



The AA Course and Examination in Architectural Practice

Providing exemption from the ARB/RIBA Part 3 Examination requirements

2012 (R19)

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Architecture**

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INTRODUCTION

The co-ordination and organisation of professional practice and practical training at the AA is carried out by Alastair Robertson (Professional Studies Advisor) and Rob Sparrow (Professional Studies Co-ordinator). The AA also provides the same service for graduates in Architecture from the Royal College of Art.

Supervision of both the first and second years of work experience and practical training is normal and is also available to external students who have pre-registered on the AA Course on Architectural Practice. The AA also provides a short, post-experience course in professional practice and practice management; and a final, examination in architectural practice.

The AA course and examination in architectural practice is organised under the supervision of the AA Board of External Part 3 Examiners appointed by the Architectural Association. The Board is headed by a Chief Examiner who has ultimate authority on all matters relating to the conduct of the Examination.

The AA Examination is recognised by the Architects Registration Board (ARB) for exemption from Part 3 and the Royal Institute of British Architects (RIBA) as the final qualifying examination for obtaining registered status in the UK and professional membership respectively.

UK registration as an Architect is also recognised and highly regarded throughout the rest of the world and carries with it various degrees of exemption from local registration arrangements.

For anyone wishing to practice architecture independently or at a senior level within another organisation, passing the AA Examination in Architectural Practice and subsequent registration with ARB are the minimum steps required to be regarded as competent to practice as an architect and to acquire Professional Indemnity Insurance.

Most professions, including Architecture, are concerned that professional development does not cease at the completion of initial professional examinations. Continuing Professional Development (CPD) is a mandatory requirement for registered architects and is widely encouraged in many other professional fields..

Over the past decade new national awards have opened up possibilities for architects to embrace allied disciplines and higher levels of management. For architects in particular, the Construction Project Management NVQ Level 5 award is of relevance. This award for senior project managers is made jointly by the RIBA, the Institution of Civil Engineers, the Institution of Structural Engineers, the Chartered Institute of Building, the Chartered Institute of Building Services Engineers and the Royal Institute of Chartered Surveyors.

THE AA EXAMINATION IN ARCHITECTURAL PRACTICE

PURPOSE

The Examination is designed to establish whether a candidate is 'fit' to practice Architecture as a general practitioner in the United Kingdom.

The title 'Architect' is protected in law and no-one who is not registered with the Architects Registration Board (ARB) may use that title.

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'.

The precise definition of what constitutes 'fitness' to practice has always appeared somewhat vague 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.

Broadly speaking, the Part 2 Examination concludes assessment of a student's design and technical capabilities, leaving the examiners at Part 3 to concentrate on whether the candidate has the rounded capability required to:

- manage the design development process;
- manage the development of the project through the implementation process;
- manage the business of being an Architect; and
- do all these things within the framework of ethical practice, law and correct procedure.

The legal profession define the responsibilities thus:

'The Architect owes a duty to his/her client to exercise reasonable skill and care. He/she is not expected to be infallible or to know answers to all problems, but by holding him/herself out as competent to give advice or assistance, he/she must exercise that degree of care and skill which one would expect from any competent practitioner in the same profession'

It is from this definition that both the basis and the content of the Part 3 Examination is drawn, and why ultimate judgement regarding candidates' performance resides with their professional peers and not with any teaching institution.

ELIGIBILITY

Before being admitted to the examination giving exemption to the ARB Part 3, candidates must satisfy the AA Professional Studies Adviser (PSA) that the following conditions have been met:

- RIBA/ARB Part 1 pass or exemption; (see Note 4)
- RIBA/ARB Part 2 pass or exemption; (see Note 4)
- minimum 5 years in full time study in a higher level course in Architecture (this can include courses recognised by ARB/RIBA as leading to an architectural qualification);

- have taken an appropriate course in professional practice and practice management
- have completed a minimum two-year period of practical training, ARB/RIBA requirements state:

candidates should have recently completed a minimum of 24 months' practical experience under the direct supervision of a professional working in the construction industry, which should include at least 12 months working in the EEA, Channel Islands or the Isle of Man, under the direct supervision of an architect.

In practice it is unlikely that students with less than 12 months experience in the UK working on UK-based projects and under the supervision of a UK registered architect will be successful in the Part 3 examination.

- * have recorded and authenticated their work experience in the PEDR format or, for those of greater experience or partly trained outside the UK - a Certificate of Professional Experience¹. The RIBA provides guidance on the experience and practical training which are deemed appropriate for recording through the Certificate of Professional Experience, and the PSA will use this in deciding if a candidate may record his or her experience in this way.
- * If their mother tongue is not English, to have achieved a minimum score of 6.5 in the IELTS test of written and spoken English or an acceptable equivalent.
- * Have satisfactorily completed an **Initial Assessment** by the AA's Professional Studies Advisor that they are adequately prepared to sit the Part 3 examination

Note: If RIBA Certificates of Professional Experience are used, then, for audit purposes, the ARB registration number (or local equivalent where experience has been gained outside the UK) of the person acting as their office supervisor/mentor must appear on the document.

Note 1a

Candidates who have gained their academic qualifications outside the UK must first apply to the Architects Registration Board (ARB) - (see address at end of booklet) to establish their exemption from the Part 1 and Part 2 Examinations and their eligibility to sit for the Part 3 Examination in the UK.

Note 1b

ARB Guidance on EU architecture qualifications held by EU nationals

*Automatic recognition by ARB for registration purposes only applies if you meet the academic requirements of Article 46² **and** also hold whatever else would be required to practice or register as an architect in their home state – which in the case of Italy, for example, would be the State Exam. Those who meet the requirements of Article 46 but who do not hold the additional qualification would not be required to take the Prescribed Examination, you would be treated as holding the equivalent of Part 1 and Part 2 by virtue of meeting the Directive requirements but applicants would be required to take the ARB/RIBA Part 3 qualification at a recognized UK school to register in the UK.*

For further information see:

http://www.arb.org.uk/templates/includes/registration/eu_qualifications_docs/e-competent-authorities.pdf

¹ Certificates of Professional Experience for completion by candidates and to be signed by their employers can be obtained from the RIBA's PEDR website www.pedr.co.uk.

² DIRECTIVE 2005/36/EC OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 7 September 2005 on the recognition of professional qualifications

Note 2

Old format RIBA/ASSA Logbooks are only acceptable for experience gained before 2004.

Note 3

There is no limit set for the number of times a candidate may sit a Part 3 Examination at the AA. However, all re-sits are at the discretion of the Chief Examiner.

Note 4

Although ARB allow candidates to sit the Part 3 exam in advance of exemption from Part 1 and Part 2 it is the AA School policy not to accept candidates without P1 & P2 exemption. However, they may take the Part 3 Seminar course in advance of exemption being granted

Note 5

It is AA School policy that all candidates, to be eligible to sit the Part 3 exam, must have a minimum of one year experience in the UK working predominantly on UK projects and under the supervision of a UK registered architect as a part of the specified 2 year minimum practical training requirement.

Note 6

Applicants who have already achieved UK registration from ARB through routes other than sitting the UK's Part 3 examination may still, if they wish, sit the Part 3 examination. If they elect to do so then all the above rules for eligibility will apply. However, examination results will be passed to the ARB and the RIBA and the AA can accept no liability for any consequences arising from the candidate failing the exam.

ASSESSMENT

The assumption is made that the majority of candidates will be principals in private practice by the time they are in their late-30s. The need is therefore to assess competence at the strategic as well as at the tactical level.

In order to be successful, a candidate must be able to demonstrate that he or she has reached the appropriate levels of knowledge, understanding and ability as set out in and required by the ARB/RIBA Criteria for Part 3. The examination process is designed to assemble 'evidence' in a systematic way about whether a candidate is competent to practise as an Architect. The result is not therefore determined solely by whether a candidate has done particularly well or badly on individual papers, but whether, overall, the examiners feel sufficient evidence has been produced for them to make a reasonable judgement with regard to their competence. Poor performance in one part of the exam may not disqualify excellent work elsewhere, but conversely, excellent performance in one area of examination will not compensate for major gaps in experience or understanding of fundamental issues.

The examination process favours those who are well prepared and experienced, particularly in the context of being able to apply and relate theory to practice. Although the minimum period of work practice remains two years, evidence suggests that most successful candidates will have had three years or more experience and have had front-line and in-depth job administration experience on at least two substantial projects in the UK.

STRUCTURE

The AA Examination in Architectural Practice 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 also, because places are sometimes limited, signal

their intention to take the examination by registering to take Part 3 with Rob Sparrow, the Professional Studies Co-ordinator at the AA and by discussing their intentions with the PSA, Alastair Robertson.

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

If the candidate is re-sitting, previous examination performance and examiners comments will be reviewed.

In both the Spring and in the Autumn terms, there are intensive seminars covering topics central to professional practice. 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. In putting these seminars together, speakers are selected from those who have been central to the creation and interpretation of policy and regulation. Speakers are encouraged not only to discuss the technical and the tactical issues but also the origins and the implications of policy, law and regulation.

While no conditions apply to attendance on the seminars, entry to the examination requires the candidate to undergo an assessment by the Professional Studies Advisor, based on a written submission that includes a 2,000 word essay on aspects of the candidate's professional development. The assessment can be undertaken at any time but a successful outcome is required before candidates can register for the Part 3 exam.

In the period leading up to the examination, Candidates are encouraged to set up informal Study Groups with others planning to take the Part 3. The Co-ordinator will provide contacts (once a student is pre-registered on the Part 3 programme), but it is down to the individual candidate to take the initiative. Study Groups are known to be helpful in: sharing experience and understanding of practice issues; providing mutual support in examination revision; and focusing effort on priorities.

The examination is structured as follows:

INITIAL ASSESSMENT

for the part 3 examination in architectural practice

INTRODUCTION

Taking the Part 3 Examination is a big step for everyone and it is costly in self-esteem and money if you are unsuccessful. To help candidates through this process and increase the likelihood that they will be successful in the exam, the AA has introduced a Pre-registration Assessment process.

All candidates wishing to sit the Part 3 Exam must fully satisfy the assessment requirements. The assessment is carried out by the AA's Professional Studies Advisor (PSA), Alastair Robertson, and the Chairman of the AA's Part 3 Board of Examiners reviews all reports on those who are not considered by the PSA to be ready to sit the exam. A draft of the assessment documentation may be submitted as to the PSA for comment **on one occasion**. Comments will only be advisory and will relate to compliance, content, style and presentation. They will not indicate the likely outcome of the full assessment.

The cost of the assessment is included in the pre-registration fee that all entrants must pay. Those going on to sit the full Exam will be required to pay an additional fee on registration (See pp24).

Meeting the requirements for Initial Assessment is no guarantee that candidates will pass the full exam.

ELIGIBILITY

(Completed chart signed off by Profession Practice Co-ordinator)

Eligibility to sit the Part 3 exam is prescribed by ARB and the RIBA. It includes:

Proof of exemption from the Part 1 and Part 2 requirements of RIBA/ARB

The following **original** documents must therefore be presented to the Professional Practice Co-ordinator, Rob Sparrow:

- Certificate or letter from the candidate's school(s) declaring that the candidate has met ARB/RIBA Part 1 and Part 2 requirements
- Or
- Letter(s) from the Architects Registration Board (ARB) declaring that the candidate has been exempted from Part 1 and Part 2 requirements

Also, if the candidate does not have English as a first language, then he/she must present **original** certificate(s) that they have met the required standard in a nationally recognised test in written and spoken English. IELTS³ with a score of no less than 6.5 is acceptable. (see AA website for further guidance - www.aaschool.ac.uk)

PROFESSIONAL EDUCATION AND DEVELOPMENT RECORD (PEDR)

A completed record of practical training (PEDR or an agreed equivalent - supported by an RIBA Certificate of Professional Experience) must be submitted to the PSA at the beginning of the formal examination period, to give time for the contents to be verified.

³ IELTS: International English Language Testing System The IELTS examination is a strong and well-constructed English proficiency test that caters to this demand. See www.ielts.org

The PEDR on-line logbook (for which candidates pay an annual fee) is the standard format that all UK graduates are expected to use. For details, see: www.pedr.co.uk

The RIBA paper-based 'log book' ceased to be valid as a recording system in September 2004. Students with experience recorded in this format BEFORE 2004 will still be eligible to present this for the Part 3 Examination.

Candidates over the age of 30 with the appropriate 6 years or more post part 2 experience may use the RIBA Certificate of Professional Experience as an alternative to the on-line PEDR documentation to record and authenticate their experience.

For candidates who completed all of their academic training outside the UK, their minimum 1 year UK based experience must also be recorded in the PEDR format. They may use the RIBA Certificate of Professional Experience to record prior practical experience outside the UK.

Guidance on and agreement for the use of any alternative forms of recording experience should be sought from the PSA in advance.

PRACTICAL TRAINING REQUIREMENTS

Candidates must have experienced and recorded a minimum of two years full time supervised practical training of which:

- Each period of employment making up the minimum for compliance is no less than 3 months in duration
- Candidates are required to complete 24 months of recorded experience or a Certificate of Experience if over 30 years old and with more than 6 years of experience, as before.
- Under rule 13b⁴, there is greater flexibility over the type and location of practical experience that a candidate can record.
- The experience need not be in the UK, nor does it need to be post Part 2. At least one year should be in the EEA, the Channel Islands or the Isle of Man, under the supervision of an architect.
- The last recorded year should be within 2 years of the Part 3.
- In candidate guidance, the benefit of gaining UK experience in contract administration in a period close to the Part 3 examination is stressed.

4 Rule 13b

- Candidates must be supervised and the supervisor should have control over and take responsibility for the work being undertaken. The supervisor would normally be the mentor.
- Typically the candidate and the supervisor will be employed by the same organisation. If not, the candidate will need to satisfy their PSA that the level of supervision is appropriate.
- It is acceptable for any professional within the industry to supervise up to 12 months. Candidates not supervised by an architect are advised to seek support from one.

- If part of this experience is in self-employment, they must still show that there has been supervision by a UK ARB registered architect.
- If part of this experience is outside the UK, they must show that their supervisor is fully registered locally.
- For candidates who have attended a UK school of architecture, they must submit their experience in the PEDR⁵ format and comply with the recording guidelines laid down by the RIBA
- For candidates educated overseas, their UK experience should be recorded in the PEDR format. However, non-UK experience may be submitted in the form of an RIBA Certificate of Professional Experience; one for each employer.
- For candidates working part time the above rules also apply but should be adjusted in terms of the full time equivalent time period. E.g. 10 months at 20 hrs per week is equivalent to 5 months at 40hrs per week.

From records gathered over the past 30 years, most candidates who pass the Part 3 exam have had 3 years practical training of which 2 years is likely to have been in the UK. The reasons are various, however the significant factors appear to be that it usually takes some time in an office before a student is trusted with the level of responsibility they need to carry out particular tasks, particularly contract administration. Also, project cycles can often be quite long and it takes some time before a student gets to take a project onto site and through the construction stages.

Candidates are requested to complete the profile below of all relevant experience and within this identify those periods of employment that they wish to be considered as meeting their requirements for basic compliance.

For employment identified as meeting basic compliance requirements, The ARB registration number of their mentor/supervisor is required and should be listed below (or the local equivalent if experience is gained outside the UK).

CAREER PROFILE CHART -

(chart)

This sets out in a summary format **all** their work experience and forms part of the PSA's Initial Assessment. The format is provided in the Initial Assessment documentation and must not be varied.

CAREER PROFILE ESSAY

(2,000 word essay)

This is an essay and should be prepared as such. The schedule below is indicative of the topics the essay should cover – but it is not a rigid prescription. Depending on the characteristics of your career development to date you may wish to give more emphasis to particular issues and aspects of your professional development.

Where appropriate, you should cross reference your essay back to projects listed in Section 2 above

⁵ See www.pedr.co.uk

a Influences in architectural education and career development.

This section will describe:

- Those circumstances that brought you into a career in architecture;
- The events, experiences and people who have influenced your choices and your development
- If pathways have been unusual, what has been the reason for this?

b Learning about the project initiation process

This section will describe:

- Your exposure to the process of client engagement including securing the commission
- The preparation of initial conceptual ideas and the media you have used
- Difficulties encountered in client relationships and how these were overcome
- The techniques you have used to support the articulation of development proposals
- Interactions with other professional disciplines

c Turning concepts into buildability

This section will describe:

- Your role in programming project development within a professional office
- Activities you have been exposed to in dealing with the regulatory authorities to obtain permissions
- Interactions with clients
- Issues that have arisen in the preparation of different types of contract documentation
- Observations regarding the cost effectiveness of different approaches to project development

d Success in running the job through the contract phases

This section will describe:

- Issues relating to the identification and appointment of contractors
- Your role(s) and unusual experiences in the preparation and monitoring of different types of building contract
- Your observations about interacting with others in the project team during the contract stages
- Activities in which you have been involved associated with resolving disputes
- What has been learned from projects that have gone wrong - reflections on the success or otherwise of particular contracts

e Ideas and aspirations regarding the future

This section will describe:

- What future plans you hold for career development and the rationale for this.

PROCEDURES

The Career Profile essay should be bound together with completed evidence of eligibility and the Career Profile Chart and handed in to the Professional Practice Co-ordinator, Rob Sparrow. He will pass the documents to the Professional Studies Advisor, Alastair Robertson, who will carry out the assessment and normally respond within 10 working days. Where the response is negative, guidance will be given on areas where the candidate's experience and other relevant factors might be strengthened.

Completed PEDR forms are not required at this stage.

Documentation submitted for Initial Assessment also forms part of the material submitted to Part 3 examiners in hard copy format and digitally on the same memory stick on which they have put evidence of their experience (PEDR, CV etc) and answers to Paper 1.

Where candidates fail their assessment, they are required to pay the fee again if they wish to re-submit. However, as with the initial assessment one draft may be sent to the PSA for comment in advance of the final documentation

Note: *Copies of Initial Assessment forms can be downloaded from the AA website (aaschool.ac.uk) and are also available to candidates on a memory stick or by e-mail from the PP Co-ordinator*

THE PART 3 EXAMINATION

Note 1: *All parts of the examination will be submitted in digital format using only MS Office and Adobe Acrobat software formats.*

At the handout of Paper 1 the PP Co-ordinator will issue each candidate with 2 memory sticks(Memory Stick 1) on which will be pre-loaded the Examination Scenario and Paper 1. Candidates will add the following documentation on both memory sticks in separate folders as follows:

- 1. Initial Assessment Documentation*
- 2. Answers to Paper 1*
- 3. PEDR (and/or Cert PE records) signed and scanned as appropriate*
- 4. A CV*

Both memory sticks will be handed in on the morning of the examination day at the AA

Note 2: *Papers 2, 3 & 4 are completed on laptops supplied by the AA. These will not be connected to the internet*

Candidates will be issued with a further 2 memory sticks (Memory Stick 2) at the start of Paper 2 which will be pre-loaded with Papers 2, 3 & 4. The Invigilator will provide a code before each paper to unlock the relevant files. Hard copy versions of the exam papers will also be provided.

At the end of Paper 4 candidates must make a copy of the documents they have prepared during the day, put it on the other memory stick, label both sticks and hand them in to the invigilator. They should also bring their own storage device/stick to keep their own copies of what they have submitted.

Candidates may not use their own laptops nor may they upload notes or any other digital material onto the laptop supplied or connect other digital devices to it

Note 3: *Aside from writing in digital format the normal exam protocols for the examination remain. There are however two important provisos*

- It is the candidate's responsibility to ensure that the PC they have been allocated is loaded with the appropriate software and is functioning satisfactorily. They must alert the invigilator to any hardware or software problems immediately and will be credited with any time spent resolving the matter.*
- It is the candidate's responsibility for ensuring that all the data on the digital memory sticks is complete and is readable by examiners using current versions of MS Office programmes (Word, Excel, PowerPoint) and Adobe Acrobat Reader*

Note 4: *Copies of past papers are available to candidates on a memory stick from the Co-ordinator.*

INITIAL ASSESSMENT

This is an assessment made by the PSA of a candidate's suitability for the AA Part 3 exam. It was introduced because evidence shows that some candidates may meet the ARB/RIBA eligibility requirements for Part 3 in technical terms but still be very unlikely to pass the exam because of significant gaps in practical training and experience. It avoids having candidates enter the exam where there is little likelihood of them being successful. However, candidates can appeal against a rejection (see *appeals*)

Evidence of Eligibility

(Completed form signed off by Profession Practice Co-ordinator)

This form confirms that the candidate meets the Part 3 eligibility requirements including Part 1 and Part 2 Exemption and English language proficiency.

Career Profile Chart -

(Chart)

This sets out in a summary format **all** their work experience and forms part of the PSA's Initial Assessment.

Career Profile Essay

(2,000 word essay)

This is an essay and should be prepared as such. The schedule below is indicative of the topics the essay should cover – but it is not a rigid prescription. Depending on the characteristics of your career development to date you may wish to give more emphasis to particular issues and aspects of your professional development.

PAPER 1 - Case Analysis:

(3-5,000 word Report)

The Case Analysis is developed by candidates in their own time from a Project Scenario prepared by the AA. The study focuses on the candidate's ability to develop a project brief from limited data; to use and develop information networks; and to project and plan a fully operational system for the development and management of a project and/or practice organisation.

There is normally around four weeks available to candidates for this exercise, which is handed out and discussed by the whole examination group during the final day of the Seminar Series. It often includes significant amounts of desk research and analysis. The resulting reports are expected to be concise and clearly (rather than elaborately) presented.

The completed reports are handed in both as hard copy and as a digital version on the memory stick that also contains evidence of their experience and of their Initial assessment. This is done on the day that candidates sit Papers 2, 3 and 4

PAPER 2 Architectural Practice and Law

(3 hour written paper - References permitted)

This paper is taken under supervision at the Architectural Association in Bedford Square. The context of the paper develops from the Scenario provided for Paper 1. Candidates have 15 minutes beforehand to look at the paper and plan their approach

Candidates are confronted with an evolving series of incidents and catastrophes within the building project(s) described in the scenario, about which their opinion and proposed actions are sought.

This paper is designed to test the candidate's ability to analyse the basis of a problem; to point to the relevant aspect of procedure, law or precedent; and to propose an appropriate remedy. Issues can range right across the environmental, legal and administrative spectrum. However, questions are always asked (and answers expected) in terms of what it is reasonable for an Architect to know.

Typically, there will be 5 questions to be answered out of 7, one of which may be compulsory.

PAPER 3 **Architectural Practice and Law**

(2 hour paper - References permitted)

This paper is taken at the AA on the afternoon of the same day as Papers 2 and 4. In style and content it is a continuation of Paper 2 and draws from the Scenario for Paper 1 as the context. Candidates have 15 minutes beforehand to look at the paper and plan their approach.

Typically, there will be 3 questions to be answered out of 5, one of which may be compulsory.

Candidates will need to bring a memory stick to keep a copy of their answers to Papers 2, 3 and 4. This provides candidates with the opportunity to review their responses to the examination questions they have – and have not – answered, prior to the Oral Examination at the Professional Interview which follows on about two weeks later.

PAPER 4 **Architectural Practice and Law**

(1 hour written paper – No references permitted)

This short written paper is taken under supervision at the Architectural Association in Bedford Square. It is made up of a number of quick-fire questions ranging right across the common ground of practice. Its purpose is to test candidate's general knowledge. Candidates have 15 minutes beforehand to look at the paper and plan their approach. It is not related in any direct way to the scenario for Paper 1.

PROFESSIONAL INTERVIEW - All Topics

(Approx. 1 Hour)

This is the concluding part of the examination process and is designed to enable the examiners: to draw together all of the information gathered about candidates; to assess their interpersonal skills; to ask additional, oral questions; and make final judgements about a candidates suitability.

Examiners work in pairs and will have personally seen and marked all of the papers relating to their group of 3 - 5 examinees.

For candidates it is a last chance: to retrieve what may have been an imperfect performance in their written papers; to impress examiners with their ability to think on their feet; and to remind examiners of the breadth of their expertise.

The examiners may, in the professional interview, take a role similar to that of a professional client. Although the opening assumption is that the candidate is competent, the professional interview is an oral examination which is conducted within a limited time.

THE RESULT

At the end of the examination process the examiners make their final decision. To assist them, the PSA is often consulted on matters of practical experience and personal circumstances that may have influenced their performance. In the event of uncertainty, the Chief Examiner may also be brought in to moderate a borderline case. If uncertainties cannot be resolved, the case is brought to debate by the full panel of Architectural Practice Examiners for consideration and decision. **The decision of the AA Board of Examiners for Architectural Practice is final.** Unsuccessful candidates are provided with a written overview on their examination performance and are encouraged to discuss with the PSA at the AA those areas that require improvement.

All candidates receive written confirmation of their result. Results are published on the day following the oral examination at the Professional Interview, and are available from that date.

The names of successful candidates are sent to ARB and the RIBA. Those that are successful may, without further examination, apply for registration (with the ARB) and membership of the RIBA or other equivalent professional body.

Candidates who pass are strongly advised to register with the ARB as soon as possible. Those that delay registration for a significant period may be required to re-take the Examination - particularly candidates who have qualified outside the UK and who have been granted exemption from Parts 1 and 2 by ARB.

PERFORMANCE REVIEW AND APPEAL

Candidates who are dissatisfied with the written and/or oral feedback they receive regarding their examination performance may request a performance review with the Chief Examiner for Architectural Practice. The Chief Examiner will consult the candidate's examiners and will also review material submitted. If appropriate, she or he will also meet the candidate. The purpose of the performance review is to clarify the advice already given and provide the candidate with the opportunity to discuss plans and priorities for improving their performance. It is not a forum for appeal.

Should a candidate believe that **maladministration** by the AA and/or **misconduct** in the examination proceedings has contributed to their failure at the examination, they are entitled to appeal. To do this, they must state their concerns and grounds for appeal **in writing** to the Chief Examiner for Architectural Practice at the Architectural Association within 14 days of the results being published. All written appeals will automatically be considered by the AA School Director, AA Registrar and AA Chief Examiner for Architectural Practice. If appropriate, the candidate will be invited to attend a discussion to clarify their grounds for appeal. Candidates will be formally notified of the outcome of any appeal proceedings.

If an appeal relating to maladministration and/or misconduct is upheld, the most probable outcome will be for the candidate to be re-examined by a new examiners' panel at the earliest practical opportunity.

A fee of £350.00 is charged, in advance, for the appeal process. Should the appeal be upheld, the fee will be returned to the appellant.

THE EXAMINERS

Kathy Gal BSc(Hons) DipArch RIBA Dip Computer Science *Chairman*

Graham Brown ARB RIBA FCI Arb.

Stephen Brookhouse MSc BA(Arch) BArch RIBA

Graham Frecknall MA Arch AADipl RIBA ACI Arb

Gordon Gibb B Arch Dip Arch LLM RIBA ARIAS MCI Arb

Richard Griffin AADipl RIBA MIMgt FRSA

Anthony Grimwade DiplArch RIBA

Michael Harris BSc (hons) BArch RIBA MAPM AIEMA

Catherine Hennessy BA(Hons)Arch DipArch BAFine Art RIBA

Sue Johnson BA(Hons) DipArch MSc(Proj Man)

Trevor Lawrence Dip Arch ACI Arb RIBA FRSA

Mike Montuschi BSc (Hons) DipArch ACArch RIBA

Brian Powell DipArch RIBA ACI Arb

REQUIREMENTS FOR EXAMINATIONS IN ARCHITECTURAL PRACTICE GIVING EXEMPTION FROM THE ARB/RIBA PART 3

Status

The requirements for Part 3 are specific UK requirements for registration, and the five Professional Criteria at Part 3 are not fully derived from the Directive. However, elements of these criteria are included within the General Criteria with the effect that professional aspects leading to Part 3 should be contained within courses meeting the General Criteria.

The examination provides those who wish to practise in the UK under the professional title of 'Architect' (or 'Chartered Architect' if they choose to become members of the RIBA) with an opportunity to demonstrate that they have sufficient knowledge and experience to be admitted to the Register of Architects.

Standard

The high standard of professional competence required for success in the examination is that which the public has a right to expect of all practising architects. Competence is understood to be a state of expertise expressed and observable in performance achieved through the acquisition of knowledge, understanding and skill and their application in practice, the exercise of which satisfies the requirements of job, task and role. It requires the development of critical abilities and those of judgement, communication, organisation and technique together with qualities of confidence, initiative, flexibility and maturity and an understanding of obligations and responsibilities. Competence includes, moreover, the application of knowledge, the exercise of skills and the intention to achieve success manifesting itself in the critical self-monitoring of performance.

The Professional Criteria at Part 3

Candidates wishing to sit the Professional Practice Examination in Architecture (Part 3) are normally required to have successfully completed a recognised qualification at Part 1 and Part 2 level, or their equivalent recognised examinations. In addition, candidates are required to have completed the relevant professional practice experience before undertaking the Examination. Each candidate's experience of learning and development in professional practice will differ, depending upon the type of project, type and location of practice and management processes undertaken, and the preparation for the Examination must therefore be approached in a structured way.

The candidate should manage the relationship between professional experience and academic study to provide coverage of the Professional Criteria, presenting a critically reflective body of work that complies with the requirements of the professional studies adviser or course provider. To meet the Professional Criteria, the candidate's experience should include evidence of commercial awareness, self-management, professional competence and integrity. A successful candidate should also be able to demonstrate authorship, knowledge, effective communications skills, and reasoning and understanding in relation to all issues within the Professional Criteria outlined below.

The Criteria consist of five elements

- PC1 Professionalism
- PC2 Clients, users and delivery of services
- PC3 Legal Framework and processes
- PC4 Practice and management
- PC5 Building procurement

Each element has been expressed as a criterion. Each criterion is expressed in the form of a paragraph comprising three sentences. In each criterion the sentences are laid out in the same order, covering the same requirements or “candidate attributes”.

- Sentence 1 What competence or understanding in relation to the criterion the successful candidate will be required to demonstrate.
- Sentence 2 What skills or abilities the successful candidate will need to have.
- Sentence 3 The level of knowledge or understanding of the subject material that the candidate will need to have.

PC1 Professionalism

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. The candidate will have the skills necessary to undertake effective communication and presentation, organisation, self-management and autonomous working. 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.

Demonstration of an understanding of the following will contribute to this criterion being met:

- 1.1 Professional ethics
- 1.2 The architect’s obligation to society and the protection of the environment
- 1.3 Professional regulation, conduct and discipline
- 1.4 Institutional membership, benefits, obligations and codes of conduct
- 1.5 Attributes of integrity, impartiality, reliability and courtesy
- 1.6 Time management, recording, planning and review
- 1.7 Effective communication, presentation, confirmation and recording
- 1.8 Flexibility, adaptability and the principles of negotiation
- 1.9 Autonomous working and taking responsibility within a practice context
- 1.10 Continuing professional development

PC2 Clients, users and delivery of services

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. 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. 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.

Demonstration of an understanding of the following will contribute to this criterion being met:

- 2.1 Types of clients, their priorities and the management of the relationship
- 2.2 Briefing, organising and the programming of services appropriate to appointment
- 2.3 Architects' contracts, terms of engagement, scope of services and relevant legislation
- 2.4 Obligations to stakeholders, warranties and third party rights
- 2.5 Communication, progress reporting and the provision of appropriate and timely advice
- 2.6 Budget and financial awareness and cost monitoring or control
- 2.7 Responsibility for coordination and integration of design team input
- 2.8 Invoicing, payment of fees and financial management
- 2.9 Intellectual property rights and copyright law
- 2.10 Duty of care, professional liability, negligence and professional indemnity including insurance

PC3 Legal framework and processes

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. 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. This will be supported by knowledge of the relevant law, legislation, guidance and controls relevant to architectural design and construction.

Demonstration of an understanding of the following will contribute to this criterion being met:

- 3.1 The relevant UK legal systems, civil liabilities and the laws of contract and tort (delict)*
- 3.2 Planning and Conservation Acts, guidance and processes
- 3.3 Building regulations, approved documents and standards, guidance and processes
- 3.4 Land law, property law and rights of other proprietors
- 3.5 Terms within construction contracts implied by statute
- 3.6 Health and safety legislation and regulations
- 3.7 Statutory undertakers and authorities, their requirements and processes
- 3.8 Environmental and sustainability legislation
- 3.9 Historic buildings legislation
- 3.10 Accessibility and inclusion legislation

* Scotland

PC4 Practice and management

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. 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. This will be supported by knowledge of the nature of legal business entities, office systems, administration procedures and the relevant legislation.

Demonstration of an understanding of the following will contribute to this criterion being met:

- 4.1 The roles of architectural practice in the construction industry
- 4.2 External factors affecting construction and practice at national and international levels
- 4.3 Practice structures, legal status and business styles
- 4.4 Personnel management and employment-related legislation
- 4.5 Practice finance, business planning, funding and taxation
- 4.6 Marketing, fee calculation, bidding and negotiation
- 4.7 Resource management and job costing
- 4.8 Administration, quality management, QA systems, recording and review
- 4.9 Staff development, motivation, supervision and planning
- 4.10 Team working and leadership

PC5 Building procurement

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. 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. 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.

Demonstration of an understanding of the following will contribute to this criterion being met:

- 5.1 Procurement methods, including for public and larger projects and relevant legislation
- 5.2 The effect of different procurement processes on programme, cost, risk and quality
- 5.3 Collaboration in construction and provisions for team working
- 5.4 Tendering methods, codes, procedures and project planning
- 5.5 Forms of contract and sub-contract, design responsibility and third party rights
- 5.6 Application and use of contract documentation
- 5.7 Roles of design/construction team members and their interaction
- 5.8 Duties and powers of a lead consultant and contract administrator
- 5.9 Site processes, quality monitoring, progress recording, payment and completion
- 5.10 Claims, litigation and alternative dispute resolution methods

Approved: January 2010
Effective From: November 2011

SUPERVISION OF PRACTICAL TRAINING

PURPOSE

Work practice and practical training are a fundamental element in the development of professional competence. This is recognised in the rules laid down by the RIBA for recording work practice in the PEDR and in examinations in architectural practice. Scrutiny and appraisal of the totality of students work experience is a central feature of the Exam. While a candidate must gain a minimum period of work practice to be eligible to sit the Examination, it is not the duration but the quality and diversity of learning from work that is of major significance to the Examiners.

ARRANGEMENTS

Eligibility to sit the Examination in Architectural Practice requires a student to have had a minimum of two years supervised work practice and training, 12 months of which must be after Part 2 (experience suggests that 3 years is more appropriate). **For international students on a visa, their post Part 2 year years should be in the UK** otherwise their visa conditions may be compromised. All relevant experience must be recorded in the students PEDR on-line logbook. This can be viewed on the RIBA Website: www.pedr.co.uk.

Responsibility for the supervision of practical experience and training lies with the student's office supervisor / mentor and with the Professional Studies Adviser (PSA) at the school at which the student is currently registered.

All students who wish to prepare for and take their final examination at the AA are required to pre-register with the Professional Studies Advisor at the AA School. Pre-registration costs £250.00; it includes the cost of assessment for entry to the Part 3 examination and is valid for two years. Pre-registration with the PSA will automatically entitle AA and non-AA graduates to advice and counselling from the PSA up to the point at which they complete their Examination. Registration is also a requirement if the PSA is to sign off their PEDR records.

If students are self-employed or working in an organisation without a supervising architect they must have a registered architect who acts as their mentor and, on a regular basis, reviews their work and gives guidance. The student's documentation should explain how they have dealt with this. This requirement technically only applies to the period of work experience they designate as meeting ARB/RIBA compliance requirements. However, if students are practicing alone it is actually very sensible to have this sort of arrangement anyway

Counselling for all candidates is by appointment, normally at the Architectural Association in London. Where requested by the student, the PSA will visit them in their own office. No limits are drawn and if students require more advice and guidance, this will be provided. Counselling continues right up to the Examination and it is essential that all students discuss their plans for taking the Examination well in advance of the examination date in order to give time for examination preparation. 5-6 months is advised.

The PSA may sign PEDR records for year out students registered at the AA School or pre-registered at the AA for the Part 3 course and/or examination. The PSA will not sign PEDR records for any student who is not currently registered with the AA including AA Part 2 graduates.

Entry to the AA Part 3 exam in architectural practice is conditional on the student having met all the requirements described previously, having been successful in the initial Part 3 assessment process and having paid the examination fee in full.

OVERSEAS STUDENTS AND PRACTICAL TRAINING

To gain work experience after the completion of or exemption from Part 2 in the UK, candidates who are not nationals of the European Economic Area (EEA) or hold the status of 'UK resident' must have a valid permit to work.

All Post Part 2 students subject to UK visa regulations **must** be registered with the AA PSA, **Alastair Robertson**. Even if they plan to change schools for Part 3, their registration must remain valid until they register with their new school. Post Part 2 registration costs £250.00 and is valid for two years.

For further details contact **Rob Sparrow** Tel: +44 (0)207 887 4052 E-mail: sparrow_ro@aa.school.ac.uk. Who is the AA's Professional Practice Coordinator. ***PEDR forms will not be signed and UK Border Agency liaison will not be carried out unless the student is registered with the AA.***

During 2008 and 2009 the UK introduced a points-based Permit system. This system replaced most of the existing work-based categories.

[For highly skilled workers, investors and entrepreneurs](http://www.ukba.homeoffice.gov.uk/workingintheuk/tier1/)

www.ukba.homeoffice.gov.uk/workingintheuk/tier1/

Highly skilled workers, investors, entrepreneurs and foreign students who have graduated from a United Kingdom university can apply under our new points-based system. You do not need to have a specific job offer, but you will need to pass a points-based assessment to be eligible to apply.

[For sponsored skilled workers](http://www.ukba.homeoffice.gov.uk/workingintheuk/tier2/)

www.ukba.homeoffice.gov.uk/workingintheuk/tier2/

If you have a job offer from a UK-based employer who is prepared to sponsor you, you can apply for permission to enter or stay in the United Kingdom.

[For temporary workers](http://www.ukba.homeoffice.gov.uk/workingintheuk/tier5/)

www.ukba.homeoffice.gov.uk/workingintheuk/tier5/

If you want to come to the United Kingdom to undertake short-term, temporary work there are specific arrangements for you.

[For workers from the European Economic Area and Switzerland](http://www.ukba.homeoffice.gov.uk/workingintheuk/eea/)

www.ukba.homeoffice.gov.uk/workingintheuk/eea/

If you are a national of the European Economic Area (EEA) or Switzerland, you are free to enter and stay in the United Kingdom. If you are a national of a state that recently joined the EU you may have to register with UKBA or apply for their permission before you start to work.

Details of these arrangements are available on

www.ukba.homeoffice.gov.uk/workingintheuk/

Students who experience difficulty with these arrangements should discuss the matter with the PSA.

SHORT COURSE ON PROFESSIONAL PRACTICE

PURPOSE

This short course on professional practice is designed to meet the needs of full design professionals and should not be regarded as a foundation programme to cover all professional issues. A number of offices send already qualified staff on this course as part of their CPD programme.

Note:

This course may not follow this exact sequence.

SEMINAR 1 – An introduction to the Course and Examination

A half-day briefing seminar by the Professional Studies Advisor that gives candidates an insight into the exam process and examination preparation techniques. Also, an opportunity to meet others on the course.

SEMINAR 2 - Standard Forms of Building Contract

A two-day seminar that examines the standard forms of building contract in great detail and also addresses how other contract forms in common use relate. This is an essential reference seminar for all candidates, particularly as it incorporates latest revisions and interpretations relating to the contract. An important component of this seminar is the architect's own contractual appointment.

SEMINAR 3 - Professional Risk Avoidance

A half-day seminar focused on problems of greatest impact in the professional office including the commoner causes of claims against architects and how to avoid them.

SEMINAR 4 - Town Planning

A full day seminar that provides an introduction to the modern planning system, sets out the planning policy framework and the need for planning permission, deals with planning application and appeals procedures and explains the special controls applicable to historic buildings and conservation areas. It also refers to other aspects of the planning system and explores some contemporary planning issues.

SEMINAR 5 – Legislation Affecting the Building

A full day seminar which looks in detail at the current Regulations and Acts that architects must consider when designing buildings. The seminar deals with the Building Regulations and accompanying procedures and how they are administered, with the structure of building controls and the responsibilities of the local authorities in administering building law.

SEMINAR 6 - Practice and Project Management

A two-day seminar that examines the complex areas of practice and project management. Topics considered include the context for architectural practice, principles of management in design and construction, practice management, project administration and dispute resolution. The seminar topics are illustrated as appropriate by a variety of practical examples and involve candidates in the consideration of professional and ethical situations.

SEMINAR 7 - *The Role of the ARB*

This short seminar is provided by the Architects Registration Board and examines a wide range of compliance issues regarding the Architect's role, responsibilities and duties

SEMINAR 8 *The Role of the RIBA*

This short seminar is provided by the RIBA and examines the role of the institution, the services it provides, how it operates and how it supports its professional membership.

SEMINAR 9 – *Managing a small business*

This half day seminar looks at the basics of running a small business including finance, personnel, marketing, communications and the related areas of legislation.

SEMINAR 10 – *Presenting Yourself*

This half-day interactive workshop is about how best to present yourself – for example, to clients, examiners and others with whom you are trying to create the best impression. It is designed to improve self-awareness and self-confidence and is full of helpful tips on what to do and what not to do when under the public gaze.

SEMINAR 11 - *Contract, Tort and Land Law*

The aim of this seminar is to demystify the subject and provide practical guidance. It begins with an introduction to the English legal system including how it evolved. This is followed by an outline of contract and tort. The students are given questions to consider over lunch and discuss during the afternoon session. The remainder of the afternoon is taken up with land law including case studies and questions.

SEMINAR 12- *Part 3 Examination Briefing & informal Reception*

This is a short one hour briefing by the Chief Examiner backed up by the Professional Studies Adviser to explain and take questions about the Examination.

SUPPLEMENTARY SEMINAR – The Contract Game

This two-day interactive workshop is designed as a stand-alone programme that students can take as an add-on to the main course or separately. It is an ideal ‘top-up’ for those just about to sit the exam. This ‘booster’ course takes place during the weekend in the middle of the Seminar programme.

The “players” directly engage in the processes involved in running a traditional building contract in the role of architect/contract administrator. Within the scenario-based computer simulation players work in teams to complete the contract administration activities required within a fictitious construction project. Each team follows a route created by a series of scenarios, which appear as letters, faxes, memos, emails or texts. In some cases there are multiple documents to be cross-referenced. The simulation is played in "real time", spanning a period from tender acceptance through the construction phase to Practical Completion, Final Certificate and beyond. There is never any break from the “game reality”.

The JCT Standard Building Contract is utilised as reference and it is necessary for team players to have made a study of the document beforehand. Each of the 36 scenarios must be answered fully and answers are in the form of contract correspondence or the use of forms. It is also a race against time, and against the other teams. Both guidance and opposition are provided by the "controllers" who take on the roles of the parties with whom the players correspond.

The Contract Game builds understanding of how to deal with the challenging situations that arise when working with a JCT Standard Building Contract and it helps clarify the relationships between the architect and all parties involved. The challenge is to deliver the building project on behalf of the client, providing competent design and administrative solutions without causing additional expense or delay to your client or risk to the architectural practice. The outcome for the players is an increased understanding and working knowledge of the JCT contract and an enhancement of the knowledge, understanding and skills necessary for successful examination and practice.

FEES FOR 2011/12

Pre-Registration with PSA¹	Spring 2012	£250
Including Part 3 Initial Assessment test	Autumn 2012	£250
Seminars	Spring 2012	£845
	Autumn 2012	£845
Part 3 Examination Fee	Spring 2012	£545
	Autumn 2012	£545

Notes:

1. *Candidates failing the Assessment test must pay the pre-Registration fee again if they wish to resubmit.*
2. *All fees are payable in advance to the Part 3 Co-ordinator.*
3. *Candidates may pay for course fees separately from examination fees if they are planning to take the examination at a later date.*
4. *The Fees are non-refundable and non-transferable.*
5. *Only the advance payment of fees in full will secure eligible candidates a place on the seminar series and/or the examination.*
6. *Students with outstanding accounts with the AA will not be permitted to sit the examination.*
7. *Any re-sit of the Assessment Test and the Part 3 Examination in Architectural Practice is at the discretion of the AA Part 3 Chief Examiner and the full Assessment / Examination fee will be charged.*

APPLICATION PROCEDURE

1. Contact Rob Sparrow and make first appointment to see Alastair Robertson who will review your experience and previous qualifications, explain the AA Seminar course and Examination in Architectural Practice and advise on your eligibility. You should bring with you your PEDR or another appropriate record of your experience and a current CV.
2. If you wish to proceed, pay the fee to register with the PSA to Rob Sparrow. This entitles you to receive continuing advice and support and resource materials as you prepare for the course and examination. You will be given a registration number that you should use in all correspondence. You will also be given a memory stick with details of and a pro-forma for the Initial Assessment test you are required to take to gain admission to the Part 3 exam.
3. When ready to take the seminar course, you need to complete and return the course application form (available from Rob or downloadable from the AA website) with the appropriate fee. Earlier payment is advised as the number of places is limited and only full payment of fees secures you a place.
4. When you think you are ready to take the examination, discuss this with the PSA Alastair Robertson and if you wish to go ahead, then you must submit documentation, explained earlier, for the Part 3 Assessment test. Subject to a satisfactory result from this Initial Assessment you need to complete and return your examination registration form with the appropriate fees to the Professional Practice Co-ordinator. Places on the examination cannot be guaranteed and only full payment of fees secures a place.

READING LIST

Note: this list only represents a summary of publications. Candidates are advised to ask the opinion of their employers and also browse in the RIBA Bookshop where all publications listed should be available.

Candidates are expected to have studied and be familiar with the contents of the current editions of the following publications. The first is obtainable from the Architects Registration Board (ARB). The rest may be obtained from RIBA Bookshops, amongst others.

The publications listed constitute a core summary. Candidates are advised to obtain the opinion of their employers on additional reading matter and to browse www.ribabookshops.com or the RIBA Bookshop in Portland Place.

PART 3

- Part 3 Handbook: Questions of Professional Practice. Stephen Brookhouse. RIBA
- Working Out in Architecture. Alastair Robertson. AA

PROFESSIONAL

- ARB. Architects Code Standards of Conduct and Practice. ARB.
- RIBA. Code of Professional Conduct and Standard of Professional Performance. RIBA.
- Lewis, R K. Architect? A Candid Guide to the Profession. MIT.

LAW

- English Law - Smith & Keenan
- The Architects Act 1997. HMSO.
- Speaight, A & Stone, G. Architect's Legal Handbook. Butterworth.
- Uff, J. Construction Law. Sweet and Maxwell.

TOWN AND COUNTRY PLANNING

- Cullingworth, B. Town and Country Planning in the UK.
- Salt, A & Brown, H. Planning Applications: The RMJM Guide. Blackwell Science.
- Suddards, R W. Listed Buildings: The Law and Practice of Historic Buildings, Ancient Monuments and Conservation Areas.

BUILDING REGULATIONS

- Building Regulations: Complete Package. HMSO.
- Billington, MJ, Simons M W & Waters, J R. Building Regulations Explained and Illustrated. Blackwell Science.

ACCESSIBILITY

- CAE. Designing for Accessibility. RIBA.

HEALTH AND SAFETY

- Construction (Design and Management) Regulations 2007. HSE
- CIRIA. CDM Regulations: Work sector guidance for designers. CIRIA.
- RIBA. Model Safety Policy with Safety Codes for Architects Engineers and Surveyors. RIBA.

PROJECT MANAGEMENT

- Lupton, S. Architects Job Book. RIBA.
- Green, R. Architect's Guide to Running a Job. Architectural Press.
- Cox, S & Hamilton, A. Architect's Guide to Job Administration: The Party Wall etc Act 1996. RIBA.
- NJCC Codes of Procedure for Single Stage Selective Tendering, for Two

- Stage Selective Tendering, and for Selective Tendering for Design and Build. RIBA. (3 publications).
- Murray, M & Langford, D. Architect's Handbook of Construction Project Management. RIBA.
- CIOB. Code of Practice for Project Management For Construction and Development. Blackwell Science.

PRACTICE MANAGEMENT

- Lupton, S. Architect's Handbook of Practice Management. RIBA.
- Willis, AJ & Chappell, D. The Architect in Practice. Blackwell Science.
- Littlefield, D. The Architect's Guide to Running a Practice. Elsevier.
- Phillips, R. The Architect's Plan of Work. RIBA.

ARCHITECT CONTRACT

- RIBA. A Client's Guide to Engaging an Architect, RIBA.
- Construction (Design and Management) Regulations 2007. HSE
- RIBA. The Architects Contract: Guide to RIBA Forms of Appointment. RIBA.
- SFA/08 Standard Form of Agreement for the Appointment of an Architect RIBA
- Small Works, SW/99 (2004) RIBA
- ACA98 The Appointment of a Consultant Architect for Small Works, Works of Simple Content and Specialist Services (2000 Revision)

BUILDING CONTRACT

- Chappell, D, Marshall, D, Powell-Smith, V & Cavender, S. Building Contract Dictionary. Blackwell Science.
- Clamp, H & Cox, S. Which contract?: Choosing the appropriate building contract. RIBA.
- RIBA. Guide to selecting the appropriate JCT form of contract. RIBA. (FREE Download)
- Elkington, J. Brief summary of JCT Forms of Contract. RIBA. (FREE Download).
- Chappell, D. Understanding JCT Standard Building Contracts. Spon.
- Standard Forms of Building Contract (JCT & NEC) .All current forms
- Jamieson N. 'RIBA Good Practice Guide: Inspecting Works'. RIBA

JCT 11 Forms of contract:

- JCT 11 Minor Works Building Contract (MW)
- JCT 11 Intermediate Building Contract (IC)
- JCT 11 Standard Building Contract (SBC/XQ)
- JCT 11 Design and Build Contract (DB)
- JCT 11 Minor Works Building Contract with Contractors Design (MW/D)

JCT 05 Contracts (Including Revision 2 Update):

- JCT 05 Minor Works Building Contract (MW)
- JCT 05 Intermediate Building Contract (IC)
- JCT 05 Standard Building Contract (SBC/XQ)
- JCT 05 Design and Build Contract (DB)
- JCT 05 Minor Works Building Contract with Contractors Design (MW/D)

NEC Contracts:

- The New Engineering Contract (NEC2): Box Set of 18 documents. Thomas Telford Publishing
- NEC3 Engineering and Construction Contract Guidance Notes
- NEC3 Engineering and Construction Contract
- NEC3 Engineering and Construction Contract Option C Target Contract with Activity Schedule
- NEC3 Engineering and Construction Contract Option A Priced Contract with Activity Schedule
- NEC3 Professional Services Contract

DISPUTE RESOLUTION

- Henchie, N. Adjudication for Architects. RIBA. (FREE Download)
- Harris, B, Planterose, R, & Tecks, J. The Arbitration Act 1996: A Commentary. Blackwell Science.
- Stephenson, D. Arbitration Practice In Construction Contracts. Blackwell Science.
- Hibberd, P & Newman, P. ADR and Adjudication in Construction Contracts. Blackwell Science.

MAGAZINES

- Architect's Journal.
- RIBA Journal.
- Building Design.
- Building.
- Construction Law Journal.

PART 3 RESOURCE PACK - Memory Stick

Candidates registering for the Part 3 Seminars and/or examination receive a **free** resource pack that includes seminar notes, registration forms, past papers and other useful resource materials.

A charge of **£10.00** (includes P+P) is made for this pack if candidates are not pre-registered / registered. Copies of the Memory Stick are available from Rob Sparrow at the AA.

FURTHER INFORMATION

Appointments with PSA and enquiries

Rob Sparrow
Professional Studies Co-ordinator
Architectural Association
36 Bedford Square,
LONDON WC1B 3ES
Tel: +44 (0) 20 7887 4052 Fax: +44 (0) 20 7887 4102
E Mail: Sparrow_ro@aaschool.ac.uk
Website: www.aaschool.ac.uk

Professional Studies Advisor

Alastair Robertson AADipl AADipl(Trop Arch)
Contact via Rob Sparrow (as above)

Royal Institute of British Architects,

66 Portland Place
LONDON W1N 4AD
Tel: 020 7580 5533
www.architecture.com
RIBA Bookshop: 020-7251 0791
RIBANet: www.ribabookshop.com/
PEDR: www.pedr.co.uk

APSAA – Association of Professional Studies Advisors

Website has some useful comparative info about schools for students
<http://www.apsaa.org.uk/>

Architects Registration Board

8 Weymouth Street
LONDON WIN 3FB
Tel: 020 7580 5861
E-mail: Info@arb.org.uk
Website: www.arb.org.uk
ARB Requirements for students qualifying at P1 & 2 outside the EU:
<http://www.arb.org.uk/registration/applying-for-req-world.shtml>

UK Border Agency (Information on Visa & Permit enquiries)

Lunar House
40, Wellesley Road
Croydon
CR9 2BY
Telephone: 0870 606 7766
Guidance & downloads of application forms:
www.ukba.homeoffice.gov.uk/workingintheuk/