

**Architectural Association
School of Architecture**

PART 3

**AA SCHOOL
PROGRAMME GUIDE
PROFESSIONAL PRACTICE AND PRACTICAL EXPERIENCE
(ARB/RIBA PART 3)
2016/2017**

CONTENTS

WELCOME AND INTRODUCTION

SECTION 1: THE SCHOOL

THE ARCHITECTURAL ASSOCIATION SCHOOL OF ARCHITECTURE

Welcome

1.1 THIS GUIDE/WHERE WE ARE

1.2 ACADEMIC ORGANISATION & MANAGEMENT

Overall Academic Organisation

Foundation

Undergraduate School

Graduate School

AA Professional Practice and Professional Experience

Academic Management & Governance

Annual Unit Review and Action

1.3 AA PROFESSIONAL PRACTICE & PRACTICAL EXPERIENCE

Programme structure

Teaching and Learning

Assessment and Progression

SECTION 2: THE PROGRAMME

2.1 PROGRAMME SPECIFICATION

2.2 PROGRAMME DESCRIPTOR

This guide is to be read in conjunction with the current editions of the AA School Academic Regulations.

SECTION 1 : THE SCHOOL

ARCHITECTURAL ASSOCIATION SCHOOL OF ARCHITECTURE

WELCOME

It is a pleasure to welcome you to the Architectural Association School of Architecture (AA), which has, since 1917, been located in the Georgian buildings of Bedford Square, central London. For decades, the School has raised students and teachers who have grown into leading architects and educators internationally. In the last ten years AA graduates have been awarded three Pritzker Prizes, eight RIBA Stirling Prizes, four RIBA Gold Medals as well as providing several winners of UK Young Architect of the Year and RIBA President's Medals Students Awards.

Founded in 1847 by two architectural apprentices, the AA was established to provide independent and self-directed education for aspiring architects. The School was first recognised by the RIBA in 1906 and in 1919 a full-time course was extended to five years and the award of Diploma introduced. The School carries on its founding mission as an independent academic institution and a learned society. The AA is an independent registered educational charity, without operational affiliation to any UK or other university or educational institution and is one of only two independent schools of architecture in the UK with this status.

The School understands the critical role of a multi-disciplinary approach to an architectural education, now made ever more essential in today's global environment. While embodying big ambitions, the School values its small size and sense of intimacy as a community of high calibre tutors, students and administrative support staff, with an exceptionally high tutor-to-student ratio.

The AA School is comprised of the Foundation Programme, Undergraduate School, Graduate School, and Visiting Schools. The Undergraduate School comprises First Year, Intermediate School and Diploma School, and is at the centre of a unique learning context that includes students from all over the world. It offers academic programmes in architecture that include the AA Intermediate Examination (ARB/RIBA Part 1) ; the AA Diploma and AA Final Examination (ARB/RIBA Part 2) and the AA Professional Practice and Practical Experience Examination (ARB/RIBA Part 3).

The Undergraduate School's unit system encourages concentrated and independent design development, intellectual and practical, taught by tutors who are professional practitioners in their own right in the UK or internationally. This year there are 16 units in the Intermediate School and 15 units in the Diploma School. AA students learn to ask critical questions and contextualise work through taught courses in History and Theory, Technical Studies, Media Studies and Professional Practice. In addition emphasis is placed on developing the ability to debate issues, argue convincingly for a particular design approach and communicate work clearly and succinctly via a range of media, visual and verbal.

The Graduate School offers 11 MSc, MArch, MPhil programmes as well as a PhD programme. Many of the topics explored by the Undergraduate School relate to work being undertaken in the Graduate School and there is opportunity for constant exchange between programmes and with specialist partners outside the School. The AA Public Programmes and Membership events both provide further opportunities for students across the School to gain valuable knowledge, experience and contact with others of similar interest. Details of all courses and events are available on the AA website.

All the staff in the School recognise the energy and commitment, skills and knowledge, required to not only qualify for studies in higher education but to produce work of the highest quality. The Undergraduate School offers an educational framework that places the students at the centre of a rich and challenging design culture. This stimulating and supportive environment aims to underpin each student's academic development and build confidence, enabling ideas to develop both within the academic context of the AA and beyond, out in the wider professional world of architecture.

Today, architectural schools are part of a world being propelled forward in the early years of the 21st century by sweeping social, technological and communication revolutions that profoundly challenge every aspect of an architect's life. Ours is a time for challenging and expanding the aims, imperatives and expectations of our students, so that their learning abilities better align with present and future needs of the profession.

I would like to offer all students my best wishes at the beginning of your studies here at the AA and invite you to stop by my office to discuss your progress and continue a dialogue that will help ensure that our school not only continues to maintain the highest standards but remains at the cutting edge of debate.

Brett Steele, Director of the AA School of Architecture

1. 1 THIS GUIDE

The purpose of this guide is to provide information regarding the way in which the School and its programmes are organised. Familiarising yourself with this document will provide you with insight for the reasons we do the things we do.

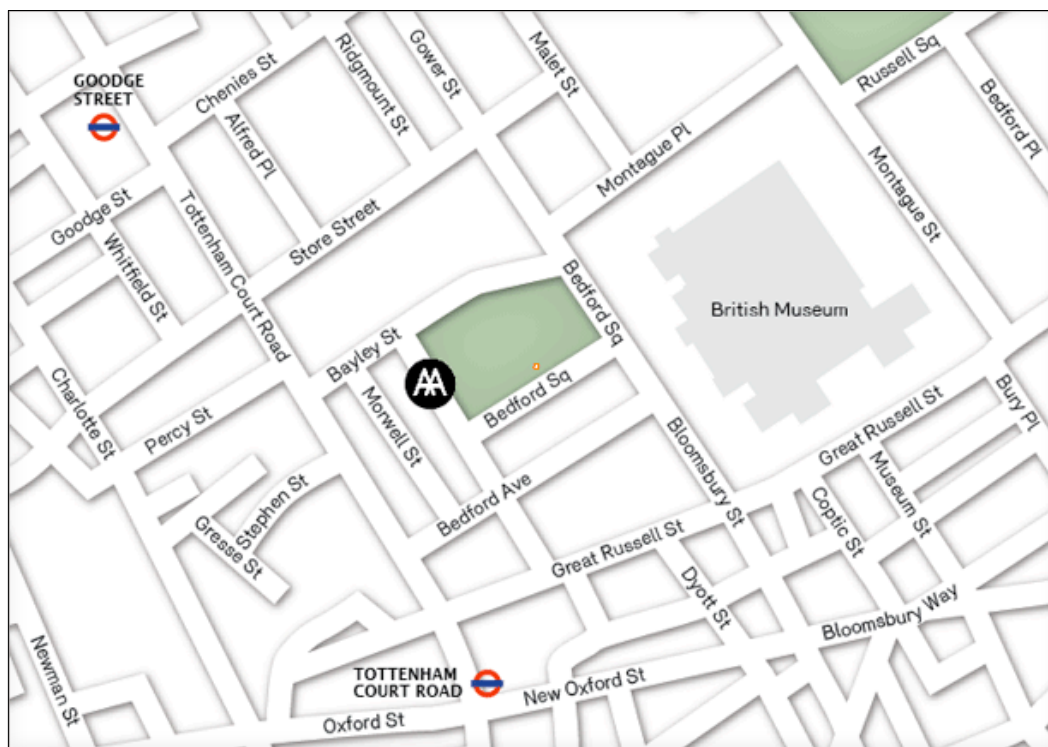
This guide also provides an introduction to terms and definitions, common principles of content and assessment, the way that the programmes are structured, how each unit and course is organized, credited and regulated, and what you, as a student, will be expected to do.

Other documents you will find essential in orienting yourself within the Undergraduate School include the following:

- The AA School Academic Regulations 2016-2017
- The Complementary Studies Course Booklet 2016-2017

WHERE WE ARE

Our principal buildings are at 34-36 Bedford Square Bloomsbury central London. We occupy additional premises at 32, 33, 35, 37, 38 and 39 Bedford Square, and 4 and 16 Morwell Street. Additional teaching and learning centres are located in the AA’s Hooke Park, in Dorset.



Address

AA School of Architecture
 36 Bedford Square
 London WC1B 3ES

Telephone:

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Contact Details

	Role	Location	Telephone
Brett Steele	School Director	36 Bedford Square	+44 (0)20 7887 4026
Belinda Flaherty	School Registrar	36 Bedford Square	+44 (0)20 7887 4092

1.2 ACADEMIC ORGANISATION & MANAGEMENT

Overall Academic Organisation

The AA School is an independent school of architecture governed by the Architectural Association (Inc.) The AA Undergraduate School offers a five-year course in architecture prescribed by the Architects Registration Board and validated by the Royal Institute of British Architects. The AA School of Architecture consists of approximately 750 full-time equivalent students, who study in the Foundation, Undergraduate and Graduate Schools.

The AA School is made of four distinct parts:

- **The Foundation Programme**, for one-year, for students contemplating a career in architecture and design
- **The Undergraduate School**, a five-year ARB/RIBA validated course that is recognised within Europe under Article 46 of the Mutual Recognition of Professional Qualifications Directive (2005/36/EC). AA Intermediate Examination provides, after three years' full time study, exemption from ARB/RIBA Part 1 and after five years' full time study the AA Final Examination provides exemption from ARB/RIBA Part 2. The AA Professional Practice and Practical Experience Examination, a further one-year ARB/RIBA validated course leading to graduation providing exemption from ARB/RIBA Part 3 and to UK professional qualification as an architect. This course is open to graduates who have successfully obtained their Part 1 and Part 2 qualifications or their equivalents. A minimum period of 24 months appropriate professional experience is a requirement at Part 3, at least 12 months of which must have been undertaken after obtaining Part 2.
- **The Graduate School**, comprising 11 distinct programmes of advanced studies, 10 of which are validated by the Open University (OU). There are full-time Masters programmes offering degrees, including a 12-month Master of Arts and a Master of Science, a 16-month Master of Architecture and a 20-month taught Master of Philosophy. The AA Interprofessional Studio offers a full-time one-year or part-time two-year course leading to a Postgraduate Diploma. The AA Doctor of Philosophy programme combines advanced research with a broader educational agenda.
- **The AA Visiting School (AAVS)** is held on five continents in dozens of cities, territories and remote regions. The diverse courses that make up our AAVS programme provide teaching and learning opportunities for students, professionals and other international participants to engage with AA tutors and other experts on a number of the world's urgent challenges, in not only architecture but in the wider context of culture and the environment. The short-course offerings in the Visiting School are open to visiting students enrolled at schools throughout the world, currently enrolled AA students, recent graduates, architects and other creative individuals and professionals who wish to further their knowledge, practice and skills in architecture.

Annual Unit and Course Review and Action

All programmes and courses in the School are subject to internal and external review on a regular basis. This includes review by the School's relevant Academic Committees and Boards, feedback from the External Examiners, student feedback, and annual internal and external monitoring processes by and including the regulatory and professional bodies, ARB and RIBA and the government's regulatory body for Higher Education, the QAA (Quality Assurance Agency).

Academic Management and Governance

The Academic Board (AB) is the sovereign academic body charged with responsibility for the academic governance of the AA School and its programmes of study. It is chaired by the Director of the AA School. The Academic Board delegates responsibilities to, and monitors the progress, effectiveness and recommendations of the AA School's academic committees, the Undergraduate Management Committee (UMC), Graduate Management Committee (GMC) and Teaching Committee. The Academic Board demonstrates its accountability to the AA Council by submission of quarterly reports.

The Senior Management Team (SMT) comprises the School Director, School Registrar, Company Secretary, Head of Estates, Chair of Graduate Management Committee, Chair of Undergraduate Management Committee, Head of Visiting School, Director of Finance & Resources, Director of Development & External Engagement and Head of Human Resources. Each member of the team is responsible for the operational actions of one of ten areas of the AA School that impact on its management and resourcing.

1.3 THE PROGRAMME: AA PROFESSIONAL PRACTICE & PRACTICAL EXPERIENCE

Programme Structure

The AA Professional Practice and Practical Experience Examination (ARB/RIBA Part 3) is held twice a year, in the Spring and the Autumn. It is open to graduates who have successfully obtained their Part 1 and Part 2 qualifications or their equivalents. A minimum period of 24 months appropriate professional experience is a requirement at Part 3, at least 12 months of which must have been undertaken after obtaining Part 2. Monitoring of, and support for, the appropriate professional experience is provided as part of the Part 3 course.

Teaching and Learning

The programme incorporates a range of teaching and learning methodologies. These are set out in the Programme Specifications and amplified in the Course Descriptor.

Assessment and Progression

The School's approach to, and regulations for, assessment and progression are set out in the AA School Academic Regulations and the AA Student Handbook, to which reference should be made alongside this handbook.

SECTION 2: THE PROGRAMME**2.1 PROGRAMME SPECIFICATION**

AA PROFESSIONAL PRACTICE AND PRACTICAL EXPERIENCE PROGRAMME SPECIFICATION		
PART A: PROGRAMME SUMMARY INFORMATION		
Awarding body	Architectural Association School of Architecture	
Partner institution(s)	N/A	
Location of Study/campus	36 Bedford Square, London WC1B 3ES	
Professional, Statutory and Regulatory Bodies	Royal Institute of British Architects Architects Registration Board Quality Assurance Agency	
Award and titles	Award	Title
Final award	Postgraduate award	AA Professional Practice and Practical Experience Examination (ARB/RIBA Part 3)
Intermediate award	N/A	N/A
	Duration of study (standard)	Maximum registration period
Full-time	N/A	N/A
Sandwich	N/A	N/A
Part Time	6 months	4 years
Distance	N/A	N/A
Start date for programme	September 2015	
Course codes/categories		
UCAS code	N/A	
CATS points for course	N/A	
QAA Subject Benchmark	2010	
Admissions		
UCAS	N/A	
Direct to School	✓	
Admissions criteria		
Requirements	Refer AA School Academic Regulations, AA School Part 3 Handbook	
Language	Refer AA School Academic Regulations	
Contacts		
Programme Leader	Paul Crosby	
Examination and Assessment		
External Examiners	Stephen Brookhouse <small>MSc, BA, BArch, RIBA</small>	
	Graham Brown <small>RIBA</small>	Natasha Brown <small>BA(Hons)</small>
	Graham Frecknall <small>MA(Arch), AADipl, RIBA</small>	Gordon Gibb <small>BArch, DipArch, LLM, FRIAS, RIBA, MCIArb</small>
	Richard Griffin <small>AADipl, RIBA</small>	Tony Grimwade <small>DipArch, ARB, RIBA</small>
	Michael Harris <small>BSc(Hons), BArch, RIBA, MAPM</small>	Catherine Hennessey <small>BArch, DipArch, BA(FineArt), RIBA, FRSA</small>
	Mary Kelly <small>BArch, DipArch, ARB</small>	Lawrence Johnson <small>BSc(Hons), MSc</small>
	Susan Johnson <small>BA(Hons), DipArch, MSc(ProjMan)</small>	Trevor Lawrence <small>DipArch, RIBA, MCIArb, MBIFM, FRSA</small>
	Neil Matthews <small>MArch, DipArch, ARB, RIBA</small>	Mike Montuschi <small>BSc(Hons), DipArch, RIBA, ACArch</small>
	Neville Penter <small>BA(Hons), DipArch, ARB, RIBA</small>	Brian Powell <small>RIBA</small>
	Peter Ullathorne <small>JP, AADipl, RIBA, FRSA, AAI, FRSH</small>	Richard Warwick <small>DipArch, RIBA, ARB</small>
Examination Board(s)	Course Director/Course Leader/External Examiners' Review	
Approval/review dates		
	Approval date	Review date
Programme Specification	1 August 2016	1 August 2017
ARB Prescription	29 May 2014	24 September 2020
RIBA Validation	2015	2020
Quality Assurance Agency	13 July 2012	2016

PART B: PROGRAMME DETAILS	
AIMS	
Terminology	<p>The terms <i>knowledge, understanding, ability</i> and <i>skills</i> are used in the Professional Criteria to indicate the level of achievement required as the student progresses through qualifications at Part 3.</p> <p>The abbreviation LO is used to define the specific Learning Outcomes for this award and are to be read in conjunction with the Aims of the programme.</p>
Aims	<p>The Examination is designed to establish whether a candidate is 'fit' to practice Architecture as a general practitioner in the United Kingdom.</p> <p>The title 'Architect' is protected in law and no-one who is not registered with the Architects Registration Board (ARB) may use that title.</p> <p>A 'Registered Architect' may go on to join a professional institution of which the RIBA is the largest and, if they are accepted into membership of the RIBA, may describe themselves as a 'Chartered Architect'.</p> <p>The precise definition of what constitutes 'fitness' to practice has always appeared broad in that it incorporates an appraisal of the individual relating both to 'character' and 'good judgement' as well as 'proven skill', 'wide knowledge' and 'broad experience', but the minimum standards required are set out in the ARB/RIBA Criteria for Part 3.</p> <p>The programme aims to produce graduates with the rounded capability required to:</p> <ul style="list-style-type: none"> • Manage the design development process • Manage the development of the project through the implementation process • Manage the business of being an Architect • Do all these things within the framework of ethical practice, law and correct procedure

INTENDED LEARNING OUTCOMES	
Learning Outcomes 'LO'	On completion of this programme, and in conjunction with the Aims of the programme at this award level, graduates will have:
LO1	Professionalism
LO1.1	A successful candidate will demonstrate overall competence and the ability to behave with integrity, in the ethical and professional manner appropriate to the role of architect.
LO1.2	The candidate will have the skills necessary to undertake effective communication and presentation, organisation, self-management and autonomous working.
LO1.3	The candidate will have a clear understanding of the architect's obligation to society and the profession, and a sufficient awareness of the limits of their competence and professional experience to ensure they are unlikely to bring the profession into disrepute.
LO2	Clients, users and delivery of services
LO2.1	A successful candidate will be able to demonstrate understanding of the range of services offered by architects and delivering those services in a manner prioritising the interests of the client and other stakeholders.
LO2.2	The candidate will have the skills necessary to provide a competent service, both singly and as part of a team, including understanding of client needs, appropriate communication, programming, coordination and competent delivery.
LO2.3	This will be supported by knowledge of the briefing process, forms and terms of appointment, the means of professional remuneration, relevant legislation, and the execution of appropriate programmed and coordinated project tasks.

LO3	Legal framework and processes
LO3.1	A successful candidate will be able to demonstrate understanding of the legal context within which an architect must operate, and the processes undertaken to ensure compliance with legal requirements or standards.
LO3.2	The candidate will have the skills necessary to positively interact with statutory and private bodies or individuals, and competently deliver projects within diverse legislative frameworks.
LO3.3	This will be supported by knowledge of the relevant law, legislation, guidance and controls relevant to architectural design and construction.
LO4	Practice and management
LO4.1	A successful candidate will be able to demonstrate understanding of the business priorities, required management processes and risks of running an architectural practice, and the relationship between the practice of architecture and the UK construction industry.
LO4.2	The candidate will have the skills necessary to engage in business administration and ability to resource, plan, implement and record project tasks to achieve stated goals, either individually or within a team.
LO4.3	This will be supported by knowledge of the nature of legal business entities, office systems, administration procedures and the relevant legislation.
LO5	Building procurement
LO5.1	A successful candidate will be able to demonstrate understanding of UK construction and contract law, construction procurement processes and the roles of built environment professionals.
LO5.2	The candidate will have the skills necessary to plan project-related tasks, coordinate and engage in design team interaction, execute effective contract communication and resolve construction-related challenges and disputes.
LO5.3	This will be supported by an understanding of contractual relationships, the obligations upon an architect acting as contract administrator, job-related administrative systems and the management of projects in the context of the candidate's professional experience.

PROGRAMME STRUCTURE

The programme structure consists of study over six consecutive calendar months, leading to the award of the AA Professional Practice and Practical Experience Examination (RIBA/ARB Part 3).

The AA Professional Practice and Practical Experience Examination (ARB/RIBA Part 3) is held twice a year, in the Spring and the Autumn. Candidates should give themselves a minimum 6-month period for preparation for the exam and are required to discuss their intentions with the AA Professional Studies Advisor and to register to take Part 3 examination with the AA Professional Studies Co-ordinator.

At the initial stage candidates are interviewed, their work experience examined and their eligibility for the examination process evaluated. Timetables, seminar attendance and reading lists and the Part 3 pre-registration and assessment process are explained and discussed.

Seminars covering topics central to professional practice are provided in both the Spring and the Autumn terms. Two formats are provided: the Spring series takes place at weekends over a period of 12 weeks; the Autumn series is offered as an intensive block over two weeks. Candidates are expected to attend these seminars but are not obliged to do so if they can demonstrate that they have undergone similar preparation elsewhere. Seminar speakers, who are selected from those who have been central to the creation and interpretation of policy and regulation, are encouraged not only to discuss the technical and the tactical issues but also the origins and the implications of policy, law and regulation.

The examination comprises:

- Initial assessment: evidence of eligibility, career profile chart, 2,000-word career profile essay
- Written Paper 1 Case Analysis: 3-5,000-word report, prepared in student's own time over 4 weeks
- Written Paper 2 Architectural Practice and Law: 3-hour written paper, references permitted
- Written Paper 3 Architectural Practice and Law: 2-hour written paper, references permitted
- Written Paper 4 Architectural Practice and Law: 1-hour written paper, no references permitted
- Professional Curriculum Vitae
- Signed records of a minimum of 2 years appropriate practical experience in the form of the RIBA PEDR, or the AA Certificate of Professional Experience
- Viva - Professional Interview

Only students who achieve a pass in all parts of the Examination are awarded the AA Professional Practice and Practical Experience Examination (ARB/RIBA Part 3). Students who fail in any one session are offered up to two further opportunities for re-assessment.

TEACHING, LEARNING AND ASSESSMENT

Teaching and Learning	<p>This programme is undertaken in part-time mode only. Students are taught in lectures, seminars, workshops and group discussions that provide a challenging environment for the consideration of complex professional, ethical, legal and practice issues.</p> <p>The key objectives are to provide students with the appropriate level of coverage of all the issues within the ARB/RIBA Professional Criteria, and to support students in the development of their critical ability to reflect on and apply knowledge acquired through academic study and practical experience to professional activity with appropriate judgement.</p> <p>Details of the seminars and workshops are described in the AA Part 3 Handbook, and course and examination schedules and timetables are provided at the start of each course in Spring and Autumn. Details of staff contact time are set out in the unit descriptors.</p> <p>School-wide facilities and resources are described in the AA Student Handbook. Detailed information is set out in the AA Prospectus, the AA School Part 3 Handbook and on the AA website.</p>
Assessment	<p>The Assessment regulations are set out in AA School Academic Regulations.</p> <p>A range of assessment methods is adopted to test the learning outcomes within the course. Summative assessments are through the written examination papers, documentary submission and the professional interview. The criteria for assessment are set out in the Unit Descriptor. Unsuccessful students are given written feedback following the examination.</p>
Award classification	<p>The award of the AA Professional Practice and Practical Experience Examination (RIBA/ARB Part 3) is classified only as Pass.</p>

Accreditation	The AA Professional Practice and Practical Experience Examination (RIBA/ARB Part 3) is designed to maintain prescription by the Architects Registration Board, the ARB, validation by the Royal Institute of British Architects, the RIBA, to provide exemption from the RIBA/ARB Part 3 examination in architecture.
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LEARNING SUPPORT

	Refer AA School Part 3 Handbook and AA School Academic Regulations.
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ADMISSIONS CRITERIA

	Refer AA School Part 3 Handbook and AA School Academic Regulations.
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ADDITIONAL INFORMATION

	Refer AA School Academic Regulations and AA Website
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REGULATIONS

	<p>Refer AA School Academic Regulations.</p> <p>In addition, the following course-specific regulations apply:</p> <ul style="list-style-type: none"> • All parts of the examination must be passed. • Learning Outcomes are specified by the professional and statutory bodies and must all be achieved to pass.
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EVALUATING AND IMPROVING QUALITY, QUALITY INDICATORS

Teaching Committee/ Academic Board	Periodic/Annual evaluation and action
QAA Subject Review	Quality Assurance Agency
Professional Accreditation	Royal Institute of British Architects Architects Registration Board

2.2 PROGRAMME DESCRIPTOR

Course Title	PROFESSIONAL PRACTICE AND PRACTICAL EXPERIENCE (ARB/RIBA PART 3)	Code	
Level	Postgraduate	Status	Compulsory
Programme Leader	Paul Crosby	Terms	Academic year
Co-requisite	None	Pre-requisite	None
Barred combinations	None		
Professional body requirements	Architects Registration Board Royal Institute of British Architects		
Learning methods	Lectures Seminars/tutorials Practical experience Self-directed learning		

SYNOPSIS

Professional management, practice, and law is concerned with highly diverse issues related to ethics, the social and economic context for investment in the built environment, relations with clients, consultative bodies, codes of practice, practice management and procedures, design quality, building procurement, forms of contract, financial and project management, statutory matters, and litigation, which interact significantly in the work of the architect.

AIMS

To develop the knowledge, understanding, ability and skills appropriate for entry level to the profession of architecture (ARB/RIBA Part 3) including demonstration of an understanding of:

- Professional ethics
- The architect's obligations to society and the protection of the environment
- Professional regulation, conduct and discipline
- Institutional membership, benefits, obligations and codes of conduct
- Attributes of integrity, impartiality, reliability and courtesy
- Time management, recording, planning and review
- Effective communication, presentation, confirmation and recording
- Flexibility, adaptability and the principles of negotiation
- Autonomous working and taking responsibility within a practice context
- Continuing professional development
- Types of client, their priorities and the management of the relationship
- Briefing, organising and the programming of services appropriate to appointment
- Architects' contracts, terms of engagement, scope of services and relevant legislation
- Obligations to stakeholders, warranties and third party rights
- Communication, progress reporting and the provisions of appropriate and timely advice
- Budget and financial awareness and cost monitoring or control
- Responsibility for coordination and integration of design team input
- Invoicing, payment of fees and financial management
- Intellectual property rights and copyright law
- Duty of care, professional liability, negligence and professional indemnity including insurance
- The relevant UK legal systems, civil liabilities and the laws of contract and tort ('delict' – Scotland)
- Planning and Conservation Acts, guidance and processes
- Building regulations, approved documents and standards, guidance and processes
- Land law, property law and rights of other proprietors
- Terms within construction contracts implied by statute
- Health and safety legislation and regulations
- Statutory undertakers and authorities, their requirements and processes
- Environmental and sustainability legislation

- Historic buildings legislation
- Accessibility and inclusion legislation
- The roles of architectural practice in the construction industry
- External factors affecting construction and practice at national and international levels
- Practice structures, legal status and business styles
- Personnel management and employment-related legislation
- Practice finance, business planning, funding and taxation
- Marketing, fee calculation, bidding and negotiation
- Resource management and job costing
- Administration, quality management, QA systems, recording and review
- Staff development, motivation, supervision and planning
- Team working and leadership
- Procurement methods, including for public and larger projects and relevant legislation
- The effect of different procurement processes on programme, cost, risk and quality
- Collaboration in construction and provisions for team working
- Tendering methods, codes, procedures and project planning
- Forms of contract and sub-contract, design responsibility and third party rights
- Application and use of contract documentation
- Roles of design/construction team members and their interaction
- Duties and powers of a lead consultant and contract administrator
- Site processes, quality monitoring, progress recording, payment and completion
- Claims, litigation and alternative dispute resolution methods

OUTLINE CONTENT

- Definitions of Professionalism: ethics and codes of conduct
- Forms of practice, business styles, liabilities and status, personnel, taxation, employment
- Professional presentation and communication
- Running a small business
- The roles of the architect and teamworking
- Types of client, briefing, client relationships
- Terms/contracts of appointment, work stages, project programming and resources, fees, invoicing, warranties, third party rights, liabilities
- Employment legislation
- Intellectual property/copyright/data protection
- Management of risk, insurance
- Design management, organisation, coordination, integration, BIM
- Introduction to law: contract, tort, construction, land, property, relevant legislation
- Budgets, cost planning/cost control systems
- Practice and project finance
- Statutory matters and processes: planning, Conservation, historic buildings, building regulations, fire, health & safety, access & inclusion, adjoining owners, statutory undertakers
- Environmental and sustainability legislation and requirements
- Procurement strategies, options and consequences
- Quality management, risk and insurance
- Forms of building contract and tendering procedures and codes
- Project management, claims, litigation
- Dispute resolution

LEARNING OUTCOMES

Definitions

The terms *knowledge*, *understanding*, *ability* and *skills* are used in the Professional Criteria to indicate the level of achievement required as the student progresses through qualifications at Part 3.

The abbreviation *LO* is used to define the specific Learning Outcomes for this unit and are to be read in conjunction with the Aims of the Programme.

On completion of this unit, students will be able to demonstrate:

LO1 Professionalism

- LO1.1 A successful candidate will demonstrate overall competence and the ability to behave with integrity, in the ethical and professional manner appropriate to the role of architect.
- LO1.2 The candidate will have the skills necessary to undertake effective communication and presentation, organisation, self-management and autonomous working.
- LO1.3 The candidate will have a clear understanding of the architect's obligation to society and the profession, and a sufficient awareness of the limits of their competence and professional experience to ensure they are unlikely to bring the profession into disrepute.

LO2 Clients, users and delivery of services

- LO2.1 A successful candidate will be able to demonstrate understanding of the range of services offered by architects and delivering those services in a manner prioritising the interests of the client and other stakeholders.
- LO2.2 The candidate will have the skills necessary to provide a competent service, both singly and as part of a team, including understanding of client needs, appropriate communication, programming, coordination and competent delivery.
- LO2.3 This will be supported by knowledge of the briefing process, forms and terms of appointment, the means of professional remuneration, relevant legislation, and the execution of appropriate programmed and coordinated project tasks.

LO3 Legal framework and processes

- LO3.1 A successful candidate will be able to demonstrate understanding of the legal context within which an architect must operate, and the processes undertaken to ensure compliance with legal requirements or standards.
- LO3.2 The candidate will have the skills necessary to positively interact with statutory and private bodies or individuals, and competently deliver projects within diverse legislative frameworks.
- LO3.3 This will be supported by knowledge of the relevant law, legislation, guidance and controls relevant to architectural design and construction.

LO4 Practice and management

- LO4.1 A successful candidate will be able to demonstrate understanding of the business priorities, required management processes and risks of running an architectural practice, and the relationship between the practice of architecture and the UK construction industry.
- LO4.2 The candidate will have the skills necessary to engage in business administration and ability to resource, plan, implement and record project tasks to achieve stated goals, either individually or within a team.
- LO4.3 This will be supported by knowledge of the nature of legal business entities, office systems, administration procedures and the relevant legislation.

LO5 Building procurement

- LO5.1 A successful candidate will be able to demonstrate understanding of UK construction and contract law, construction procurement processes and the roles of built environment professionals.
- LO5.2 The candidate will have the skills necessary to plan project-related tasks, coordinate and engage in design team interaction, execute effective contract communication and resolve construction-related challenges and disputes.
- LO5.3 This will be supported by an understanding of contractual relationships, the obligations upon an architect acting as contract administrator, job-related administrative systems and the management of projects in the context of the candidate's professional experience.

TEACHING AND LEARNING STRATEGIES

Formal and comprehensive understanding to professional entry level is largely delivered through a series of lectures and seminars, supported by individual tutorials in which the interactive nature of the various elements of this body of knowledge is emphasised. Seminars are generally informal and include the presentation of examples from work experience, which are subject to critical review and reflection by the seminar group.

Contact time is structured initially as individual tutorials with the Professional Studies Advisor, and then as the two sessions of lecture/seminars events the course of a year, the object of which is to cover the key topic areas and to underpin the student's work experience. The Spring session is provided at weekends over a period of 12 weeks; the Autumn session is provided over a period of two weeks. Individual arrangements are made directly with the Professional Studies Advisor for monitoring and signature of professional experience records, and for up to four additional individual tutorials for each student over the period of one year.

Additional, non-compulsory, teaching support is provided over one weekend through a comprehensive role-playing exercise – the 'Contract Game' – and lectures/seminars on examination technique.

LEARNING SUPPORT

Extensive information resources are available to all students for learning support including audio-visual lab, digital photography studio, drawing materials shop, bookshop, library, photo library, school archives, the public lecture series, weekly published school events lists, Hooke Park, bar and restaurant. Students are additionally supported by their practice-based employment mentor.

ASSESSMENT

Assessment will be based on the following:

- Initial assessment: evidence of eligibility, career profile chart, 2,000-word career profile essay
- Written Paper 1 Case Analysis: 3-5,000-word report, prepared in student's own time over 4 weeks
- Written Paper 2 Architectural Practice and Law: 3-hour written paper, references permitted
- Written Paper 3 Architectural Practice and Law: 2-hour written paper, references permitted
- Written Paper 4 Architectural Practice and Law: 1-hour written paper, no references permitted
- Professional Curriculum Vitae
- Signed records of a minimum of 2 years appropriate practical experience in the form of the RIBA PEDR, or the AA Certificate of Professional Experience
- Viva - Professional Interview

Assessment Criteria

All learning outcomes must be passed to achieve a pass in this course.

Students are required to demonstrate the following:

Experience:

Adequate evidence of commercial awareness, self-management, professional competence and integrity.

Attributes:

Adequate authorship, knowledge, effective communication skills, and reasoning and understanding in relation to all issues within the Professional Criteria and the Learning Outcomes for this course.

Method of Assessment

Formative assessment

Not provided.

Summative assessment

The Assessment regulations are set out in AA School Academic Regulations.

A range of assessment methods is adopted to test the learning outcomes within the course. Summative assessments are through the written examination papers, documentary submission and the professional interview. The criteria for assessment are set out in the Unit Descriptor. Unsuccessful students are given written feedback following the examination.

The examination is set and marked by a panel of external examiners, and papers of a particularly high standard are noted. Each student's submission is marked by two external examiners from the panel of external examiners, and the same pair of examiners then conducts the oral examination, the Professional Interview, on behalf of the School and the Profession.

The professional interview, generally conducted over a period of approximately 45-60 minutes, is intended as a final summative assessment with its main agenda as the student's experience and the written examination papers, but it may refer to any topic related to the entire course's learning outcomes, including any part of the documentary submissions, so providing the examiners with a holistic overview of the student's suitability and competence to practice.

Re-Assessment

Refer AA School Academic Regulations and the AA Professional Practice and Practical Experience (ARB/RIBA Part 3) Course and Examination Handbook.

TRANSFERABLE SKILLS

The student will have an opportunity to practise the following skills:

	Required	Assessed
Communication:		
Verbal	■	■
Visual	■	■
Written	■	■
Self-management skills	■	■
Manage time and work to deadlines	■	■
IT/CAD techniques	■	
Information management	■	■
Critical skills/ability	■	■
Work as part of a team	■	