The AA Professional Practice and Practical Experience Examination (ARB/RIBA Part 3)

AA School Part 3 Handbook
Course and Examination

2015 (R1)

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INTRODUCTION

The co-ordination and organisation of Year Out and Post Part 2 practical training and the Part 3 examination at the AA is carried out by Alastair Robertson (Professional Studies Advisor, ’PSA’) and Rob Sparrow (Professional Studies Co-ordinator).

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 at the AA. The AA also provides a 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 External 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) and the Royal Institute of British Architects (RIBA) for exemption from Part 3 and 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 Institute 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 PROFESSIONAL PRACTICE AND PRACTICAL EXPERIENCE EXAMINATION (ARB/RIBA Part 3)

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/RIBA Part 3, candidates must satisfy the AA Professional Studies Advisor that the following conditions have been met:

* ARB/RIBA Part 1 pass or exemption; (see Note 4)
* ARB/RIBA 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 actually working in the UK 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 – an AA Certificate of Professional Experience can be used as an alternative.

* 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.

The following notes numbered 1a to 8 inclusive are the mandatory procedures that are applied by the AA School:

**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 46\(^2\) 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 recognised UK school to register in the UK.

For further information see: [www.arb.org.uk/qualifications-directive](http://www.arb.org.uk/qualifications-directive)

**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 External Examiner.

**Note 4** Although the ARB allows 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 Part 1 and Part 2 exemption. However, they may take the Part 3 Seminar course in advance of exemption being granted.

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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](http://www.pedr.co.uk).

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  The AA School of Architecture provides all students with the opportunity for high quality learning irrespective of disability, and uses its reasonable endeavours to accommodate the requirements of disabled students on a case-by-case basis. Students who have a condition or disability they wish to be taken into account must advise Alastair Robertson, the Professional Studies Advisor, in writing at the time of registration and provide supporting formal assessment documentation produced by an appropriately qualified medical practitioner or other authority. Prospective students should be aware that the physical characteristics of the School's principal premises in protected buildings currently impose some limitations. Refer also to the AA Academic Regulations and the AA Student Handbook.

Note 7  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. The AA only sends results of candidates who pass the examination to the ARB and the RIBA. The AA accepts no liability for any consequences arising from the candidate failing the exam.

Note 8  Applicants for the Part 3 Seminar Course and/or Part 3 examination are required to join the AA as members. This entitles them to use all the AA’s facilities including the Bar and Library and guest lecture series. Students registering only for year-out and Part 3 supervision are also required to join the AA as members.

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 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 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.

While no conditions apply to attendance on the seminars, entry to the examination requires the candidate to undergo an Initial 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:
EVIDENCE

Evidence required from all candidates for the AA Professional Practice and Practical Experience Examination (ARB/RIBA part 3)

INTRODUCTION

All candidates wishing to sit the Part 3 exam must fully satisfy the evidence requirements set out below. Validation of documentation is carried out by the Professional Studies Coordinator, Rob Sparrow. Initial Assessment of candidates’ preparedness to sit the exam is carried out by the AA’s Professional Studies Advisor (PSA), Alastair Robertson. 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 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 and meeting the requirements for Initial Assessment is no guarantee that candidates will pass the full exam.

The cost of the Initial Assessment is included in the Part 3 registration fee that all entrants must pay. (See pp27 for fee information).

SUMMARY OF EVIDENCE REQUIREMENTS

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<th>Group 2 documents</th>
<th>When required? By whom?</th>
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<td>On application for registration at AA</td>
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<td>2. Candidate’s identity information</td>
<td>P3 Registration form</td>
<td>P3 Registration form</td>
<td>On initial registration with PS Coordinator</td>
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<td>3. Candidate’s visa status (if applicable)</td>
<td>P3 Registration form</td>
<td>P3 Registration form</td>
<td></td>
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<tr>
<td>4. Candidate’s medical condition/disability information (if applicable) and supporting evidence</td>
<td>P3 Registration form</td>
<td>P3 Registration form</td>
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<tr>
<td>5. Academic compliance with ARB/RIBA Part 3 criteria</td>
<td>UK school P1 &amp; P2 pass docs</td>
<td>ARB exemption letters</td>
<td>For Validation By PS Coordinator</td>
</tr>
<tr>
<td>6. Evidence of English Language competence (if applicable)</td>
<td>Certificate with grade</td>
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<td>7. Monitoring/ Awarding institution &amp; PSA</td>
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<td>8. Evidence of employment</td>
<td>PEDR</td>
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<td>9. Evidence of Project Activities</td>
<td>Experience Profile</td>
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<td>10. Qualitative &amp; reflective analysis of selected project activities</td>
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<td>Case study(ies)</td>
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<td>11. Review of personal professional development</td>
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<td>Essay</td>
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WHICH ROUTE?

Essentially, there are two groups of candidates who submit for the examination:

Group 1  those who have followed a conventional course of education and practical training through the UK system and

Group 2  those who have had a significant part of their higher education and training outside the UK or are mature candidates who are coming to the Part 3 examination at a later career stage.

Most of the data requirements will be the same for both groups however, for the former group, there is the expectation that they will have recorded their experience using the PEDR system. For the latter group, the AA has devised an alternative recording system based on the RIBA Certificate of Professional Experience.

We set out below, what documentation is required, in what format and by when:

DOCUMENTATION

1  Curriculum Vitae

On submitting for registration on the AA Part 3 course and examination, prospective candidates should submit a CV to the Professional Studies Advisor (PSA) in the standard format. This will assist the PSA in providing advice on the course and on candidate’s preparation for the exam.

The CV will also be submitted to Part 3 examiners as part of a candidate’s evidence of academic and professional development. It should not be illustrated.

The standard format for a CV is as follows:

1  Basic personal details

2  Higher educational, technical and professional awards in date order
   • A brief description of project activities can be included here.
   • Prizes and awards related to academic achievement

3  Employment history and work role in reverse date order
   • A brief description of major project activities can be included here
   • Prizes and awards related to professional achievement

4  Specific additional skills gained that are relevant to employment indicating level of proficiency (where relevant)

5  Special interests

2  Candidate’s identity information

This is set out in the Part 3 registration form that is sent to the AA Professional Studies Coordinator once an application for registration has been approved by the PSA. It is treated as confidential information and will be used by the AA for internal administration purposes.

3  Candidate’s visa status (if applicable)

Where candidates are subject to UK visa regulations, this must be declared on the registration form. Candidate’s identity information may be disclosed to the UKBA as evidence of the AA’s compliance with candidate monitoring arrangements and sponsorship conditions. The AA Professional Studies Coordinator is responsible for monitoring AA students subject to UKBA visa requirements under Tier 3. All queries on this should be addressed to him.

NOTE: Under the UKBA Tier 3 regulations, the AA only has authority to supervise AA graduates.
4 **Notification of disability and provision of supporting evidence**

The AA School of Architecture provides all students with the opportunity for high quality learning irrespective of disability, and uses its reasonable endeavours to accommodate the requirements of disabled students on a case-by-case basis. Students who have a condition or disability they wish to be taken into account must advise Alastair Robertson, the Professional Studies Advisor, in writing at the time of registration and provide supporting formal assessment documentation produced by an appropriately qualified medical practitioner or other authority. Prospective students should be aware that the physical characteristics of the School's principal premises in protected buildings currently impose some limitations. Refer also to the AA Academic Regulations and the AA Student Handbook.

5 **Academic compliance with ARB/RIBA Part 3 criteria**

This is recorded in the candidate’s *Initial Assessment submission*. Candidates must submit original copies of Part 1 and Part 2 exemption certificates to the AA Professional Studies Coordinator. These may be in the form of UK academic award certificates, official letters from the candidate’s university confirming Part 1 and Part 2 exemption or official letter(s) from the ARB confirming Part 1 and Part 2 exemption through its internal system. The AA Professional Studies Coordinator will validate all submissions as part of the Initial Assessment process.

6 **Evidence of English Language competence (if applicable)**

All candidates who do not have English as a first language must submit evidence of English language competence. The minimum standard is IELTS 4 6.5. Original certificates must be submitted to the AA Professional Studies Coordinator as part of the Initial Assessment process. Alternative tests may be acceptable. Candidates can verify this with the AA Professional Studies Coordinator, if the issue arises.

7 **Monitoring/Awarding institution & PSA**

This information appears on the PEDR sheets and also on the AA Certificate of Professional Experience (AA CPE). Neither form of record is acceptable for evidence purposes unless this information is provided.

In the case of the PEDR, the PSA may change when a candidate moves to a different school or there is a personnel change. Responsibility for signing off PEDR sheets rests with the monitoring institution with whom the candidate is currently registered, irrespective of the timeliness with which PEDR sheets have been submitted. As there is quite a lot of work involved in checking documentation retrospectively most schools charge a fee for this, including the AA.

In the case of the AA Certificate of Professional Experience (AA CPE), the PSA at the AA must validate the information which will all be retrospective. This means that the contact details provided about employers and mentors must enable a reliable audit to be carried out.

In some cases the Institution monitoring the development of candidate experience may be different from that which conducts the Part 3 exam. In this situation it is the Part 3 examining institution that must be responsible for validating experience records.

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4 **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

5 The AA CPE is specific to the AA School of Architecture and may or may not be acceptable as evidence by other examining bodies.
8 Evidence of employment

The purpose of this evidence is to establish that candidates comply with the minimum ARB/RIBA criteria for Part 3 in terms of the time and location of their work experience and practical training. It is not a qualitative assessment. Also, to meet compliance requirements only the minimum period of experience MUST be verified by employers/mentors. For mature candidates in particular, little purpose is served by hunting down employers from a decade or more ago.

The PEDR documents have a page that serves this purpose for candidates on this scheme. It is normal for the mentor to sign on behalf of the practice in which the candidate is working. It is essential that there is clear data about the mentor so that they can be contactable for validation purposes. If they are an architect registered in the UK then their ARB registration number is sufficient. In most other countries with registration schemes, the same is likely to apply but it is the responsibility of the candidate to check.

For candidates using the AA CPE, mentors or office principals are also required to sign the CPE documentation to verify a candidate’s employment activities. Again, for audit purposes, it is important that the signatory can be traced, so registration details are important.

ARB/RIBA guidance permits non-architects to act as signatories. They must however be recognised as construction industry professionals and have significant experience of architectural practice. In the event of any doubt about the status of a signatory, the PSA will advise.

It is not unusual for candidates to gain some part of their experience by running their own practice or collaborating with other non-registered professional colleagues. This can be acceptable providing the PSA is satisfied that there are proper arrangements in place for mentoring by an experienced and appropriately qualified person. Clearly, in these circumstances, practical training within the office is likely to be difficult hence the PSA will be expecting candidates in this position to have set up some form of CPD for themselves.

Not all construction professionals in all countries are members of registration schemes. If this is the case then e-mail addresses and/or mobile telephone numbers should be provided. The issue here is about enabling an audit to be carried out.

9 Evidence of Project Activities

The Initial Assessment documentation enables candidates to set out, in a matrix format, core details about:
• Type of project
• Location of project
• Type of contract used
• Value of contract
• Stages of work for which candidates have had a significant degree of responsibility
• Duration of involvement in project

These data provide an easy to read summary of ALL projects a candidate has been involved in with each of their employers for the whole of their professional career to date. This provides the Part 3 examiners with a framework of the candidate’s experience that they can use as a reference point when marking papers and preparing the professional interview. It is important that it is comprehensive but, as said in section 7 above, only the minimum required for compliance MUST be auditable in depth. In reality, most candidates provide a comprehensive audit trail.

10 Qualitative & reflective analysis of selected project activities
The PEDR is designed as a formative recording tool that enables the candidate, their employer/mentor and their PSA to regularly review progress in and the scope of their professional practice experience and help the candidate gain the learning they need for the Part 3 examination. Analysis and reflection in the PEDR is a continuing process that takes place throughout the candidate’s practical training period. The PEDR provides the facility for the candidate to reflect qualitatively on what they have learned and where, generally, there are gaps in their understanding and experience that need to be filled. Most candidates take advantage of this section in the PEDR.

Where candidates’ recording in the PEDR often needs to be improved is in the analysis of the project context they are working in and in the recording of their own specific contributions to problem solving and decision making.

Dealing with the first issue: most candidates provide a reasonably sound factual and technical background to the projects on which they have worked. However, what is often omitted though are details about important contextual issues that form the backdrop to the project. Architects are usually hired to deal with complex problems it is helpful to know what these are.

Dealing with the second issue: under the ‘project tasks’ section of the PEDR project reports, most candidates are tempted just to write down a list of actions that have been taken. What is needed here is more detail about, for example, where and how candidates have contributed to decision making and problem solving in these activities? Also, and most important how the dynamics and activity management within the project team is influencing progress? These issues are important and can be dealt with succinctly.

The AA Certificate of Professional Experience is an alternative but summative recording tool and this section of it is designed to provide as much in depth qualitative analysis of project activity as the Part 3 examiners need to inform their decision about the sufficiency of practical training and experience.

Rather than backtrack over the entire catalogue of a candidate’s experience it is considered to be more productive to ask candidates to produce for one or more projects in which they have played a significant role in job and contract administration, a case study or studies, in total of no more than 5,000 words.

Guidance is as follows:
• The subject matter covered by the case study(ies) can be a single whole project taken from concept to completion.
• They could be a selection of ‘packages’ covering different project components.
• They could be a selection of 3 or 4 small projects, each taken right through the contract processes or,
• they could be analyses from several projects that between them cover the whole design, development and construction process.

The ground rules are that: the analysis(es) involves activities:
• in which there has been significant personal responsibility that, overall, covers all stages of work;
• that the works have by and large been conducted under a traditional form of contract within the UK’s regulatory system.
• Where case studies are drawn from outside the UK, there is a comparative analysis provided to illustrate how different procedures and decisions might have been applied if the project were UK based.

11 Review of personal professional development
This is a **2,000 word essay** and should be prepared as such. It forms part of the **Initial Assessment documentation**. The schedule below is indicative of the topics the essay should cover – but it is not a rigid prescription. Depending on the characteristics of career development to date, candidates may wish to give more emphasis to particular issues and aspects of their professional development.

Suggested scope of the Review:

- Influences in architectural education and career development.
- Learning about the project initiation process
- Turning concepts into buildability and regulatory compliance
- Success in running the job through the contract phases
- Ideas and aspirations regarding the future
THE PROFESSIONAL PRACTICE AND PRACTICAL EXPERIENCE EXAMINATION (ARB/RIBA Part 3) – FORM OF 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 Professional Practice 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 Professional Studies 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

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

Career Profile 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:

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

This paper is taken under supervision at the AA 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 written paper - References permitted)
This paper is taken at the AA in Bedford Square 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 AA 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  (Approximately 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.

NUMBER OF ATTEMPTS
Unsuccessful candidates are permitted to repeat the examination at the discretion of the AA Part 3 Chief Examiner. The maximum number of attempts is unlikely to exceed three.
THE RESULT

The possible results of the examination are:

**Pass**  
Award of the AA Professional Practice and Practical Experience Examination (ARB/RIBA Part 3)

**Fail**  
Repeat all parts

**Deferred**  
In exceptional circumstances only, provided all other parts of the examination have been passed and only at the discretion of the Part 3 Board of Examiners, a further period of practical experience to be completed and be subject to re-presentation and re-assessment at Professional Interview by two External Examiners. The period of additional practical experience to be as advised by the Part 3 Board of Examiners.

**Fail Deferred**  
Repeat all parts

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 External 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/RIBA.

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 Part 3 Chief External Examiner. The Part 3 Chief External 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 Part 3 Chief External Examiner 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 Part 3 Chief External Examiner. 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. As a result of an appeal, any offer that is made by the AA Part 3 Board of Examiners will remain valid for 2 years from the date of the offer, unless otherwise stated in writing by the Director of Professional Practice. 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 BOARD OF EXAMINERS

Stephen Brookhouse MSc BA(Arch) BArch RIBA Chairman & Part 3 Chief External Examiner
Graham Brown ARB RIBA FCI Arb.
Natasha Brown BA Hons(ThSt) BA Hons(Arch) DipArch GradDiplCons(AA) RIBA ARB
Graham Frecknall MA Arch AADipl RIBA ACI Arb
Gordon Gibb B Arch Dip Arch LLM RIBA ARIAS MCIArb
Richard Griffin AADipl RIBA
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)
Mary Kelly BArch DipArch RIBA
Trevor Lawrence Dip Arch ACI Arb RIBA FRSA
Neil Mathews RIBA RSUA M.Arch Dipl (Arch) BA(Hons)
Brian Powell DipArch RIBA ACI Arb
Peter Ullathorne JP AADipl RIBA FRSA AAIA FRSH
Richard M Warwick BA(Hons) DipArch APDPP ARB RIBA
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 and Practical Experience Examination (ARB/RIBA Part 3) are normally required to have successfully completed a recognised qualification at ARB/RIBA 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
PRACTICAL TRAINING AND EXPERIENCE

PURPOSE

Work practice and practical training are fundamental elements 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.

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 normally no less than 3 months in duration

• Candidates are required to complete 24 months of recorded and authenticated practical training and work practice experience.

• Under rule 13b, 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. (Note: the AA School requires one year experience in the UK on UK based projects)

• 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.

• 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.

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.
• For candidates who have attended a UK school of architecture, they must submit their experience in the PEDR\(^7\) format and comply with the recording guidelines laid down by the RIBA

• For candidates educated overseas and for mature applicants for registration (more than 6 years experience), their experience may be recorded in the PEDR format or alternatively may be submitted in the form of an AA Certificate of Professional Experience. A combination is also acceptable

• 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 full range of construction stages.

**ARRANGEMENTS**

Eligibility to sit the Professional Practice and Practical Experience Examination (ARB/RIBA Part 3) requires a student to have had a minimum of two years supervised work practice and training\(^8\), (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](http://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

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\(^7\) See [www.pedr.co.uk](http://www.pedr.co.uk)

\(^8\) The period of work experience that can be counted is that which takes place after the commencement of a recognised course of architectural study.
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 examination is conditional on the student having met all the requirements described previously, having been successful in the Part 3 Initial 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.

During 2008 and 2009 the UK Borders Agency introduced a points-based Permit system. This system replaced most of the existing work-based categories. Details of these arrangements are available on www.ukba.homeoffice.gov.uk/workingintheuk/

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

For students who are from outside the EEA and subject to UKBA visa regulations and who are not AA graduates, registration on the AA Professional Practice and Practical Experience Examination (ARB/RIBA Part 3) does not infer that the AA is able to offer Tier 4 sponsorship. However, this does not affect their eligibility to attend the seminar course or sit the Part 3 exam but they will need to arrange with their employer appropriate sponsorship arrangements - if applying for a visa under Tier 2.

For further details contact Rob Sparrow Tel: +44 (0)207 887 4052 E-mail: sparrow_ro@aaschool.ac.uk, the AA’s Professional Studies 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.

Students who experience difficulty with these arrangements should discuss the matter with the AA’s Professional Studies Coordinator.
SEMINAR COURSE ON PROFESSIONAL PRACTICE

PURPOSE

The AA seminar 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.

In the Spring, the course is run as a 'Saturday School' on weekends between mid-January and mid-March. In the Autumn it is run in late September as a 2-week block course.

Note:
The 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 and a half 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 External 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.

**REVISION SEMINAR- For candidates about to take the exam**

This is a free, 1-day, supplementary seminar for candidates about to sit the exam. It is run by one of the AA’s most experienced examiners and sets out to summarise some of the key issues surrounding professional practice and how best to tackle these in an examination environment.
## FEES FOR 2015

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### Notes:

1. Fees for Year Out supervision cover the period from end of Part 1 course – start of Part 2 course. Fees for Post-Part 2 supervision are valid from date of registration for 2 years.

2. AA Membership is a requirement for those attending the Seminar Course and the Part 3 Examination.

3. Candidates failing the Initial Assessment test must pay the pre-Registration fee again if they wish to resubmit.

4. All fees are payable in advance to the Part 3 Professional Studies Co-ordinator by cheque or by card.

5. Candidates may pay for course fees separately from examination fees if they are planning to take the examination at a later date.

6. The Fees are non-refundable and non-transferable.

7. Only the advance payment of fees in full will secure eligible candidates a place on the seminar series and/or the examination.

8. Students with outstanding accounts with the AA will not be permitted to sit the examination.

9. Any re-sit of the Initial Assessment Test and the Professional Practice and Practical Experience Examination (ARB/RIBA Part 3) is at the discretion of the AA Part 3 Chief External Examiner and the full Assessment / Examination fee will be charged.
APPLICATION PROCEDURES

1 Contact Rob Sparrow, the AA Professional Studies Co-ordinator and make first appointment to see Alastair Robertson who will review your experience and previous qualifications, your circumstances, explain the AA Part 3 seminar course and examination 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. Your registration fee covers the cost of Initial Assessment.

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 Studies 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, most of which are available as loan copies from the AA library. 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.

Key:
CIS - Digital version available through AA Library
E - E-Book available from AA library
(E) - E-Book available
RIBA - Download from RIBA website
AA - Download from AA website

PART 3

CIS

ARBL Architects Code Standards of Conduct and Practice. ARB.
CIS

CIS

A Candid Guide to the Profession Lewis, R K. Architect?. MIT.
E


LAW

English Law - Smith & Keenan
CIS

The Architects Act 1997. HMSO.
CIS

CIS

Construction Law Uff, J. Sweet and Maxwell.

TOWN AND COUNTRY PLANNING

E

Town and Country Planning in the UK Cullingworth, B.
E

E


BUILDING REGULATIONS

CIS

Building Regulations: Complete Package. HMSO.
CIS


ACCESSIBILITY
HEALTH AND SAFETY

CIS Designing for Accessibility. CAE. RIBA.

CIS Construction (Design and Management) Regulations 2007. HSE

CIS CDM Regulations: Work sector guidance for designers. CIRIA.

Model Safety Policy with Safety Codes for Architects Engineers and Surveyors. RIBA.

PROJECT MANAGEMENT

CIS Architects Job Book. Lupton, S. 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).


Code of Practice for Project Management For Construction and Development. CIOB. Blackwell Science

PRACTICE MANAGEMENT

CIS Architect's Handbook of Practice Management. Lupton, S. RIBA.


ARCHITECT CONTRACT

CIS A Client's Guide to Engaging an Architect. RIBA.

CIS Construction (Design and Management) Regulations 2007. HSE

CIS The Architects Contract: Guide to RIBA Forms of Appointment. RIBA.


E Architect: a candid guide to the profession by R. Lewis (2013)

BUILDING CONTRACT


Which contract?: Choosing the appropriate building contract. Clamp, H & Cox, S. RIBA

RIBA Guide to selecting the appropriate JCT form of contract. RIBA.

RIBA Brief summary of JCT Forms of Contract. Elkington, J. RIBA.


CIS Standard Forms of Building Contract (JCT & NEC) .All current forms

RIBA Good Practice Guide: Inspecting Works'Jamieson N. ‘. RIBA

JCT 11 Forms of contract:

CIS JCT 11 Minor Works Building Contract (MW)

CIS JCT 11 Intermediate Building Contract (IC)

CIS JCT 11 Standard Building Contract (SBC/XQ)
CIS

JCT 11 Design and Build Contract (DB)
JCT 11 Minor Works Building Contract with Contractors Design (MW/D)

NEC Contracts:
Architect’s Guide to NEC3
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

RIBA
Adjudication for Architects Henchie, N.. RIBA.

CIS

MAGAZINES

Architect's Journal.
RIBA Journal.
Building Design.
Building.

PART 3 RESOURCE PACK - Memory Stick

A USB Memory Stick containing professional practice resource materials is available free from Rob Sparrow for professional practice students registered at the AA.

A charge of £10.00 (including P+P) is made for the memory stick if candidates are not registered.
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
www.aaschool.ac.uk/STUDY/PROFESSIONALSTUDIES/part3.php

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
http://www.architecture.com/Explore/Home.aspx
RIBA Bookshop: 020-7251 0791k
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-reg-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/