

APEAS LTD.

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**Examination in Professional Practice and Management
(Part 3)**

GUIDE FOR CANDIDATES

Architects' Professional Examination Authority in Scotland Limited

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APEAS is a charitable body, registered in Scotland, number SC035736

Welcome

Welcome to the seventh edition of the APEAS Guide for Candidates. This Guide has been designed to provide you with the necessary information you will require to undertake the Part 3 Examination in Professional Practice and Management. Please take the time to read the whole Guide. It will also act as an important reference source as you progress through the Part 3 Examination.

The Guide has been structured in such a way as to provide you with an overview of the requirements of the Examination in Professional Practice and Management followed by a more in-depth treatment of the various elements of the Examination.

In **Chapter 1** information is included about APEAS and the Status and Entry Qualifications for the Examination in Professional Practice and Management.

Chapter 2 provides an overview of the Examination and the documentary submissions you are required to make in preparation for the Oral Examination. You are particularly asked to note the section on the conduct relating to the Practice Paper and other documentary submissions since this section deals with such subjects as conferring, collusion and plagiarism.

Chapter 3 provides very useful information on the professional experience aspect of the Examination in Professional Practice and Management (Part 3).

Chapters 4, 5 and 6 provide more in-depth information on the Professional Case Study, Practice Paper and Oral Examination respectively. **Chapter 7** incorporates information on reading materials you may wish to consult.

Appendix 1 contains fee information and details of APEAS Deferment Fee structure; **Appendix 2** a timetable including dates for submissions. **Appendix 3** has some important contact details and **Appendix 4** contains the ARB/RIBA Part 3 criteria.

Appendix 5 contains definitions of the internal grades awarded by APEAS. **Appendix 6** contains a sheet allowing you to notify APEAS of any change of circumstances.

I do hope you find this Guide helpful in preparing for the Part 3 Examination in Professional Practice and Management. I would be happy to receive any comments on ways in which I can improve the Guide.

Peter Kahan
Chief Executive Officer
APEAS

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1

INTRODUCTION

1.1 Background

Under the terms of the Architects Act 1997, the Architects' Registration Board (ARB) is the authority designated to prescribe the qualifications and practical experience in architecture that are required for entry on to the UK Register of Architects.

1.2 Purpose of Guide

The purpose of this Guide is to provide candidates, practice examiners and external examiners with details of the Part 3 Examination in Professional Practice and Management as managed and operated by the Architects' Professional Examination Authority in Scotland Ltd (APEAS).

1.3 About APEAS

APEAS is a company that has been established with the following objectives: -

1. To set and conduct the Examination in Professional Practice and Management (also called the Part 3 Examination) in Architecture.
2. To establish and carry out procedures for assuring and enhancing the quality of the setting and conduct of the Examination.
3. To undertake any other tasks that might arise within the scope of furthering the first two objectives.

The Company is managed by a Board of Directors who set policy and objectives. It is administered by Dr. Peter Kahan, the Chief Executive Officer of APEAS.

The ARB originally prescribed the Part 3 Examination in Professional Practice and Management as awarded by APEAS until 2007. In 2007 APEAS obtained re-prescription from the ARB to award the Part 3 Examination until 2011.

1.4 Status of the Examination in Professional Practice and Management (Part 3)

The Part 3 Examination in Professional Practice and Management is the recognised standard for registration with ARB and is the gateway to chartered membership of the RIBA (The Royal Institute of British Architects) and RIAS (Royal Incorporation of Architects in Scotland).

Candidates' successful passing the Part 3 Examination may make application to obtain Statutory Registered Status with ARB and Chartered Membership with the RIBA and RIAS.

1.5 Entry Qualification Requirements for the Part 3 Examination

1.5.1 Candidates with UK qualifications

All candidates for the Examination in Professional Practice and Management should have qualifications that satisfy ARB/RIBA Parts 1 & 2. You should check with the institution where you are registered for support for the Part 3 Examination that you have the appropriate entry qualifications.

In addition, candidates will require to demonstrate the scope, range and quality of their professional experience. The minimum formal requirement is that, between the start of their course in Architecture and sitting the Part 3 Examination in Professional Practice and Management, a candidate must have obtained at least **two** years of recognised, logged professional experience, of which not less than 12 months is post-Part 2.

In order to be eligible to present for the Examination in Professional Practice and Management you will therefore need to satisfy the following requirements:

- ARB/RIBA Part 1 pass
- ARB/RIBA Part 2 pass
- A minimum of 24 months of authenticated and validated professional experience and training (as laid down in the RIBA Professional Experience and Development Record (PEDR) or the Association of Scottish Schools of Architecture (ASSA) Record of Experience) at the time of submission of the Part 3 Examination documentation
- Candidates should note that **any experience outwith the EU must comply with *Rules 13b and d*** as laid down by the ARB (see www.arb.org.uk - Go to Education>Information for students>before registration>requirements for your practical training)

1.5.2 Candidates with overseas qualifications

Candidates with overseas qualifications will need to submit evidence of their eligibility.

1.6 Record of Experience

You must ensure that you maintain your Professional Experience and Development Record (PEDR) or ASSA Record of Experience and return it to the School of Architecture where you are registered for support for the Part 3 Examination for early signing-off subsequent to authentication by

your named Employment Mentor on a 3-monthly basis. For further information, refer to Chapter 3 of this Guide.

1.7 Courses in Support of the Examination in Professional Practice and Management (Part 3)

The institution where you are registered for Part 3 Examination support may offer a course, or courses, or even a post graduate qualification in support of the Examination in Professional Practice and Management. You should check with your Professional Studies Advisor (PSA) what courses and/or qualifications are available at the institution.

2

THE EXAMINATION IN PROFESSIONAL PRACTICE AND MANAGEMENT (PART 3)

2.1 Objectives of the Examination

As indicated in the previous chapter the Examination in Professional Practice and Management, also known as the Part 3 Examination, is the recognised standard for registration with ARB and is also the gateway to corporate membership of the RIBA and/or RIAS. Candidates are expected to demonstrate an ability to deal in a responsible manner with situations which might arise in the broad spectrum of architectural practice.

The jointly held ARB/RIBA Part 3 criteria are composed of the following four main areas:

- The Context for Practice
- The Management of Architecture
- The Management of Construction
- Practice Management and Business Administration

The key purpose of the Part 3 Examination is to assess candidates' knowledge, understanding and analytical skills against the outcomes defined in the criteria. A copy of the ARB/RIBA Part 3 criteria can be found in Appendix 4.

2.2 Documentary Submissions

All of the following components are **mandatory**.

Please read Appendix 2 as it provides information about the number of copies of each document you have to submit to APEAS and the dates by which these documents have to be received by APEAS.

2.2.1 Record of Experience

Candidates must have completed a signed log of their professional experience in a PEDR - Professional Experience and Development Record (for further information see www.pedr.co.uk) or ASSA Record of Experience (see Chapter 3 for more details).

2.2.2 Evaluation of Experience

Candidates must submit two copies of a written Evaluation of Experience offering an assessment of all periods of professional experience. This Evaluation should be written in terms of the four headings in the ARB/RIBA Part 3 criteria (see section 3.6 for more details) and should be no more than 2000 words in length. The Evaluation should be prefaced by a brief "Professional CV" (one A4 side). It must be emphasised that this

submission should focus on an **evaluation** of all your professional experience to date and should not simply be an extended CV.

2.2.3 Case Study

Candidates are required to undertake a study of an appropriate building project or of an appropriate aspect of architectural practice and prepare a report of no more than 6000 words. Please note that Case Study development normally consists of three stages as outlined in Chapter 4.

2.2.4 Practice Paper (Written Examination)

Candidates will undertake a two-day, in-office examination covering many aspects of the ARB/RIBA Part 3 criteria. The paper comprises a series of situation-based questions relating to a written scenario. The examination is conducted in the candidate's office as it represents the environment in which candidates will practice (see Chapter 5).

Important Note

It should be noted that APEAS **no longer** requires candidates to submit an Employers Appraisal as part of their documentary submission.

2.3 Conduct relating to the Practice Paper and other Documentary Submissions

2.3.1 Conferring

Candidates are permitted to confer with all knowledgeable sources, whether within their office or externally, when undertaking the Practice Paper. Such conferring does **not** however apply to fellow candidates as this may be construed as collusion.

2.3.2 Collusion

Collusion between candidates (e.g. sharing/jointly preparing answers in the Practice Paper) is **not** allowed under any circumstances. Any candidate found to have colluded with a fellow candidate in the Case Study and/or Practice Paper will be disqualified from the Part 3 Examination.

2.3.3 Plagiarism

Plagiarism is regarded as a very serious form of misconduct. It comprises passing off someone else's ideas, thoughts or work as your own efforts. APEAS is totally opposed to any form of plagiarism. A candidate found to have plagiarised another person's work will be disqualified from the Part 3 Examination.

You should note that in signing the Declaration Section of the APEAS Registration Form you will make a commitment neither to collude with another candidate nor to engage in plagiarism.

As a point of information, wherever you quote from a source (whether this is an architect or consultant in your own or another office, a book, paper, report or from the Internet) you should make sure that the quotation is **fully referenced** in your written submission.

2.4. Oral Examination

Candidates undertake an Oral Examination with practice examiners (taken from the APEAS pool of practice examiners who are experienced senior practitioners), and based on the ARB/RIBA Part 3 criteria. Further information on the Oral Examinations is given in Chapter 5. Dates for the Oral Interviews are given in Appendix 2. You will be informed in writing by APEAS of the exact date, time and location of your Oral Examination.

2.5 Grades

The following grades will be applied to each component of your documentary submission:

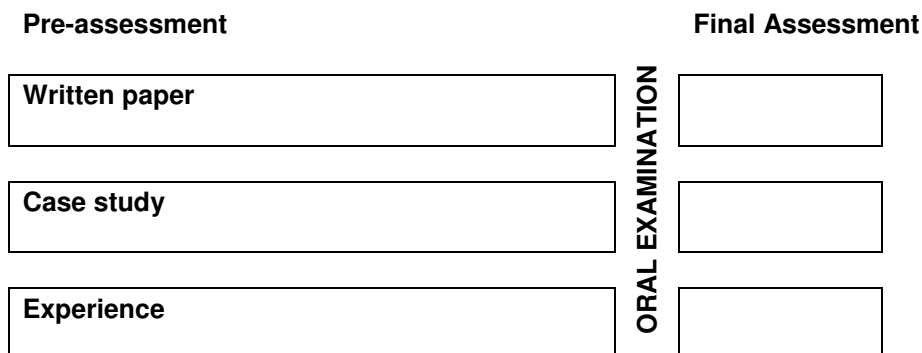
Grading Scale

Grade	Class
A	Excellent
B	Good
C	Satisfactory
D	Fail
E	Clear fail

For a description of what these grades represent refer to Appendix 5.

2.6 The Examination Process

It is important that you understand how the APEAS examination process operates. This process is illustrated in the following diagram.



Each component of the documentary submission will be assessed prior to the Oral Examination. The final assessment of each component will be made following the Oral Examination. Examiners have scope to moderate your pre-Oral grades in light of the answers you give at the Oral Examination. Thus, it is possible, for example, for a component (s) initially graded D to be re-graded C or vice versa as a result of the answers you give at the oral interview. It should be noted that for grading purposes the PEDR / Record of Experience and Evaluation of Experience will be graded under one component heading entitled "Experience".

All components **must** be submitted for the Examination at the first sitting. APEAS reserves the right to withdraw a candidate from the Part 3 Examination where one or more of the candidate's component documentary submissions are deemed not to meet the criteria for submission. Each component **MUST BE PASSED** in order to record a pass in the Part 3 Examination.

2.7 Notification of Results

APEAS will notify candidates by letter if they have passed or failed the Part 3 Examination normally by the date shown in Appendix 2.

A list of successful candidates will be sent by APEAS to ARB, RIBA and RIAS for information. Candidates should then apply directly to these organisations.

2.8 Illness, extenuating circumstances or learning difficulties or disabilities

Candidates who become ill or suffer from other extenuating circumstances on the days of the written Practice Paper or the Oral Examination should inform APEAS as soon as possible that day. A medical certificate will be required to be submitted to APEAS in case of an illness.

Candidates are strongly encouraged to advise of any specific adjustments which would need to be put in place for the examination process such as an accessible venue or extra time in the written examination due to dyslexia. Section 7 in the APEAS Registration Form invites you to do this. If you do not feel comfortable completing this part of the Form you may contact Dr. Peter Kahan, Chief Executive Officer of APEAS directly at p.kahan@apeas.org.uk or 01324-484652 to discuss your particular circumstances. In the case where you contact Dr. Kahan directly he will write to you to confirm that you are happy for the examiners to be advised about your particular circumstances.

Please be aware that no account of any special circumstance can be taken after you have completed the examination if you have not disclosed it prior to the examination.

2.9 Appeals

The decision of the examiners, as confirmed by the Examination Committee, shall be final and no appeal will be accepted or considered in relation to grades or decisions of examiners and their professional judgement.

Appeals against the examiner's decisions may be lodged only on the following procedural or medical grounds:

- a. that there is relevant information that for good and proper reason was not, or could not then be, made available to the Examination Committee at the time when it reached its decision on a particular candidate
- b. that the procedure followed was not in accordance with the Regulations of the Part 3 Examination in Professional Practice and Management as operated by APEAS
- c. that there is evidence of medical circumstances which materially affected submissions and/or performance in relation to the Examination in Professional Practice and Management which should be / could have been considered by the examiners

A copy of the Appeals Procedure can be found in the Candidate Section of the APEAS website (www.apeas.org.uk).

2.10 Resits

A candidate who has failed one or more components of the Part 3 Examination may retake the examination in the following Diet. The candidate will be required to submit any or all of the documentary components as advised by APEAS. There is currently no limit to the number of times the Part 3 Examination may be taken. The candidate will also be examined by an Oral Examination.

For candidates who have failed the Part 3 Examination a reduced fee may apply for the re-sit.

2.11 Change of Details

It is important that you keep APEAS informed of any change of details (e.g. change of officer mentor, change of e-mail address etc.) you provided on your Registration Form. Please use the Change of Details Form in Appendix 6 to indicate any change of details.

3

GUIDANCE ON PROFESSIONAL EXPERIENCE

3.1 Introduction

Professional Experience is an essential part of the education required to become a chartered architect. In the context of the APEAS Part 3 Examination in Professional Practice and Management the Experience component consists of the following two parts:

- Record of Experience
- Evaluation of Experience

While you will submit separate documents for the two parts your examiners will assess these documents together and give you a single grade for the Experience component. In arriving at a grade your examiners will wish to consider whether you have gathered sufficient breadth, depth and quality of experience to discharge the responsibilities of a chartered architect.

Both parts of the Experience component will be considered in greater depth in this Chapter. The Chapter will also include a section on the RIBA Certificate of Professional Experience which provides an alternative route to passing the Experience component for those candidates with substantial architectural experience.

3.2 Rules covering Professional Experience

The rules covering professional experience are simple. In general terms the rules state that candidates must have a minimum of 24 months of recorded, signed professional experience, 12 months of which must be after passing, or gaining exemption from, Part 2 of the ARB/RIBA Examination in Architecture. The post-Part 2 experience must be under the direct supervision of an architect in the United Kingdom.

It should be noted that full details of the rules covering professional experience are set out on the PEDR website (see www.pedr.co.uk). However, the following should be noted:

A minimum of 20 hours per week should be worked in order to count towards professional experience. For more guidance on this please contact Peter Kahan at p.kahan@apeas.org.uk.

Self-employment cannot be accepted as the candidate will lack effective guidance from an experienced architect. Agency work is acceptable only

under certain conditions. For more information on this please contact Dr. Peter Kahan at p.kahan@apeas.org.uk.

3.3 Nature of Professional Experience

It is important to remember that professional experience should be principally **practical** and **technical** in nature rather than creative. The main purpose of professional experience is to provide candidates with the necessary awareness, knowledge, understanding and skills to implement architectural designs in practice.

Professional Experience has a crucial role to play in relation to the Part 3 Examination in Professional Practice and Management. Professional Experience provides the necessary basis for a candidate to develop an awareness, knowledge, understanding and skills of the ARB/RIBA Part 3 criteria to develop a Case Study and give answers to Practice Paper questions. The better the range and quality of professional experience the more likely a competent Case Study will be produced and good, well informed Practice Paper answers will be given.

3.4 Responsibilities for Professional Experience

It is important to stress that as a candidate for the Part 3 Examination in Professional Practice and Management you have ultimate responsibility for obtaining the breadth, depth and quality of professional experience that will prepare you properly for the Part 3 Examination. However, it is not unreasonable for you to expect appropriate levels of information, advice and support from the office where you are employed and from your PSA. The PEDR website, under the section *Duties and Responsibilities of the Employer* sets out clearly the responsibilities of the employment mentor and candidate in relation to professional experience. It is strongly recommended that both you and your Employment Mentor read this section. The PEDR website also contains a section entitled the *Duties and Responsibilities of the Student* which includes a very helpful table setting out what is expected of the candidate and of the Employment Mentor and PSA during the period of professional experience. It is also strongly recommended that both you and your Employment Mentor read this section.

Achieving the most from your professional experience depends to no small extent on how well you manage the relationship between your office, your PSA and yourself.

3.5 Record of Professional Experience

The RIBA Professional Experience and Development Record (PEDR) and the Scottish Schools of Architecture (ASSA) Record of Experience are specifically designed to provide Practice Examiners with a clear and consistently recorded statement of experience, which allows the examiners to evaluate your experience effectively. For this reason, the Practice Examiners prefer that you use one or other of these methods of recording experience. Any other recording method that you choose to adopt runs the risk of failing to provide information in a form that allows consistent and effective evaluation by the examiners and may prove ineffective in persuading examiners of the range, depth and quality of your experience.

You are advised to discuss with your Employment Mentor at the start of each 3-month period of professional experience the work objectives and learning opportunities during that period. Such an approach provides a basis from which both your Employment Mentor and you can assess the progress you have made with your professional experience during each 3-month interval. You should monitor the range of experience across the various work stages at regular intervals. It is good practice to summarise the percentage of experience in each work stage achieved to date, at the time you submit your sheets to your PSA. If this reveals a gap in the range of experience, you should discuss with your Mentor how you might address the deficiencies.

You are strongly advised to keep a diary to supplement your more formal record. Since the 3-monthly record sheets are "activity based", the pattern of your experience is easily seen and this should be discussed with your Employment Mentor regularly.

Make full use of the record sheets to note interesting features of your work. **You should always state project title, contract value or budget costs, job stage and type of contract.** Once the subject of your Case Study has been agreed, it could be useful to highlight in your record sheets the project to which it relates, if applicable. This will allow the PSA and examiners to follow the progress of the project and relate it to any Study.

Inclusion of some illustrations/drawings is to be encouraged to clarify the type of work and experience that is being undertaken. Make sure that such illustrations/drawings are clear and well presented as poor drawings can lower the quality of an otherwise good Record of Experience.

Your record sheets should be completed at 3-monthly intervals. **Do remember to sign and date the record sheets in the appropriate place.** Your Employment Mentor should review the record sheets, commenting on your achievements and signing and dating them in the

appropriate place within a reasonable time period. It should be noted that the box for mentor's reports in the PEDR can be expanded if required. Once your Employment Mentor has commented and signed the record sheets they should be sent to your PSA for further comment, signing and dating. It is strongly recommended that you send each set of record sheets to your PSA within 2-months of the completion of the 3-month period. When completed at the correct time by you, your Mentor and the PSA, these comments help examiners to understand your career development during each 3-month period and, if completed regularly, provide a valuable supplement to the descriptive information in the record.

Some past candidates have chosen to ignore the advice given in the previous paragraph submitting some or all their record sheets to their PSA just prior to sitting the Practice Paper. Any late submission of record sheets carries the risk of the PSA signing but not commenting on the sheets or even not signing the sheets at all. Late submission of record sheets may also convey to your examiners an impression of someone who is not organised, or worse, someone who has not taken his/her professional experience sufficiently seriously.

Where, for good reason (e.g. illness or other extenuating circumstance), record sheets have had to be completed outwith the recommended timescales you are strongly advised to include a letter from your employer (on headed notepaper) to confirm the dates of employment and the reasons for late submission to the PSA. Any late record sheets should be accompanied by a note from your PSA stating the reasons for the late submission. These should be bound into the Record of Experience.

You are strongly advised to allow time for your Record of Experience to be agreed and finally signed off by your PSA. In practice, this means that experience beyond the end of October in the year you take the Part 3 Examination will not normally be counted.

It is important to recognise that your Record of Experience contains a great deal of information about your professional experience which your examiner will have to read. Any assistance you can give in summarising this information will make the task of assessing your Record of Experience easier. Both the PEDR and ASSA Record of Experience provide scope for summarising information. For example, the PEDR provides opportunities to summarise experience quantitatively in terms of Work Stages at both 3-monthly intervals and as an overall summary on the Professional Experience and Development Overview document. You should ensure that these sections of your record sheets are completed fully and accurately. The Professional Experience and Development Overview document also allows you to summarise your professional experience in terms of the office(s) you have worked in. Once again you are encouraged to complete this summary fully and accurately.

Before submitting your Record of Experience to APEAS you are strongly advised to undertake a final check of your records to ensure all periods of experience are included and record sheets have been signed in the appropriate places by your Employment Mentor, PSA and **you**.

Resit candidates are advised to contact Dr. P. A. Kahan, the Chief Executive Officer of APEAS, on receiving their Part 3 Examination result to discuss whether they need to continue to maintain their Record of Experience.

3.6 Evaluation of Experience

An Evaluation of Experience document is required from candidates sitting the Part 3 Examination in Professional Practice and Management consisting of a **self-evaluation** of the full range of professional experience to date. It should **not** exceed **2000 words**. It will provide important evidence to the examiners that you have consciously reflected on the opportunities presented to you while working in practice and have understood the professional implications of the activities in which you have participated or observed. You need to demonstrate beyond doubt your ability to match technical attainment with an understanding and critical evaluation of sound practice and contract administration.

The joint ARB/RIBA Part 3 criteria provides an indication of the level of attainment of professional experience expected prior to a candidate undertaking the Examination in Professional Practice and Management. The criteria are shown in Appendix 4. For further advice on levels of attainment consult your PSA or Employment Mentor.

Your Evaluation of Experience should comprise a critical, self-evaluation of your professional experience. Examiners actively encourage candidates to take a self-critical view of their own experience identifying both strengths and weaknesses. It may be helpful to include in your Evaluation brief details of the steps you have taken to improve on areas of weakness. You may also wish to include in your Evaluation of Experience some of your ideas on career aspirations post Part 3.

It may not have been possible for you to control the range of your experience: even unfortunate experiences can be educational and should be accurately recorded and sensitively and objectively evaluated.

In assessing your documentary submission and Oral Examination performance practice examiners require to persuade themselves that your awareness, knowledge, understanding and experience covers the full range of the ARB/RIBA Part 3 criteria.

To assist in ensuring that this coverage has taken place you should write your Evaluation of Experience in terms of the four headings in the ARB/RIBA Part 3 criteria (see Appendix 4):

- The Context for Practice
- The Management of Architecture
- The Management of Construction
- Practice Management and Business Administration

Your Evaluation of Experience should be prefaced by a **one page** professional CV, with name, date of birth, gender and listing your qualifications and the periods in practice.

3.7 RIBA Certificate of Professional Experience

The RIBA Certificate of Professional Experience may be used by candidates who have substantial architectural experience as an alternative to a Record of Experience. In order to use a Certificate of Professional Experience a candidate must satisfy the following conditions:

- they are thirty or over
- they have a minimum of six years experience in an architect's office
- they are working at a sufficient level in their office to be responsible for small jobs or are acting in a supervisory capacity and as such are in charge of a number of assistants involved in either a large project or a range of smaller projects

Further advice on when it is appropriate to use a Certificate of Professional Experience is provided on the PEDR website. The website also provides useful information on how to complete a Certificate.

It is strongly recommended that prior to using a Certificate of Professional Experience you consult your PSA to ensure that a Certificate is the appropriate route for you to pursue to record your experience.

It is important to note that a separate Certificate of Professional Experience should be completed for each period/place of employment in which you have obtained professional experience. Each Certificate must be signed by an employer (e.g. a principal in a private practice or a chief architect in a public organisation) to confirm that you have undertaken the activities recorded on the Certificate. It is also recommended that you obtain a letter of support from your employer (s) to supplement the Certificate (s).

On its own a Certificate of Professional Experience is of limited value to practice examiners in assessing the quality of a candidate's professional experience. It is, therefore, necessary to complement a Certificate (s) with

a document in which the candidate evaluates the quality of his/her experience in a way similar to that outlined for the Evaluation of Experience in Section 3.6. Such a document should not exceed **2000 words** in length.

It is also acceptable to combine the document for the Certificate of Professional Experience with the document for the Evaluation of Experience. Such a combined document will cover a longer period of professional experience than an Evaluation of Experience document associated with a Record of Experience so it is permissible for the combined document to be longer than 2000 words although it must not exceed **4000 words** in length.

Examiners have commented that the Evaluations of Experience presented by some past candidates using the Certificate of Professional Experience route have been weak. It is important to recognise that examiners are likely to place a considerable onus on the Evaluation of Experience in the case where a Certificate(s) of Professional Experience is used because such a Certificate(s) contains only limited information about a candidate's professional experience. Thus, candidates are strongly advised to provide a well-structured and evaluative Evaluation of Experience with their Certificate(s) of Professional Experience.

4

THE PROFESSIONAL CASE STUDY

4.1 Purpose of the Professional Case Study

The purpose of the Case Study is to allow a candidate to demonstrate his/her ability to investigate an architectural subject in depth, engage in critical evaluation relevant to the subject matter and, as a result, draw up meaningful conclusions.

Examiners have frequently stressed the developmental value of the Case Study to candidates. It is hoped that your completed study will not only be of interest and value to you but to others who work in the organisation in which you are employed and possibly consultants and clients.

4.2 Notes for guidance on the Case Study

The 'Professional Case Study' is intended to relate to the practice of architecture, but the nature and scope of the study will be left largely for you to decide, limited only by the requirements set out in the following notes.

Stage Submissions

You should make contact with the institution with whom you are registered for Part 3 support for advice on stage submissions of the Case Study.

In most cases the process of developing your Case Study will consist of the following three stages:

Stage 1: Title – Candidate submits a brief statement to his/her PSA suggesting a title and indicating the anticipated form of the proposed study.

Stage 2: Synopsis - Candidate submits a synopsis/outline to his/her PSA indicating the form and scope of the proposed study and confirming its title.

Stage 3: Completed Case Study submitted to APEAS by date shown in Appendix 2.

Examiners are anxious that candidates are given maximum freedom in the selection of the subject and style of the study, but to ensure acceptable topics (and to benefit from advice) you are strongly advised to adhere to the process shown above.

Approval of the synopsis is not a guarantee that the final study will be satisfactory, **but failure to submit a synopsis for advice has in the past been a common feature amongst unsuccessful candidates.**

APEAS has been advised by PSAs that candidates may submit their Case Study title and synopsis at any time in the year. However, in practice this should happen not less than six months before the submission date for documentary submissions to allow sufficient time for you to develop your Case Study fully.

Maintaining contact with PSA

After submitting their synopsis, some candidates have not made any further contact with their PSA before submitting their Case Study report. Such candidates have lost the benefit of the information and advice their PSA could have offered them while they were undertaking their Case Study investigation and preparing their report. **You are strongly advised to maintain regular contact with your PSA while preparing your Case Study.**

Early identification of the topic

The subject of your Case Study should emerge from your professional experience. This requires that you have a continuous commitment to actively engaging in, and recording, different forms of professional experience. Early consultation with your Employment Mentor and PSA is important in identifying an appropriate subject for your Case Study.

The importance of a title

Examiners have noted that it is very important that the Case Study should have a title. Not simply "Project at 52 Wakefield Avenue", but a title that indicates the scope and intentions of the study and the key issues addressed.

Examiners have commented that many Case Study titles bear little or no relation to the content of the Case Study report. By their very nature Case Study investigations can give rise to new and unsuspected information taking the candidate down routes of enquiry not anticipated when the Case Study was originally proposed. If this is the case, you should be willing to change the title of your Case Study report to ensure that it reflects as closely as possible the scope and content of your report.

Alternative types of Case Study

The Case Study will normally depend on which of the following two approaches is adopted: the first is essentially 'biographical' and project-based while the second is thematic.

Project Based Study

This types of study involves a building project of a significant size and preferably one which is under construction during part of the study period. The project should be one in which you are personally involved in a professional capacity. The study should investigate and comment on the background and progress of the project from inception to its present stage, identifying and forming conclusions about problems and their solutions and discussing organisational, administrative and operational issues. While reporting the factual basis of the project is important it is not itself sufficient: critical analysis and evaluation, and opinion are essential in allowing examiners to assess your understanding and capabilities.

Thematic Study

A thematic study involves an investigation, in some depth, of an aspect of architectural practice that can appropriately be studied within the organisation in which you are employed. Subjects in the following areas might be included:

- Contract administration, including on-site procedures
- Building appraisal and feedback procedures
- Control of project finance during design and construction
- Design team working
- Project documentation and contractor's requirements
- Information handling within the organisation.

With regard to a thematic type study it is important that the subject you choose is not too narrow since this may limit your opportunities to undertake an effective critical evaluation of the subject. On the other hand, studies that involve too wide a subject matter should also be avoided since such studies can become too large and fall outside the scope of a Part 3 candidate Case Study.

On-going commitment to the study and report

The Case Study investigation should be a continuous activity during which you gather and assess all kinds of information relevant to the Case Study subject. The Case Study report should be written up on a continuous basis. Depth cannot easily be acquired in composing a last-minute report.

Practical Bias

Examiners have frequently expressed disappointment that a study has told them little or nothing about a candidate. It is difficult to generalise all views expressed by examiners but on the basis of past experience you should note the following points:

Avoid becoming too academic or theoretical: the Part 3 Examination is concerned with practice and the examiners will be looking to draw out contractual or professional implications of the subject from you at the oral examination. Make practice based considerations the prime objective of your study. Although the theory may be of interest to you, its practical application is more likely to lead to the sort of problem-based discussion at oral examination that will allow you to demonstrate knowledge, understanding and professional judgment.

Do not lose sight of the assessment purpose of the report: **the examiners expect to discover your approach to the evaluation of problems** and, for this, **conclusions are essential**.

The most common criticism from examiners is that:

"..... the candidate often fails to identify the problems which arose, the methods used to deal with the problems and how they ought to have been handled. The study is really nothing more than a job history or expanded diary."

One simple yet successful method, which has been used by many, is first to 'cull' a history from the job files, in the form of brief notes. Scanning this outline (and discussing it with your Employment Mentor) often suggests a significant theme (possibly two or three) around which the study may be built, providing direction and ensuring effective editing of unnecessary information.

In a project based Case Study you should identify the economic and other factors influencing the decision to build and the significance of the job to your office.

In your Case Study it is important that you are analytical and evaluative and, where appropriate, make references to key texts on the subject to support your arguments. Where possible you should benchmark practice identified in the study against good practice in architecture (e.g. RIBA Plan of Work / RIBA Job Book may be useful sources of information).

Permissions and confidentiality

You should ensure before committing yourself to a study that all necessary information can be obtained and that permission for access, use, reproduction, etc, has been - or will be - granted. It is stressed that the responsibility for obtaining these permissions rests with you.

You are reminded that your employer's **confidentiality** must be respected at all times. However, your Case Study should not be 'sanitised'. You are assured that all documentary submissions submitted to APEAS will be treated with utmost confidence.

Case Study Report

One of the most frequent complaints made by examiners is that Case Study reports are too long. The body of the Case Study report, including any quotations, should be **6,000 words**. Only relevant materials should be included in appendices. Some candidates have chosen to ignore this advice producing, for example, reports in excess of 10,000 words. It is highly unlikely that a report that exceeds 6000 words in length will improve your chances of passing the Case Study. In fact, it is more likely to work against you as it indicates poor judgment and an inability to convey information and analysis in a concise manner.

APEAS does not have any particular rules regarding the structure of Case Study reports. Rather it is left to each candidate to decide on the best structure for their report. In deciding on the structure your aim should be to present information, findings, evaluations, conclusions and recommendations in a way that will be clear, concise, logical and easily understood by your examiners. When thinking about the structure of your report you may wish to ask yourself the following questions (the list of questions is not intended to be exhaustive):

- (1) Just how much background information should be included in the report?
- (2) Would an Executive Summary help give the examiners a concise overview of the Case Study?
- (3) What are an appropriate number of drawings, diagrams, graphics, and photographs to support the text in the report?
- (4) Where is the best place in the report to present critical evaluation (e.g. at the end of the report, at the end of each chapter or as it naturally arises? *To differentiate critical evaluation and comment from any job history it may be helpful to show the evaluation and comments in italic script*).
- (5) Are conclusions and recommendations supported by well developed analysis and argument in the body of the report?
- (6) Does the Case Study demonstrate clearly your ability to discuss and make professional judgments about the issues described?
- (7) Does the report provide examiners with insights into the way you have developed in professional practice as a result of undertaking the Case Study?
- (8) Can you demonstrate how the Case Study fits in with the ARB/RIBA Part 3 criteria as you may be asked questions on this at your oral examination interview?

- (9) Additional materials should only be included in any appendices attached to the report (e.g. financial statements, progress charts, minutes of meetings etc.) where relevant to the Study.

4.3 Presentation of the Report

It is important that a degree of uniformity be observed in the presentation of reports:

- 1 The Case Study should have stiff card covers, and be spirally bound.
- 2 Your name, and the study title, must be **clearly** visible.
- 3 All reports must be A4 size and the text must be typewritten.
- 4 A minimum font size of 12 should be used.
- 5 An index or 'contents' list is essential and the pages must be numbered.
- 6 A one page executive summary at the beginning of the report outlining key activities and conclusions is very helpful in allowing examiners to focus on the key issues in the Case Study.

4.4 Proof Reading of the Report

It is important that you carefully proof read your report prior to submission, checking for spelling and grammatical mistakes.

5

THE PRACTICE PAPER

5.1 Purpose of the Written Practice paper

The Practice Paper is the means by which candidates can convey to the examiners a measure of their professional practice awareness, knowledge, understanding and judgment of architecture in, as near as is practicable, situations similar to normal conditions of practice.

The legal definition of the word 'architect' is: a person whose name appears on the Register. Because this definition is a general one, the standard of competence which must be demonstrated before admission to the Register is also generally based. However specialised your architectural interests or rarified your professional experience it is your ability to deal in a responsible manner with situations which might arise in the ordinary course of general architectural practice which forms the basis of the Part 3 Examination in Professional Practice and Management including the Practice Paper.

The Practice Paper is based on a hypothetical Scenario of a practice and it will raise a range of inter-related problems and issues. Accompanying this account will be details of the resources available to the practice and data concerning some of its jobs.

The Paper will cover aspects of Professional Practice and Management as outlined in the ARB/RIBA Part 3 criteria in Appendix 4.

The purpose of the Practice Paper is to allow candidates to draw on the range of their knowledge, understanding and experience when submitting considered answers to a series of problems which might arise in the provision of architectural services in the United Kingdom. Some of the answers will involve the candidate in the exercise of professional judgment.

5.2 Undertaking the written paper

Candidates will receive a copy of the Scenario a week prior to sitting the Practice Paper. During this week you are strongly advised to study the Scenario carefully so that you gain knowledge and understanding of the structure, philosophy, operation and financial framework of the practice. The Scenario includes background information on various projects which may be the subject of questions in the Practice Paper. Studying the Scenario will provide you with an opportunity to identify and access relevant source materials.

Submissions should be based on the information provided, or available, at the time of answering the paper. Candidates may assume additional information but they should state why they consider this necessary. Candidates will have a 48-hour time period in which to set down in a professional manner answers to questions and possible solutions to problems and in response to the more open-ended parts of the paper, to state their opinions on the situations described. Problems should be dealt with on the assumption that the candidate has been appointed as job architect.

Candidates are allowed to use any form of reference and source of information they wish. They may also consult colleagues and consultants, but collusion in the preparation of the submission is not acceptable and both the candidate and Employment Mentor are required to sign a declaration to this effect. All references and sources of advice used are to be cited including other architects and consultants (see also section 2.3). **It is particularly important to cite whether English, Scottish or Northern Ireland legal documents have been used to answer questions.** Any assumptions made in answering questions should be clearly stated.

Candidates should base their submission on any forms and procedures as these relate to United Kingdom practice and with which they are familiar. With their office's permission, the normal aids, staff, stationery, standard forms and documents of the office may be used where appropriate. The paper will normally require calculations to be made, reports to be prepared, letters, memos and notes to be written and statements to be compiled. You should use the appropriate form in your response as skills in composing memos and letters are assessed by examiners as part of the examination process.

The candidate must make arrangements for the paper to be answered in **48 hours** in the office. Dates for the Practice Paper are given in Appendix 2. There is a short period following the examination that can be used to deal with the presentation, typing and binding of the Practice Paper responses to the same professional standard as the Professional Case Study and the PEDR/Record of Experience. Where more than one candidate is taking the paper in the same office, they and their Employment Mentor(s) can contact APEAS for advice as to how best to stagger the work. In all cases the deadline is mandatory. **It is the candidate's responsibility to ensure that all documentary submissions reach APEAS by the submission date.**

The Practice Paper will be scrutinised by the examiners, together with the other elements of the submission, prior to the Oral Examination. The examiners will then, in the main, base their questioning at Oral Examination on the answers given as part of the probing of the candidate's knowledge, understanding, experience and judgment.

5.3 Presentation of the Paper

As with the Case Study, it is important that a degree of uniformity be observed in the presentation of the Practice Paper. Thus,

- 1 The Practice Paper should have stiff card covers and be spirally bound.
- 2 Your name must be **clearly** visible.
- 3 All Papers must be A4 size and the text must be typewritten.
- 4 A minimum font size of 12 should be used.
- 5 The total amount of original material, excluding citations, etc., should not normally exceed **4000 words**.

6

THE ORAL EXAMINATION

6.1 The Oral Examination

Each candidate will be interviewed by two practice examiners who have, prior to the Oral Examination, studied the candidate's documentary submission in detail.

The interview will normally take no less than **45 minutes** and normally no longer than **60 minutes**. In the case of a candidate who is resitting only one component of the Part 3 Examination the interview may be as short as 30 minutes providing all questioning is complete.

At the Oral Examination the examiners assess candidates' professional experience and ability to deal with situations responsibly and decide whether they are ready to enter the profession. Attitudes and the ability to inspire trust and confidence, fundamental to professionalism, are sought.

You are strongly advised to re-read thoroughly your complete documentary submission prior to the Oral Examination. It is also advisable to be well informed about current and key architectural issues.

It is a matter of personal choice whether you take your documentary submission into the Oral Examination with you. Some candidates do take in their documents, highlighted in appropriate places, while others prefer just to take in brief notes. You are advised not to be over dependent on your documents at the Oral Examination as such over dependence may prevent you from engaging fully in discussions with your examiners.

It should be noted that at Oral Examination candidates may be asked questions which are outwith their direct experience but which relate to the ARB/RIBA Part 3 criteria.

6.2 Venues for the Examination

In 2010/11 the Oral Examinations will take place at one venue in Scotland. The CEO will write to all candidates in February 2011 advising them of the date, time and venue for their oral interview.

6.3 Results

As stated in Chapter 2, APEAS will notify candidates by letter of whether they have passed or failed the Part 3 Examination normally by the dates shown in Appendix 2.

6.4 External Examiner

An external examiner may be present at your oral interview. His/her presence does not imply that you are a borderline or failed candidate. External examiners attend interviews to advise APEAS on whether its examination process is being operated in a consistent and rigorous manner. In short, external examiners are present at interviews to examine the APEAS examination process and not APEAS candidates.

7

READING

There are dangers in attempting to compile a reading list: it cannot possibly embrace all the material available, or that might be read in the time available. In addition, there is no substitute for a careful reading of sources documents such as Acts of Parliament, Regulations or Forms of Contract, though commentaries can be helpful. **An excellent list is provided on the RIBA Library's web site www.architecture.com for recommended books (Practice and Management).**

Here are some possible references:

Chappell, D. & Willis, C., *The Architect in Practice*, 9th edition, Oxford: Blackwell Science, 2005

Chappell, D. & Powell-Smith, V. & Sims, J., *Building Contract Claims*, 4th edition, Blackwell Publishing, 1998

Chappell, D., *Parris's standard Form of Building Contract*, 3rd edition, Blackwell Publishing, 2002,

Chappell, D., *Contractual correspondence for architects and project managers*, 4th edition, 2006

Chappell, D. & Powell-Smith, V., *The JCT Design and Build Contract*, 2nd edition, 1999

Chappell, D., *The JCT Design and Build Contract 2005*, Blackwell Publishing (due June 2007)

Chappell, D., *The JCT Minor Works Building Contracts 2005*, Blackwell Publishing, 2006.

Cornes, D., *Design Liability in the Construction Industry*, 4th edition, Oxford: Blackwell Scientific Publications, 1994

Davison, J., *JCT2005 – What's New*, RICS Books, 2006.

Green, R., *The Architects Guide to Running a Job*, 6th edition, Architectural Press, 2006.

Joyce, R., *CDM Regulations Explained*, 2nd edition, Thomas Telford, 2001.

Littlefield, D., *Architects Guide to Running a Practice*, Elsevier, 2004.

Luder, O., *Keeping Out of Trouble*, RIBA Publishing, 2006.

Lupton, S., *Architects Job Book*, 7th edition, RIBA Publications, 2000.

Reading List (continued)

Lupton, S., Guide to JCT 98, RIBA Publishing, 1999.

Lupton, S., Guide to MW 98, RIBA Publishing 1999.

Lupton, S., Guide to SBC05, RIBA Publishing, 2006.

Speaight, A. & Stone, G., Architect's Legal Handbook, 8th edition, Architectural Press 2004.

Appendix 1

FEES AND REGISTRATION

APEAS Fees for the Examination in Professional Practice and Management (Part 3)

The full APEAS Fee for 2010/11 is	£960
This Fee consists of the following two elements:	
Registration Fee.....	£265
Examination Fee	£695
Resit Examination Fee	£640
Deferment Fee	£250*

*See the next page for details of APEAS Deferment Fee Policy.

The Registration Fee should be paid at the time you submit your APEAS Registration Form. The latest date for payment of the Registration Fee is **Monday, 31st May 2010**.

The latest date for payment of the Examination Fee is **Thursday, 30th September 2010**.

Cheques for both the Registration and Examination Fees should be made payable to **APEAS Ltd**.

Your Registration Form plus Registration Fee and Examination Fee should be sent to the following address:

**Dr. P. A. Kahan,
Chief Executive Officer,
Room 17,
Grangemouth Enterprise Centre,
Falkirk Road,
Grangemouth, FK3 8XS**

An e-mail will be sent to you confirming receipt of your Registration Form and Fee. Receipt of your Examination Fee will also be acknowledged by e-mail.

A candidate who does not pay either the Registration or Examination Fee by the latest dates (shown above) will not normally be allowed to sit the Part 3 Examination.

Deferment Fee Policy

A candidate may choose for professional or personal reasons to defer sitting the Part 3 Examination in the year he/she initially registers to sit it. Under such circumstance the following fee structure will apply when the candidate does sit the Part 3 Examination.

- (1) Where a candidate has only paid the Registration Fee, he/she will have to pay the Examination Fee applicable at the time of sitting the Part 3 Examination.
- (2) Where a candidate has paid both the Registration and Examination Fees the following Deferment Fees will apply in 2010/11:

Deferment prior to Tuesday, 5th October 2010 – the candidate will have to pay a reduced Fee the next time he/she sits the Part 3 Examination (for 2010/11 this Fee is £250).

Deferment between Tuesday, 5th October 2010 and 2nd November 2010 – the candidate will have to pay half the Examination Fee the next time he/she decides to sit the Part 3 Examination.

Deferment between Wednesday, 3rd November and Wednesday, 1st December 2010 - the candidate will have to pay the full Examination Fee the next time he/she decides to sit the Part 3 Examination.

Institution Part 3 Registration Fee

It is important to remember that the Institution where you are registered for the Part 3 Examination support will also charge a Registration Fee. This Fee is normally charged to take account of the support provided by your Professional Studies Advisor plus any qualification and/or course(s) designed to assist you with your Part 3 studies. Details of the Registration Fee can normally be obtained from the School of Architecture in the Institution where you intend to seek support.

Appendix 2

KEY DATES

IMPORTANT DATES FOR YOUR DIARY

1. Registration

- Last Date for payment of Registration Fee Friday, **Monday, 31st May 2010**
- Last Date for payment of Examination Fee **Thursday, 30th September 2010**
- Last Date for payment of Re-sit Fee **Thursday, 30th September 2010**
- Last Date for payment of Deferment Fee **Thursday, 30th September 2010**

2. Case study

Stage 1: Title

Candidates should submit a brief statement to their Professional Studies Advisor suggesting a title and indicating the anticipated form of the proposed study.

Stage 2: Synopsis

Candidates should submit a synopsis/outline to their Professional Studies Advisor indicating the form and scope of the proposed study and confirming its title.

Stage 3: Completed Study

The Study must be sent to APEAS with the other documents listed overleaf by the submission date.

3. The Written Practice Paper

- Scenario (issued to candidates by their Employment Mentor)
Tuesday, 23rd November 2010
- Written Practice Paper (issued to candidates by their Employment Mentors at 9.00 a.m. on Tuesday, 30th November 2010)
Tuesday, 30th November 2010 and Wednesday, 1st December 2010

4. Documentary Submission

The following documents must be submitted to APEAS;

- Professional Case Study
- Written Practice Paper
- PEDR/Record of Experience – two copies
- Evaluation of Experience – two copies

plus a CD containing a copy of your Professional Case Study, written Practice Paper and Evaluation of Experience. Please ensure that these documents are saved in a Pdf format. If you would like advice on how to do this contact Dr. Peter Kahan at p.kahan@apeas.org.uk or 01324–484652. Candidates should not bind their Evaluations of Experience with their PEDR/Record of Experiences but keep these as separate documents.

Candidates re-sitting the Case Study and/or Practice Paper should note that they must include two copies of an updated Evaluation of Experience in their documentary submission.

Candidates failing to comply with the following submission deadline cannot be presented for the Oral Examination

By noon on Friday, 3rd December 2010

Where compliance with the noon deadline proves impossible, proof of postage of documentary submissions is acceptable.

Documentary submissions should be submitted to the following address:

The Best Western Park Hotel, Camelon Road, Falkirk FK1 5RY

5. The Oral Examination

Wednesday, 2nd March 2011 and Thursday 3rd March 2011

Candidates will be informed by APEAS of the exact date, time and venue for their interview in February 2011.

6. Examination Results

Examination results issued to candidates

Normally by Thursday, 10th March 2011

7. Appeals

Appeals should be submitted within 3-months of Thursday, 3rd March 2011.

Appendix 3

CONTACT NAMES AND ADDRESSES

- Dr. P.A. Kahan,
Chief Executive Officer,
Architects' Professional Examination Authority in Scotland Limited,
Room 17,
Grangemouth Enterprise Centre,
Falkirk Road,
Grangemouth, FK3 8XS

Tel: 01324 484652
e-mail: p.kahan@apeas.org.uk
- RIAS Bookshop
15 Rutland Square
Edinburgh EH1 2BE
Tel: 0131 229 7545
<http://www.rias.org.uk>
- RIBA Professional Evaluation and Development Record (PEDR)
<http://www.pedr.co.uk>
- Architects Registration Board
5 Weymouth Street
London W1W 5BU
Tel: 020 7580 5861
Fax: 020 7436 5269
<http://www.arb.org.uk>
- Royal Institute of British Architects
66 Portland Place
London W1B 1AD
Tel: 020 7580 5533
Fax: 020 7255 1541
www.architecture.com

Appendix 4

ARB/RIBA Part 3 Criteria

At Part 3 students will demonstrate within an academic portfolio:

THE CONTEXT FOR PRACTICE

Knowledge of:

- The size and relative importance of the construction industry to other sectors of the national and international economy and the role of the profession relative to the industry
- The overlapping interests of organisations representing the built environment and their relation to the role of the architect
- The range of ongoing specialist panels of advisory, consultative or government bodies which have the responsibility for developing policies which guide or control construction industry practices

Understanding of:

- The social and economic context for investment in the built environment

Ability to:

- Apply principles underlying the law relevant to architectural practice and building procurement
- Act in accordance with the requirements of professional conduct and the concept of 'professionalism'
- Follow Codes and Standards regulating the profession of architecture
- Demonstrate that health and safety matters are integral to every stage of the design process and execution for those aspects of design for which the architect is responsible

THE MANAGEMENT OF ARCHITECTURE

Awareness of:

- Technical standards and sources of specialist information

Knowledge of:

- Legislation on health and safety and its application to design and construction

Understanding of:

- Appropriate fees, negotiation and fee bidding techniques, bearing in mind the funding and procurement basis for the project and with reference to other factors listed below
- Integrated project process and project team partnering

- Relevant statutory bodies, construction and development legislation and consultative bodies, construction and development legislation and consultative bodies, and their potential effect on programme, cost and quality of design
- Methods and standards intended to ensure and manage quality standards

Ability to:

- Prepare, in consultation with the client, an acceptable brief and budget, including consultation with others as appropriate. Thereafter, to effectively communicate with the client at every stage of the project
- Assess the variety and appropriateness of project procurement methods and their implications in relation to client requirements and the architectural and professional input required
- Assess the architectural services required to deliver a project effectively and the establishment of appropriate scope of works for all members of the project team; to co-ordinate and integrate the work of other consultants and an awareness of the terms of their appointments
- Programme and manage the flow of information among the members of the design team
- Communicate effectively with each part of the client body and construction team
- Operate quality assurance procedures which ensure the maintenance of design standards and intentions in relation to budgetary and programme control
- Analyse the appropriateness and completeness for its purpose of forms of documentation including written and graphic communication

THE MANAGEMENT OF CONSTRUCTION

Knowledge of:

- Site organisation, mobilisation and the establishment of appropriate lines of communication in relation to the specific responsibilities of the building team
- Methods of dispute resolution, conciliation, adjudication, arbitration, and litigation

Understanding of:

- Project planning, documentation and execution
- The range of methods of building procurement, tender types and codes of practice for procedure, and an ability to identify an appropriate contract strategy and to create pre-contract information
- Value engineering, integrated supply chain management and the principles of lean construction
- The implications of, and ability to apply, collateral agreements such as the nomination of subcontractors and the position of domestic sub contractors, suppliers, manufacturers and statutory undertakings in relation to standard forms of contract
- Risk management in relation to construction and consultants contracts, liabilities, indemnities and insurance and awareness of mechanisms such as insurance to deal with liabilities

- The value of post-completion assessment and appraisal and methods of debriefing
- The maintenance of adequate financial control for cost planning of projects

Ability to:

- Analyse contract types in terms of their implications for time, cost, quality, information flow and the procedures related to each
- Assess and organise a quality control and programming system in relation to the architect's role in administering the building process
- Prepare architect's instructions and certificates appropriately for standard forms of contract, and to implement the procedures for the assessment and valuation of claims
- Create maintenance manuals and post-completion information for clients and building users

PRACTICE MANAGEMENT AND BUSINESS ADMINISTRATION

Awareness of:

- The need and techniques for the marketing of professional services and how architects commissions are obtained
- National and international trends for the distribution and commissioning of architectural projects

Knowledge of:

- The requirements for taxation, health and safety, employment contracts, civil liability, and equal opportunities legislation etc. on different business structures, including working from home

Understanding of:

- The resources (technical, IT, financial, personnel, etc) necessary in order to offer professional services for a particular project
- Different forms of architectural practice, for example, sole trader, partnership, company, consortium or joint venture, and their respective legal implications
- The internal structures and organisations appropriate to different forms of architectural and multidisciplinary practice
- The skills required for the management of people within an organisation and a basic appreciation of motivation, group dynamics, staff appraisal and reward structures
- The techniques and context required to create an effective and efficient ongoing environment for practice
- The financial management of an architectural practice

Approved March 2002
Effective September 2003

Appendix 5

ASSESSMENT CRITERIA

The following is meant as a guide.

A Excellent

Documentary submissions

The Answers/Structure will demonstrate a close, critical engagement with the question and demonstrate a strong grasp of its wider implications. The piece of work will have a clear argument and factual material will be used in an analytical, rather than descriptive way to further that argument. The Language and Expression will be appropriate to the task and demonstrate a clear understanding of the appropriate scholarly apparatus. It will aid the development of the argument through its fluency and clear evidence of independent thought. A piece of work at this level will have a strong base in a Range of Knowledge that is both broad and deep. It will demonstrate a clear understanding of the complexity of the subject, an ability to argue at both the general and particular level and to evaluate information and make discriminating use of it.

Documented Experience will have a high level of direct engagement demonstrating substantial involvement with the practice of architecture. The candidate will demonstrate a high level of awareness of architectural practice in the four key areas: the Context for Practice; the Management of Architecture; the Management of Construction and Practice Management and Business Administration. The experience will have been recorded rigorously and with outstanding analysis/reflection

The work may be excellent in its totality, or there may be some aspect of the work that is exemplary. Where there is evidence that the candidate has exceeded the time and effort normally required for the task, this will be evident in the quality of the work.

Oral examination

The candidate will answer directly and thoughtfully with reference to key documents. He/she will demonstrate an outstanding engagement and critical ability with the issues of practice.

B Good

The candidate will demonstrate a good level of awareness across most areas of the defined Criteria, sound knowledge of most aspects of practice, a solid level of understanding and clear evidence of sufficient ability to practice. He/she will be aware of shortcomings and demonstrate knowledge of information sources and key texts which define good practice.

Documentary submissions

The Answers/Structure will demonstrate some understanding of the set question/issue but will show only moderate awareness of its wider implications. The piece of work will have a point of view but the arguments may be stated rather than developed and factual material, although relevant, will be used more descriptively than analytically. The Language and Expression will be sufficiently accurate and relevant to demonstrate a reasonable grasp of the topic but will lack fluency. The scholarly apparatus will be sufficient but may be incomplete or idiosyncratic. The argumentation will be derivative with little evidence of independent thought. The Range of Knowledge will be sound, although there may be some inaccuracies. It will have been assimilated rather uncritically and there will be a tendency towards narrative regurgitation.

Documented Experience will have a reasonable level of direct engagement demonstrating substantial involvement with the practice of architecture but may have some gaps. The candidate will demonstrate a sound level of awareness of architectural practice in the four key areas: the Context for Practice; the Management of Architecture; the Management of Construction and Practice Management and Business Administration. The experience will have been recorded and with good analysis/reflection.

Oral examination

The candidate will answer directly, or be able to express an understanding of the issue and will make some reference to key documents. He/she will demonstrate a clear engagement and good critical ability with a broad range of the issues of practice. He/she will be able to refer to examples from direct experience.

C Satisfactory

The candidate will demonstrate a good level of awareness across most areas of the defined Criteria, sound knowledge of most aspects of practice, a solid level of understanding and clear evidence of sufficient ability to practice. He/she will be aware of their shortcomings and demonstrate knowledge of information sources and key texts which define good practice.

Documentary submissions

The Answers/Structure will demonstrate limited understanding of the question set and will tend to write around it. The argument will be undeveloped and haphazard and the factual material will be used descriptively rather than analytically. The Language and Expression will generally be grammatically correct but will lack fluency and sophistication. The scholarly apparatus may be deficient. There will be little evidence of an understanding of the complex nature of the inquiry and the answer will show no intentional originality of approach. The Range of Knowledge will be adequate but may contain errors. It will be broadly relevant to the question but will be used in a descriptive and uncritical way. In general, work will be **competent but not good**.

Oral examination

The candidate will answer the questions but may be unsure of some aspects. He/she will be aware of their deficiencies and be able to correctly define information sources in these areas and demonstrate an adequate engagement and critical ability with a normal range of the issues of practice. Where the documentary submissions have been weak, he/she will be aware of the weaknesses and will be able to define errors in interpretation.

D Fail

Documentary submissions

The Answers/Structure will be weak, showing little understanding of the question and no understanding of its wider implications. Work will tend towards random presentation of facts and opinions. The Language and Expression will present a significant number of basic errors in spelling and grammar and will probably have deficiencies in the scholarly apparatus. It will fail to present any evidence of coherent, independent thought. The Range of Knowledge will be inadequate, with major errors and of doubtful relevance to the question. In general, the work will be poor in most, if not all areas. It may also, or alternatively, be incomplete.

Documented experience may be insufficient or inappropriate.

Oral examination

The candidate will not be able to answer some questions or answer in a way which reveals a lack of basic knowledge or awareness. He/she may not be aware of their deficiencies and may not be able to correctly define information sources in these areas. He/she will not demonstrate sufficient engagement and critical ability with a normal range of the issues of practice. Where the documentary submissions have been weak, they may be aware of the weakness and will be able to define errors in interpretation.

E Clear Fail

Documentary submissions

The work will be very seriously deficient in most, if not all areas. It may also, or alternatively, be incomplete.

Documented experience will be insufficient or inadequate, or the candidate may not be able to demonstrate having gained sufficient knowledge from the experience.

Oral examination

The candidate will not be able to answer most questions or answer in a way which reveals a serious lack of basic knowledge/awareness. He/she will not be aware of their deficiencies and will not be able to correctly define information sources in these areas. He/she will not demonstrate sufficient engagement and critical ability with a normal range of the issues of practice. Where the documentary submissions have been weak, they will not be aware of the weakness and will not be able to define errors in interpretation.

Appendix 6

CHANGE OF DETAILS FORM

Name of candidate: -----

<p>Change of Personal Details (e.g. change of home address or e-mail address or mobile number etc.)</p>
<p>Change of Office Details (e.g. change of employment mentor, change of office etc.)</p>
<p>Other Changes (e.g. change Professional Studies Advisor etc.)</p>

Please return this Form to:

**Dr. Peter Kahan,
APEAS,
Room 17,
Grangemouth Enterprise Centre,
Falkirk Road,
Grangemouth, FK3 8XS**