

The Association of Scottish Schools of Architecture Practical Training Scheme

Preparation for the Part 3 Examination in Professional Practice and Management

During the course of your studies in architecture, it is likely that you will have completed a “year out” (usually between academic years 3 and 4). This experience provides a general introduction to work within the construction sector, either within an architects’ office, or in some other related field. After this year out, a further 12 months of professional training is required on the route to qualification, providing more detailed experience in the field of architectural professional practice.

It is during this period that you should prepare for the “Examination in Professional Practice and Management” (more commonly known as the “Part 3 Exam”). This exam has a number of submission requirements:

- The completion of regular Record of Experience sheets
- A critical and analytical Experience Based Analysis
- A summary Evaluation of Experience
- The in-office Practice Paper
- A Professional Interview (following submission of the documents above)

During this period of training, it is essential that you further develop skills of analysis and appraisal, as the Professional Practice Examiners will assess you based on your own self-critical appraisal of your experience.

Practical Training Requirements

The minimum requirements for professional experience in preparation for the Part 3 Exam are:

- A minimum total of 24 months’ practical experience which has been supervised by a registered architect or other qualified professional working in the construction industry
- At least 12 months (usually post Part 2) should normally be undertaken in the UK, supervised by a registered architect
- At least 12 of the 24 months must have been undertaken in the 24 months immediately prior to sitting the Part 3 Exam
- Periods of employment should be in blocks of at least 3 months (full-time or part-time equivalent)
- All recorded professional experience should be undertaken after commencement of your architectural studies (previous work experience may not be counted toward the minimum requirement)
- All experience should be formally recorded. Although not a strict requirement, the completion of Professional Experience and Development Records (PEDR) should be used to record your professional experience, these can be found at www.pedr.co.uk

In the above, “months” means calendar months of full time working (at least 20 hours a week). Reasonable time off for holidays and illness may be included in this period. Where the work is less

than 20 hours per week, candidates will be expected to complete a commensurately longer period of experience.

When considering a placement and your office experience, you are advised to check the Part 3 Professional Criteria, as these are used by examiners to assess candidates. Professional experience should consist of activities which would typically be undertaken by an architect in practice. The Professional Criteria can be found at <http://www.arb.org.uk/information-for-schools-of-architecture/arb-criteria/>

Comprehensive reference material, guidance notes and reading lists for the Part 3 Exam, and on suitable content and format of the submissions, are available from the Architects' Professional Examination Authority in Scotland (APEAS) website www.apeas.org.uk

Additionally, students should read the "Guidance for Employers" overleaf, and should hand this to your employer as soon as possible after obtaining a position within an office.

More information can also be found at <http://www.arb.org.uk/student-information/practical-training-requirements/>

Record of Experience Process and Advice

As part of your Record of Experience, you should submit quarterly logsheets to your Employment Mentor as soon as possible after the three-month period has ended, for their review. Part of this review should involve a meeting with your mentor to discuss your experience over the past quarter. After your review meeting you should complete the section of the PEDR sheets entitled "Student/ Employment Mentor Appraisal" with details of what you discussed (it is the candidate's responsibility to complete this). Then the "final" copy can be printed, signed, and passed to your mentor for adding their own comments and their signature. This should then be sent to the Professional Studies Advisor who will review the content and add comments to help guide your professional experience. Be advised that logsheets will only be commented on by the Professional Studies Advisor if they are received by the University within two months of the last day of the period of experience covered by the logsheets.

Please include examples of your projects and work done during the period of the logsheets, this helps to demonstrate the range of experience you are getting. It is recommended that you scan your logbooks before posting them, in the event they are lost in the post.

Experience Based Analysis Process and Advice

This forms an important part of your submission and it is important that you liaise with your Employment Mentor at an early stage to identify a project and topic that will form the basis of your analysis. The Professional Studies Advisor can advise on the suitability of the topic title and short summary sentence, which should ideally be submitted around six or seven months before the exam. Following this, some feedback may be offered on a synopsis (around 400 words explaining what you

plan to cover). It is recommended this is complete five months before the exam, to give you plenty of time to prepare the complete document ahead of the exam deadline. Be advised that the Professional Studies Advisor cannot comment on more detailed drafts of the Experienced Based Analysis.

Registration with the University of Strathclyde Department of Architecture and APEAS

Candidates wishing to sit the Part 3 Exam in Scotland must register with APEAS and must have obtained their Part 2 qualification from a validated course. Candidates who have not completed Part 1 and/ or Part 2 at the University of Strathclyde are responsible for presenting evidence of such qualification to the ARB/ RIBA as required.

By submitting the Registration Form overleaf with the relevant fee, you will be registered with the University of Strathclyde for up to two years. This ensures that your Record of Experience quarterly logsheets will be reviewed and commented on by the Professional Studies Advisor during your professional practice, providing they are submitted timeously. Candidates wishing to submit for the Part 3 Exam with APEAS must have completed and logged the minimum period of training required, and must meet the requirements for validation of the experience as outlined above. It is the responsibility of the candidate to ensure that such validation is achieved.

On registration with the University of Strathclyde, candidates will be provided with support by the University of Strathclyde Department of Architecture by regular contact with the Professional Studies Advisor and by attending a Short Course in June.

The form overleaf does not register candidates with APEAS, this must be done in addition to the form overleaf. Details and forms can be found at <https://apeas.org.uk/register/>

On registration with APEAS for the Examination, candidates will receive the latest Candidate Guidance Notes for the Examination in Professional Practice and Management. This document incorporates full details of the component parts of the Part 3 Exam noted above. In addition, guidance on the Part 3 Exam, along with sample documents, recommended reading lists, and copies of the previous years' Practice Papers are available on the APEAS website www.apeas.org.uk.

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Guidance for Employers

I understand that a graduate of this department/ candidate for the Examination in Professional Practice and Management (Part 3 Exam) has taken up a position in your organisation, which should provide experience in accordance with the current requirements of the ARB/ RIBA Practical Training Scheme and should be recorded as part of the candidate's submission for the Part 3 Exam. Hopefully these notes explain the assistance you can provide as an employer to help them prepare.

During the minimum two years of practical training, candidates are expected to obtain a wide range of experience which culminates in the preparation of the submissions for the Part 3 Exam. The submissions consist of an Experience Based Analysis, the Record of Professional Experience, a personal Evaluation of Experience, and the answers to the Practice Paper (a 2-day, in-office, open-book exam). This exam paper is prepared by the Architects' Professional Examination Authority in Scotland (APEAS), and is common to all six Scottish Schools of Architecture. Following submission of documents all candidates will be invited to attend a Professional Interview. This is the final stage of the Part 3 Exam and is conducted by two practicing professional examiners who will have reviewed the candidate's submissions.

During the first year of training (post Part 1), graduates are likely to have gained a general office experience, whereas, in the second year (post Part 2), the training and experience should be focussed more specifically to meeting the ARB Professional Criteria for the Part 3 Exam. This will require the candidate being given supervised experience to prepare them for the exam and professional life. More detail on the Professional Criteria can be found at <http://www.arb.org.uk/information-for-schools-of-architecture/arb-criteria/>

Part of the submission requirements is the Experience Based Analysis, a 6,000 word document which allows for the candidate to analyse an aspect of professional practice. Typically this is based on a project in the office where the candidate will be involved in the running of the job, in the decision-making process for at least 66% of the project's life, and preferably the administration of the Contract up to Practical Completion (although this is not always possible to accommodate). In the preparation of the Experience Based Analysis, it is necessary that the candidate be given access to information relating to all aspects of the selected subject. The document is confidential between the candidate and the examiners, and no information will be published or made available to other parties.

Candidates will require to register for the Part 3 Exam with the University and APEAS in the year prior to submissions, by completion of the Registration Forms and payment of the fees. Candidates will require to have an Employment Mentor within the office, who should be an experienced architect, who will oversee their experience, sign their Record Sheets and deal with documentation for the in-office Practice Paper. Further details and guidance for Employment Mentors is available on the APEAS website - www.apeas.org.uk

It should be noted that candidates who are completing their Record of Experience should submit quarterly summary sheets to the Employment Mentor and then to the Professional Studies Advisor. Where these sheets are not submitted on time, comments will not be made available for candidates' guidance.

I hope that you will be able to provide the support and experience which will enable the candidate to prepare for the Part 3 Exam, and for their successful entry to the architectural profession thereafter.

Please do not hesitate to contact me if you require any further information.

Colin Hastie, Professional Studies Advisor, University of Strathclyde
colin.hastie@strath.ac.uk

Examination in Professional Practice and Management Registration Form

Candidate's Surname: _____ Forename(s): _____

Employment Commenced (Date): _____

Employer's Organisation Name and Address: _____

Postcode: _____

Candidate's Office Phone No: _____

Candidate's Office E-Mail: _____

Candidate's Alternative E-Mail: _____

Employment Mentor Name: _____

Employment Mentor Email: _____

Mentor's Position and Qualifications: _____

Previous Experience

Please provide details of your previous professional practice experience.

Year Out Professional Experience (during period of studies, pre-Part 2)

Office 1: _____

Location: _____

Date from: _____ to: _____

Supervised? Yes No

Recorded? Yes No

Office 2: _____

Location: _____

Date from: _____ to: _____

Supervised? Yes No

Recorded? Yes No

Other Professional Experience (post-Part 2) excluding your current position which should be detailed above

Office 1: _____

Location: _____

Date from: _____ to: _____

Supervised? Yes No

Recorded? Yes No

Office 2: _____

Location: _____

Date from: _____ to: _____

Supervised? Yes No

Recorded? Yes No

Education

Please provide details of your architectural education.

1st Degree (Part 1)

School: _____

Degree/ Diploma: _____

Date from: _____ to: _____

2nd Degree (Part 2)

School: _____

Degree/ Diploma: _____

Date from: _____ to: _____

University of Strathclyde Registration Fee

The University of Strathclyde Registration Fee is payable in a single instalment (£250) and must accompany this completed application. Please note that separate registration is required with APEAS prior to the Part 3 Exam.

The University of Strathclyde Registration Fee can be paid online at

<http://onlineshop.strath.ac.uk/product-catalogue/engineering-faculty/architecture/general/part-3-preregistration>

OR

By crossed cheque/ postal order, made payable to 'University of Strathclyde'

When completed, please return this form with payment to:

Colin Hastie
Professional Studies Advisor
Department of Architecture
University of Strathclyde
Level 3, James Weir Building
75 Montrose Street
Glasgow
G1 1XJ

Tel: 0141 548 3173

E-mail: colin.hastie@strath.ac.uk

Candidate Signature: _____ Date: _____

Please keep a copy of this form for your own records.