

Record of Experience (Certificate of Professional Experience) Form

Candidate's Name:

Employer's Name:

Employer's address:

..... Post Code:

Telephone No: Email address:

Dates of employment:

From: To:

Name of architect(s) / construction professional(s) supervising your work:

.....

| Description of the work undertaken | Approximate length of time spent on the work |
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Guidance on the completion of the Record of Experience (C of PE) Form

In completing the Record of Experience (C of PE) Form it is important to be clear what the purpose of the form is. As stated in the main note its purpose is to allow you to present descriptive information of the work you have undertaken at each place of employment you are counting towards your professional experience. This will allow your practice examiners to gain a clear and concise knowledge and understanding of the range, breadth and quality of your professional experience. Thus, in completing the form you may wish to take account of the following points:

- (1) Only include sufficient information so that your examiners get a clear and concise insight into the work you did at the place of employment (over wordy documents are unlikely to impress your examiners)
 You may find it advantageous to present the information in terms of the projects you were involved in. If you take this approach it is a good idea to provide details of each project such as:
 - Brief description of the project
 - Fee
 - Your level of involvement in the project
 - Contract
 - Project value
 - Procurement (if applicable)
 - Appointment
 - Other relevant details (eg did CDM apply)
- (2) If you adopt the project based approach it is important not to ignore non-project based activities such as office administration, marketing, CPD etc.
- (3) It is helpful to your examiners if as part of completing the Record of Experience (C of PE) Form(s) you give an indication of the stages of the RIBA Work Plan you believe your professional experience has covered.
- (4) The Record of Experience (C of PE) Form is deliberately simple in design so that you can adapt it to your purposes.
- (5) If possible try to include relevant images in the Record of Experience (C of PE) Form as this will almost certainly enhance your presentation.
- (6) You may also attach other relevant information to the form (eg drawings, letters, project schedules, minutes of meetings etc.) with the permission of your employer. However, it is important not to pad the form out with unnecessary information.