



**THE ARCHITECTS' PROFESSIONAL  
EXAMINATION AUTHORITY IN SCOTLAND Ltd.**

**2024/25 PRACTICE PAPER**

**Day 2: Wednesday, 20 November 2024**

**Questions 5 to 8**

*(Questions are numbered 1 to 8 across both parts of the Practice Paper.)*

**All 4 questions must be attempted**

**Answers must be submitted by 7.30 pm on  
Wednesday, 20 November 2024 as per separately issued  
instructions.**

**All characters, locations and incidents contained in this Practice Paper are  
fictitious.**

## Question 5

Answers to questions 5.1 and 5.2 should not exceed 450 words for each.

### 5.1 Dear Candidate

Strathburgh Developments want us to look at a site in Newcastle – it'll be their first development south of the border if all goes to plan. They're after the same kind of thing as normal – commercial at ground floor, purpose built student accommodation (PBSA), some communal facilities – and the site already has planning for a six storey block. I think we can squeeze on another, set back as a mansard (at least in part) with a roof terrace. The views should be amazing – I've seen photos from the vacant 1960s office block on the site that will need to be demolished... And it will be good to get some work in England again after it all tailed off in the covid lockdowns!

I've prepared the fee proposal for the architectural service stuff – we'll use a time charge for feasibility (which I'm confident we can demonstrate) and then percentage from Stage 2 onwards through new planning app / building warrant etc. Given your recent Part 3 studies I want you to think about this in relation to the principal designer roles under CDM 2015 and the new English Building Regs / Building Safety Act etc., as we have been asked to provide separate additional fee proposals for these too (and I'm not so up to date with it all):

Do the two roles carry comparable amounts of risk for us?

What else we need to consider in relation to all of this?

Would you please draft up some very brief bullet notes giving your thoughts on the above.

**5.2** The incoming UK Government has promised momentous reform of the planning and housebuilding systems in England, in order to considerably increase housing stock and address an issue that is endemic across all of the UK. In broad terms, and without being restricted by the details of devolution, how do you think such reform could be delivered? Please explain your reasoning by use of bullet points.

## Question 6

Dear Candidate,

I was at an industry event and bumped into one of our previous part 2 students (Rhea) who is now an experienced sole practitioner, dealing solely in high end Passive House projects. I am keen to explore the possibility of Rhea joining GFY as a partner as I think she would be a great addition, and she has expressed an interest of now being part of a bigger practice. This type of specialism could be a real boost to us in an area that we currently have a gap following Jill's retiral last year (and Paul's impending retiral).

Before I go back to Rhea to discuss in more depth, I would like to understand more what is involved. Given our recent conversations around succession planning, I wondered if you could pull together a briefing note regarding this. Consideration should be given to bringing in Rhea as a new partner into GFY LLP, how this could look in terms of our own business structure and other potential impacts. It would also be useful to consider the wider implications for Rhea's current practice in terms of projects and legalities (including copyright).

A restructure of the GFY senior management team also presents a good opportunity to consider a potential revamp to our overall marketing/promotion (especially given the specialisms involved). In addition to the briefing note above, can you also suggest two marketing strategies that could be explored in the future with a very brief sentence explaining your reason for selecting each. This should focus on the new management team and look at potential wider revenue streams. I would like to share this with Rhea when I meet her as I think this is the key to bringing her onboard.

Thanks

John

## Question 7

Dear Candidate

I need your assistance with this as I'm on annual leave for the next fortnight and I know that you know the detail of the Barker house extension.

You'll remember that I said to you that Mr Barker has been phoning me every day, twice a day for the past month and I've been getting my secretary to take a message for me each time as I don't have time to speak with him as he only complains about things when he phones. Well, for the last fortnight he's now resorted to e-mailing me and sending me WhatsApp messages, which I've also been ignoring. However, today a solicitor's letter has landed on my desk saying that due to the lack of response, Mr Barker will be taking us to court as there have been big delays on the project, and it's all our fault as I haven't responded to him, and they aren't paying our latest fee invoice!

I tried to find the appointment document for the Barker's extension, but I can't find it. I seem to remember this job came about when I met with Mr and Mrs Barker at our golf club, and they mentioned they wanted us to design an extension to their house. I remember I briefly ran through with them our terms and conditions (or what I could remember of them...!) and an outline of our fees, to which they agreed. As you know we've spent a lot of time and effort on this project, including the building warrant submission for this project. Whilst I was looking for the appointment document, I also had a look at our previous invoices, it turns out the Barkers haven't paid any of our invoices. Now looking at all of our invoices, including the latest invoice issued the Barkers owe us nearly £15,000!

Please could you draft me a bullet point list of the next steps we need to take, specifically:

- What do we do about me ignoring Mr Barker's calls?
- What do we do about our appointment?
- What do we do about our fee invoices not being paid?

And lastly, please could you draft a letter to Mr Barker setting out the next steps.

Thanks

John

## Question 8

Memo to candidate:

Dear Candidate

We are so fortunate that both the building and brief of the new residences' refurbishment is almost a copy of the previous one - we will save so much time! I would like you to give a good briefing to the whole office about this new project so we can all learn from how a construction programme is organized/devised. This means an understanding of the broad concepts of what makes a programme rather than a breakdown of activities e.g. scaffolding etc.

Therefore, in order for GFY to appreciate the methodology involved, I would like you to describe key characteristics that Kornice Construction would consider in estimating a construction programme? Why these are important to the construction process and what GFY would expect to see? We will be making good use of CDPs (Contractor Designed Portions), therefore, discuss salient contractual particulars for GFY to consider and what implications the shortened programme may have for GFY? Responses should also cover aspects of management processes that could be of assistance.

Kind Regards

John

**END OF PAPER (DAY 2)**