

**Architectural Association  
School of Architecture**

**AA SCHOOL**  
**PROFESSIONAL PRACTICE AND PRACTICAL EXPERIENCE**  
**(ARB/RIBA PART 3)**  
**PART 3 HANDBOOK: COURSE AND EXAMINATION**  
**2015/2016**

## **CONTENTS**

<b>1</b>	<b>Introduction</b>	<b>2</b>
<b>2</b>	<b>Purpose</b>	<b>2</b>
<b>3</b>	<b>Eligibility</b>	<b>3</b>
<b>4</b>	<b>Conditions</b>	<b>4</b>
<b>5</b>	<b>Structure</b>	<b>5</b>
<b>6</b>	<b>Sequence</b>	<b>5</b>
<b>7</b>	<b>Initial Assessment Documents</b>	<b>6</b>
<b>8</b>	<b>Additional Required Documents</b>	<b>8</b>
<b>9</b>	<b>The Course</b>	
	<b>9.1 Seminar series</b>	<b>9</b>
	<b>9.2 The Contract Game</b>	<b>10</b>
<b>10</b>	<b>The Examination</b>	
	<b>10.1 Form of Examination</b>	<b>11</b>
	<b>10.2 Assessment</b>	<b>12</b>
	<b>10.3 The Result</b>	<b>13</b>
	<b>10.4 Number of Attempts</b>	<b>13</b>
<b>11</b>	<b>Performance Review and Appeal</b>	
	<b>11.1 Performance Review</b>	<b>14</b>
	<b>11.2 Appeal</b>	<b>14</b>
<b>12</b>	<b>Application Procedures and Fees</b>	<b>14</b>
<b>13</b>	<b>Appendices</b>	
	<b>13.1 ARB/RIBA Requirements for and Guidance on Part 3 requirements</b>	<b>16</b>
	<b>13.2 ARB/RIBA Professional Criteria at Part 3</b>	<b>16</b>
	<b>13.3 Practical Training and Experience and Supervision</b>	<b>20</b>
	<b>13.4 Overseas Students and Practical Training</b>	<b>21</b>
	<b>13.5 Reading List</b>	<b>22</b>
	<b>13.6 Further Information</b>	<b>24</b>

## 1 INTRODUCTION

The AA Professional Practice and Practical Experience Examination (ARB/RIBA Part 3) is recognised by the Architects Registration Board, 'ARB', and the Royal Institute of British Architects, 'RIBA', as the final qualifying examination for obtaining registered status in the UK and professional membership respectively.

The seminar course and examination are provided twice annually. The course is offered to those intending to take the examination and to those who are qualified and wish to maintain or enhance their knowledge of current professional practice issues as Continuing Professional Development. The examination is open to eligible students. It is not offered to those who have qualified and registered as architects in the EU, Channel Islands or the Isle of Man.

The Part 3 course and examination is led and organised by the AA Programme Director Part 3 supported by the AA Professional Studies Coordinator. The examination is prepared by the Programme Director in liaison with the AA Board of Part 3 Examiners appointed by the AA, which comprises Professional Examiners and a Chief Examiner who also acts as External Examiner.

The Programme Director Part 3 is also the AA's Professional Studies Advisor, responsible for the coordination, organisation, supervision and monitoring of Stage 1 (post-Part 1/Year Out), Stage 2 (post-Part 2) practical training, and of post-Part 2 practical training being undertaken as part of the Part 3 course. PSA supervision of practical training experience is also available to students who have obtained their Part 1 or Part 2 qualifications at other recognised institutions or schools of architecture.

## 2 PURPOSE

The Examination is intended to establish whether a candidate is competent to practice Architecture in the United Kingdom. The definition of competence is set out by meeting the minimum standards provided in the ARB/RIBA Professional Criteria for Part 3.

Candidates wishing to sit the Professional Practice Examination in Architecture (Part 3) are 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.

### 3 ELIGIBILITY

Those who intend to take the Part 3 course as CPD are not required to meet the following eligibility procedures or requirements.

Students who intend to take the Part 3 examination must:

- **Before being admitted to the course:**

Have satisfactorily completed the Initial Assessment by the AA Programme Director comprising:

- Professional CV
- Evidence of ARB/RIBA Part 1 pass, or pass at equivalent and recognised examination
- Evidence of ARB/RIBA Part 2 pass or pass at equivalent and recognised examination
- Have recorded and authenticated their work experience to date of submission of Initial Assessment in the RIBA PEDR format or, for those meeting the requirements of the RIBA as having at least 6 years' appropriate experience outside 5 years' academic study and having achieved a greater level of responsibility, the Certificate of Professional Experience but subject to the agreement of its use in advance by the AA Programme Director.
- 2000-word critical Career Appraisal essay
- Career Experience matrix, completed to date of submission of Initial Assessment
- If English is not their first language, to have achieved and provide evidence of a minimum score of 6.5 in the IELTS test of written and spoken English or an acceptable equivalent
- Notification of disability or matters asked to be taken into account

- **Additionally, before being admitted to the examination:**

Have recently completed a minimum of 24 months' appropriate practical training, recorded and authenticated in PEDR or, if agreed as above, CPE format.

The practical training regulations of the ARB and RIBA are:

*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.*

*'Recently' is defined as: at least 12 of the 24 months' experience should have been undertaken in the two years immediately before taking the Part 3 exam.*

## 4 CONDITIONS

The following conditions apply:

- 1 Those who have achieved UK registration as an architect with the ARB through other routes are not permitted entry to the AA Part 3 examination
- 2 Those who are qualified and registered as architects in the EU are not permitted entry to the AA Part 3 examination
- 3 Candidates who have gained their academic qualifications outside the UK must first apply to the ARB to establish and confirm their exemption from the Part 1 and Part 2 Examinations. The written confirmation of this by the ARB is required as part of the student's Initial Assessment submission
- 4 The recognition of Professional Qualifications set out in EU directives provide that the country or countries of academic study are relevant in respect of a student's ability to qualify in the EU and also to the opportunity or requirement for taking the Part 3 examination in the UK. Refer to the ARB for clarification.
- 5 The ARB does not currently restrict the sequence in which students achieve Part 1, Part 2 and Part 3. However, the AA does not permit entry to the Part 3 course and examination to students who have not achieved passes at both Parts 1 and 2 or at their equivalent and recognised examinations
- 6 Before their first attempt at the AA Part 3 examination, students are required to have attended the Part 3 course.
- 7 The registration period for Part 3 course and examination is 4 years.
- 8 Students who have previously attended the Part 3 course may attend up to three seminars in a subsequent course without additional charge.
- 9 Students are not required to attend the course and attempt the examination in the same cycle.
- 10 Registration on the Part 3 course includes PSA supervision of practical training during the period of registration
- 11 Old format paper RIBA/ASSA Logbooks are only acceptable for experience gained before 2004.
- 12 The maximum number of attempt at the AA Part 3 examination that a candidate may make is three. In addition, exceptional circumstances may determine that the maximum number of attempts will be reduced.
- 13 Students who have a medical or other condition or disability they wish to be taken into account must advise the Part 3 Programme Director 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.
- 14 Applicants for the Part 3 Seminar Course and/or Part 3 examination are required to join the AA as members.

## 5 STRUCTURE

The course and examination are provided twice annually: in Spring and in Autumn. The Autumn course is provided over a two-week period, followed by the examination; the Spring course is provided on Saturdays over a period of 11 weeks, followed by the examination.

With the exception of the documents that require to be submitted as part of the examination, all submissions are made in digital format. Students are not required to present PEDR or other records for review in person. Tutorial support by the Programme Director is available by email, or by phone or in person by appointment, and students are free to discuss any aspect of their experience, the course or the examination.

Students are not required to take the course and the examination in the same session: many students find it extremely helpful to familiarise themselves with the syllabus through attending the course and then prepare for and take the examination at a subsequent session. Students who have attended the course in one session may attend up to three seminars in a subsequent course without additional charge.

## 6 SEQUENCE

Students applying for admission to the course and examination are first required to complete an application for an Initial Assessment: this comprises a set of documents that enables the Programme Director to review the student's eligibility, qualifications and experience. Details of the requirements for the Initial Assessment application are provided below.

The Initial Assessment does not form part of the examination, but admission to the examination is dependant on passing of the Initial Assessment. Students intending to take the examination are strongly recommended to pass the Initial Assessment before attending the course.

The result of the Initial Assessment is either 'pass' or 'fail'; the programme Director/PSA will provide feedback to unsuccessful students. Students may attempt the Initial Assessment on up to 3 occasions in total, and are required to pay the application fee on each attempt.

As places for the examination are limited, students must register their intention to take the examination by registering to take Part 3 exam with the Professional Studies Coordinator no later than 2 weeks before the issue of Paper 1 of the examination. Candidates should also note that, while reasonable efforts will be made to accommodate the numbers of candidates, there is no guarantee of being able to register for any specific session of the AA Part 3 exam.

## 7 INITIAL ASSESSMENT DOCUMENTS

### Digital submission

#### 1 Professional Curriculum Vitae

Also assessed at examination.

The suggested content for a CV is as follows:

- Basic personal details
- Higher educational, technical and professional awards in date order
- Employment history and work role in reverse date order
- Specific additional skills gained that are relevant to employment indicating level of proficiency
- Brief description of projects/project activities/roles
- Prizes and awards related to academic achievement
- Prizes and awards related to professional achievement

#### 2 Evidence of achievement of passes at ARB/RIBA Part 1 and 2, or pass at equivalent and recognised examinations

These may either be UK academic award certificates from the candidate's institution or letter(s) from the ARB confirming achievement of Part 1 and Part 2 through its internal systems.

#### 3 Records of Practical Training

Also assessed at examination.

##### 1 Professional Experience and Development Record, 'PEDR':

- The majority of students prepare their records in the RIBA PEDR format.
- PEDR records must be fully completed up to the date of the submission for Initial Assessment: signed and dated by the student, and reviewed, signed and dated by the student's employment mentor, and reviewed, signed and dated by the relevant PSA before submission.

##### 2 Certificate of Professional Experience, 'CPE'

Subject to agreement of its use in advance by the AA Programme Director Part 3, records of practical experience may be recorded in the RIBA or AA Certificate of Professional Experience format, fully completed up to the date of the submission of the Initial Assessment.

##### 3 The AA applies the following in respect of PSA services:

- 1 The AA PSA will review and sign off the PEDR records of students completed during their period of registration at the AA; however, PEDR sheets that are not submitted in accordance with the required time periods even if within the registration period may not be signed unless an reason acceptable to the AA PSA is provided in writing by the student.
- 2 The AA PSA will not sign PEDR records for any student who is not currently registered with the AA including AA Part 2 graduates.

- 3 In exceptional circumstances, and in accordance with the RIBA's regulations, the AA PSA may sign off the PEDR sheets of students recording experience that was undertaken before registration at the AA.
- 4 The AA PSA will not review or sign off the PEDR sheets which cover, or should have covered, a period where the student was registered at another institution; in these circumstances, students will need to obtain their previous institutions to obtain the relevant PSA's sign off.
- 5 The AA will consider applications for the use of the CPE only if students meet the requirements of the RIBA as having at least 6 years' appropriate experience outside 5 years' academic study and having achieved a greater level of responsibility.
- 6 CPE records are normally completed retrospectively; it is critical that each CPE record is fully completed, signed and dated by the student, and that the full contact detail and signature of the student's employer at the relevant practice is provided. CPEs which do not contain this information will not be accepted.

Even if students have completed the minimum required period of practical training by the date of the submission for Initial Assessment, they should continue to complete their records until they take the examination. This will allow them to present the most recent and arguably most relevant experience, and also to meet the ARB and RIBA requirements in respect of currency of experience.

ARB/RIBA regulations permit non-architects to act as signatories. They must however be recognised as suitably qualified construction industry professionals and should have experience of architectural practice. The AA's compliance with visa regulations may restrict affected students to obtaining practical experience exclusively under the direct supervision of a registered architect, and students are required to clarify this with the Programme Director and the AA.

Candidates who are principals of their practices, or are otherwise not employed by a practice, must obtain the Part 3 Programme Director's advice on acceptable recording of practical experience, and must note that the AA strictly applies the ARB and RIBA's regulations in respect of requiring experience to be under the direct supervision of a professional working in the construction industry or an architect.

#### **4 Career Appraisal essay: critical review of personal professional development**

Also assessed at examination if practical training records are in CPE format.

This is a 2000 word essay and should be prepared as such. The summary below is indicative of the topics the essay should cover, but 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 career appraisal essay:

- 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

## **5 Career Experience Matrix**

The template enables candidates to set out, in a matrix format, core details of:

- 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

A completed matrix provides a graphic summary of all projects with which a candidate has been involved in each of their practices for the whole of their professional career to date.

The completed matrix forms part of the information provided to, but not assessed by, the Part 3 examiners. In addition to providing the examiners with a framework of the candidate's experience, candidates will find it useful in structuring their experience.

## **6 Evidence of English Language competence**

Unless otherwise agreed, candidates who do not have English as a first language must submit evidence of English language competence. The minimum standard is IELTS 6.5. Scanned images of the original certificates must be submitted.

# **8 ADDITIONAL DOCUMENTS**

## **1 Student identity information**

To be provided with the Initial Assessment application. Confidential information used by the AA for internal administration purposes and, if applicable, in connection with communications with UK Visas and Immigration.

## **2 Students visa status**

Students subject to UK visa regulations must declare their status as part of the application for Initial Assessment on the registration form. Candidate's identity information may be disclosed to the UKVI as evidence of the AA's compliance with candidate monitoring arrangements and sponsorship conditions.

## **3 Notification of disability and provision of supporting evidence**

Students who have a medical or other condition or disability they wish to be taken into account must advise the Programme Director 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.

## 9 THE COURSE

### 9.1 SEMINAR SERIES

The AA seminar series provides information on the topics covered by the ARB/RIBA Professional Criteria at Part 3. It should not be regarded as a foundation programme. It is also provided as a CPD programme for qualified architects or construction professionals.

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

**Note:** The course may not follow this sequence.

#### **SEMINAR 1 - An introduction to the Course and Examination**

A half-day briefing seminar by the Part 3 Programme Director 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, particularly as it incorporates latest revisions and interpretations relating to the contract.

#### **SEMINAR 3 - Professional Risk Avoidance**

A half-day seminar focused on problems of greatest impact in the professional office including frequent causes of claims against architects and how these may be avoided.

#### **SEMINAR 4 - Town Planning**

A one-day seminar that provides an introduction to the current planning system, planning policy framework and the requirements and procedures for planning permission, planning application and appeals, and the special controls applicable to historic buildings and conservation areas.

#### **SEMINAR 5 - Legislation Affecting Buildings**

A one-day seminar which looks in detail at the current legislation, including that relating to the Building Regulations and Party Wall that architects must consider, and how it is administered.

#### **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**

A 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**

A 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**

This one-day seminar demystifies the subject of law relevant to architectural practice and provides practical guidance. It covers the English legal system including how it evolved, followed by an outline of contract and tort, and includes review of land law including case studies and opportunities for questions.

### **SEMINAR 12 - Part 3 Examination Briefing and Revision**

This comprises a briefing by the Chief External Examiner supported by the Part 3 Programme Director to explain and take questions about the Examination, and a revision session of the relevant topics and subject matter by an experience examiner.

## **9.2 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 role-playing course takes place during a weekend in the middle of the Seminar programme.

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.

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.

## 10 THE EXAMINATION

### 10.1 FORM OF EXAMINATION

#### **1 The AA Professional Practice and Practical Experience Examination (ARB/RIBA Part 3) is examined through the following:**

- 1 Professional CV
- 2 Evidence of a minimum of 24 months' appropriate practical experience – practical training records
- 3 Written examination papers 1, 2, 3 and 4:
  - 1 Paper 1 completed in student's own time over 4 weeks
  - 2 Papers 2, 3 and 4 undertaken under examination conditions at the AA School
- 4 Only for students using the CPE format for recording practical experience, the 2000 word Career Appraisal Essay in support of their records.
- 5 Oral examination at the AA School

#### **2 Written examination papers 1, 2, 3, 4**

These written papers together consider the topics in the ARB/RIBA Professional Criteria at Part 3.

A Project Scenario is provided and this is used as a framework for the issues addressed in Papers 1, 2 and 3:

- 1 Paper 1 is issued on the final day of the seminar series, and this is defined as the formal beginning of the examination.  
Paper 1 is undertaken in the student's own time over a period of four weeks. The questions generally relate to strategic matters relating to the scenario, and may cover programming, appointment and operational issues. Students should expect to carry out a significant amount of desk research and analysis.
- 2 Papers 2, 3 and 4 are undertaken on the same day under formal examination conditions at the AA School. The School provides a laptop for each candidate, and all papers are answered in digital format only using
- 3 Paper 2(3 hours) and 3 (2 hours): both papers cover aspects of practice and law, and are framed around a series of unfolding events based on the Project Scenario. Limited references are permitted.
- 4 Paper 4 (1 hour): short answer questions across all areas of professional architectural practice. No references are permitted.

Copies of previous examination papers are available to all students registered on the Part 3 course and examination.

**3 Examination documents submission formats, dates and arrangements**

- |   |   |                 |                      |
|---|---|-----------------|----------------------|
| 1 | Professional CV<br>Practical training records<br>Career appraisal essay<br>Career experience matrix<br>Paper 1 answer paper   | Paper + digital | Day of written exams |
| 2 | Papers 2, 3 and 4 answer papers   | Digital         | Day of written exams |
| 3 | Candidates must ensure they take with them copies of their answer papers to Papers 2, 3 and 4 when they leave the examination: copies are not provided by the School. |                 |                      |
| 4 | The School provides further details of the arrangements for digital submissions in advance of the examination.  |                 |                      |

**4 Oral examination**

This is the concluding part of the examination, conducted within approximately one hour. The examiners may be expected to ask a candidate about any aspect of the Professional Criteria, their experience, and any part of their documentary submissions and the examination papers.

The examiners may take a role similar to that of a professional client, or may ask a candidate to consider specific scenarios in the context of professional conduct and competence.

It is a final opportunity for candidates to attempt to recover what may have been an imperfect performance in their written papers. It is not intended to be a test of memory, and candidates are encouraged to bring with them any notes or copies of their submissions.

**10.2 ASSESSMENT**

**Assessment is made against the ARB/RIBA Professional Criteria at Part 3.**

**All parts of the examination must be passed in order to achieve an overall pass.**

Each candidate's submission is assessed by two examiners from the AA Part 3 Board of Examiners, and the same examiners conduct the oral examination. At the end of the examination, the examiners make their recommendation on the result to the Part 3 Board of Examiners, at which the final decision is made. If the examiners' recommendation is inconclusive, the candidate's submission and performance is reviewed by the Part 3 Board of Examiners before the decision is reached. If the candidate is re-sitting, previous examination performance and examiners comments will be reviewed.

**The decision of the AA Part 3 Board of Examiners is final.**

All parts of the examination must be passed in order to achieve an overall pass. Poor performance in one part of the exam may not disqualify excellent work elsewhere, but excellent performance in one topic area of examination will not compensate for inadequate understanding of issues in other topics areas.

All candidates receive written confirmation of their result. Results are published on the day following the oral examination. The names of successful candidates are sent to ARB and the RIBA. Those that are successful may apply for registration at 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.

Unsuccessful candidates are provided with written feedback on their performance and are encouraged to discuss these with the Part 3 Programme Director to decide their next steps.

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 Professional Criteria for Part 3. The examination is designed to assemble evidence in a systematic way about whether a candidate is competent to practise as an Architect. The variety of formats for different parts of the examination provides opportunities for candidates to demonstrate knowledge over different timescales, in writing and at professional interview.

The examination process favours those who are well prepared and experienced, particularly in the context of being able to apply and relate theory and judgement to practice. Although the minimum period of practical experience is 24 months, evidence suggests that most successful candidates will have had more and direct experience across all workstages on at least two substantial projects in the UK.

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 AA will provide contacts at the start of the course, but individual candidates should take the initiative in setting up such groups, which are known to be helpful in sharing experience and understanding of practice issues, providing mutual support in examination revision and focusing effort on priorities.

### 10.3 THE RESULT

The possible results of the examination are:

<b>Pass</b>	Award of the AA Professional Practice and Practical Experience Examination (ARB/RIBA Part 3)
<b>Fail</b>	Repeat all parts
<b>Deferred</b>	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: <ol style="list-style-type: none"><li>1 A further period of practical experience to be completed and be subject to re-presentation and re-assessment at oral examination by two External Examiners. The period of additional practical experience to be as advised by the Part 3 Board of Examiners</li><li>2 Repeat oral examination only</li></ol>
<b>Fail Deferred</b>	Repeat all parts

### 10.4 NUMBER OF ATTEMPTS

The maximum number of attempt at the AA Part 3 examination that a candidate may make is three. In addition, exceptional circumstances may determine that the maximum number of attempts will be reduced.

## 11 PERFORMANCE REVIEW AND APPEAL

### 11.1 PERFORMANCE REVIEW

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.

### 11.2 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 AA 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 Part 3 Programme Director. 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.

## 12 APPLICATION PROCEDURES AND FEES

### 12.1 APPLICATIONS

Contact the AA Professional Studies Coordinator, submit a current CV and make a first appointment to discuss your circumstances with the Part 3 Programme Director, who will review your experience and previous qualifications, explain the AA Part 3 seminar course and examination and advise on your eligibility.

If you wish to proceed, contact the Professional Studies Coordinator to complete the relevant application 'Pre-Registration' process and pay the appropriate fee to register. This entitles you to receive continuing advice and support. If you are a post-Part 2 AA graduate, the fee covers one year of PSA supervision of your records of practical training. The fee covers one attempt at the Initial Assessment.

You are recommended to have taken and passed the Initial Assessment before registering for the course. You must have passed the Initial Assessment before being permitted to register for the examination.

When ready to take the course, contact the Professional Studies Coordinator to complete the relevant application process and pay the appropriate fee to register. If you wish, register for the elective Contract Game and pay the appropriate fee.

When you consider you are ready to take the examination, discuss this with the Part 3 Programme Director and if you wish to proceed, contact the Professional Studies Coordinator to complete the relevant application process and pay the appropriate fee to register. Places on the examination are limited and cannot be guaranteed for any specific session. The application fee covers one attempt at the Examination, and includes one attempt to pass following a 'Deferred' result from a previous Examination attempt at the AA.

## 12.2 FEES

**Fees are current at time of publication and are subject to annual review.**

### **PRE-REGISTRATION** **£275**

Applicable to:

- PSA services for post-Part 2 AA graduates, valid for one calendar year
- Initial Assessment application, payable for each application attempt

### **COURSE/SEMINAR SERIES** **£960**

### **BUILDING CONTRACT GAME** **£275**

- Elective option within course

### **EXAMINATION** **£700**

- Payable for each examination attempt

### **PSA SERVICES:** **£275**

Applicable to:

- PSA services for Stage 1/post-Part 1 AA graduates, valid for one calendar year
- PSA services for Stage 2/post-Part 2 graduates, valid for one calendar year

### **AA MEMBERSHIP:** **£60**

- Required for those attending Course and Examination

The following conditions apply:

- 1** All fees are payable in advance to the Part 3 Professional Studies Coordinator
- 2** Candidates may pay for course fees separately from examination fees if they are planning to take the examination at a later date.
- 3** All fees are non-refundable and non-transferable.
- 4** Students with outstanding accounts with the AA will not be permitted to attend the course or sit the examination.

## 13 APPENDICES

### 13.1 REQUIREMENTS FOR EXAMINATIONS IN ARCHITECTURAL PRACTICE FOR 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' with an opportunity to demonstrate that they have sufficient knowledge and experience to be admitted to the Register held by the ARB.

#### **Standard**

The standard of professional competence required for success in the examination is that which the public has a right to expect of all 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, of obligations and responsibilities, and of recognition of risk. Competence also includes the application of knowledge, the exercise of skills and the intention to achieve success manifesting itself in the critical self-monitoring of performance.

### 13.2 ARB/RIBA Professional Criteria at Part 3

Candidates wishing to sit the AA Professional Practice and Practical Experience Examination (ARB/RIBA Part 3) are required to have successfully completed recognised qualifications 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 Professional Criteria at Part 3 comprise:**

- 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 type of requirements:

- 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.

Each criterion also incorporates 10 topic areas or activities which, if demonstrated successfully, will contribute to that criterion having been met.

**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

### 13.3 PRACTICAL TRAINING AND EXPERIENCE AND SUPERVISION

#### 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: read in conjunction with section 7

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 ARB Rule 13b, there is greater flexibility over the type and location of practical experience that a candidate can record. Eligible candidates must 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."*

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 direct supervision of an architect. In reality, and because the AA requires part 3 candidates to have passed ARB/RIBA Parts 1 and 2 before being permitted entry to the Part 3 Course and Examination, each candidate will have had at least 12 months' experience post-Part 2.

At least 12 of the 24 months' experience should have been undertaken in the two years immediately before taking the Part 3 exam.

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.

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

Subject to agreement in advance by the Part 3 Programme Director, candidates with at least 6 years' relevant practical experience in addition to 5 year's academic study, may record their experience in the PEDR format or alternatively in the RIBA or AA Certificate of Professional

Experience. A combination is also acceptable provide the Part 3 Programme Director's agreement in advance has been obtained.

For candidates working part time the above rules also apply but must be adjusted in terms of the full time equivalent time period. e.g. 10 months at 20 hours per week is equivalent to 5 months at 40hrs per week.

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 arrangements for this must be agreed with the Part 3 Programme Director. While this requirement strictly only applies to the period of work experience they designate as meeting ARB/RIBA practical training compliance requirement, in reality, this arrangement is prudent in any event if students are practicing alone.

From empirical evidence, 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 long and it takes some time before a student is able to take a project onto site and through the full range of construction stages.

Counselling for all candidates is by appointment, normally by telephone. If requested by the student, the PSA will visit them in their own office. Counselling is available until the start of 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.

### 13.4 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 who do not hold the status of 'UK resident' must have a valid permit to work.

All Year out and Post Part 2 AA graduates subject to UK visa regulations **must** be registered with the AA PSA. Even if they plan to change schools for Part 2 or 3, their registration must remain valid until they register with their new school. For international students on a visa, their post Part 2 year should be in the UK otherwise their visa conditions may be compromised.

For students who are from outside the EEA and subject to UKVI visa regulations and who are **not** AA graduates, **registration on the AA Professional Practice and Practical Experience Course and Examination (ARB/RIBA Part 3) does not infer that the AA is able to offer any form of visa sponsorship.** However, this does not affect their eligibility to attend the seminar course or sit the Part 3 exam but they will must arrange with their employer appropriate sponsorship and visa arrangements and obtain the AA's agreement in advance in writing.

Students who experience difficulty with these arrangements should discuss the matter with the AA Part 3 Programme Director and AA Compliance Officer.

## 13.5 READING LIST

The publications listed constitute a core summary. Candidates are advised to extend their research and reading considerably further.

### **PROFESSIONALISM, ETHICS, CODES OF CONDUCT:**

- ARB, The Architect's Code: Standards of Conduct and Practice, London: The Board, 2010
- ARB, Architects Registration Board Rules, London: The Board, 2012
- ARB, Professional Conduct Committee and Investigations Committee Rules, London: The Board, 2011
- RIBA, Code of Professional Conduct, RIBA Publishing, 2005
- RIBA, A Client's Guide to Engaging an Architect, RIBA Publishing, 2009
- Abramowitz J. A, Architect's Essentials of Negotiation, 2nd ed, Wiley 2009
- Spector, T, The Ethical Architect, Princeton Architectural Press, 2010

### **LAW:**

- The Architect's Act 1997, Stationery Office, 1997 as amended
- EU Services Directive, 2006/123/EC
- Mutual Recognition of Professional Qualifications Directive (2005/36/EC)
- Speaight, A ed, Architect's Legal Handbook, Oxford: Elsevier, 9th ed 2010
- Wevill, J, Law in Practice: The RIBA Legal Handbook, RIBA Publishing, 2010
- Ewan McKendrick, Contract Law, OUP Oxford, 5th ed 2012

### **PRACTICE MANAGEMENT, TEAM ORGANISATION:**

- Ostime, N. and Stanford, D, Architect's Handbook of Practice Management, RIBA Publishing, 2010
- Littlefield, D, The Architect's Guide to Running a Practice, Elsevier, 2004
- 3DReid, Architect's Job Book, London: RIBA Publishing, 2010

### **ARCHITECTS APPOINTMENT CONTRACTS:**

- RIBA, 2010 Agreements: RIBA Publishing, 2010
- RICS, RICS Standard Form of Consultant's Appointment, RICS Books, 2008
- ACE, ACE Agreements 1, 2, 3, 4 or 8, plus relevant ACE Schedule of Services, ACE, 2009

### **PLANNING AND BUILDING REGULATIONS:**

- National Planning Policy Framework
- Town and Country Planning Act 1990
- The Building Regulations Approved Documents
- Moore, V and Purdue, M, A Practical Approach to Planning Law, Oxford University Press, 2012
- Tricker, R and Alford, S, Building Regulations in Brief, Routledge, 2012
- Billington, M, Simons, MW, Water JR, The Building Regulations Explained and Illustrated, Blackwell Science, 2007
- The Planning Portal, [www.planningportal.gov.uk](http://www.planningportal.gov.uk)

### **HEALTH AND SAFETY, CDM, ACCESSIBILITY:**

- HSE, The Construction (Design and Management) Regulations 2015, [www.gov.uk](http://www.gov.uk)

**BUILDING CONTRACTS, CONTRACT ADMINISTRATION, TENDERING:**

- JCT Standard Building Contract with Quantities 2011 (SBC/Q)
- JCT Design and Build Contract 2011 (DB)
- JCT Construction Management Contract (CM) CM/A
- JCT Management Building Contract (MC) MCWC/A
- Lupton, S, Cox, S, Clamp, H., Which Contract? RIBA Publishing, 2012
- Lupton, S JCT Contract Guides: SB11, IC11, MW11, RIBA Publishing, 2011
- NJCC, Code of Procedure for Single Stage Tendering, RIBA
- NJCC, Code of Procedure for Two Stage Tendering, RIBA
- NJCC, Procedure Notes for Tendering, NBS

**DISPUTE RESOLUTION:**

- Housing, Grants, Construction and Regeneration Act 1996
- Local Democracy, Economic Development and Construction Act 2009
- Simmonds, D, Statutory Adjudication – A Practical Guide, Blackwell Publishing 2003
- Coombes Davies, M, Good Practice Guide: Arbitration, RIBA Publishing, 2011
- Grossman, A, Good Practice Guide: Mediation, RIBA Publishing, 2009
- Brown, H and Marriott, A, ADR: Principles and Practice, Sweet and Maxwell, 2012

**OTHER PUBLICATIONS:**

- Architect's Journal
- Building Design
- Building
- RIBA Journal
- Construction Law Journal
- Specialised websites

## 13.6 FURTHER INFORMATION

### **Part 3 Programme Director and PSA**

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[www.aschool.ac.uk/STUDY/PROFESSIONALSTUDIES/part3.php](http://www.aschool.ac.uk/STUDY/PROFESSIONALSTUDIES/part3.php)

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Website: [www.aschool.ac.uk](http://www.aschool.ac.uk)

[www.aschool.ac.uk/STUDY/PROFESSIONALSTUDIES/part3.php](http://www.aschool.ac.uk/STUDY/PROFESSIONALSTUDIES/part3.php)

### **Architects Registration Board**

8 Weymouth Street

LONDON WIN 3FB

Tel: 020 7580 5861

E-mail: [Info@arb.org.uk](mailto:Info@arb.org.uk)

Website: [www.arb.org.uk](http://www.arb.org.uk)

### **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/](http://www.ribabookshop.com/)

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