers who have been endorsed by their respective buildingSMART Chapter to deliver approved trainings.

SCE (Standards Committee Executive)

The Executive Committee of the buildingSMART International Standards Program.

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Professional Certification Program

Phase 1: Individual Qualification Policy and Process Overview

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Preface

This document forms part of a document series that details the buildingSMART Professional Certification Program, Phase 1: Individual Qualification. The series' aim is to provide guidance to Chapters for implementing and delivering the Program in their country or region.

The series is divided into four document sets, each branded with a distinct colour coding. Currently, there are eight documents in the entire series, however, it is expected that more documents will be added as the Program matures. All available documents should be read before implementation begins.

Document Set (Colour code)	Name	Reference
Policy & Process (Red)	Policy and Process Overview	bSI_IndiQual_Doc1.1
	Approval of Training Providers	bSI_IndiQual_Doc1.2
Communications (Green)	Branding and Logo Usage	bSI_IndiQual_Doc2.1
User Guides (Blue)	Learning Outcome and Question Development	bSI_IndiQual_Doc3.1
	Online Qualification	bSI_IndiQual_Doc3.2
	Body of Knowledge - Basic	bSI_IndiQual_Doc3.3
Development (Purple)	Overview and Sponsorship Plan	bSI_IndiQual_Doc4.1
	Business Plan Template	bSI_IndiQual_Doc4.2

If you have questions, comments or recommendations for the improvement of these documents please contact professional.certification@buildingsmart.org

We wish your Chapter the greatest success with the implementation and delivery of the buildingSMART Professional Certification Program.

Part 1

Introduction

1.1 Document purpose

This document provides an introduction and overview to the buildingSMART Individual Qualification policy and process. More detailed processes and procedures are described in subsequent documents in this series.

The Program is at an early stage of maturity and based on feedback from the Chapters it is expected to be further improved and refined. Nonetheless, the policy and processes described here are to be considered binding. In signing the Professional Certification Agreement, each Chapter has committed to abide by these policy and guidance documents.

If a Chapter wishes to deviate from what is described here, this must be formerly requested from the International Program Committee as a change of policy and process. If accepted, the amendments will be incorporated and a new version of the document will be published to all Chapters. This period of feedback and amendment will be open until the end of 2018.

1.2 Background

In recent years we have witnessed an accelerated adoption of Building Information Modelling (BIM) around the world. However, there is still a lot of confusion and a lack of consistency in defining processes and agreeing on basic terms and concepts. There is also a great disparity in the competence of industry professionals who manage and deliver BIM projects. For BIM adoption to be successful, we need:

- Consensus in the use of standardised terminology and processes; and
- A benchmarking mechanism against which the competence of individuals can be measured.

buildingSMART is a recognised leader in the development of openBIM standards and can bring clarity and consensus in the definition and application of openBIM principles. Through the buildingSMART Professional Certification Program (the Program), buildingSMART will provide a global benchmark for openBIM competency assessment and certification.

This Program will have a widespread impact across the global industry. It will provide a stable reference point for professionals working in the field of BIM. It will also assist employers in recruiting BIM professionals as well as providing transparency for project developers in procuring BIM competent consulting or contracting firms.

1.3 Objectives

This Program is not aimed at delivering training, but rather at developing a global learning framework which will:

- 1 Support the standardisation of openBIM training content;
- 2 Enable the approval of training organisations; and
- 3 Enable the testing and qualification of individuals (who have undertaken these approved trainings).

Additionally, the Program will:

- 4 Promote buildingSMART standards, processes and best practices;
- 5 Position buildingSMART as a global brand and assurance of quality; and
- 6 Create a revenue stream for Chapters and buildingSMART International (bSI)



Part 2

Program overview

2.1 General

Various levels of education are necessary to support the adoption and application of BIM within the industry. These range from formal university degrees (tertiary education) to industry-led commercial trainings. The buildingSMART Program will focus on the industry level trainings and will exclude tertiary education from its scope. Nevertheless, buildingSMART will continue to engage with international initiatives relating to tertiary level education.

At the industry level, training can be divided into two categories; knowledge-based learning and applied learning.

2.2 Knowledge-based learning – Individual Qualification

Knowledge-based learning refers here to shorter courses that focus on the theory of BIM. Such courses often have a low competency threshold to appeal to the broadest possible audience and establish a minimum BIM knowledge. They are typically delivered by commercial training organisations; buildingSMART address these courses under the banner of **Individual Qualification**.

2.3 Applied Learning – Professional Certification

Applied trainings are typically longer-duration Programs (with around 200+ learning hours) that engage participants through mentorship and/or BIM project experience. These courses have a higher competency threshold than knowledge-based learning and may be delivered by public or private Providers. Participants must typically demonstrate a certain level of prior BIM knowledge and experience and are challenged to apply this knowledge in a guided project environment. Some courses demand participants to deliver a paper at the completion of the course. These courses will be addressed under the banner of buildingSMART **Professional Certification**.

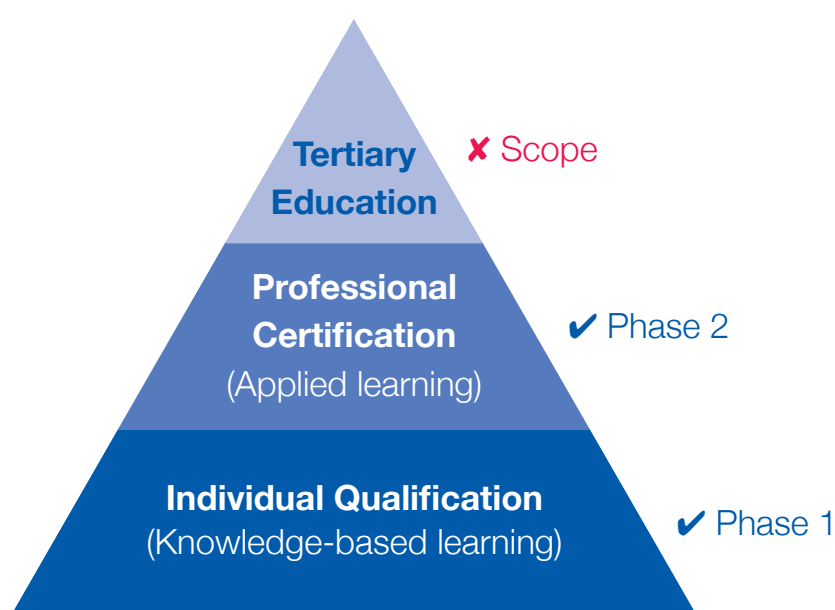
2.4 Purpose, scope and schedule

Following several years of pre-development, in January 2016 a committee was formed by bSI to define and develop a Professional Certification Program. A decision was made early on to divide the development into two phases. Phase 1, now called Individual Qualification, is the first release of the Program that focusses on knowledge-based learning. Individual Qualification was developed based on the successful education Program from buildingSMART Norway. In September 2017 the Program was officially launched by bSI and is now being adopted and implemented by Chapters around the world.

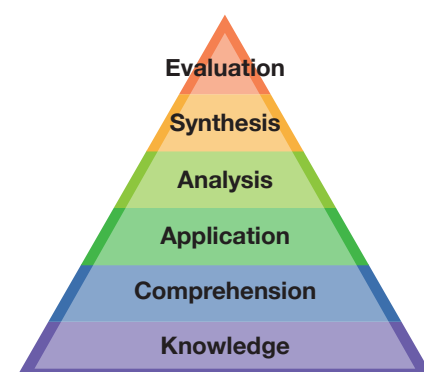
We anticipate that Individual Qualification will operate for the next 3-5 years and will eventually be replaced by the more comprehensive Phase 2, Professional Certification. Currently in an early stage of development, Phase 2 is expected to be market-ready by 2020. There will be several years of overlap, where Individual Qualification and Professional Certification will be running in parallel.

Although the International Program runs under the banner of Professional Certification, the current focus lies solely with Individual Qualification.

This document and all related material refers specifically to Phase 1, Individual Qualification.



Program Scope & Phases



2.5 Methodology

Professional Certification utilises the Bloom's Taxonomy to classify the level of learning required.

As an entry level Program, Individual Qualification has been designed to satisfy only basic knowledge requirements around BIM; specifically the knowledge and comprehension learning levels of the Bloom's Taxonomy.

In Phase 2, the more advanced learning levels (application, analysis, synthesis and evaluation) will be addressed.

From a delivery point of view, Individual Qualification focusses on three areas:

- 1 Content Development**
defining Learning Outcomes (LO's) and related resources.
- 2 Course Approval**
the procedure to review and approve candidate training.
- 3 Individual Qualification**
the testing and qualification of individuals who have undertaken an approved training.

Content development itself can be divided into three further sub-tasks:

- a Development of the so-called Learning Outcome Framework (LOF) (course learning objectives),
- b Creation of reference (learning) material (Body of Knowledge)
- c Development of the Question Database.

These activities are described in detail in the following sections of this document.

Part 3

Content development

The Individual Qualification content is to be delivered in multiple modules. There are currently seven modules planned (see right). The Basic module, which is already complete, is the foundation of the Program and is mandatory for all Chapters to adopt. Chapters are free to expand their Program with further modules as they wish. However, any training Provider offering an extended module must also offer the Basic module.¹

Basic	
➔	Manager
➔	Consultant
➔	Contractor
➔	Owner
➔	Facility Manager
➔	Manufacturer

3.1 Learning Outcome Framework

The LOF is the core component of the bSI Individual Qualification Program. Each module is to have a minimum of 25 and a maximum of 30 individual LO's. These are typically grouped in a series of five to six related items.

The LO's define the minimum learning that approved trainings must convey within their course curricula and is subsequently the framework against which applicant courses will be assessed and approved. The LO's are also the basis for the testing and qualification processes.

The Basic module contains 28 LO's and is provided in ANNEX B.

¹ Equally, from an end-user perspective, it should be noted that the Basic module is a prerequisite for individuals who wish to be qualified in additional modules.

3.2 Question Database

A Question Database of a minimum 150 questions is to be created for each LO module. The Question Database is used in the Qualification Platform to randomly select questions for each candidate test (described further in Part 5).

There shall be a minimum of 4, and ideally, 10 questions developed per LO to achieve the minimum 150 questions per module.

bSI has created an online Question Rating Tool (QRT) that Chapters can freely use to validate translated or new questions. Guidance for question creation and the QRT are provided in the document **Learning Outcome & Question Development** (bSI_IndiQual_Doc3.1).

3.3 Body of Knowledge

A Body of Knowledge is to be created by bSI for each module. This is not a learning resource, but rather a source reference for each learning objective and question content covered in a particular module. Chapters may also wish to translate this into their local language to support their local training Providers in developing their course.

Refer to **Body of Knowledge – Basic** (bSI_IndiQual_Doc3.2).

Part 4

Approval of courses

The review and approval of training organisations is provided by buildingSMART Chapters, not by bSI.

4.1 Process overview

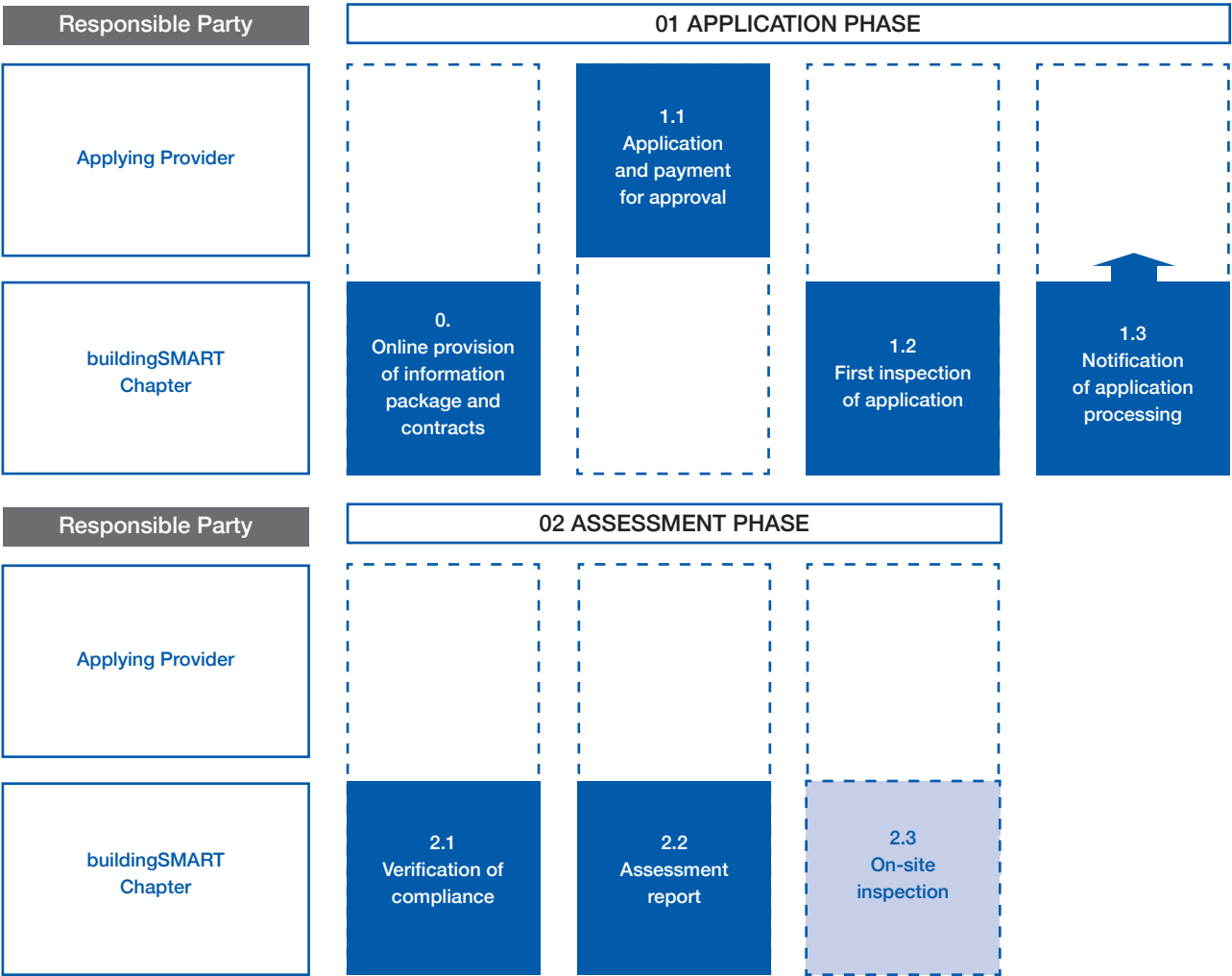
The process for course approval is described in separate documents, however, an overview of the four-phase process is given in the graphic below.

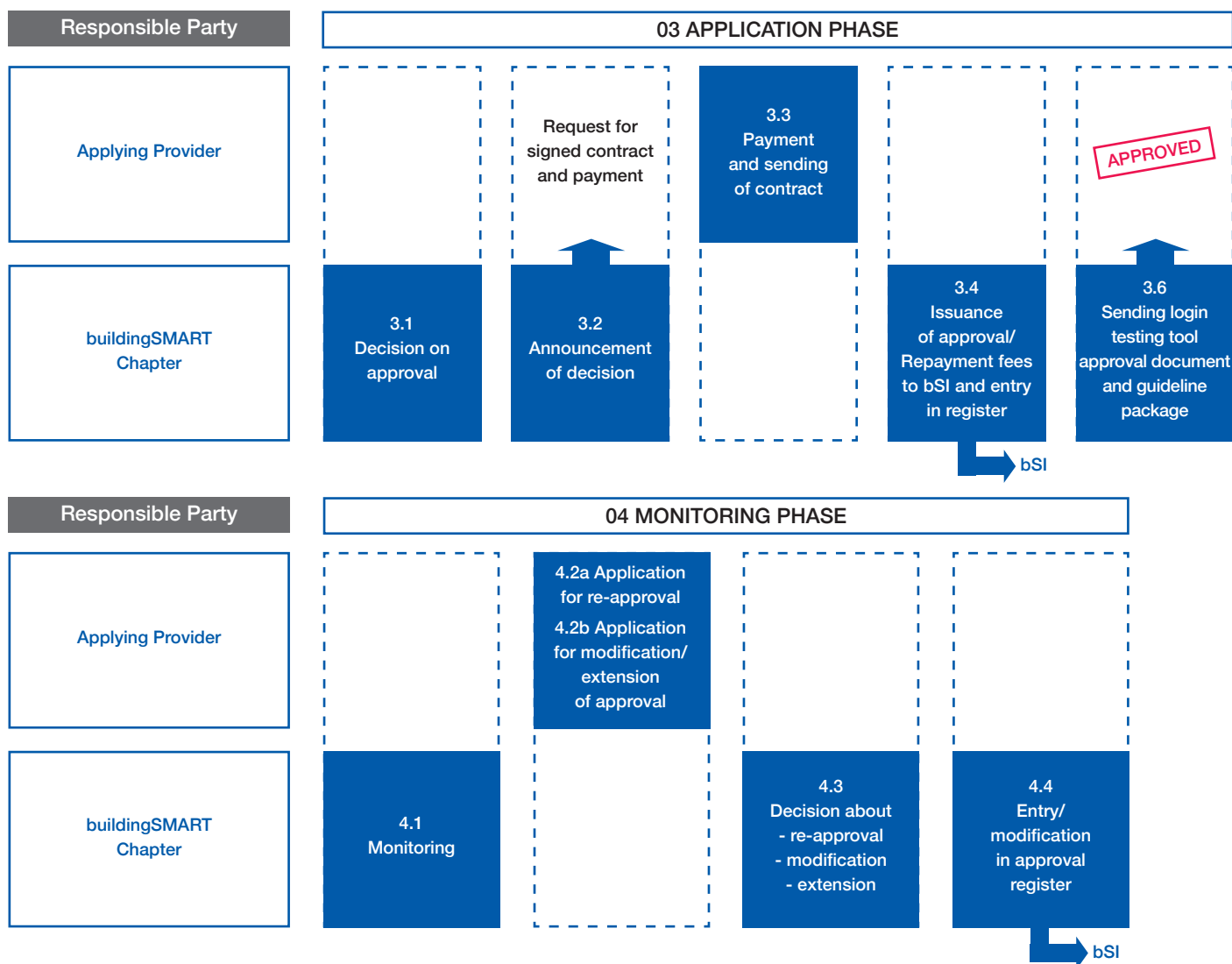
Chapters are to provide instruction to training organisations on how to fulfil the registration and approval process. Furthermore, Chapters are expected

to provide guidance on how training Providers can best structure their courses to cover the LO's, as well as to communicate any amendments or updates of the LOF, should they occur.

Once a course is approved, the Chapter must notify bSI by registering the training Provider on the online Qualification Platform.

Registering the Provider with bSI ensures that the Provider has access to the Qualification Platform (in turn to register their own course participants) and it enables bSI to keep an up-to-date register of worldwide approved Providers. It also activates the invoicing process from a bSI side to the Chapter.





4.2 Branding and use of logo

Once a training Provider has had their course approved by the buildingSMART Chapter, they are considered a 'registered bSI Training Provider' and are entitled to use the bSI logo in accordance with the Professional Certification **Branding and Logo Usage** guidelines (bSI-IndiQual-Doc2.1).

4.3 Approval costs terms and conditions

buildingSMART does not approve training Providers, but rather approves course content. Providers themselves may be registered by their respective buildingSMART Chapter to deliver training that has been approved. This distinction is necessary in cases where Providers offer multiple trainings, of which only one is approved by buildingSMART.

The approval of course material will be managed by the local buildingSMART Chapters based on guidelines from bSI. The fee for buildingSMART approval shall be decided by each buildingSMART Chapter (reflective of their local market conditions), however it must be in the range of €1,500-2,500. Of this fee €1,000 shall be forwarded to bSI. Course approval will be valid for two years.

Training Providers who are already approved in one country and are wishing to operate in another country where there is an active, local Individual Qualification Program, must gain local approval and pay the local Chapter fee, less the bSI component.

buildingSMART will set no restrictions on training organisations regarding the course participant fee, however it is expected to be reasonable and reflective of the market conditions.

Any buildingSMART member organisation that demonstrates a track record (minimum of one year) of similar level training is eligible to provide training under this Program. In order to commence the approval process, Providers will be requested to sign a Non-Disclosure Agreement (NDA) to keep the LOF and other core bSI content confidential.

Approval of course material will be undertaken by Chapter representatives, based on a review of the applicant Provider's training material (a detailed curriculum is sufficient). The training material must cover all LOF objectives.

In addition, the applicant Provider must demonstrate that they have the resources and infrastructure (trainers, training rooms) necessary to deliver the course. Local Chapters shall determine minimum requirements for proposed trainers. It is recommended that proposed trainers have a minimum of three years of relevant BIM experience.

Each module that a Provider wishes to deliver must be approved individually and will incur a separate fee.

Providers wishing to deliver training in other countries may do so under the following conditions:

- They can operate in any country that does not have an existing Program; or
- They can operate in countries with an existing Program by applying through the local buildingSMART Chapter.

Part 5

Individual assessment and qualification process

5.1 Training

Individuals wishing to pursue bSI Qualification must first complete a buildingSMART approved course from a registered training Provider.

5.2 Testing and qualification

Individuals who have undertaken approved training will be eligible to sit an exam and become buildingSMART Qualified.

Testing and qualification is managed via an online Qualification Platform. The exam is to be completed in 30 minutes and is based on 25 (+5 for Chapter localisation) randomly selected multiple-choice questions from the Question Database. The pass rate is 75% and candidates will be notified directly after their exam of their results.

Candidates will receive access to the Qualification Platform with a unique login and password, provided by the training Provider². This entitles them to a single test attempt. The candidate can undertake a second and final test by repaying the bSI Qualification fee (€50) directly via the Qualification Platform.

Upon successful completion of the assessment, a digital certificate is produced (with the candidate's name, training Provider, unique ID, date etc.) which the candidate can print out or share digitally.

Testing can be done anywhere, however, Chapters can have the freedom to impose certain restrictions (such as classroom-based assessment) if they so wish.

The Qualification Platform is fully owned by bSI. It is made available to Chapters at no cost, in return for a fee split from each Individual Qualification (see section 5.4).

The tool is built on an open-source platform (Moodle) robust enough to allow Chapters to translate content into the local language and modify the interface and functionality. This modification and development shall be carried out at Chapter cost.

For further detail refer to the **Online Qualification** guidance document (bSI_IndiQual_Doc3.2)

5.3 Branding and use of logo

Individual Qualification will not entitle the student to any new title or the use of the Professional Certification logo. A certificate will be provided to individuals who successfully complete the online Individual Qualification examination which will attest that the individual has 'Achieved: buildingSMART education Basics'.

Use of the bSI logo by all parties is governed by the bSI Logo Marketing and the Professional Certification **Branding and Logo Usage** guidelines (bSI-IndiQual-Doc2.1)

5.4 Qualification costs, terms and conditions

The cost of the assessment and qualification shall be decided by the individual buildingSMART Chapter (reflective of their local market conditions), however it must be in the range of €75-125. Of this fee €50 shall be forwarded to bSI.

The assessment fee shall be incorporated into the training Provider's course fee (to encourage as many participants as possible to sit the exam). buildingSMART will set no restrictions on training organisations regarding the course participant fee, as long as it is reasonable and reflective of the market conditions.

Candidate registration and qualification payment is made at the same by the training Provider via the online Qualification Platform. This fee will be transferred directly to the Chapter and reimbursed to bSI at quarterly intervals.

² Training Providers must register all candidates by making payment online with the Qualification Tool. After payment is made the Provider will receive the candidate login details.

Part 6

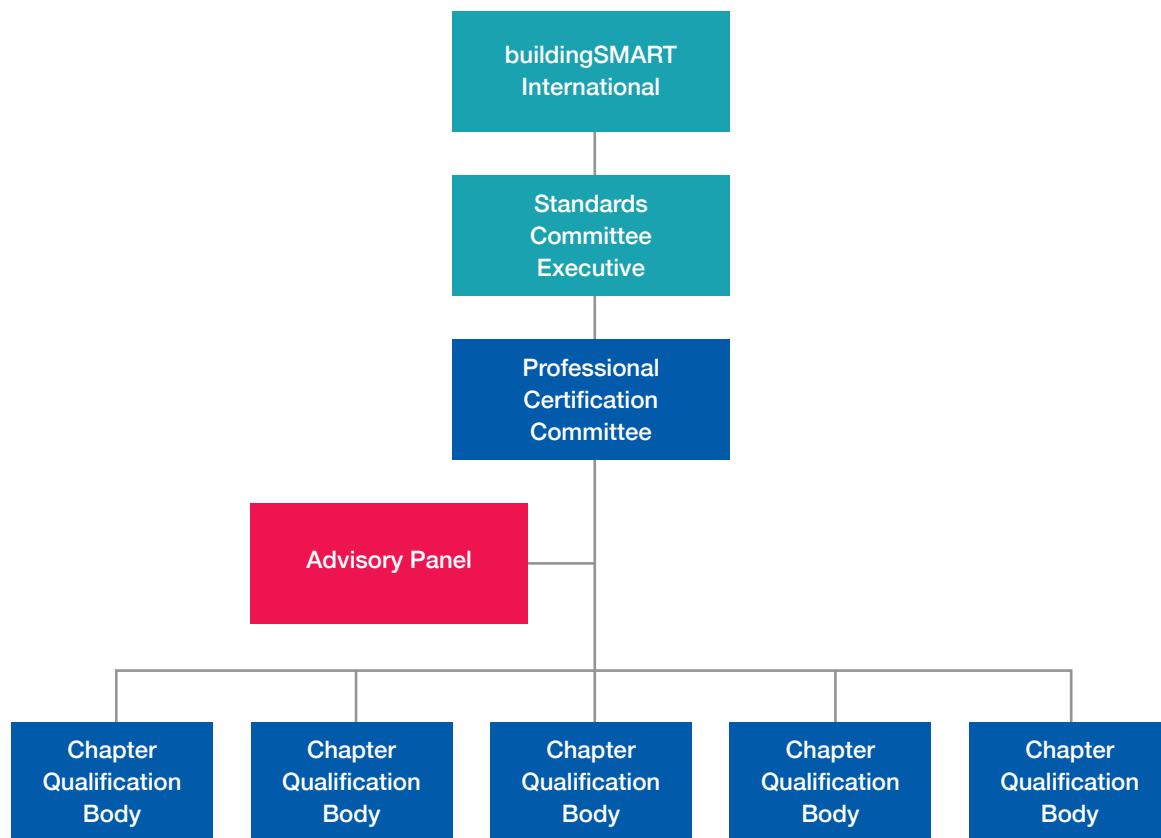
Program governance

6.1 Organisational structure and participation

The Program is managed at an international level by the Professional Certification Committee. This body, currently representing seven buildingSMART Chapters (Canada, Germany, Japan, Korea, Norway, Spain, Switzerland and the UK) reports to the bSI Standards Committee Executive (SCE) and coordinates all 'down-stream' development of the Program with the local Chapter committees. An Advisory Panel provides external input and peer review.

Committee membership is limited to buildingSMART Chapter representatives and shall number no more than eight. When vacancies exist, additional persons may be appointed from Chapters. These are voluntary roles with unlimited tenure. The Committee is further supported by additional voluntary and paid administrative personnel.

Each Chapter wishing to adopt the Program must establish a local Program committee and appoint a contact person for bSI.



Program Organisation

6.2 buildingSMART International roles and responsibilities

The bSI Professional Certification Committee is responsible for:

- 6.2.1 Delivering the Professional Certification (including Phase 1: Individual Qualification) on behalf of bSI;
- 6.2.2 Defining the Program structure and procedures and managing the operation and coordination of the Program at an international level;
- 6.2.3 Developing the Program content (namely the international LOF modules and corresponding Question Database);
- 6.2.4 Developing and maintaining the website and general material;
- 6.2.5 Developing and maintaining the online assessment platform; and
- 6.2.6 Providing Chapters with necessary information and guidance documentation;
- 6.2.7 Maintaining transparent, accurate financial records; and
- 6.2.8 Managing the Program in a fair, unprejudiced, responsible and financially sustainable way.

Once the Program is operational and being run by the individual Chapters, the Committee's role will be focussed on promoting, coordinating and advancing the Program through the Chapter network.

The Committee will act, on behalf of bSI as the Program owner. Any proposals for extension or changes to the Program by the Chapters must be submitted to and approved by the Committee.

6.3 buildingSMART Chapter roles and responsibilities

Chapters are responsible for the local delivery and day-to-day management of the Program. The Chapters are responsible for:

- 6.3.1 Forming a local Professional Certification Committee to manage the adoption and administration of the local Program and to assign a single point of contact for the International Committee;
- 6.3.2 Providing the necessary human and material resources (eg Administration Personnel) to successfully deliver the Program;
- 6.3.3 Supporting the international Program and adhering to its policy and processes in accordance with this document;
- 6.3.4 Promoting the Program in their region and supporting member organisations to adopt the Program (including the provision of relevant information packs, seminars etc.);
- 6.3.5 Translating the international content (LOF, Question Database, reference material and online tools etc.) for local use;
- 6.3.6 Adopting the bSI online Qualification Tool and adapting for local use (this may include costs for translation, further content development, as well as any additional functionality that the Chapter may wish to build into the tool);
- 6.3.7 Approving courses and registering training organisations;
- 6.3.8 Ensuring that any localised content is provided to the International Committee for review and approval;
- 6.3.9 Maintaining an up-to-date record of registered Providers, approved courses and qualified individuals (via the online Qualification Platform).
- 6.3.10 Periodically auditing approved Programs to ensure compliance with the LOF;
- 6.3.11 Liaise with training Providers to confirm successful completion of approved Programs by applicants;
- 6.3.12 Ensuring the appropriate use of the bSI and Program logos by the Chapter, training Providers and other related bodies, in accordance with the Branding & Logo Usage guidelines (bSI_IndiQual_Doc2.1);
- 6.3.13 Making appropriate and timely payment to bSI from the revenue gained from course approval and individual testing;
- 6.3.14 Maintaining transparent, accurate financial records; and
- 6.3.15 Managing the Program in a fair, unprejudiced, responsible and financially sustainable way.

6.4 Training Provider roles and responsibilities

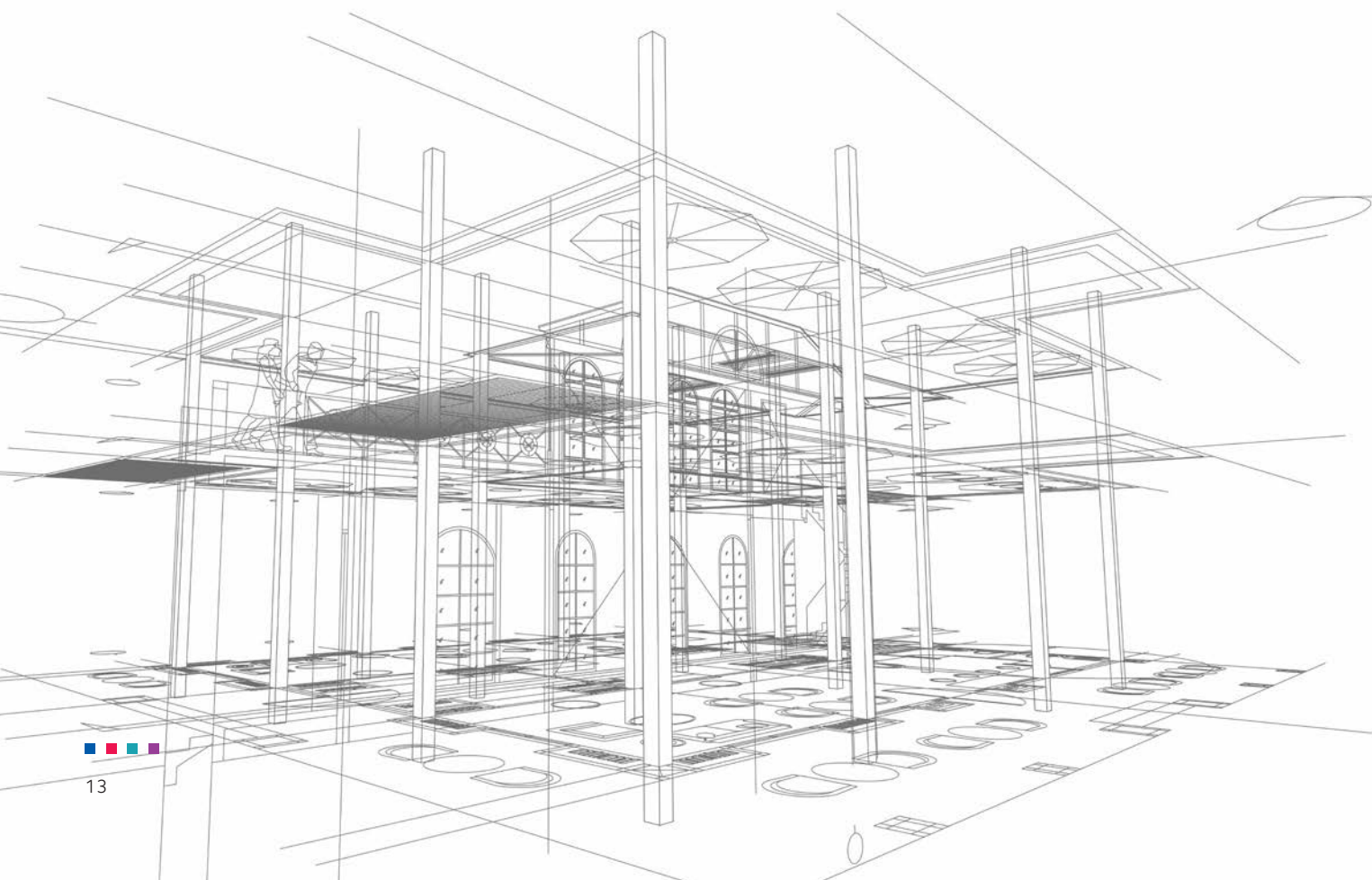
Approved training Providers are responsible for:

- 6.4.1 Supporting the Program and adhering to its policy and processes;
- 6.4.2 Registering and maintaining contact with the local buildingSMART Chapter;
- 6.4.3 Developing their course curriculum to cover all relevant LOF content;
- 6.4.4 Registering the names of individuals who have successfully completed an approved Program with the local buildingSMART Chapter via the online Qualification Platform); and
- 6.4.5 Making payment to the Chapter for course approval and for registering individuals who may sit the online exam.

6.5 Advisory Panel Members

Advisory Panel Members are responsible for:

- 6.5.1 Providing general guidance and feedback on the strategic and operative development of the Program;
- 6.5.2 Providing external expert review of all developments and documentation developed by the International Committee;
- 6.5.3 Retaining all provided information in confidentiality as per the signed Non-Disclosure Agreement with bSI.



Part 7

Chapter implementation

7.1 Costs and finances

Chapters are not required to pay buildingSMART any fee to run the Program, aside from a portion of the revenue that the Chapter generates from the Program. bSI will provide all Program material, the online testing platform and other resources to the Chapter at no cost, providing the Chapter has signed the Program Agreement and Non-Disclosure Agreement (Annex A) and operates in accordance with this policy and process document.

As remuneration for receiving the Program content, Chapters are obliged to forward a set portion of the income received from course approval and Individual Qualification fees, as defined in section 4.3 and section 5.4.

Additionally, Chapters are obliged to provide the necessary resources (financial and personnel) to responsibly administer the Program at their local level.

All bSI financial transactions (incoming and outgoings) will be managed by the bSI Accounts, until such time as a separate Professional Certification accounts department is established. The Chapter company secretary and/or accounts department will be responsible for all financial transactions with bSI. Payments are to be made to bSI on a quarterly basis, until otherwise decided.

The Chapter will then forward the bSI fee onto bSI at quarterly intervals, or as agreed with bSI Accounts.

7.2 Administration and management

Chapters are responsible for the day-to-day administration and management of the Program (as outlined in Section 6.3 above). This is likely to require a part-time administration person, as well as support personnel to undertake the course review and approval process and to instruct and guide training Providers.

Chapters may wish to seek local sponsors to offset the cost of implementing the Program and to generate additional ongoing revenue. The online Qualification Platform allows for Chapters to add custom features, such as posts for sponsors or advertising.

7.3 Translation and local content development

All material will be provided in English only and it is the responsibility of any Chapter wishing to adopt the Program to manage the translation and adaptation of the LOF and other resources for their country or region.

Chapter localisation is intended to allow Chapters to adapt the Program to reflect:

- Relevant national standards and codes;
- National/Chapter specific terminology;
- Requirements to meet national accreditation/certification standards; and
- Other modifications necessary to adapt the LOF to national curricula.

While localisation is not mandatory, if it is undertaken, it must not exceed 20% of the total content. That means for a module of 30 LO's, only six additional local LO's may be added. This content will form an additional LO group within the module. The additional content is to be written in English and submitted to bSI who will vet Chapter content for alignment with the stated Program objectives. The responsibility for keeping localised content current remains with the Chapter.

Part 8

Website and communication

8.1 Website

In addition to the guidance document series, the International Committee has built a Program website (www.education.buildingsmart.org) to provide the following information:

- Program overview and general details;
- Contact details of participating Chapters;
- Learning Resources and other downloads;
- Frequently Asked Questions;
- Access to the online Qualification Platform (login);
- Chapter member section with all guidance documentation (login).

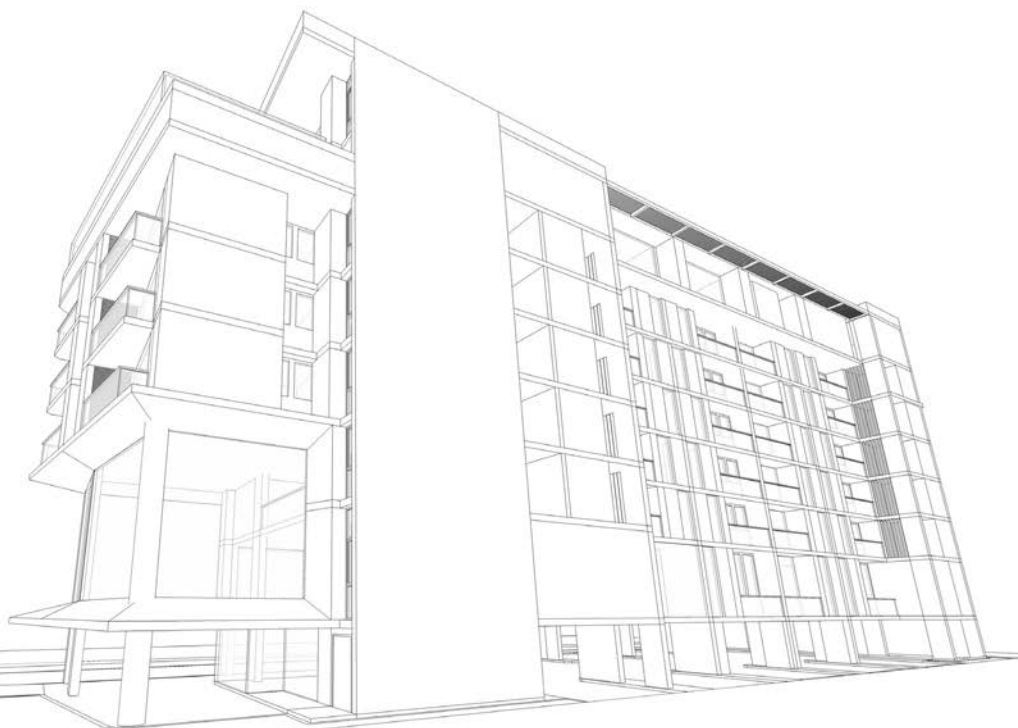
In the future the website will be expanded to include:

- A directory of approved training Providers;
- A directory of qualified individuals;

8.2 Communication and other resources

The Professional Certification Committee will communicate updates to the Program via:

- Direct email communication with Chapter representatives;
- Presentations at bSI Summits and other international events;
- Press releases and social media.



POLICY AND PROCESS

Annex Section



ANNEX A-1

Professional Certification Agreement – Chapter/buildingSMART International

Chapters are responsible for the local delivery and day-to-day management of the Individual Qualification and Professional Certification Program (the Program).

In signing this agreement, _____ (insert Chapter name) agrees to:

- Form a local Professional Certification Committee to manage the adoption and administration of the local Program and assign a single point of contact for the International Committee;
- Provide the necessary human and material resources (eg Administration Personnel) to successfully deliver the Program;
- Support the International Program and adhering to its policy and processes in accordance with the **Policy and Process Overview** document (bSI_IndiQual_Doc1.1) and other related documents;
- Promote the Program in their region and support member organisations to adopt the Program (including the provision of relevant information packs, seminars etc.);
- Translate the international content (LOF, Question Database, reference material and online tools etc.) for local use;
- Adopt the bSI Online Qualification Tool and adapt for local use (this may include costs for translation, further content development, as well as any additional functionality that the Chapter may wish to build into the tool);
- Approve courses and register training organisations;
- Ensure that any localised content is provided to the International Committee for review and approval;
- Maintain an up-to-date record of registered Providers, approved courses and qualified individuals (via the online Qualification Platform);
- Periodically audit approved Programs to ensure compliance with the LOF;
- Liaise with training Providers to confirm successful completion of approved Programs by applicants;
- Ensure the appropriate use of the bSI and Program logos by the Chapter, training Providers and other related bodies, in accordance with the **Branding & Logo Usage** guidelines (bSI_IndiQual_Doc2.1);
- Make appropriate and timely payment to bSI from the revenue gained from course approval and individual testing;
- Maintain transparent, accurate financial records; and
- Manage the Program in a fair, unprejudiced, responsible and financially sustainable way.

This agreement is valid for three years from the date of signing.

Signed on behalf of (insert Chapter name)

(Position)

(Date)

Signed on behalf of bSI

(Name, Position)

(Date)

ANNEX A-2

Non-Disclosure Agreement

Date _____

Parties _____

[NAME OF INDIVIDUAL OR CHAPTER RECEIVING INFORMATION] of [address]

and **buildingSMART International Ltd**, a company registered in England under company number 5024694 whose registered office is at 9 Quay Court, Colliers Lane, Stow-cum-Quay, Cambridge CB25 9AU, UK.
(the Discloser)

- 1 The Discloser intends to disclose information (the Confidential Information) to the Recipient for the purpose of **developing the buildingSMART Professional Certification Program (the Purpose)**. Confidential Information refers to any information provided by the Discloser or generated in the course of the Purpose that is not publicly available.
- 2 The Recipient undertakes not to use the Confidential Information for any purpose except the Purpose, without first obtaining the written agreement of the Discloser.
- 3 The Recipient undertakes to keep the Confidential Information secure and not to disclose it to any third party, except to colleagues who need to know the same for the Purpose, who know they owe a duty of confidence to the Discloser and who are bound by obligations equivalent to those in clause 2 above and this clause 3.
- 4 The undertakings in clauses 2 and 3 above apply to all of the information disclosed by the Discloser to the Recipient, regardless of the way or form in which it is disclosed or recorded but they do not apply to:
 - a) any information which is or in future comes into the public domain (unless as a result of the breach of this Agreement); or
 - b) any information which is already known to the Recipient and which was not subject to any obligation of confidence before it was disclosed to the Recipient by the Discloser.
- 5 Nothing in this Agreement will prevent the Recipient from making any disclosure of the Confidential Information required by law or by any competent authority.
- 6 The Recipient will, on request from the Discloser, return all copies and records of the Confidential Information to the Discloser and will not retain any copies or records of the Confidential Information.
- 7 Neither this Agreement nor the supply of any information grants the Recipient any licence, interest or right in respect of any intellectual property rights of the Discloser except the right to copy the Confidential Information solely for the Purpose.
- 8 The undertakings in clauses 2 and 3 will continue in force **for 2 years from the date of this Agreement**.
- 9 This Agreement is governed by, and shall be construed in accordance with, English law. The English Courts will have non-exclusive jurisdiction to deal with any dispute which has arisen or may arise out of, or in connection with, this Agreement.

Signed and Delivered as a Deed by [name of Recipient]

Signature

ANNEX B

Basic Learning Outcome (overview)

- 1 Understand what BIM is, why it is needed, and recognise its specific terminology.
 - 1.1 Define the drivers that have led to BIM;
 - 1.2 Define BIM;
 - 1.3 Identify & Define key BIM terminology;
 - 1.4 Define BIM maturity levels;
 - 1.5 Define what constitutes an Information Model.
- 2 Recognise the advantages of BIM, compared to traditional project delivery.
 - 2.1 Know why collaborative and new ways of working are required;
 - 2.2 Identify the effects of poor information management on projects;
 - 2.3 Identify the standards developed to mitigate poor information;
 - 2.4 Identify the benefits of BIM to construction professionals;
 - 2.5 Identify the benefits of BIM adoption to clients, and facility management.
- 3 Understand the project information development cycle (and its key terms); specifically how project information is specified, produced, exchanged, and maintained.
 - 3.1 Know why employers need to clearly define their requirements (EIR);
 - 3.2 Know why the supply chain needs to agree a plan to execute BIM on the project (BEP);
 - 3.3 Know why consistent exchanges of information is required;
 - 3.4 Identify the key elements and benefits of using a collaborative exchange platform (CDE);
 - 3.5 Know why clearly defined information management responsibilities are required;
 - 3.6 Know why assessing potential supply chain members before appointment is required.
- 4 Recognise the need for open and interoperable solutions
 - 4.1 Define who buildingSMART are;
 - 4.2 Define openBIM and its benefits compared to using proprietary products and systems;
 - 4.3 Know what IFC is, and its benefits;
 - 4.4 Know what MVDs are, and their benefits;
 - 4.5 Know what IDMs are, and their benefits;
 - 4.6 Know what the bSDD is, and its benefits;
 - 4.7 Know what is BCF and its benefits.
- 5 Identify an organisation's capability in working with BIM
 - 5.1 Understand the potential benefits for a company in adopting BIM;
 - 5.2 Understand the factors that define an organisation's level of BIM Maturity;
 - 5.3 Know why BIM adoption needs to align to organisational goals;
 - 5.4 Identify the benefits and challenges to BIM adoption;
 - 5.5 Know what the data security implications are for adopting BIM.



Contact Information

For general enquiries regarding the buildingSMART Professional Certification Program, please contact:
professional.certification@buildingSMART.org

International Program Sponsors:

