A short course of seven sessions (five lectures + one mock meeting + one session for students presentations) will be run in the first term aimed at giving third year students an overview of the tasks architects tackle in the practice of their profession.

The course is not claiming to be exhaustive but to complete preparing students for their year out. The aim is therefore to make students more useful to their employers so that in turn the students will be entrusted with more meaningful and more interesting tasks to do during their year out.

The first lecture, entitled Roadmap to Architectural Registration, describes the steps required for registration as an architect. This is followed by four lectures, which cover a wide range of subjects illustrating issues with real life examples and case studies.

In the past few years I have noticed that third year students are articulate enough to present their work in the context of their academic work but when they are taken out of that environment and put in a commercial professional environment they lack the basic training. The same thing tends to happen with other basics skill, such as note taking, etc. The reason for this is that very few of them have had any experience in this environment. At the same time the breadth of topics covered by this course is so wide that students have many questions to ask towards the end of the course, particularly in relation to the topic of their assignment. The sixth session is therefore aimed at providing the students the opportunity to have their questions answered in the context of a professional meeting. Students will participate by, chairing the meeting, asking and answering the questions, taking minutes, etc. This session, which is conducted as a progress meeting to illustrate that conveying information in the professional environment (be it in a site hut or Client’s boardroom) differs from that of the lecture theatre, affords the students the opportunity to prepare their assignments and presentation. The final lecture consists of a 15-minute presentation by four of students on a topic selected from those covered in the previous sessions (this replaces the written submission for students who undertake the presentation format).

LECTURE 1: Wednesday 9th October

Introduction
Professional Practice - “The Road Map”

1. How to convert your creativity into a career.
2. How to negotiate your way through the jungle of ARB and RIBA requirements.
3. How to fast track registration as an architect.
4. Signposts the business and contractual issues that will be dealt with later on in the series
5. Explains and de-mystifies the work experience you will need to pass the Part 3 examination and register as an architect.

Overview of the relative status of the architect in various countries

LECTURE 2: Wednesday 16th October

The role of the Architect
1. Traditionally the architect has been in the middle of a number of professions coordinating their contributions towards a complete design.

1.1. The other professions are specialists in their field and complete the architect’s conceptual design in detail.

1.2. The architect has to understand the other disciplines and speak their language.

1.3. Each takes responsibility for their work. But the Architect directs the project.

2. Appointment defines relationship:

2.1. Appointed by the Client or working for the Architect. Different approaches suited for different situations.

2.2. Client’s appointment: Architect as Lead Consultant - traditional roles, consultants

2.3. Part of the Architect’s team: Multi-disciplinary practice - Total Package (Insurance) Inclusive fees.

3. Project Management and “The Project Manager”

3.1. Management or coordination

3.2. Optimising resources or design

3.3. Evolution of professions

4. Work Stages: (Plan of Work)

4.1. Fee bid

4.2. Brief Taking

4.3. Sketch proposals, Planning Application

4.4. Cost Plan and Programme

4.5. Detail design. Specification. Tender Documentation. (Bills of Quantities)

4.6. Tender Action

4.7. Advice on Tenders

4.8. Contract Letting. Under seal. 6 or 12 Years

4.9. Administration of the Contract

4.10. Site Inspection


LECTURE 3: Wednesday 23rd October

The Architect's Office as a business

1. How offices are organised:

1.1. Partnerships

1.2. Limited Liability Companies

1.3. European Examples

1.4. U.S.A. models

2. Dealing with other models,

2.1. Project management

2.2. Concept Architect and Project Architect

2.3. Enshrined in a Contract

3. Work Ethic


3.2. Hard Times

3.3. Acceptable Practices

3.4. How learning is reflected in Seniority and Pay

4. Getting New Work, Managing the Office and Designing.

4.1. Division of Labour

4.2. Roles and hierarchies

4.3. People for Work or Work for People

4.4. Competent professionals
4.5. Transparency

5. How you fit in the office
   5.1. Your qualifications
   5.2. Your knowledge
   5.3. Your manners

LECTURE 4: Wednesday 30th October

1. Contract: “the acceptance of an offer made”
   1.1. Terms of a contract. Implied terms.
   1.2. Clauses.
2. Contract Law
3. Building Contract
4. Type of Contracts
   4.1. Traditional JCT
     4.1.1. With Bill of Quantities Private Edition
     4.1.2. Without Bills
     4.1.3. With approximate Bills
     4.1.4. Without Bills
     4.1.5. With Design input from the Contractor
     4.1.6. And many more...
   4.2. Design and Build
     4.2.1. Fixed Price
     4.2.2. Single Point Responsibility
     4.2.3. Novation
   4.3. Other types (i.e. Bovis)
5. Administration of the Contract
   5.1. Pre-contract Meeting: Who is who, Programme, Have it all said out loud.
   5.2. Supplying information in time. Information routes.
   5.3. Site inspection:
     5.3.1. Behaviour on site
     5.3.2. Respect everyone
     5.3.3. Check list. Client’s pair of eyes
   5.4. Back-up to inspections on site
     5.4.1. Architect’s Instruction
     5.4.2. Variation Order (Extras)
     5.4.3. P.C.Sums
     5.4.4. Interim Valuation
     5.4.5. Interim Certificate
     5.4.6. Pen-ultimate Certificate
     5.4.7. Practical Completion
     5.4.9. Release of Retention of Moneys
     5.4.11. As Built Documentation. Fire Certificates, etc.
6. Dispute
   6.1. Settlement of a dispute
     6.1.1. Arbitration
     6.1.2. Adjudication
     6.1.3. In court
LECTURE 5: Wednesday 13th November

   1.1. Conveyancing,
   1.2. English Law and Law in Scotland
   1.3. Trespass and boundaries.
   1.4. Easements. (Acquisition and Extinguishment)
      1.4.1. Profits
      1.4.2. Natural rights
      1.4.3. Public rights
      1.4.4. Restrictive covenants
   1.5. Landlord and Tenant. License to Alter. Full repairing Lease.
   1.6. Party Walls and the London Act
      1.6.1. Party Wall Award
      1.6.2. Party Wall surveyors
   1.7. Planning Applications
      1.7.1. Development Plan
      1.7.2. Planning Classes. Uses and Change of Use
      1.7.3. Planning Application. Outline and Detail Planning Permission
      1.7.4. Delegated Matters. Planning Committee. Non-determination
   1.8. Conservation Areas.
      1.8.2. Presumption to retain buildings. (PPG 14, 15 & 16)
   1.9. Listed Buildings
      1.9.1. Categories
      1.9.2. Financial Help. Grants
   1.10. Archaeology
      1.10.1. Duties of the Architect
      1.10.2. Expert advice
      1.10.3. Mitigation Plan
   1.11. Planning Appeals.
      1.11.1. How it is conducted
      1.11.2. Briefing, Planning Lawyers and Barristers. Proof of evidence.
      1.11.3. Adjudicator. Adjudicator’s report.
      1.11.4. Planning Question

2. Statutory Authorities and Building Regulations
   2.1. Connections to services and Statutory Undertakers
   2.2. Private streets, adopted highways.

3. Building Regulations, Applications. Who is responsible for what
   3.2. Fire and Safety. Policing Authority
   3.3. CDM. Planning Supervisor.
LECTURE 6: Wednesday 20th November

Paperwork
Value of written records
Records and paperwork in the office
How to conduct a meeting

Preparation of essays and presentations
Object of the exercise
Topics
Questions and Answers

LECTURE 7: Wednesday 27th November

Student Presentations
Those students who prefer to prepare and make a detailed presentation on one of the topics covered by the lecture course or on a topic agreed with Javier Castañón can do so if they wish. The presentation will count as their assignment and therefore they will not need to submit an essay. These study groups can be a minimum of three students and a maximum of five. They should speak to Javier Castañón to agree the formation of the group and the topic of their study in the first or second sessions of the course.
There will be a maximum of four groups and the presentations will be strictly limited to 15 minutes so that all four presentations can be done within the 7th and last session.

Course Assignments
As part of the course, third year students are asked to prepare an essay on one of the subjects covered in the lectures. The assessment criteria for this essay is summarised as follows:

a) It should demonstrate a clear and up to date knowledge of the subject chosen: therefore it should be accurate, that is to say, free from factual errors.

b) It should show the author’s capacity to convey concepts, facts, points of law, etc. clearly and succinctly: therefore it should be clear, concise and succinct.

c) It should show the ability to handle the information presented in the lectures in a constructive way: therefore it is not just a matter of downloading a text but presenting information in a written form that can be easily absorbed.

Short essays are preferred. In any event essays should not be longer than 1500 words. This essay must be handed to Belinda Flaherty by 4:00pm on Friday 7th December 2012.

Those students who have made presentations on the last day of the course do not need to submit an essay.

Advised Reading List:

“ARCHITECT’S LEGAL HANDBOOK” The Law for Architects”
By Anthony Speaight & Gregory Stone
Seventh Edition
Architectural Press
ISBN 0 7506 4375 7

“THE ARCHITECT’S GUIDE TO RUNNING A JOB”
By Ronald Green
Sixth Edition
Architectural Press
ISBN 0 7506 5343 4

“ARCHITECT’S JOB BOOK”
Editor: Sarah Lupton
Seventh Edition
ISBN 1 85946 080 1

“THE ARCHITECT IN PRACTICE”
CJ Willis and D Chappell
Tenth Edition
BSP Ltd Oxford 2005