



REGISTER OF
CHARTERED
DESIGNERS

GUIDANCE FOR THE PATHWAY TO:

CHARTERED DESIGNER

- **What is the Pathway to Chartered Designer**

In 2011 the Chartered Society of Designers was given the express power by Her Majesty the Queen Elizabeth the second to set up and maintain The Register of Chartered Designers and to confer the title of Chartered Designer to professional designers who comply with the requirements as set out by The Register.

Like all other chartered professionals, a Chartered Designer will be seen by the public, clients and fellow professionals as someone who practices to the highest standards as recognised by the professional body in their particular field.

As such, the means of achieving the status must be seen to be rigorous and robust and the Pathway has been designed to achieve this. The Pathway adopts the same criteria in order to assess applicants as that which establishes the requirements of maintaining chartered status that are reviewed on an annual basis when you submit your Annual Compliance Statement. The Pathway may be seen as 'self-analysis' whilst maintaining chartered status annually is 'personal development'.

The criteria for both the Pathway and annual compliance are based on the Chartered Society of Designers Genetic Matrix CPSK™ framework for professional design with the addition of 'Requirements' that are considered essential for chartership and referred to throughout as CPSK+R.

- **Who can apply to become a Chartered Designer**

Anyone who is practicing in any field of design may apply for the Pathway to Chartered Designer. You do not need to be a member of the Chartered Society of Designers to undertake the Pathway although members do receive a substantial discount on the Pathway fee.

Applicants must have been in practice for five years or more and may reside and practice anywhere in the world. The Pathway however must be completed in English.

- **What are the benefits of becoming a Chartered Designer**

Recognition

The use of the authorised and registered title 'Chartered Designer'™ to signify that you have achieved and maintain the highest level of competence in professional design practice.

Registration

Every Chartered Designer will be entered onto The Register of Chartered Designers which is an international register unique to the design profession.

Credibility

Chartered status is only awarded to those who have reached the highest level of practice in their profession and designers now have a status and credibility comparable with those in engineering, architecture, accountancy, science, etc.

Distinction

Employers and clients will be able to distinguish Chartered Designers as practicing at the highest level whether in order to award contracts or employment remuneration.

Affinity

Share the accolade of Chartered Designer with those around the world who have been recognised as practicing design to the highest standard

Responsibility

By default, as a Chartered Designer, you will be identified as upholding the highest standards of professional design practice and therefore being an ambassador for the profession of design, a role which affords you enormous responsibility.

Certificate

Receive a personal framed certificate bearing the seal of The Register of Chartered Designers and signed on behalf of The Register and the President of your professional body.

Taxation

Subject to the tax regime applicable and individual circumstances, Chartered Designers may apply to off-set their professional fees against tax.

CPD resource

Every Chartered Designer will receive access to a unique online resource allowing them to record, plan and submit their Annual Compliance Statement to maintain their status with the minimum effort.

Online portfolio

Your own personal Chartered Designer online portfolio which you can populate with contact details, links to your website and social media, professional practice details, CPD record and case studies together with images of your work.

Find-a-Designer

Your portfolio displayed on the CSD website '[Find-a-Designer](#)' directory for clients and employers and identifying you as a Chartered Designer.

Professional Indemnity

As a chartered professional you are likely to benefit from preferential rates with most professional indemnity underwriters.

Membership

As a Chartered Designer you will have satisfied the criteria of CPSK and so will also receive Full membership (MCSD) of The Chartered Society of Designers entitling you to a comprehensive range of benefits. These can be viewed in full on the [Society's website](#).

- **What does the Pathway to Chartered Designer entail**

The Pathway to Chartered Designer requires applicants to provide details of the way they practice, submit case studies with explanations, conduct a self-analysis of their competence, provide references, set out their CPD activity and future development, undertake an Intellectual Property module and finally commit to a series of undertakings.

As you would expect in order to gain any chartered status, it is a robust and rigorous pathway, designed to ensure that when you refer to yourself as a Chartered Designer as awarded by The Register of Chartered Designers, people can be confident that you practice in no less a professional manner than those belonging to other chartered professions.

The Pathway is split into four initial stages with the fifth stage being that of annual compliance. Stages 1, 2 and 4 are completed and submitted online. Stage 3 takes the form of a personal interview. The Pathway is housed on the website of the Chartered Society of Designers, the body operating The Register.

- Stage 1 – Chartered Registration
- Stage 2 – Professional Portfolio
- Stage 3 – Professional Review
- Stage 4 – Chartered Ratification

You will need to successfully complete all stages before being awarded the title of Chartered Designer and having your name entered on The Register. Stages 1, 3 and 4 will be reviewed by an appropriate panel with the Stage 2 being reviewed by a range of specialist panels comprising professionals in the relevant fields.

Completing the Pathway will take some time and so the first step is to create a user account which will allow you to return to your pathway as often as you like to ensure you are satisfied with your submissions. Simply visit the 'chartership' pages and you will be prompted to set up your user account following which you will receive an email with activation details. If you are already an eligible member of the Chartered Society of Designers and have an online profile your details will be recognised and you will be given access using your member login.

This Guidance has been specifically written in great detail to ensure that you are aware of all of the requirements and the process before commencing the Pathway and you are strongly recommended to read all of this Guidance and to consider whether or not you will be able to comply with the requirements of all stages of the Pathway to Chartered Designer before completing Stage 1 – Chartered Registration and paying the Pathway fee.

Throughout the Pathway there are helpful online ToolTips to assist you in completing the sections.

NOTE: Throughout the Pathway you **MUST** click to '**Save progress**' and always before logging out otherwise you will lose your inputs.

• **STAGE I – CHARTERED REGISTRATION**

The first stage of the Pathway to Chartered Designer is to complete the Chartered Registration. This stage allows The Register to assess the applicant before progressing to the detailed submission of a Professional Portfolio during Stage 2.

It is important to note that the information provided by applicants remains private and confidential and is only used by the Register to progress the applicant's pathway and for anonymous statistical information and research.

Chartered Registration comprises six sections which are clearly identified as you progress:

01 Personal Profile

In this section you will be asked to provide all of the normal contact details for yourself. In addition to the normal contact details you will need to upload a proof of ID and a current passport style photograph.

02 Professional Profile

In this section you will be asked to enter details about other professional bodies or organisations you belong to and whether you undertake any particular roles.

You will also be able to submit details of your website and list any social media sites or blogs that illustrate your practice.

Your professional profile will also allow you to inform of any honours, awards or prizes you may have won individually or as part of a team.

Finally you will be asked to declare if you have ever been expelled from a professional body or been the subject of any complaint. This may not preclude you from ultimately becoming a Chartered Designer but you will have the opportunity to submit details of any such occurrence for the consideration of The Register.

03 Qualifications

All applicants for Chartered Designer are assessed against CPSK (Creativity, Professionalism, Skills and Knowledge) as defined in the CSD Genetic Matrix™. How applicants achieve those competences may vary but in this section you will be given the opportunity to list any qualifications, academic or otherwise, in support of your application.

04 Business Practice

This section explores the details of how you practice and provides four options for the manner in which you practice:

- Self-employed or sole trader
- Owning your own consultancy or in partnership
- Employed by a design consultancy
- Employed within an in-house design department of a non-design company

The questions are specifically designed for each particular manner of business practice but follow similar lines.

You will be asked to furnish details of your practice, location, dates, relevant websites, etc.

For those self-employed or owning their own business there will be questions relating to turnover, percentage of design fees, staff numbers, etc. For those employed there is the opportunity also to answer these questions if details are known.

There are questions establishing whether or not applicants carry Professional Indemnity (PI) insurance whilst realising that those who are employed will normally be covered by their employers insurance. Applicants will be asked to disclose if they have ever been declined PI insurance or been subject to a claim. Any applicant carrying out work for clients other than those employed will be requested to answer these questions.

05 Professional Practice

This section consists of questions about your own professional practice, how long you have practiced and in which particular disciplines.

You will also need to upload a copy of your up to date curriculum vitae.

06 Register

The final section is to register your application which is simply done by agreeing to the [Terms and conditions of The Register of Chartered Designers](#) and paying the appropriate registration fee via the online payment portal.

Next steps

You will receive an email acknowledgement of your payment and of your Chartered Registration.

Your registration will be reviewed with the following possible outcomes:

- You will be given access to Stage 2 to compile your Professional Portfolio
- Further information and/or details will be requested
- You may be advised to apply for another membership category
- Your registration for the Pathway is declined and a refund made

You will be informed by email if you are given access to the next stage, your pathway will be re-activated and you can commence Stage 2 – Professional Portfolio.

• STAGE 2 – PROFESSIONAL PROFILE

This is the most demanding stage in the Pathway to Chartered Designer and you should take time to read these Guidelines and the [Guide to demonstrating CPSK competences](#) carefully to ensure your Professional Portfolio addresses all of the specific requirements.

Compiling the Professional Portfolio should not be rushed and therefore it has been designed to allow you to login, edit and review as often as you wish until you are happy with its content at which point you simply submit it to The Register. Your pathway account will remain active for 90 days to allow you to complete your portfolio.

All of the details you provide in your Professional Portfolio remain private and confidential and will only be seen and used by The Register for the purposes of considering your application to become a Chartered Designer and for our statistical analysis and research. If you are submitting sensitive, classified or highly confidential material whether belonging to you, your clients, employer or others, please contact [The Register](#) in order to ensure the necessary arrangements are in place.

Chartered Registration comprises nine sections which are clearly identified as you progress:

01 Design Submission

Members or Fellows of the Chartered Society of Designers are exempt from this section.

If you are not a member of the Society you will be asked to upload a minimum of 6 and maximum of 10 case studies of your work to date. The purpose of this is for you to show the range and scope of your competence as a professional designer in the fields in which you practice. You are able to include as much supporting information as you want in support of your submission.

The reviewing panel will be looking to see that you possess a full range of competences as set out in CPSK and you are reminded to read the guide to demonstrating these. It is likely that not every case study will demonstrate the full range of competences in CPSK but you should choose those that collectively demonstrate CPSK.

The work you submit may not be used as your two specific case studies required in the next sections 02 and 03.

02 Case Study I

You should select a case study which allows you to demonstrate the full range of your CPSK competences in your primary design field and any secondary field in which you practice.

You will be asked to provide a working title for the case study and to set out your involvement, whether you were responsible for delivering the whole project or what role you may have played as a member of a wider design team.

To demonstrate CPSK you will be asked the following:

Creativity

In a maximum of 500 words describe how the case study demonstrates your creative ability in identifying, addressing and providing a solution. Explain why you consider your approach to be innovative and how you managed to develop and maintain the creative concept throughout the project to final delivery.

Upload your case study in PDF format to include all relevant material that demonstrates your creativity. This is likely to include evidence of research, visual ideas generation and development, scoping and analysis, presentation material, interim stages, design progression and images of the final outcome.

Professionalism

In a maximum of 500 words describe how the case study demonstrates your professionalism and the manner in which you practice. Explain any interactions and/or issues with clients, suppliers, regulatory bodies, colleagues and how you negotiated them in order to deliver a successful outcome.

Upload any material you rely on to demonstrate your professionalism in carrying out your case study. This is likely to include documentation such as: the brief, proposal, project management, contract material, regulatory documentation, etc.

Skills

Describe in not less than 1,000 words and no more than 2,000 words what skills you employed to deliver your chosen project. You should not simply focus solely on design skills but consider the whole range of professional skills you possess and which were necessary for the success of your case study. Specific reference should be made to any business and/or software skills as well as any personal skills relied upon and should be evidenced by relating the circumstances in which your skills were required throughout the project.

Key to chartership is on-going professional development and therefore you should identify any skills that you developed or improved whilst working on the specific project and how these might benefit you and others in future working. It is also important to acknowledge any lack of skills you may have identified throughout your project which would have been of benefit and how you might address this in future.

Worthy of equal consideration is whether or not you were able to impart any of your skills to others which benefitted the project or their personal development.

Knowledge

Describe in not less than 1,000 words and no more than 2,000 words what knowledge you brought to your chosen case study. You should consider whether your project benefitted from your experiential knowledge, either working within similar circumstances or applying knowledge from different types of project.

Key to chartership is the on-going acquisition and application of knowledge for the benefit of your clients, the design profession and society in general and therefore you should identify what knowledge if any you acquired by research or other means during the course of the project and how that might benefit your clients, colleagues, employer or anyone else. You may wish to refer to specific knowledge gained relating to design practice or incidental knowledge as a result of working with those in other sectors. It is also important to note any lack of knowledge you may have identified throughout your project which would have been of benefit and how you might address this in future.

Worthy of equal consideration is whether or not you were able to impart any of your knowledge to others which benefitted the project or their personal development.

03 Case Study 2

This requires exactly the same input as for Case Study 1. The review panel will be looking to see how you have tackled work for two different clients/projects whilst maintaining consistency in your professional approach.

04 Qualifications

This section gives you the opportunity to upload evidence of any academic qualifications or training you have achieved.

05 CPSK

This section provides you with a fully interactive template to in order that you can complete your Professional Competence Statement a self-analysis of your competences mapped against CPSK.

Any meaningful self-analysis requires an honest assessment in order to be of value. The panel will refer to this statement when considering your case studies and CPD audit/plan and will refer to it during your Professional Review.

The interactive template contains all of the information you need to conduct your self-analysis however you are strongly recommended to read the [Guide to demonstrating CPSK competences](#) before starting your self-analysis. Consider each of the competences listed and whether you have the required evidence to demonstrate them.

Indicate your self-assessed competence level between (1) which suggests you have little or no competence and (9) should you believe you excel in that competence.

Be critical of yourself but also be fair to yourself when allocating a value. It is important that the value you indicate is realistic and can be demonstrated in your submissions.

06 CPD

The Register realises that until now there has been no requirement for designers to undertake mandatory CPD however it is assumed that those applying to become Chartered Designers will be able to demonstrate their commitment to professional practice by reporting on their self-initiated professional development activities. For the purposes of the Pathway to Chartered Designer all applicants must complete a CPD audit covering the 2 years prior to their application and identifying CPD to be undertaken in the next 12 months.

Once the status is granted the CPD audit reverts to annual reporting.

The quality of the CPD you undertake is more important than the quantity and therefore there is no set number of hours or CPD points demanded of you. What will be considered by the panel is how relevant your CPD is to the field(s) in which and level at which you practice and whether the CPD is 'substantive'.

A template will be provided for you to complete your CPD audit and plan online and comprises of three sections:

Reporting the CPD undertaken in the past 24 months

You are able to list your CPD activity during the previous 24 months providing: dates, title and nature of the activity, who delivered the CPD, the time you spent and a link to information about the activity if available. You will also be required to provide evidence of the CPD you undertook, certificate, attendance confirmation, etc.

The template will allow you to note whether the CPD you undertook was self-initiated and controlled, i.e. study, mentoring, research, etc. or whether it was specifically delivered by a trainer or organisation, specific modules, conferences, etc.

Adjacent to the activity list you will be able to indicate to which CPSK criteria the CPD relates.

Summarising the activity in keeping with the four requirements of undertaking CPD

- That it develops their personal professional competence
- That it benefits their clients and/or employer
- That it adds value to the overall profession of design whether in education or practice
- That it contributes to the wellbeing of society and the environment

Below each activity in your report you will be given the opportunity to summarise how it addressed one or more of the CPD requirements.

Setting out a plan for the CPD you will undertake in the following 12 months

The plan allows you to indicate what CPD activity you propose to undertake during the following 12 months and for what reasons. When planning your CPD you should consider where your weaknesses lie or which activity is going to be of benefit over the coming 12 months and aim to develop that area. Your Personal Competence Statement will identify the areas to which you may wish to pay attention.

Intellectual Property awareness, knowledge and understanding are essential for professional practicing designers and the Pathway to Chartered Designer requires that all applicants gain an awareness of IP during the process.

In addition to listing the CPD you may have undertaken you are required in this section to undertake the [IPTutor](#) module. This module is found on the Intellectual Property Offices (IPO) website and has been 'Validated' by the Chartered Society of Designers at the request of the IPO with which the Society collaborates.

The module takes on average 40 minutes to complete following which you are issued online with a personal certificate which must then be uploaded to your Professional Portfolio.

It is a requirement of maintaining Chartered Designer status that this module is completed annually.

07 Professional Practice

This section explores your policy documents that ensure you practice professionally. In cases where applicants do not have such policy documents in place they will be advised to adopt them before chartered status is awarded. Standard templates will be made available in such instances.

The following policy documentation will be sought:

Intellectual Property Policy

Intellectual Property awareness is a requirement of practicing and maintaining Chartered Designer status. It is an essential part of practicing as a designer but is equally essential in order that designers can exercise their professional responsibilities to their client informing them openly and transparently of their IPRs as regards work they create for them.

It is important therefore that Chartered Designers ensure that their clients are fully aware of how the IPRs relating to the professional design services they provide are managed. This is easily achieved in an open and transparent IP Policy document which should be presented to a client at the outset of providing any design services. The IP Policy should state how any IP created as part of the services offered will be treated and may include: transfer of IP on completion, retention of IP, licensing, royalty agreements, retention of IP for promotional purposes, sell on of IP, etc., etc.

The purpose of an IP Policy is to set out for clients the various ways in which the Chartered Designer is able to manage the IP created whilst working for a client and for this to be determined, acknowledged and agreed in contract.

If you have an IP Policy you will be able to upload a copy to your Professional Portfolio. You will also be able to indicate if you do not have a specific IP Policy.

If you have indicated in Stage 1 - Chartered Registration that you are employed within a consultancy or in-house design department then you will be able to tick the box stating that you are not required to maintain an individual IP Policy. However, if you have indicated in your registration that you are employed but that you provide design services for clients outside of your employment then you will also be asked to upload a copy of your IP Policy.

If you consider your IP Policy to be contained in your standards Terms & Conditions you will be able to indicate this by ticking the appropriate box.

Terms & Conditions

It is essential for Chartered Designers to practice professionally by informing their clients of the manner in which they work and the terms and conditions that will apply to services provided. These will normally include details relating to payment terms, IP, interruption of services, dispute resolution, etc., etc.

You will be able to upload a copy of your standard Terms & Conditions. You will also be able to indicate if you do not have standard Terms & Conditions.

If you have indicated in Stage 1 - Chartered Registration that you are employed within a consultancy or in-house design department then you will be able to tick the box stating that you are not required to maintain standard Terms & Conditions. However, if you indicated in your registration that you are employed but that you provide design services for clients outside of your employment then you will also be asked to upload a copy of your Terms & Conditions.

Code of Conduct

Some applicants may be members of professional bodies or organisations which require them to practice to a Code of Conduct. If you adhere or are subject to any such code you will be asked to provide details of the organisation and if possible a link to that code on their website.

Insurance

Chartered Designers must carry adequate insurance cover unless employed and not offering professional design services as individuals.

If you indicated in Stage 1 - Chartered Registration that you are self-employed, a sole trader, owner or principle of your own company or in partnership then you will need to provide proof of adequate professional insurance cover, normally referred to as Professional Indemnity cover. You may also provide details of any other type of cover you carry that protects you in providing the professional services you have identified in your Professional Competence Statement.

If you indicated that you are employed within a consultancy or in-house design department then you will be able to tick the box stating that you are NOT required to carry insurance cover. However, if you indicated in your registration that you are employed but that you provide design services for clients outside of your employment then you will also be asked to provide copies of your adequate professional insurance cover.

Any applicants not having adequate professional insurance cover will be required to put this in place before being awarded chartered status. Details of professional insurance cover can be found on the [Chartered Society of Designers' website](#).

08 References

In this section you will be required to provide the names and contact details of people who will vouch for your professionalism as follows:

Clients

Three clients for whom you have carried out work in the previous two years. Two of the references must be the clients related to your two case studies plus one other of your choice with whom you have worked in the previous five years.

Supplier/contractor references

Three suppliers or contractors with whom you have worked in the previous two years. Two of the references must be suppliers or contractors related to your two case studies plus one other of your choice with whom you have worked in the previous five years.

Employer references

If you indicated in Stage 1 - Chartered Registration that you are employed within a consultancy or in-house design department then you will be required to tick the agreement for The Register to write to them to obtain a reference to confirm your submission. If you have been employed by your current employer for less than two years then you will be asked to provide the name and contact details for your previous line manager in order that The Register may request a reference from them.

The Register will contact those you have listed for references as to your professionalism and competence so please ensure that you check they are willing to provide a reference before submitting their details.

09 Submission

At last you will be able to submit your Professional Portfolio. You will also have the ability to move around your portfolio to review it and ensure you are completely satisfied with its contents before submitting.

You will receive an email acknowledgement of your Professional Portfolio submission.

Next steps

Once you have submitted your Professional Portfolio it will be reviewed to ensure all of the items required have been included. If there are any omissions you will be notified and asked to provide the items or clarify any outstanding or other matters.

Once completed, your Professional Portfolio will be passed to the relevant panels of The Register who will examine the content and evaluate your portfolio. At the same time references will be sought from your nominated clients, suppliers and/or contractors and/or your employer(s).

The panel assessments will be collated and reviewed and you will be notified of the outcome which could be any of the following:

- In the case of members of the Chartered Society of Designers or members of a body 'Licenced' by The Register an award of Chartered Designer may be made on the successful completion of Stage 2. However, The Register reserves the right to request any such applicant to attend a Professional Review and is not obliged to offer any reasons for so doing.
- You are invited to a Professional Review (Stage 3 of the Pathway)
- You are requested to provide further information or content in support of your Professional Portfolio
- Your application is deferred for a specified period during which you will be advised of the steps to be taken to ensure your Professional Portfolio is acceptable
- Your application to become a Chartered Designer is declined

• **STAGE 3 – PROFESSIONAL REVIEW**

Whilst members of the Chartered Society of Designers or any other body 'Licenced' by The Register are normally exempt from Stage 3 they may be asked to attend in order that The Register may audit and monitor its performance.

Together with your invitation to attend a Professional Review you will be sent information and a check list of items to bring with you which will include:

- Current original photo ID
- Original copies of your academic qualifications if applicable
- A selection of general case studies supporting your competence in accordance with CPSK
- (Members of the Chartered Society of Designers or any other body 'Licenced' by The Register are exempted from presenting general case studies however they may be asked to do so in the interests of monitoring the performance of The Register.)
- Your 2 detailed case studies

You may also be asked to bring additional specific items with you.

All Professional Reviews will be conducted in London. Special arrangements will be made for applicants from overseas in the absence of local 'Licenced' body. The Register may also wish to conduct the Professional Review via web conferencing.

Your invitation will stipulate a date and time for your Professional Review which you must attend. In exceptional circumstances The Register may provide an alternative date and time.

Should you fail to attend a Professional Review your application will be declined and your pathway to Chartered Designer put on hold for a maximum of three months during which time you will be able to re-commence the Pathway to Chartered Designer subject to paying the appropriate re-instatement fee. Only in exceptional circumstances will The Register consider allocating you a further Professional Review.

The Professional Review will be conducted by a panel of two senior practitioners. However in certain circumstances there may be additional panel members present for the purposes of auditing and monitoring The Register's performance.

The review will last no more than 1 hour during which time the panel will seek to clarify the collective assessment of the various panels that will have previously considered your Professional Portfolio.

Timekeeping will be strictly adhered to and therefore you will need to prepare your presentation in advance to ensure you have maximised the available time to your advantage. If you are presenting work digitally then you should ensure that you have this in a form that is presentable 'offline'. You will be allowed a short time to prepare any presentation equipment prior to the review.

During the review the panel will ask you a variety of questions about your Professional Portfolio and practice as a professional designer.

You will not be informed as to the outcome of the Professional Review on the day so please do not ask.

Subsequent to your Professional Review you will be informed by The Register of the outcome being either a decision to:

- Award you Chartered Designer status and include your name on the Register of Chartered Designers
- Award you Chartered Designer status subject to conditions in which case these will be specified together with details of how and when these are to be met, or
- Reject your application for chartered status

In order to give applicants the greatest possible opportunity to achieve chartered status, The Register may in some instances decide to defer your application in order that you can submit additional material to your Professional Portfolio and possibly attend a further Professional Review, in which case you will be given details and timescales.

Next steps

If you are notified that you have successfully completed Stage 3, or have been given exemption from Stage 3, you will be given access to your Pathway account to complete Stage 4 – Chartered Ratification, the final and simplest stage.

• **STAGE 4 – CHARTERED RATIFICATION**

This is undoubtedly the simplest stage in the Pathway and only requires that you agree to the Requirements of maintaining your Chartered Designer status which will be monitored and re-affirmed in your Annual Compliance Statement and pay the appropriate fees.

The Requirements of a Chartered Designer are to:

- Abide by the Code of Professional Conduct as set by The Register from time to time.
- Complete an annual Compliance Statement as required by The Register confirming and demonstrating my adherence to the Requirements of a Chartered Designer and to submit it on demand.
- Only provide design services and expertise in which I can demonstrate the same level of competence as set out in my Professional Competence Statement submitted during my pathway and as updated and submitted annually in my Compliance Statement.
- Undertake substantial CPD on an on-going basis and compile a record of my CPD activity annually for the previous 12 months and at the same time set out a plan for proposed CPD over the coming 12 months.
- Ensure awareness, knowledge and understanding of the relevant IPRs applicable to my field(s) of design practice and to complete annually the prescribed online IP module as set from time to time.
- Ensure awareness, knowledge and understanding of the relevant standards applicable to my field(s) of design practice including BSI, ISO and any applicable international or country specific standards.
- Ensure awareness, knowledge and understanding of the materials and resources which you employ in order to practice, their development and the impacts they have on the environment and how best they can be maximised.
- Maintain adequate Professional Indemnity insurance, Public Liability insurance and any other insurances deemed necessary to protect myself, clients and the public unless declaring that I am employed and therefore such cover is assumed to be provided by my employer.
- Input into the design profession at a level that adds value to the profession and enables self-development.
- Maintain membership of a professional body that is 'Licenced' by The Register, to provide proof of membership when requested and to abide by its Terms and Conditions of Membership.
- Respect and support the status of other chartered professionals, engaging and collaborating with them for the benefit of clients and the wider public.
- Disclose immediately any matter affecting the undertakings given as a Chartered Designer and that any reasonable person might consider precludes me from being a professionally competent person.
- Respect the Intellectual Property of The Register and only use it as prescribed from time to time by The Register.
- Pay the annual registration fee promptly on demand.
- Abide by the Terms and Conditions of The Register of Chartered Designers as set from time to time.

Next steps

You will receive a confirmation email of your ratification, payment and status followed by a letter confirming your registration on The Register of Chartered Designers.

Within a few weeks you will receive a framed certificate showing you to be listed on The Register of Chartered Designers and entitled to refer to yourself as a 'Chartered Designer'.

You will also be listed, together with your visual portfolio, in the Chartered Society of Designers international directory as a 'Chartered Designer'.

If you are not already a member of the Chartered Society of Designers you will also:

- Receive a letter confirming your inclusive membership of the Chartered Society of Designers.
- Be given your personal online profile and portfolio on the Chartered Society of Designers website.
- Receive access to your online CPD audit and planning facility.
- Be listed, together with your visual portfolio, in the Chartered Society of Designers international directory as a 'Chartered Designer'.
- Receive a framed certificate showing you to be a member of the Society and entitled to use the post nominal letters MCSD.
- Be given access to all of the benefits and services offered by the Society in support of your Chartered Designer status.

• What is the cost of being a Chartered Designer

The Pathway fee of £240 is payable on submission of Stage 1 – Chartered Registration
£80 for Members (MCSD) of the Chartered Society of Designers
£60 for Fellows (FCSD) of the Chartered Society of Designers

There is a one-off Register fee of £100 and first annual Registration fee of £295 are payable when completing Stage 4 – Chartered Ratification

The annual Registration fee will be payable on the anniversary of your chartership which will be set as the first day of the month following your Chartered Ratification.

Members of Fellows of the Chartered Society of Designers who are part way into their subscription year will receive a pro-rata refund calculated to the first day of the month following their Chartered Ratification.

The £295 annual Registration fee includes membership of the Chartered Society of Designers at Full Membership (MCSD) level (annual Society membership fee £225). The annual Registration fee for Fellows (FCSD) of the Society will be £375 (annual Society membership fee £325).

- **How long can I maintain my Chartered Designer status**

As long as you remain in professional design practice, complete an Annual Compliance Statement showing that you are maintaining the Requirements of a Chartered Designer, adhere to the Terms and Conditions of the Register of Chartered Designers and pay your annual Registration fee, you can maintain your chartership.