Professional Studies Handbook 2018
A guide for candidates and applicants

The Bartlett School of Architecture
Examination in Professional Practice in Architecture – Part 3 (ARB/RIBA)

The Bartlett School of Architecture
Examination in Professional Practice in Architecture – Part 3 (ARB)
Bartlett Professional Studies
Handbook 2018

The Bartlett Part 3 course is a professionally prescribed and validated course which is administered, delivered and examined within the Bartlett School of Architecture and does not confer UCL student status.

Disclaimer

The information contained throughout this Handbook is correct at time of going to press, but no guarantee can be given that it will not be amended before the commencement of, or during the courses to which it refers.

This Handbook is intended as an introduction and guide to prospective applicants, and not as a formal statement of the School regulations or entry requirements which govern the courses.

The Bartlett School of Architecture does not guarantee that any particular course or unit will be offered every year, and prospective applicants are advised to confirm with the Course Director the exact structure of their chosen course in the coming year.

It should be noted that the courses are revised annually and the School of Architecture reserves the right to alter or suspend any of the courses as necessary.

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Introduction

The Bartlett School of Architecture offers Professional Studies courses that draw on a wide range of expertise, both from Bartlett staff and visiting specialist practitioners. We are committed to delivering high-quality education in professional matters throughout the School’s teaching at undergraduate and postgraduate level. Professional Studies staff support all the School's architecture students, offering informal advice on careers, in addition to formal educational courses, ensuring that Bartlett graduates are well prepared and competent for practice. They also undertake research into professional matters in architecture.

The Professional Studies Team is headed by Professor Susan Ware, Director of Professional Studies in Architectural Practice, and includes a number of full and part-time teaching staff and Professional Studies administrators (see Key staff and contact details section).

The ARB/RIBA and ARB-only Part 3 courses are professional short courses offered by the Bartlett School of Architecture for the purposes of professional registration and chartered status of the RIBA. Participants should note that they do not have full UCL student status.

This Handbook has been assembled so that current candidates and prospective applicants can find information on the courses offered – in particular The Bartlett School of Architecture Examination in Professional Practice in Architecture – Part 3 (ARB/RIBA) and The Bartlett School of Architecture Examination in Professional Practice in Architecture – Part 3 (ARB) – in one place.

Please keep the handbook safe, read it, and consult it whenever you have a query relating to the courses. Most of the answers to frequently asked questions can be found in these pages.

Note: While every effort is made to achieve accuracy, there will inevitably be some changes and additional information along the way – what is accurate in November 2017 will not necessarily be accurate in November 2018. It is therefore vital that current candidates regularly check the Bartlett website and UCL’s e-learning environment, Moodle (http://moodle.ucl.ac.uk).

1.1 Course objectives

The Bartlett Part 3 aims to equip the candidate with the knowledge, ability and judgement needed to fit an architect for his or her professional duties, and to understand how an office organisation is managed for this purpose.

The purpose of the course is to ensure that those who practise architecture have achieved a threshold of competence (in terms of knowledge and ability) and professionalism (in terms of conduct and responsibility) that is consistent and relevant, and will safeguard clients, building users and society at large. It provides architects with the means to assure clients and society of their high level of skill and professionalism. The examination tests the candidates against the current ARB/RIBA criteria, which fall into five groups:

- Professionalism (Professional Criteria PC1)
- Clients, users and delivery of services (PC2)
- Legal framework and processes (PC3)
- Practice and management (PC4)
- Building procurement (PC5).
1.1 Course objectives

The unit based coursework submission process, the Pathway 1 written examinations and the Professional Practice and Management Portfolio are used to assess the candidate against the ARB/RIBA criteria for Part 3. All assessed work on all pathways contributes to the candidates bespoke Professional Practice and Management portfolio.

A range of different types of assessments are used and candidates should note that some of the coursework is based on the candidate having access to the work environment and internet access at specific times.

The profession’s criteria are used to establish evidence of candidates’ competence and fitness to practise, through their professional, procedural and technical awareness, understanding, knowledge and ability.

1.2 Part 3 course structure

Studying on all pathways is part-time and is delivered through an evening lecture programme, with workshops and occasional full-day teaching events supported by seminars. In addition, candidates will attend four one-to-one tutorials, be encouraged to join study groups, and engage in the Moodle Virtual Learning Environment.

**Lecture Course:** core to the Bartlett Part 3 is a series of 50+ lectures, given by leading professionals in their field, which takes place on one (and occasionally two) evenings a week from January to May between 18.00 to 21.00. In addition, there are occasional themed full-day sessions. The lecture course not only addresses the core content of the criteria but examines broader current professional issues.

**Pathway 1 (fast track 7-month):** candidates are assessed through two 2-hour written examinations and a multiple choice/short answer paper. Candidates are required to submit a Professional Practice and Management Portfolio (Unit 6) made up of their exam responses, Critical Analysis Report, Professional Development Appraisal and Records of Work Experience for examination by two Professional Examiners in the oral examination.

**Pathways 2, 3 and 4:** candidates are assessed through five coursework components (‘units’) which are delivered in discrete periods with coursework-based assessment tasks handed in at the end of each unit. The first five units follow the five topic areas identified by ARB/RIBA in their revised criteria. Concurrent with the five units the candidate will prepare a Professional Practice and Management Portfolio (Unit 6), made up of the assessed coursework from Units 1 to 5, the Critical Analysis Report (CAR), the Professional Development Appraisal (PDA) and the professional experience record for examination by two Professional Examiners in the oral examination.

**Preliminary Meeting:** Following provisional acceptance onto the Part 3 course, all eligible applicants will attend a one-to-one preliminary meeting in December or early January with a Bartlett Professional Studies Advisor (PSA). The purpose of the meeting is to check eligibility, review work experience, discuss their Case Study topics, assign a Professional Studies Advisor and agree a timetable for a work programme.
1.3 2018 Changes to the Bartlett Part 3

From 2018, the Bartlett is making some changes to its Part 3, changing the title and scheme of award:

- 2018 candidates will be registered on either:
  - The Bartlett School of Architecture Examination in Professional Practice in Architecture – Part 3 (ARB/RIBA)
  - The Bartlett School of Architecture Examination in Professional Practice in Architecture – Part 3 (ARB)

- For entrants on to the course from 2018 the scheme of award for the Part 3 will be simplified to a Pass/Fail with a commendation for a CAR achieving 70%+

- In addition we have developed a fast track exam-based 7-month pathway to run alongside the existing 12, 18 and 24 months pathways

- Candidates registered before the 2018 entry year should note that the course has not changed. Pre-2018 registered candidates will remain on the Postgraduate Diploma and previous scheme of award (Distinction/Merit/Pass/Fail) as publicised in the 2017 Handbook will remain in place

- Coursework components previously described as Modules, will now be referred to as Units.

1.4 Pathways

The Bartlett’s Part 3 course commences in January each year and can be completed within 7, 12, 18 or 24 months (Pathways 1, 2, 3 and 4 respectively). It is designed to give candidates greater flexibility whilst studying, and the opportunity to manage their time and tailor the course to fit in with the demands of practice. However it is a challenging and demanding course.

Unit assessments are continuous, spread throughout the year and linked to the extensive lecture course that runs between January and May. Additional teaching for the unit-based pathways is delivered through classes and UCL’s online e-learning portal: Moodle throughout the year. The existing one-to-one tutorial system continues and is linked to the final, sixth unit: the Professional Practice and Management Portfolio, which culminates with an oral examination.

We regularly review the course and make minor changes to respond to comments and feedback from candidates, practices and academic colleagues and strive to uphold the tradition of high quality professional education.

- **Pathway 1: 7 Months (fast track)** leading to The Bartlett School of Architecture Examination in Professional Practice in Architecture – Part 3 (ARB/RIBA). This pathway offers a condensed Part 3 programme, taken over 7 months and assessed via written examinations, the Professional Practice and Management Portfolio and an oral examination. Eligible candidates will already hold ARB/RIBA Parts 1 and 2 from a UK RIBA validated School of Architecture, meet ARB/RIBA Experience regulations (ie: 24 months of approved and monitored professional experience by the time of their oral examination), demonstrate that they can meet professional competences and ARB/ RIBA Criteria, have a ready-to-go case study, can commit to the condensed timeframe involved with active support and engagement from their practice. This pathway will appeal to candidates who within the 7-month period will have:
  a) sufficient range and suitable experience
  b) be confident that they can take an open book written exam
  c) already have a suitable case study with a project near completion or complete.
Pathways 2, 3 and 4 are designed for applicants who are still gaining experience, whose case study project is yet to complete and who wish to have greater flexibility in their Part 3 study timeframe.

1.5 Employers, the workplace and PEDR

Candidates are strongly advised to provide their employer with a copy of this Handbook, and to keep their employer informed of study commitments and the course requirement to attend tutorials, lectures, classes, study groups and mock interviews.

UK candidates on the PEDR (Professional Experience and Development Record) system of Experience Records should also draw their employer’s attention to the advice given on the RIBA’s PEDR website (www.pedr.co.uk) regarding the employer’s intended role. Details of the candidates’ and employers’ obligations are to be found on the RIBA PEDR website.

Non-UK candidates or candidates without current PEDRs are expected to enrol on the RIBA PEDR scheme for the duration of their studies at the Bartlett.

The PEDR is a three-way contract between the candidate, the practice mentor and the School’s Professional Studies Advisor to ensure that the candidate receives compliant, approved and monitored experience.

On commencement, and at stages throughout the course, employers are invited to contact the Course Director and discuss their candidates’ progress.

**Professional Work Experience**

At the time of the oral examination, candidates must have a minimum of two years’ (twenty-four months) approved and monitored practical work experience in accordance with the regulations published by the Architects Registration Board (ARB) and Royal Institute of British Architects (RIBA).
2.1 Part 3 professional qualification – two titles, one course, four pathways

The Bartlett offers one Part 3 course but with two different titles to reflect the different admissions criteria for the Royal Institute of British Architects (RIBA) and the Architects Registration Board (ARB):

- **The Bartlett School of Architecture Examination in Professional Practice in Architecture – Part 3 (ARB/RIBA).** This is available to applicants who have already obtained UK ARB/RIBA Part 1 and Part 2 exemption, or ARB Part 1 and 2 through the ARB Prescribed Examination, including applicants who have obtained Part 1 and/or Part 2 from RIBA-validated overseas schools. Candidates can take this via Pathways 1, 2, 3 or 4 over 7, 12, 18 and 24 months respectively.

- **The Bartlett School of Architecture Examination in Professional Practice in Architecture – Part 3 (ARB).** This is available to non-UK applicants who have architectural or built environment qualifications from non-UK Schools of Architecture but have yet to obtain Part 1 and/or Part 2 through the ARB Prescribed Examination. Candidates can take this via Pathways 2, 3 or 4 over 12, 18 or 24 months.

The Bartlett attracts a large number of candidates who have either studied Part 2 at UK schools, studied at overseas schools validated by the RIBA or have come from overseas to work. These candidates have not yet obtained Part 1 and or Part 2 through the ARB Prescribed Examination. Many candidates have a limited time in the UK to take the Part 3 and frequently take the ARB Prescribed Examination concurrently with the Part 3 or shortly afterward. In order to meet their needs we are able to provide the ARB Part 3 award.

**Note:** ARB does not specify which order Parts 1, 2 and 3 are taken, many candidates undertake Part 3 whilst preparing for the ARB Prescribed Examinations. Successful Part 3 candidates normally have two years in which to complete their Part 1 and/or 2 Prescribed Examinations in order to register with ARB.

The ARB Part 3 follows exactly the same process as the ARB/RIBA Part 3, the content and the output are the same. The crucial difference is that, under ARB guidelines, it is open to candidates who may have yet to obtain ARB Part 1 and/or Part 2 exemption. However, the only condition that the ARB currently imposes is that exemption from Parts 1 and 2 must be obtained within 24 months of passing the ARB Part 3, otherwise the validity of the knowledge tested is maybe deemed to have lapsed.

2.2 Lecture only course

Core to the Bartlett Part 3 is a series of 50+ lectures, given by leading professionals in their field, which takes place on one (and occasionally two) evenings a week from January to May between 18.00 to 21.00. In addition, there are occasional themed full-day sessions. The lecture course not only addresses the core content of the criteria but examines broader current professional issues.

The full Lecture course or the full day themed sessions are available to registered architects for CPD or as a stand-alone course.

- **Lectures only for EU-registered architects**

  EU Citizens who are registered architects in their home country and are registered EEC Directive 85/384 or EU Directive 2002/006/COD or EU Directive 2005/36/E6 with ARB may wish to attend the lecture course in order to familiarise themselves with UK practice.

  EEA Registered Architects wishing to register their existing qualification with ARB in order to practise in the UK may also take the Lecture Only course without participating in any of the taught programme. This is also available to those EEA citizens who intend to register with ARB under Section 5 of the Architects Act 1997.
2.2 Lecture only course for Part 3 candidates taking the examination elsewhere in the UK
The Part 3 Lecture course is available to candidates who wish to take the examination at a school of architecture elsewhere in the UK.

2.3 Stage 2 experience monitoring
This service is available to candidates who have obtained Part 2 at any UK school of architecture and who wish to use the RIBA PEDR system to record their professional experience. Candidates taking up this option do not intend to take the Part 3 in the 2018 cycle. UK-educated candidates are required to formally record their experience. For most, this should be through completing the RIBA’s Professional Education and Development Record (PEDR) every 3 months (www.pedr.co.uk). The PEDR must then be signed and commented on by the supervisor in the office of employment, and by a Practical Studies Advisor (PSA) in a school of architecture. The RIBA stipulates that each PEDR should be completed, signed and dated within 2 months of the conclusion of the period that it records.

2.4 CPD courses for practising architects

- **Lectures only course for Part 3 candidates taking the examination elsewhere in the UK**
  The Part 3 Lecture course is available to candidates who wish to take the examination at a school of architecture elsewhere in the UK.

- **Lectures only course as CPD for practising architects**
  The Part 3 Lecture course or separate elements of the course are available to registered architects for CPD (an attendance certificate can be provided). The Part 3 lecture course provides lectures that convey the key core competencies required by the RIBA for the maintenance of competence through the RIBA CPD online recording facility.

- **Lectures only for returners to the profession**
  The Lecture course is available for those returning to the profession following a career break or maternity leave, or a period in an associated industry. An attendance certificate can be provided.

- **Lectures only for Stage 2 candidates**
  Stage 2 Experience Monitoring candidates intending to take the Full Course on subsequent year may wish to attend the Lecture series. Any fees paid for the lectures will usually be discounted from the Full Course fees if candidates enrol the following year.

- **Full-day Friday CPD**
  It is anticipated that in 2018 some lectures will be marketed separately as specific CPD courses to UK-registered architects (e.g. Contract Law, Practice Management, Planning Law). Details will be available from the Professional Studies office – email to register your interest at bartlett-part3@ucl.ac.uk

- **CPD for architects**
  From time to time sporadic evening events are arranged for practising architects. Details will be available from the Professional Studies office – email to register your interest at bartlett-part3@ucl.ac.uk

- **Bartlett events**
  The School of Architecture and the Faculty hold regular events, seminars and lectures which may be of interest for CPD – please refer to the Bartlett Architecture website at www.ucl.ac.uk/bartlett/architecture
2.5 ARB prescribed examination workshops for Parts 1 and 2

The Professional Studies team, supported by a team from ARB, provide evening workshops to assist applicants preparing for the ARB Prescribed Part 1 and Part 2 examinations. Candidates who are looking for more information on how to achieve equivalency of qualifications are urged to attend this event. Guidance is given on the completion of the application forms and mapping of work against the ARB criteria, the format of the examination, what to include in the portfolio and the conduct of the interview. Recently successful candidates bring their portfolios for desktop ‘show and tell’ sessions and explain their approach to the examination. These sessions are provided approximately three times a year. For details contact the Professional Studies office at bartlett-part3@ucl.ac.uk

2.6 The Year Out course and Stage 1 experience monitoring

The Year Out Certificate Course is for Bartlett Part 1 graduates (and graduates from other schools of architecture) undertaking work experience in architectural practice or approved associated fields for one or more years after completing their BSc Architecture degree (Part 1).

The course provides Year Out participants with guidance while they record and analyse the first period (Stage 1) of practical experience using the PEDR framework (www.pedr.co.uk). The course is based on four recall days with lectures and seminars, followed by informal networking and includes tutorials for signing off PEDRs and advice on employment/careers development.
The Bartlett School of Architecture’s Part 3 course responds to the RIBA and ARB Professional Criteria for admittance to the register of UK architects and chartered status. The criteria are identical for both organisations.

The course has been prescribed by the ARB, which means that successful candidates will be able to register as an architect in the UK. The RIBA has validated the course. RIBA Validation enables candidates to apply for Chartered Membership with the RIBA. The Part 3 course was successfully revalidated in July 2016 with the Visiting Board “strongly supporting” the course which it described as “rigorous”.

The course commencing in January 2018 is based around the requirements of the RIBA Examination in Professional Practice and Management (Part 3): Description, Regulations & Outline Syllabus and the Part 3 Criteria held in common by the RIBA and the ARB.


For further information, refer to the ARB/RIBA websites (www.arb.org.uk and www.architecture.com). Candidates should read the learning objectives and the ARB and RIBA criteria, and ensure that, in addition to the lecture course topics, they have covered the syllabus and met the criteria through private study, revision and experiential learning.


“For Part 3 courses and assessments, the Graduate Attributes of the successful candidate are reflected within the introductory paragraphs. The Professional Criteria at Part 3 exist within the paragraphs titled and numbered 1–5. The numbered subsections are for explanation and guidance only and do not form part of the Professional Criteria at Part 3.

The terms ‘knowledge’, ‘understanding’, ‘ability’ and ‘skills’ are used in the Professional Criteria to indicate the nature of the achievement required.

Candidates wishing to sit the Professional Practice Examination in Architecture (Part 3) are normally required to have successfully completed a recognised qualification at Part 1 and Part 2 level, or their equivalent recognised examinations. In addition, candidates are required to have completed the relevant professional practice experience before undertaking the Examination.

Each candidate’s experience of learning and development in professional practice will differ, depending upon the type of project, type and location of practice and management processes undertaken, and the preparation for the Examination must therefore be approached in a structured way.
3.2 Professional criteria continued

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.

**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.
3.2 Professional criteria continued

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 contributed 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.

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.

*Scotland
3.2 Professional criteria continued

**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.

3.3 ARB/RIBA criteria mapping and competence to practise

In order to meet the standards required by the ARB and the RIBA, we have mapped the delivery of teaching and learning outcomes against the professional criteria. See Appendices I for Pathway 1 and Appendix II for Pathways 2, 3 and 4.

For Pathway 1, candidates are expected to demonstrate through evidence presented in the written, online and the oral examination that they meet these criteria.

For Pathways, 2, 3 and 4, Units 1–5 broadly follow the criteria groupings. However, it should be noted that there is overlap between Unit output, and candidates are expected to demonstrate through evidence presented in overall course submissions (Units 1–6) and the oral examination that they meet these criteria.

Competence is based on the evidence of meeting the criteria, together with range and depth of experience. Competence to practise is the decision of the Professional Examiners.

Candidates are advised to check their competence against the criteria, and to consider how to mitigate any gaps. They are also advised to develop an analysis of their experience mapped against the professional body’s criteria and include these in the records of work experience, using appropriate graphic representation.
The terms awareness, knowledge, understanding and ability are used in the criteria to indicate the level of achievement required in each theme and candidate progression through the course of study. The following guidance is given on the definition of these four terms:

- **Awareness**: acquaintance with general concepts, topics, rules methods or procedures, without necessarily being able to paraphrase or summarise information. Candidates should be able to identify the limits of their awareness and be able to refer to source material for more in-depth knowledge.

- **Knowledge**: familiarity with specific information, including facts, definitions, rules, methods, process or settings, without necessarily being able to see its fullest implication or application.

- **Understanding**: identification, assimilation and comprehension of information. Candidates can correctly paraphrase or summarise information and can relate it to other material, including its practical application.

- **Ability**: skill in relating specific information to the accomplishment of tasks. Candidates can correctly select information that is appropriate to a situation and apply it to the solution of specific problems.
4.1 Study sequence

- Preliminary meeting – individual meeting with a tutor to agree work course, agree Critical Analysis Report (CAR) topic and check eligibility details. Note that attendance at a preliminary meeting does not automatically confer a place on the course.

- Around 50 lectures, from January to May

- Pathway 1: Group seminars, mock exam and examinations

- Pathways 2, 3 and 4: Individual introductions to Units 1–5 plus associated teaching

- Interview technique and mock-interview workshop

- Up to four individual pre-booked one-to-one tutorials associated with Unit 6

- ‘Meet the Examiners’ and ‘Any Questions’ event

- Submission of the Professional Practice and Management Portfolio (Unit 6)

- Oral Examinations.

4.2 Preliminary meeting

All new candidates will attend a one-to-one preliminary meeting with a tutor. The purpose of the meeting is to check eligibility, review work experience to date, discuss the CAR topic and agree a work plan.

- Following notification advising them of provisional acceptance, candidates should contact the Professional Studies Office to arrange an appointment for a preliminary meeting.

- Candidates should come prepared to the meeting with their Professional Education and Development Record (PEDR) or other evidence of experience. Where PEDRs are incomplete, candidates should have a proposal to ensure that they will have met the experience requirements by the time they present for the oral examination in Unit 6.

- Candidates should bring a course of work based on undertaking the course on a 7, 12-month, 18-month or 24-month timeframe as appropriate. For pathways 2, 3 and 4, the course of work should set out the order in which candidates propose to undertake Units 1 to 6, with provisional dates for tutorials.

- Candidates should come prepared to discuss their application, specifically their CAR proposal and professional experience to date.

- Candidates should bring with them the originals of their supporting documentation that accompanied their application, including their right to work in the UK (eg: a passport), any visas, qualifications etc.

At the end the preliminary meeting, it will be confirmed to candidates if they have been accepted on to the course; and they should book their first tutorial with their assigned Professional Studies Advisor. They will receive a formal communication and a candidate agreement to complete and send back to the Professional Studies Office by return.
4.3 Lecture course and timetable

Lectures
Lectures will normally take place in double sessions between 18.00 and 21.00 on Tuesday evenings in January to mid-May 2018. A timetable will be issued at the start of the course. There will also be three themed full lecture days, between February and May.

Very occasionally it is necessary to arrange for a specialist lecture to be given on another evening; details will be circulated and posted on Moodle, UCL’s e-learning environment. Lectures are given by Bartlett staff and by visiting specialist lecturers. The course addresses current professional, legal and contractual issues.

Candidates are, however, advised to consult the ARB/RIBA criteria and ensure that, in addition to the lectures provided, they have fully covered the syllabus through independent study, background reading and research.

Lecture notes
Most lectures are supported by notes, issued to candidates via Moodle, and by hard copy at the end of the lecture series.

Formal lecture topics
With introductory lectures from the current President of the RIBA and current Chair of the ARB, formal lecture topics normally include:

• Purpose of the professional practice examination, background and history of the profession, registration, ARB, RIBA, EU directives and future trends

• Professional ethics, RIBA code of conduct, ARB code and regulations, conduct and disciplinary procedures. Recent changes in the registration system, European legislation and practice. Professional relationships, maintenance of competence and CPD

• Composition and structure of the profession and the construction industry. Procurement routes and funding strategies

• Economics and political influences. Government initiatives, Construction Industry reports. Sustainability issues, legislation, government reports

• Historical context of building legislation, principles of the legal system, building law, legislation and bylaws


• Briefing, risk assessment, value engineering, and cost management. Fee bidding and resource management

• Terms of appointment, including RIBA Architects Appointment and Standard Form of Appointment. RIBA Plan of Work

• Common Law, easement, profits, licenses, covenants, and rights of building and adjoining owners, central London and elsewhere: party wall procedure and awards. Rights of Way, Rights of Light, boundaries, law of property

• The Law of Contract, validity of contract, systems of contract, types of contract documentation. Forms of building contract and their use, tendering procedures (codes of procedure)
4.3 Lecture course and timetable

Continued

- The JCT Standard Form of Contract, with and without quantities. Management Contracts, Design and Build Contracts, Partnering Contracts, NEC Engineering Contracts
- Duties, liabilities and relationships of employer, architect, consultants, contractor, clerk of works. Public and private practice organisation. OJEU process
- Dispute resolution. Arbitration, adjudication, conciliation, mediation
- Professional liabilities, indemnity insurance, decennial insurance, collateral warranties. Quality assurance. Design management, project management, project programming
- Money matters, bookkeeping and accounts, VAT, tax. Employing people, professional responsibilities, changes in employment practices and future trends

Following each lecture, candidates (for both the Part 3 course and the Lecture only course) will be asked to anonymously complete an online feedback survey: please do this as it helps us review the course and plan for the future.
## 2018 Part 3 Lecture course timetable

### The Bartlett School of Architecture Examination in Professional Practice in Architecture – Part 3 (ARB/RIBA) and (ARB)

#### Key Lecture Dates

| Month   | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|---------|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| January |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| February|   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| March   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| April   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| May     | 2 |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |

**Key Lecture Dates**

*All dates are provisional and will be confirmed.*

- **Evening Lectures x2** (6pm – 9pm)
- **All day Lectures x4** (10am – 5pm)
- **UCL Holidays**
4.4 Venues and maps

**Lectures**
Lectures are held in lecture theatres at various locations on the UCL campus. The lecture course and venues will be circulated by e-mail and posted on Moodle. Email reminders are also sent out the day before each lecture.

**The Professional Studies office**
Queries regarding administration should be directed to the Professional Studies Office, The Bartlett School of Architecture, Room 315, 22 Gordon Street, London WC1H 0QB, email: bartlett-part3@ucl.ac.uk. To get there, take the lift to floor 3, turn left out of it and continue down the corridor to the far east end of the building which is where the Professional Studies office is sited.
4.4 Venues and maps continued

Map 2: The Bartlett School of Architecture

The Bartlett School of Architecture (formerly Wates House) is at 22 Gordon Street (grid reference E2). The majority of lectures will be held in the Christopher Ingold (Chemistry Auditorium), grid reference E3.
4.5  Tutorials and timetable

**Tutorials**
Tutorials, by appointment, will usually take place at 22 Gordon Street, London WC1H 0QB.

**Making an appointment**
Candidates normally have a preliminary one-to-one meeting with a Professional Studies Advisor to agree eligibility to follow the course and to set a work course, followed by up to four one-to-one tutorials. These tutorials are arranged to fit with an agreed work programme based on the date of the final, Professional Practice and Management portfolio/Unit 6 submission and oral examination.

Appointments must be made by candidates through the Administration Office by phone, email or at the end of the previous tutorial, not directly with their Tutor. Candidates who are unable to attend an appointment must telephone or email in advance to cancel. Candidates who cancel less than five days before their tutorial or fail to attend cannot be guaranteed substitute tutorials for the loss. Candidates who fail to arrange tutorial dates on the normal course set out below cannot be guaranteed to receive four tutorials.

**Tutors/Professional Studies Advisors**
Susan Ware, Katy Wood, Jane Paterson, Kit Allsopp, Richard Brindley, Femi Oresanya and Lucy Read will provide tutorials. Where possible, depending on tutors’ availability, candidates will normally see the same tutor for tutorials; however, this cannot always be guaranteed. The assigned tutor is also the candidate’s personal tutor, available to discuss issues arising from the course or the workplace.

**Preparation for tutorials**
Candidates should come to tutorials well prepared to make good use of the time. Hard copy drafts of a candidate’s work must be submitted to the Professional Studies Office to arrive at least five working days in advance of the appointment, in order for the Tutor to prepare for the tutorial. Failure to provide the drafts in good time is to the candidate’s disadvantage. Drafts must be sent as hard copy by post, or delivered by hand to the Bartlett reception desk. (Only in exceptional circumstances will drafts be accepted by email.)

**Programming your work**
**Pathway 1**
Candidates taking Pathway 1 receive four tutorials between January and May. These candidates need to be aware that the timeframe for production of draft material and tutorial input is very tight and fixed tutorial dates will be agreed at the first tutorial.

**Tutorial 1: January**
Candidates should come prepared with a first draft of their Critical Analysis Report (CAR) together with PEDRs/Records of Work Experience (RWE) for signing/review. The first drafts must be developed versions of those discussed at the preliminary interview. The first draft of the CAR should include overall structure, and proposals for an in-depth study. Candidates are encouraged to read the guidance in Section 7 of this Handbook.

**Tutorial 2: March**
Candidates should come to the second tutorial prepared with a further developed CAR and the first developed draft of their Professional Development Appraisal (PDA).

**Tutorial 3: April**
Candidates should come to the third tutorial prepared with the final draft of their CAR and further developed PDA and PEDRs.
4.5 Tutorials and timetable continued

**Tutorial 4: May**
Candidates should come to the fourth and last tutorial for a final review of the documents to be submitted.

**Pathways 2, 3, 4**

**Tutorial 1: February/March**
*Note: 2017 candidates taking Unit 6 in Summer 2018 should book this tutorial as Tutorial 3 and be suitably prepared as indicated below.*

Candidates should come prepared with a first draft of their Critical Analysis Report (CAR) and Professional Development Appraisal (PDA), together with PEDRs/Records of Work Experience (RWE) for signing/review. The first drafts must be developed versions as those discussed at the preliminary interview. The first draft of the CAR should include overall structure, and proposals for an in-depth study. Candidates are encouraged to read the guidance in Section 7 of this Handbook.

**Tutorial 2: May/June**
*Note: 2017 candidates taking Unit 6 in Summer 2018 should book this tutorial as their fourth tutorial and be suitably prepared with the relevant work as indicated below for Tutorial 4. 2017 candidates taking Unit 6 in Autumn 2018 should book this tutorial as their third tutorial and be suitably prepared with the relevant work, as indicated below for Tutorial 3.*

Second tutorial candidates should have: developed the draft of their CAR and PDA and further completed PEDRs/RWE for signing/review.

**Tutorial 3: September**
Third tutorial candidates should have: submitted the final version of their PDA and CAR, including illustrations, before binding, for comment; further completed PEDRs/RWE for signing/review; and submitted a final draft of their CAR.

**Tutorial 4: October**
*Note: 2017 candidates taking Unit 6 in the Autumn 2018 should book this tutorial as their fourth tutorial and be suitably prepared with the relevant work.*

Fourth tutorial candidates should have submitted the final version of their CAR, with illustrations, appendices, etc., before it is bound, and their completed PEDRs/RWE.
## 2018 Tutorial planner for Pathways 2, 3 and 4

### The Bartlett School of Architecture Examination in Professional Practice in Architecture – Part 3 (ARB/RIBA) and (ARB)

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**Key**
- Preliminary Meeting 2018 Candidates
- Preliminary Meeting 2019 Candidates
- Tutorial 1 2018 Candidates
- Tutorial 3 2017 Candidates taking July examination
- Tutorial 2 2018 Candidates
- Tutorial 4 2017 Candidates taking December examination
- Tutorial 3 2018 Candidates
- Tutorial 4 2018 Candidates taking December examination

**Module 6 Examination Dates**
- Submission
- Any Questions
- Mock Interviews
- Oral Examination

**UCL Holiday**

Candidates who register on the 2017 programme and intend to present for the examinations in 2018 should attend two tutorials (3+4) in the months indicated according to the examination session they propose to sit.
### 4.6 Seminar groups (Pathway 1)

**Pathway 1 candidates attend three group seminars.** The first will be introductory, the second will review progress and peer review of documents, and the third will offer final guidance for revision for final examination.

### 4.7 Study groups

Study groups are essential core activities embedded in different ways in different pathways and units. The purpose and composition of the study groups will change over the duration of the course. There will be study groups for all pathways.

Study groups are self-managed and self-directed and typically comprise 6–8 people. They provide mutual support through the Part 3 process. Study groups help candidates to review and develop deeper understanding of the issues raised in the lecture series and prepare for the individual Unit assessments through peer review. They are also an excellent forum in which to exchange information and gain experience of discussing and debating professional practice and management matters in preparation for the oral examination.

Details of how the study groups are constituted and their role is defined in the Introductory sessions for Units 1, 2, 3 and 6, where they will play a key part in the Unit delivery. However, candidates might like to continue the use of study groups for Units 4 and 5.

Study groups can communicate and manage themselves through Moodle chat groups or social media. Typically, study groups meet in candidates’ offices. Where this is not possible, and subject to availability, meeting rooms may be booked in 22 Gordon Street through the Professional Studies Office.

In addition, candidates taking Unit 2 will be allocated separate groups in a workshop at the start of Unit 2. This workshop identifies the specific skills candidates will bring as individuals to the group presentation forming part of the Unit assessment.

### 4.8 Recommended reading

Each Unit will have a short list of recommended texts/books/articles which are issued with the task descriptor. There is also an overall reading list on Moodle. Candidates are reminded that this course requires self-directed learning, and candidates are urged to ensure that, in addition to the books suggested in the book list published on Moodle, they read the professional and technical press regularly, particularly *The Architects’ Journal*, RIBA Journal, and *Building and Building Design*.

### 4.9 Use of candidates’ work as precedents

Samples of the CAR and the Professional Development Appraisal will be available for inspection at the Professional Studies Office. Phone or email the Professional Studies Office to ask for access to these documents. They cannot be taken away, photographed or copied. Examples of Unit 1–5 submissions will be available on Moodle.

**Note:** Unit submission format and content can change from year to year – examples are for guidance only.

Successful candidates may be approached to agree for examples of their Unit 6 work to be made available to future candidates as exemplars and written permission to use Unit 6 work will be sought from the candidate. Work from Units 1–5 is submitted anonymously using candidate numbers only, so these may be posted on Moodle as examples too, but permission will still be sought from candidates first.
### 4.10 Part 3 course pathways, structure and assessments matrix

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- The Bartlett School of Architecture Examination in Professional Practice in Architecture – Part 3 (ARB/RIBA)
- The Bartlett School of Architecture Examination in Professional Practice in Architecture – Part 3 (ARB)
- The Bartlett Part 3 Lecture Course
| Unit 3: Practice Management Assessment: | Unit 4: Building Procurement Assessment: | Unit 5: Legal Framework Assessment: | 2 x Written Examinations (scenario supplied in advance) | 1 x Multiple Choice/Short Answer Paper | Unit 6/ Professional Practice and Management Portfolio Exam in Summer (July) or Autumn (December) | Unit 6/ Professional Practice and Management Portfolio – Critical Analysis Report (CAR) 10,000 words | Unit 6/ Professional Practice and Management Portfolio – Professional Development Appraisal (PDA) 5,000 words | Unit 6/ Professional Practice and Management Portfolio – Records of Work Experience (24 months) | Unit 6/ Professional Practice and Management Portfolio – Oral Examination |
| Office based course work | Office based course work | 2 x 1 hour multiple choice/short answer open book assessment taken at UCL | | | | | | | |
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2 x Written Examinations (scenario supplied in advance)

1 x Multiple Choice/Short Answer Paper

Unit 6/ Professional Practice and Management Portfolio Exam in Summer (July) or Autumn (December)

Unit 6/ Professional Practice and Management Portfolio – Critical Analysis Report (CAR) 10,000 words

Unit 6/ Professional Practice and Management Portfolio – Professional Development Appraisal (PDA) 5,000 words

Unit 6/ Professional Practice and Management Portfolio – Records of Work Experience (24 months)

Unit 6/ Professional Practice and Management Portfolio – Oral Examination
From 2018 the Bartlett is offering an exam based seven-month fast track ARB/RIBA Part 3 pathway. This pathway has been designed to enable suitably qualified and experienced candidates obtain their Part 3 within 12 months of obtaining Part 2 accreditation. Other candidates, who are confident of their ability to deliver all Part 3 elements within the timeframe, may also wish to take this pathway.

This is a rigorous, demanding and intense pathway run from January to July and candidates must be confident that they are able to commit to the timeframe involved and that the full support of their practice. The pathway is available to candidates who already have ARB/RIBA Parts 1 and 2, will have 24 months monitored experience by the time they submit their professional practice and management portfolio in June 2018, and who have, on application, a good-to-go case study (the project must have reached Stage 5 or 6 and be onsite or completed), which will be agreed at the preliminary meeting before an offer of a place is made or confirmed. Candidates must have the full support of their practices and should make their office mentor/supervisor fully aware of tutorial/teaching/examination dates and workload.

Candidates on Pathway 1 will:

- take the Part 3 lecture course (as outlined under in section 4) designed to meet the prescribed criteria and learning outcomes of the ARB/RIBA (see http://www.arb.org.uk/wp-content/uploads/2016/05/ARB_Criteria_pt3.pdf)
- have four one-to-one tutorials in January, March, April and May to develop the candidate’s Professional Practice and Management Portfolio (see section 4 of this Handbook)
- form Peer review and support study groups
- attend three study group seminars. The first will be introductory, the second will review progress and the third will offer final guidance on assessment
- attend a mock exam which will be peer-marked by the Study Group using guidelines
- attend the examiner ‘Meet the examiner/Any Questions’ event
- attend the interview technique sessions
- satisfactorily complete a one-hour online examination (multiple choice/short answer) in early June, with a pass mark 50% in all elements (note the examination sessions are only available once a year). This is an ‘open-book’ (cribsheet) exam and will cover any aspect of professional criteria
- satisfactorily complete two 2-hour scenario-based written examination papers at end of May/early June. Minimum pass mark of 50% in both papers must be achieved (note this examination session is only available once a year). This is an ‘open-book’ (cribsheet) exam and the scenario is provided in advance. It is expected that
  a) Paper 1 will focus on PC1 Professionalism, PC3 Legal framework and processes and PC4 Practice and management
  b) Paper 2 will focus on PC2 Clients users and delivery of services, PC3 Legal framework and processes and PC5 Building procurement.
submit a **Professional Practice and Management Portfolio** (see section 7 of this handbook), pass mark 50% comprising

- an in-depth project-based analytical case report of up to 10,000 words (CAR)
- a professional development appraisal of up to 5,000 words (PDA); with CV and CPD plan
- formal evidence of professional work experience in line with ARB/RIBA current requirements (e.g., PEDR)
- Pass an oral examination conducted by two Professional Examiners in mid-July (50% pass mark).

All individual assessed elements must be passed. Candidates who fail any element of the portfolio may be permitted to resubmit at the next available opportunity subject to the Professional Examiners’ comments. However candidates failing any of the assessed elements of the online or written examination will take the examination in the following year. Note that any elements passed may be carried over.

Candidates cannot transfer from Pathways 1 to Pathway 2, 3, and 4.

**5.3 Assessment**

- The multiple choice/short answer paper is marked electronically and anonymously
- The two examinations papers and the Professional Practice and Management portfolio are marked independently by two Professional Examiners
- The examination process is overseen by an External Examiner.

Pathway 1 candidates are automatically registered to submit all work for their Professional Practice and Management portfolio submission in Summer 2018.

**5.4 Resits**

Candidates who fail any of the examinations will be given the opportunity to retake the exam the following year. Candidates who have passed the examination papers but who have failed elements of the Professional Practice and Management Portfolio or oral examination may, at the discretion of the Exam Board, retake the failed elements and oral examination at the autumn session.
### 5.5 Pathway 1 Timetable

**The Bartlett School of Architecture Examination in Professional Practice in Architecture – Part 3 (ARB/RIBA) – Pathway 1 (seven-month fast track)**

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**Key**
- **2** Evening Lectures x 2 (6pm - 9pm)
- **4** All Day Lectures x 4 (10am - 5pm)
- **0** Tutorial 1
- **1** Tutorial 2
- **3** Tutorial 3
- **4** Tutorial 4
- **5** Group Seminar
- **6** Submission
- **7** Multiple Choice Questions/Short Answer Exam
- **8** Written Examination
- **9** ‘Any Questions’
- **10** Mock Interviews
- **11** Oral Examination
- **12** UCL Holiday

**NOTE:** The dates of some events may be subject to change.
These pathways have been designed so that candidates can pace their work and take Units to suit their own time commitments, not exceeding 24 months.

However, it is recommended that at the first meeting candidates discuss with their tutor a work programme with a target date for the oral examination. The examination is provided twice a year, but the Units and lecture course run only once a year.

This section of the Handbook gives an indication of the amount of work required for each Unit, and candidates will be able to view examples of typical submissions on Moodle to get an idea of the standards expected. The Bartlett Part 3 is a rigorous and demanding course, and the time needed for each Unit should not be underestimated. Your practice mentor/supervisor must be informed of critical dates and your Part 3 workload commitments.

Candidates must attempt Units 1–6 within 24 months. Normally only two attempts at any one Unit are permitted. The course has to be completed within 24 months of registration and in only very exceptional circumstances, supported by sufficient evidence, may an extension beyond the 24 months be considered.

To pass, the candidate must pass each of the six units:

1. Professionalism
2. Clients, Users and Delivery of Services
3. Practice and Management
4. Building Procurement
5. Legal Framework and Processes

Each of the first five Units must be passed before submitting for the final, sixth Unit. The candidate’s performance in Units 1–5 may be reviewed by the Professional Examiners in the Unit 6 oral examination, and will be considered holistically in determining the final award at the Examination Board.

The Bartlett lecture course covers many, but not all, of the topics set out under the criteria and the ten guidance topics, and candidates are expected to understand the requirements of the professional criteria and ensure that they have managed their own study to ensure compliance. The tasks set in Units 1–5 select aspects of practice to test the candidates. Examiners may use the full range of criteria and guidance topics to assess the candidates in the oral examination.

Candidates register on Moodle for individual Unit assessments. You will be prompted by email to register for each Unit individually. Registration must be received by the date specified; late registrations will not be accepted. Candidates who register but fail to submit will be liable for the full fee. Candidates who have outstanding Unit marks when Unit 6 registration takes place will be treated as provisionally registered pending the outcome of their marks. Unit marks will not be released unless fees have been received.
6.3 Hand-ins, presentation format and submission

All Unit 1–5 hand-ins are made via Moodle and are checked against the Turnitin plagiarism detection software. Additionally, two hard copies are to be submitted as instructed (see individual Unit descriptor handouts issued at the start of each Unit for word-count protocols, key dates and further details). The hard copies should be provided in duplicate; be in portrait format; be printed double sided on A4 standard paper (not thick card); have numbered pages; have text spaced by 1.5 lines and at a minimum of 11-point font; contain the cover sheet provided, including the word count. Do not spiral bind your work; simply staple at the top left-hand corner and hole punch. See the individual Unit task handout for any extra format, individual word count, etc., submission requirements.

All the submissions are collated by the Professional Studies administration team to form two sets of the Professional Practice and Management Portfolio for the Professional Examiners. Candidates receive back one copy; the second copy is retained for the School of Architecture records.

Unit 5 is assessed by online examination. Details will be circulated and posted on Moodle.

The Unit 6 Professional Practice and Management portfolio submission has different formatting conventions. It should be bound (spiral or other), and it is suggested you consult the examples available in the Professional Studies Office. It should also be submitted via Moodle and on in duplicate on two USB sticks, provided by the Professional Studies Office.

Late submissions will be subject to the late submission penalty regulations (see section 8 of this Handbook).
6.4 Timing

Over the course of the typically 4–5 week Unit, candidates should work on this in their own time or, with prior agreement, during office time. The work is not intended to disrupt the workings of the candidate’s office, but the Bartlett requests that candidates should have access to the office facilities as appropriate in order to complete the submissions.

Candidates should not collude with other candidates or study groups or the office, but they may ask for advice within the office environment and use any information available there in the preparation of their answers.

At the end of each Unit, candidates will be asked to complete anonymously an online feedback survey which helps us review the Unit’s content for the future.

Candidates who fail the Unit will be invited to a feedback and review session with the Unit Coordinator.

6.5 Assessment

Units 1–5 use different forms of coursework-based assessment including: an essay paper; open-book multiple-choice and short-answers questions; a group presentation with a short report; and open-book office-based papers. Unit 6 is assessed using the CAR – an in-depth analytical report (10,000 words), the PDA (5,000 words), evidence of professional work experience and the oral examination.

Marking criteria are issued with the Unit descriptor.

Units 1–5 are marked internally by the Unit tutors, and sample second-marked in accordance with best practice guidelines and a range of marking bands sampled by the external examiner.

The Unit 6 submissions (CAR, PDA, RWE) are marked by the Professional Examiners, and conclude with an oral examination. Professional Examiners work in pairs – each examiner is expected to mark Unit 6 submissions and review the Professional Portfolio independently and then complete individual assessment sheets, coming to an agreed decision following the oral examination. Following the oral examination, Professional Examiners complete the joint assessment and feedback sheets, which are given to the candidates.

Professional Examiners cannot change the Unit 1–5 marks. However, in order to satisfy themselves on a candidate’s competence, Professional Examiners may ask questions in the oral examination to test the candidate against the descriptors, criteria and guidance topics in Units 1–5. Examiners can refer to any of the work submitted; however, examiners are not required to re-mark Units 1–5. It should be noted that the tasks set in Units 1–5 do not necessarily test the candidate against each and every topic listed in the guidance. Professional Examiners can explore other topics in the oral examination, and fail candidates at the oral if candidates have not demonstrated evidence of meeting the criteria.

Professional Examiners make the final decision on assessing the candidates’ competence to practice, and report to the Examination Board.
The Bartlett School of Architecture Examination in Professional Practice in Architecture – Part 3 (ARB/RIBA) and (ARB)

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| February|   |   |   |   |   |   |   |   |   | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| March   |   |   |   |   |   |   |   |   |   | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| April   |   |   |   |   |   |   |   |   |   | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| May     |   |   |   |   |   |   |   |   |   | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| June    |   |   |   |   |   |   |   |   |   | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| July    |   |   |   |   |   |   |   |   |   | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| August  |   |   |   |   |   |   |   |   |   | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| September|   |   |   |   |   |   |   |   |   | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| October |   |   |   |   |   |   |   |   |   | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| November|   |   |   |   |   |   |   |   |   | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| December|   |   |   |   |   |   |   |   |   | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |

**Key**
- **Units 1 – 5**
  - Unit 1: Professionalism
  - Unit 2: Clients, Users & Delivery of Services
  - Unit 3: Practice Management
  - Unit 4: Building Procurement
  - Unit 5: Legal Framework
  - Unit 6: Professional Practice & Management

**Units 1 – 5 Specific Events**
- Submission Assignment 1 and 2
- ‘Any Questions’ Oral Exam
- UCL Holiday

**Unit 6 Exam Dates and Events**
- Summer exam session 2018:
  - 18 June (Portfolio Submission - 18 July Oral Exam)
  - Autumn exam session 2018:
    - 5 November (Portfolio Submission - 5 December Oral Exam)
### 6.7 Summary of Unit content and hand-in dates

<table>
<thead>
<tr>
<th>Unit</th>
<th>Subject</th>
<th>Assessed Component</th>
<th>Hand-in 2018</th>
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<tr>
<td>Unit 1</td>
<td>Professionalism</td>
<td>3,000 word essay</td>
<td>February</td>
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<tr>
<td>Unit 2</td>
<td>Clients, Users and Delivery of Services</td>
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<td>Unit 3</td>
<td>Practice and Management</td>
<td>Office based coursework equal to 3,000 words</td>
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<td>Unit 4</td>
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<td>Legal Framework and Processes</td>
<td>Unseen short answer questions and multiple choice paper</td>
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<tr>
<td>Unit 6</td>
<td>All criteria</td>
<td>Critical Analysis Report (CAR), 10,000 words Professional Development Appraisal (PDA), 5,000 words, including CPD proposal Professional Education and Development Record (PEDR)/Records of Work Experience (RWE)</td>
<td>Two submissions: June (Summer) and November (Autumn)</td>
</tr>
<tr>
<td>Overall</td>
<td>All criteria</td>
<td>Professional Portfolio</td>
<td>July (Summer) and December (Autumn)</td>
</tr>
</tbody>
</table>

Interior, the Bartlett School of Architecture, 22 Gordon Street
6.8
Unit 1 – Professionalism – the architect’s role in the profession and society

**ARB criteria – Professional Criteria 1 (PC1)**

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.

**Guidance topics**

The topics listed below are for explanation and guidance only and do not form part of the Professional criteria for Part 3. However, candidates are strongly advised to ensure that they are fully conversant with them as this will enable candidates to demonstrate an understanding of the PC1 criterion being met:

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

**Unit description**

The aim of this Unit is to educate a generation of architects to be equipped to practice in an increasingly challenging environment. In this Unit we encourage candidates to develop the skills beyond those required at threshold level by the professional criteria, through reflection and appraisal, critical inquiry and research. We ask candidates to examine the role of the architect in a changing global construction industry, and to examine the effect of politics and economics on the design and procurement of the built environment in future practice.

**Delivery**

Up to 10 lectures relating to professionalism issues; one introductory lecture, covering referencing, research and writing skills; previous examples available on Moodle; study group draft reviews; candidate’s own self-directed learning.

Unit-related reading list. Study groups will be facilitated through a ‘speed dating’ event following the Unit’s introductory lecture.

**Timing and format**

3,000-word essay on a directed topic. Full details and essay-writing conventions (footnotes, academic referencing) will be discussed in the introductory lecture. Submitted via Moodle to meet hand-in date, and two hard copies submitted as directed.

*Extracted from Prescription of Qualifications: ARB Criteria at Parts 1, 2 and 3, effective September 2011.*
Candidates are provided with a choice of three essay topics to choose from to develop into a researched analytical and critical discourse on the topic. Study groups should meet in the week following the introductory lecture to discuss topics and to peer review each other’s proposals prior to uploading them to Moodle. Study groups will continue to meet to develop drafts and to review each other’s work.

**Marking and feedback**
Assignments are marked out of 100%. To pass you must get 50%. Marking criteria will be issued along with the assignment. All candidates will receive feedback on their submission but those who fail will receive additional feedback and the opportunity to attend a feedback session with the unit coordinator.

**Assessed key learning outcomes**
The candidate will be able to demonstrate that they meet the PC1 criterion through their Unit 1 submission, the Unit 6 Professional Practice and Management Portfolio and the oral examination. In addition, candidates will be able to demonstrate skills beyond the criterion threshold levels, as outlined in the Unit description above.
6.9
Unit 2 – Clients, users and delivery of services

**ARB criteria – Professional Criteria 2 (PC2)**
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 courses and coordinated project tasks.

**Guidance topics**
The topics listed below are for explanation and guidance only and do not form part of the Professional criteria for Part 3. However, candidates are strongly advised to ensure that they are fully conversant with them as this will enable candidates to demonstrate an understanding of the PC2 criterion being met:

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

In addition to the ARB prescription criteria, through the group-work project, candidates will be able to demonstrate their ability to project manage and deliver a presentation, to work in groups and to develop their communication skills, both graphically and verbally.

**Unit description**
The aim of this unit is to develop and demonstrate an understanding of clients’ and users’ needs and to be able to promote and deliver professional services that effectively respond to those needs. The unit is supported by lectures covering the topic of clients, users, appointment agreements and the delivery of services. The unit includes presentation exercises and teamwork that will enrich the candidate’s learning experience. It is intended to develop effective client-handling skills, and the importance of such skills to the commercial success of the business and perception of the profession in society’s eyes. Assessed exercises will evidence the candidate’s learning.

**Delivery**
Unit-related lectures; presentation workshop; previous examples available on Moodle; group working; candidate’s own self-directed learning. unit-related reading list.
### Timing and format

Group verbal/visual (PowerPoint) presentation plus written submission in response to a Client brief/scenario (Assignment 1), followed by a critical individual reflective report of up to 1800 words (Assignment 2). The group presentations will be video recorded.

### Presentation workshop and unit introduction

The evening will commence with an introduction to Unit 2, followed by a presentation workshop of structured exercises in which candidates, working in groups, will be able to practice essential skills, including teamwork, building trust, listening, questioning, presentation techniques and emotional intelligence.

At this session candidates will be grouped into teams of six, based on pre-done personality-testing, in preparation for undertaking Assignment 1 (preparing a client presentation) over the following 3 weeks.

### Related lectures: clients and personality types;
(Myers Briggs Type Indicators MBTI), appointment agreements

Directly related to the Unit, within the Part 3 lecture series, there will a lecture on understanding clients and their needs along with personality types and profiling. There will also be a lecture on client appointment agreements.

### Assignment 1: Candidate team presentation –
Response to a Client brief for Architectural Design Services

Individual teams will present in front of the ‘client panel’ in 20-minute periods (10+ minute presentation, 5–10 minute interchange). From each team of six candidates, five members will make the presentation, while one will cross over to the other side of the table to join the ‘client panel’.

The client panel will be composed of the one team candidate, a ‘client’ and a unit facilitator/Bartlett tutor.

The evening runs to a realistic timetable of 20-minute slots, with teams only attending their allocated timeslot. Times will be confirmed on either of the two dates, depending on numbers. These sessions will be videotaped for our records; a copy will be provided to each member of the team.

### Assignment 2: Individual submission

For the final week of the unit candidates work on an individual reflective report of up to 1,800 words to demonstrate their learning through the unit 2, including their interpretation of the client’s needs and self-awareness of what they did well in their presentations and what they could have done differently.

### Marking and feedback

Each candidate will be assessed individually, but the submission for Assignment 1 will be marked as a team. Teams will be assessed on the basis of their presentation and the content of the written submission – the first for clarity and evidence of learning from the work undertaken during the introductory evening; the second to evidence understanding of the client’s brief and awareness of professional issues surrounding appointment documentation.

The aggregate of the marks for both Assignments is the overall result for the Unit. To pass the Unit, candidates must achieve an overall mark of 50% or above.

All candidates will receive feedback on their submission but those who fail will receive additional feedback and the opportunity to attend a feedback session with the unit coordinator.
Assessed key learning outcomes
The candidate will be able to demonstrate that they meet the PC2 criterion through their Unit 2 submissions, the Unit 6 Professional Practice and Management Portfolio and the oral examination. In addition, candidates will be able to demonstrate skills beyond the criterion threshold levels, as outlined in the Unit description and be able to:

• develop the skills necessary to build client-focused presentations
• practice teamwork and its application in pitching to clients
• apply theoretical technical knowledge to practical situations
• deliver written work based on the above that is insightful and self-aware, and will have a positive impact on a broad range of professional practice issues.
6.10  
Unit 3 – Practice and management

**ARB criteria – Professional Criteria 4 (PC4)**

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.

**Guidance topics**

The topics listed below are for explanation and guidance only and do not form part of the Professional criteria for Part 3. However, candidates are strongly advised to ensure that they are fully conversant with them as this will enable candidates to demonstrate an understanding of the PC4 criterion being met:

- The role of architectural practice in the construction industry
- External factors affecting architectural practice at national and international levels
- Practice structures, legal status and business styles

*Extracted from Prescription of Qualifications: ARB Criteria at Parts 1, 2 and 3, effective September 2011.*
Personnel management and employment-related legislation
Practice finance, business planning, funding and taxation
Marketing, fee calculation, bidding and negotiation
Resource management and job costing
Administration, quality management, quality assurance systems, recording and review
Staff development, motivation, supervision and planning
Team working and leadership.

Unit description
The aim of this unit is to deepen the candidate's understanding of architectural practice management issues, building on the lecture series, covering business strategy, practice risks, planning for projects/business and financial awareness. It is intended to develop a detailed understanding of strategic business planning, cost and pricing, and resource planning, and furthers the learning from the lecture series, private study and experiential learning. It also assesses effective and appropriate communication in report writing to an internal and external audience.

Delivery
Up to 10 unit-related lectures; previous examples available on Moodle; study group learning; candidate's own self-directed learning. Unit-related reading list.

Timing and format
An assignment containing various tasks will be issued at the beginning of the unit with submission due at the end, and is undertaken in open-book conditions in the candidate's office. This unit is expected to run from 3 May–4 June 2018.

The assignment should be undertaken in the candidate's own time or study time at their office and advice may be sought within the office environment. Candidates can use any available information in the preparation of their submission. Candidates should not collude with other candidates, but should provide evidence-based research from industry and practice wherever possible. Study group work is strongly suggested.

More detailed instruction on word-count limits will be provided with each task.

Marking and feedback
Assignments are marked out of 100%. To pass you must get 50%. Marking criteria will be issued along with the assignment. All candidates will receive feedback on their submission but those who fail will receive additional feedback and the opportunity to attend a feedback session with the unit coordinator.

Assessed key learning outcomes
The candidate will be able to demonstrate that they meet the PC4 criterion through their Unit 3 submission, the Unit 6 Professional Practice and Management Portfolio and the oral examination. In addition, candidates will be able to demonstrate skills beyond the criterion threshold levels, as outlined in the Unit description above and be able to:

- develop skills required for managerial/leadership within positions within practice
- develop effective and persuasive business documents for review
- evidence understanding of practice costs, and fee preparation, alongside resourcing calculations
- illustrate insightful and thorough assessment methods to enable clear decision-making within a practice management context.
6.11
Unit 4 – Building procurement

ARB criteria – Professional Criteria 5 (PC5)*
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.

Guidance topics
The topics listed below are for explanation and guidance only and do not form part of the Professional Criteria for Part 3. However, candidates are strongly advised to ensure that they are fully conversant with them as this will enable candidates to demonstrate an understanding of the PC5 criterion being met:

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

Unit description
The aim of this unit is to give candidates an opportunity to gain an understanding of procurement, as well as dealing with contract management and claims. It will build on the lecture series where contract law and JCT and NEC contracts were covered, and look at a selection of the issues that often arise in practice. Candidates are expected to develop a more detailed knowledge of procurement issues that are used in the UK, contract management and the operation of a range of building contracts through self-directed study, including reading and working in study groups.

Delivery
Up to 10 Unit-related lectures; 2018 Lecture Notes, please note that ‘Project Contract and Communications’ is a key day of lectures for this Unit; previous examples available on Moodle; introductory class; Unit-related reading list; study group and candidate’s own self-directed learning.

Timing and format
Tasks are issued at the beginning of the unit and due at the end, and undertaken in open-book conditions in the candidate’s office.

This is an individual assignment but advice may be sought within the office environment. Candidates can use any available information in the preparation of their submission. Candidates should not collude with other candidates, but should provide evidence-based research from industry and practice wherever possible.

*Extracted from Prescription of Qualifications: ARB Criteria at Parts 1, 2 and 3, effective September 2011.
6.11
Unit 4 – Building procurement continued

Marking and feedback
Assignments are marked out of 100%. To pass you must get 50%. Assessment Criteria for the marking will be issued with the Unit Assignment. All candidates will receive feedback on their submission but those who fail will receive additional feedback and the opportunity to attend a feedback session with the unit coordinator.

Assessed key learning outcomes
The candidate will be able to demonstrate that they meet the PC5 criterion through their Unit 4 submission, the Unit 6 Professional Practice and Management Portfolio and the oral examination. In addition, candidates will be able to demonstrate skills beyond the criterion threshold levels, as outlined in the Unit description and are able to:

- demonstrate that the candidate can competently complete the range of contract documents that would normally be used in practice
- evidence an ability to competently administer a building contact, including dealing with claims
- illustrate an ability to deal with a range of contract management and site problems in a proper way and within an appropriate timescale.
6.12
Unit 5 – Legal framework and processes

**ARB criteria – Professional Criteria 3 (PC3)**
* 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.

**Guidance Topics**
The topics listed below are for explanation and guidance only and do not form part of the Professional criteria for Part 3. However, candidates are strongly advised to ensure that they are fully conversant with them as this will enable candidates to demonstrate an understanding of the PC3 criterion being met.

- The relevant UK legal systems, civil liabilities and the laws of contract and tort
- Planning and conservation acts, guidance and processes
- Building regulations, approved documents and standards, guidance and processes
- Land law, property law and rights of other proprietors
- Terms within construction contracts implied by statute
- Health and safety legislation and regulations
- Statutory undertakers and authorities, their requirements and processes
- Environmental and sustainability legislation
- Historic buildings legislation; accessibility and inclusion legislation Scotland
- Accessibility and inclusion legislation.

**Unit description**
The aim of this Unit is to test the candidate’s knowledge and ‘understanding of the legal context within which an architect must operate’, drawing on learning from the lecture course and experience in practice. The candidate’s knowledge and understanding of this will be assessed with one short-answer paper and one multiple-choice paper. Questions may also draw on any of the lecture material, other criteria or practice processes. The question topics will be spread across all the Units.

**Delivery**
Up to 10 Unit-specific lectures; previous examples available on Moodle; introductory class; mock exam; study group revision; candidate’s own self-directed learning. Preparation of A3 revision note sheet. Unit-related reading list.

Revision exercise – open-book mock paper in the form of a set of previous papers will be posted on Moodle for candidates to use as a mock examination and be peer assessed in study groups.

**Timing and format**
A short/answer and a multiple-choice exam paper taken online at a specified UCL computer cluster will be held on the last day of this Unit. Candidates will be permitted to bring into the examination an A3 sheet with revision notes written on both sides.

Each exam is one-hour long, with a one-hour break in between.
6.12 Unit 5 – Legal framework and processes

- Short-answer paper: the first paper will consist of short-answer questions with a choice of 10 from a pool of 15 topics.
- Multiple-choice paper: this paper will consist of fifty multiple-choice questions, each of which will have only one correct answer. All questions must be attempted.

Marking and feedback
The multiple-choice questions are equally weighted out of a total of 50 marks. The short-answer questions are equally weighted out of a total of 50 marks.

The marks from the two papers will be combined to give a final assessment mark out of 100. To pass you must get 50%.

All candidates will receive feedback on their short answer paper.

Assessed key learning outcomes
The candidate will be able to demonstrate that they meet the PC3 criterion through their Unit 5 submission, the Unit 6 Professional Practice and Management Portfolio and the oral examination. In addition, candidates will be able to demonstrate skills beyond the criterion threshold levels, as outlined in the Unit description and are able to:

- demonstrate knowledge and understanding of the procedures and processes required for the delivery of a project in the UK
- demonstrate knowledge and understanding of the responsibilities of the architect for health and safety.
7

Professional Practice and Management Portfolio (Unit 6)

7.1 Overview

All pathways culminate with the submission of the Professional Practice and Management Portfolio/Unit 6.

**Learning outcomes criteria**
A successful candidate will demonstrate competence to practise through evidence of the knowledge, ability and judgement needed by an architect for safe and professional practice as described in section 3 and Appendices II and III of this Handbook.

The Professional Practice and Management Portfolio submissions and oral examination will reinforce and expand the professional criteria of the ARB and RIBA addressed in the delivery of the Pathways.

**Registration**
The Professional Practice and Management Portfolio submission and oral examination is offered twice a year. There is a summer and an autumn session.

Candidates following Pathway 1 are automatically registered to take the Professional Practice and Management Portfolio in the Summer of their year of entry.

Candidates on Pathways 2, 3 and 4 register according to their agreed timetable with their tutor but can only register for Unit 6 once they have successfully completed Units 1–5. By registering, a candidate is committed to submitting for that session and paying any associated fees remaining.

**Professional Practice and Management Portfolio structure**
- Pathway 1 examination scripts; Pathways 2, 3 and 4: Units 1–5 outputs including submissions, marksheets and feedback
- Critical Analysis Report (CAR)
- Professional Development Appraisal (PDA)
- Records of Work Experience (RWE)
- Oral Examination.

**Assessment**
A review of a candidate’s complete Professional Practice Portfolio, comprising material submitted during Units 1–5 (or Pathway 1 exam scripts), in addition to the CAR, PDA and RWE, culminating in a 45-minute oral examination is undertaken by a pair of External Professional Examiners approved by the ARB/RIBA. The pass mark is 50% in each element, except for the RWE which is simply graded pass/fail.

**Input**
Up to four one-to-one tutorials spread over the length of the course focused on the specific output for this Unit and drawing on issues addressed in the lecture course and Units 1–5. Study-group support is essential peer review of all submissions based on self-directed learning and background reading.
Hand-in:
- **Pathway 1:** Candidates will submit two bound copies of the CAR, PDA and RWE. They should also be submitted on Moodle and on two USB sticks which will be supplied.
- **Pathways 2, 3 and 4:** Candidates will submit two bound copies of the CAR, PDA and RWE. A pair of USB sticks will be issued to all taking the exam, on which candidates should submit all work from Units 1–6 including mark sheets, Unit descriptors and assignment tasks. They should also be submitted on Moodle.

All hard copy submissions are collated by the Professional Studies administration team to form two sets of the Professional Practice and Management Portfolio for the Professional Examiners. At the end of the oral examination, candidates receive one copy, the second copy is retained for the School of Architecture records.

**Oral examination workshop event**
A workshop session is held to prepare candidates for the oral examination, advice on interview technique is provided and mock oral examinations take place.

**’Meet the Examiners’ and ‘Any Questions’ events**
At this session, which will take place several weeks before the examination, candidates meet their examiners. This session incorporates time for candidates and examiners to meet informally, and then moves to discussion groups based around questions of topical professional interest supplied by the candidate. This event is not assessed and does not contribute to the assessment of the candidate's performance. However, Professional Examiners expect all candidates to engage fully and to take part and submit questions and actively participate in discussions.

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### 7.3 Critical Analysis Report (CAR)

**Introduction**
The Critical Analysis Report (CAR) contributes to the candidate’s professional portfolio and is a key element by which they can demonstrate their knowledge, understanding, skill and competence. The CAR is a 10,000-word analytical, in-depth report intended to demonstrate a candidate's professional judgement. These are not narrative accounts but analytical and critical reflections on the architect’s powers, responsibilities and duties in the delivery of architectural services using a live project, normally within the UK.

The CAR addresses and comments on the challenges, strengths and weaknesses, and learning outcomes in specific processes, situations or issues arising; these will be identified by the candidate in agreement with the tutor. The account should be supported by personal reflection and discussion, while drawing critical conclusions on the delivery of the aspirations of the parties involved, lessons learnt, and successes and failures of processes and relationships.

The study will normally include the examination of the industry standard work stages/procedures including appointment, briefing, procurement strategy, tendering and delivery/administration, and completion processes of a project. However, very exceptionally, if the candidate has no direct contract administration experience, the CAR may be used to investigate and demonstrate an understanding of specific aspects of delivery of a project through shadowing, research and speculation.
The CAR is essentially work-based, research-led learning. The selection of the project topic, which the candidate has been engaged with, should be made with the knowledge and agreement of the candidate’s employer. The proposed topic will then be agreed with the tutor/PSA at the preliminary meeting.

Candidates should be aware and assured that any discussions with their PSA in the tutorials, during the preparation stages of the CAR, and with the Professional Examiners and External Examiner at the oral examination are confidential. Only the tutor/PSA and the examiners get to see the CAR. There are boxes of examples available for your perusal. It is only with the express permission of candidates (who should check with their offices) that exemplars are made available to future candidates for reference.

Typical CAR
The traditional format for a CAR is to review the delivery of a project through all work stages (‘life cycle’). The suggested structure of a CAR will be described in the Unit descriptor available on Moodle. Candidates should note in particular the requirement for two in-depth studies to be incorporated in the CAR – one in the early stages up to mobilisation and one post-mobilisation.

However, because this ideal model is not always reflected in the way in which projects are procured and delivered, candidates may, with their tutor’s agreement, wish to focus on specific work stages or procurement routes, but these must be set in context and address the broader issues surrounding the delivery of the project.

A project using a traditional procurement route and form of contract is a good vehicle for a CAR because it enables the candidate to demonstrate the understanding of contract administration and the architect’s roles and responsibilities.

It is recognised that variations on design and build, NEC contracts, management contracting, etc., are commonly used in the construction industry, and therefore a CAR based on these types of procurement routes is acceptable. However, the candidate will still need to demonstrate adequate experience and a depth of knowledge of traditional procurement routes, through for example, compare-and-contrast analysis and critique.

The text should include drawings, plans, visualisations, photographs etc. Any key documents which might be in the appendices should be clearly referenced in the text. Appendices should be kept to a minimum. Candidates will be penalised if they exceed the word limit.

‘More than one’ project
Where candidates are not able to follow one project through all work stages – a complete ‘life cycle’ – it is acceptable to consider two projects to demonstrate an understanding of issues at different work stages. This approach can be more difficult, and candidates should be careful not to leave any significant gaps in their coverage of the criteria. They should also be aware that this approach might involve a duplication of effort, and this should not be reflected in the content of the CAR.

Recent feedback from Examination Boards has been less than favourable to this approach, and we would caution candidates in its adoption.
Incomplete life cycle
If the CAR is based around a project that has an incomplete ‘life cycle’ (i.e. it only covers some of the work stages) candidates could hypothetically, if appropriate, speculate on the outcome of outstanding stages (e.g. practical completion, requests for extensions of time) or, alternatively, candidates may be able to demonstrate in their PEDRs or PDA that they have gained the relevant experience and understanding elsewhere of all the areas set out in the criteria.

Candidates using the same project in one office at the same time
Sometimes several candidates are working on the same project in the office. In this instance, with the agreement of the tutor/PSA, candidates can jointly produce the background/context parts of the CAR. It should be made clear in the submission that this is a ‘group effort’. Candidates should complete their CAR by selecting different issues/incidents.

Shadowing
Shadowing is, very exceptionally, an acceptable approach to the production of a CAR. It is essentially a means of obtaining the understanding required to produce this document through observation and research, without necessarily gaining this through direct experience. Candidates should, however, remember that this is a compromise and is not welcomed by the examiners. Our advice is that candidates should only consider this as a last resort. Experience tells us that a CAR based on shadowing is more difficult and requires more effort to achieve a pass.

‘Particular’ experience
Where a candidate has particular experience of a specialist nature that may be considered a suitable topic for a CAR, this should be agreed with the tutor/PSA. However, the candidate must ensure that the PDA/PEDR/evidence of experience demonstrates a suitable level of engagement at all the work stages and meets the ARB/RIBA criteria.

Complex projects
Candidates working on very large complex projects, sometimes spanning a number of years, can still use these to create excellent CARs. To be successful it will be necessary to focus in detail on a specific area with which the candidate has been personally involved. However, candidates will be required to set their topics in context, and this will probably be through research rather than first-hand experience. Again, they will need to demonstrate the breadth of the candidate’s overall experience elsewhere.

Non-UK projects
Many candidates are working for international practices or for UK practices that have a significant overseas workload. Work experience gained in these offices can produce good CARs, but do not forget that the most successful way to do this is to compare and contrast with normal UK procurement and delivery/practice. The success of these CARs lies in the comparative analysis, which can provide the candidate with the opportunity of demonstrating an understanding of ‘best practice’.

It is important to recognise that the examination and registration is predicated on competence to practise in a UK environment and that the CAR must somehow address UK issues. Candidates will need to demonstrate competence through your PEDR/PDA experience. Note that recent feedback from Examination Boards has been less than favourable to this approach, and we would caution candidates in its adoption.
The Professional Development Appraisal (PDA) is an illustrated 5,000-word document. It should review and evaluate the candidate’s professional development, taking a reflective and analytical approach. It is not a narrative account of the candidate’s life story, nor a diary of events, nor a detailed account of academic learning experiences.

The PDA should give the reader an insight into the candidate’s aspirations and may consider any personal professional philosophy within practise and wider professional issues. This document gives the candidate the opportunity to draw on a wide range of influences, which may relate to professional development and practice, and cultural and societal backgrounds. It should also endeavour to demonstrate to the examiners an awareness and analysis of architectural business management and project delivery as it relates to the candidate’s actual experiences. Candidates are encouraged to review their strengths and weaknesses, and the different business management processes, cultures and ethos in the offices where they have gained experience.

Finally, candidates are encouraged to speculate to how their professional career may be developed over the next five to ten years.

The PDA will be read in conjunction with the CV, the CPD proposal and the professional criteria mapping document (template from Moodle), which are submitted bound into this document. Further guidance will be available on Moodle.
7.5 Records of Work Experience (RWE)

All candidates must be enrolled on the RIBA PEDR scheme (see www.pedr.co.uk) at the commencement of the course. Further details are available on Moodle.

All candidates must meet the ARB/RIBA 24 months minimum requirements regarding professional experience and will be required to produce a minimum 24 months of approved and monitored PEDRs or alternative acceptable evidence of experience. Note that candidates will need to ensure that they have achieved and evidenced a range of experience of RIBA work stages and that they meet the ARB/RIBA experience regulations.

Candidates who do not have completed and signed PEDRs prior to registering on the course; the format of the RWE must be agreed with their tutor at the preliminary meeting. Further details are available on Moodle.

There are three options:

a) A full set of Professional Education Development Records (PEDRs)

b) RIBA Certificates of Professional Experience

c) Alternative Records of Work Experience.

Notwithstanding the criteria below, applicants should be aware that a central element of the competence expected is a broad understanding of UK architectural practice and law. This is best achieved through hands-on experience.

Crucial to the RWE is that candidates should reflect on their experience and learning in conjunction with their Employment mentor/supervisor.

Candidates should note that the RWE element is assessed simply as ‘Pass’ or ‘Fail’.

Candidates should also refer to section 9.2 of this Handbook.

a) The PEDR

The PEDR should be augmented with drawings, photographs and written documentation to support the recorded information. We recommend no more than one A4 page per significant project per quarter. Candidates are strongly advised to ensure that their Mentor fully completes the sections in the PEDR for their comments on the candidate’s progress. Examiners attach a great deal of importance to these. All completed PEDRs should be submitted within the defined timeframe. Late submissions are only intialled by the Professional Studies Advisor and are poorly received by the Professional Examiners.

It is expected that candidates joining the course from other schools of architecture will have their log book/PEDR sheets signed up to date by their former Professional Studies Advisor. Where this is not the case, the situation will be discussed at the first tutorial and additional fees for signing backdated PEDRs may be liable.

(Candidates should refer to www.pedr.co.uk to ensure that they are meeting the latest requirements.)
7.5 Records of Work Experience (RWE) continued

b) RIBA Certificates of Professional Experience
In exceptional circumstances, UK-educated candidates with at least 6 years of eligible post-Part 2 experience may submit RIBA Certificates of Professional Experience. Candidates wishing to do this must have been working at a level of taking responsibility for projects, or acting as a team leader on either a large project or a series of smaller projects. The submission will fully describe the candidate’s work experience, level of responsibility, and all RIBA Work Stages, and include illustrations or supporting documentation, and a letter of reference from the candidate’s employer. It is important that this option be agreed with the tutor at the preliminary meeting. Candidates should be aware that they must additionally enrol on the PEDR scheme.

c) Alternative Records of Work Experience/Summary of experience
Where PEDRs are not available (e.g., EU/Overseas candidates) a record of work experience is required, supported by letters from employers confirming the work was undertaken as described. Further details can be obtained from the Candidate’s Professional Studies Advisor.

7.6 Oral examination

Purpose and scope
The purpose of the oral examination is to satisfy examiners that the candidate is sufficiently competent, knowledgeable and experienced to be registered as an architect in the UK. Each candidate’s examination lasts for about 45 minutes, and is undertaken by two Professional Examiners who will discuss the RWE, CAR and PDA and the unit submissions/written examinations.

Pathway 1: Candidates written examination work is marked by the Professional Examiners who will test their examination responses in the oral and also explore their RWE, CAR and PDA.

Pathways 2, 3 and 4: Although Professional Examiners do not mark Units 1–5 they will have received copies of the submissions, mark and feedback sheets, and they may explore topics from Units 1–5 criteria during the oral exam. Candidates should be prepared to answer questions on any aspects of their submissions and the criteria.

The Professional Examiner is required to confirm that the candidate is competent to practise, meets the ARB/RIBA criteria and has met the experience requirements by undertaking the range of activities that would be typically undertaken in UK architectural practice.

Debriefing
Immediately following the oral examination and before the Board of Examiners meet, candidates are invited to a debriefing session with a Professional Studies Advisor.

Feedback survey
At the end of the oral exam, candidates are asked to anonymously complete an overall course feedback survey online. This feedback is taken seriously and informs improvement of the course year on year.
Assessment and examinations are conducted by Internal Examiners and Professional Examiners, overseen by the External Examiner.

8.1 Internal Examiners
The Internal Examiners, normally the Unit coordinators, together with a panel of markers, first mark the tasks associated with Units 1–5. All submissions for Units 1, 3, 4 and 5 are marked anonymously. Where appropriate, the submissions are second-marked. These marks are confirmed at the Examination Board; samples having been reviewed by the External Examiner.

8.2 Professional Examiners
The Professional Practice and Management Portfolio/Unit 6 is examined by Professional Examiners who are appointed by The Bartlett School of Architecture and are responsible for examining a candidate’s competence to practise. The Bartlett has a pool of examiners generally in professional practice from which the panel is drawn for each examination session. The RIBA also has a pool of approved examiners, and some will be drawn from this list.

The Professional Examiners, who have been in practice for a number of years, are selected for their professional knowledge, skills and experience of different aspects of architectural practice. Some of them also examine at other schools, and some are also Professional Studies Advisors from other schools. The Bartlett additionally provides training sessions for the Professional Examiners prior to each examination session.

The Professional Examiners are required to ensure that all candidates have met all the criteria set out by the ARB/RIBA. To do this they will seek evidence through the candidate’s submitted material and the oral examination.

8.3 External Examiner
The External Examiner is appointed to oversee the examination process, to ensure that RIBA and ARB regulations and criteria are met, and that examinations are in accordance with best-practice procedures. The External Examiner monitors that the examinations are conducted fairly and are of a comparable standard with those at other institutions offering Part 3.

The External Examiner also ensures that there is consistency of content and standards between examination sessions, and that the examiners marking the individual submissions and conducting the oral examination are making consistent assessments.

The External Examiner observes the conduct of oral examinations and also samples a range of submitted work in order to monitor consistency of standards and adherence to the ARB/RIBA criteria.

Where appropriate the External Examiner will consider complaints and appeals referred to them by the Director of Professional Studies, and, if necessary, refer any complaints or appeals to the Director of School for further action.
### 8.4 Conflicts of interest/confidentiality

Candidates and employers should be aware that all information contained within the Critical Analysis Report (CAR), the Professional Development Appraisal (PDA) and the Records of Work Experience (RWE) discussed in tutorials and in the oral examination is treated as confidential. The submissions are tutored by Professional Studies teaching staff, and then examined by two Professional Examiners. Great care is taken to ensure that the allocation of Critical Analysis Reports to examiners does not create a conflict of interest for the examiners or candidates, or impinge on the commercial confidentiality of the practice concerned. Examiners are asked to identify any such conflicts that may arise at the first examination meeting.

### 8.5 Late submissions regulations for electronic and paper submissions

A late submissions policy will apply as follows:

- Up to two working days late: 10 percentage point deduction (but no lower than the pass mark)
- More than two but less than five working days late: capped at a pass (50%)
- More than five working days late: a mark of zero will be recorded
- In the case of coursework that is submitted over- or under-length and is also late: the greater of any penalties will apply
- Where extenuating circumstances have been recognised: these penalties will not apply until the agreed extension period has been exceeded. In the case of coursework that is submitted late and is also over length, the greater of the two penalties applies.

### 8.6 Regulations for word/page limit

For submitted coursework, where a maximum word/page count has been specified, the following procedure will apply:

- Assessed work should not exceed the prescribed word/page limit
- For work that exceeds the upper word/page limit by less than 10%, the mark will be reduced by 10 percentage marks, but the penalised mark will not be reduced below the pass mark, assuming the work merited a pass
- Work that exceeds the specified maximum length by more than 10%, will be capped at a pass
- For calculation of the word/page limit in regards to, tables, pictures and graphs, assumptions, footnotes, bibliographies etc., carefully consult each Unit or examination descriptor, as the count may be different for each Unit or examination
- All parts not included in the word count submission are not marked and are for information and context purposes only
- In the case of coursework that is submitted over- or under-length and is also late, the greater of any penalties will apply.

### 8.7 Number of permitted attempts

Candidates will not normally be permitted more than two attempts at Units 1–5, or written examination submissions. Candidates who fail individual elements of Professional Practice and Management Portfolio/Unit 6 may be permitted a third attempt at the discretion of the Chair of the Examination Board. Candidates can only receive a maximum of a 50% pass mark recorded on a second or subsequent attempt.
8.8 Scheme of Award

a) For candidates registered from 2018 on The Bartlett School of Architecture Examination in Professional Practice in Architecture – Part 3 (ARB/RIBA) or The Bartlett School of Architecture Examination in Professional Practice in Architecture – Part 3 (ARB):

**Pass**

**Pathway 1:** Candidates who achieve a mark of 50% or above for the online and written examinations (all elements to be passed) plus the Professional Practice and Management Portfolio (all elements to be passed) will normally be awarded a Pass. Candidates who achieve a mark of 70%+ for their CAR will receive a letter of commendation, so long as they pass all elements of their course at the first attempt.

**Pathways 2, 3 and 4:** Candidates who achieve a mark of 50% or above for each of Units 1–5 and Unit 6/Professional Practice and Management Portfolio (all elements to be passed) will normally be awarded a Pass. Candidates who achieve a mark of 70%+ for their CAR will receive a letter of commendation, so long as they pass all elements of their course at the first attempt.

**Fail**

A ‘Fail’ signifies that work submitted does not achieve the level of a pass (50%) and that the component(s) failed should be retaken at the next examination session, or a future session within 12 months, in the light of the examiners’ comments.

Candidates who do not achieve a pass in an individual Unit or written examination submission will normally be required to re-sit in the next examination session or at another time, as agreed with the Director of Professional Studies.

b) For candidates registered before 2018 on The Bartlett Postgraduate Diploma in Professional Practice and Management in Architecture ARB/RIBA Part 3 or The Bartlett Postgraduate Diploma in Professional Practice and Management in Architecture ARB Part 3:

**Pass with Distinction**

Candidates who achieve an average of 70% or above for Units 1–6 and an average of 70% or above for Unit 6 will normally be awarded a Postgraduate Diploma with Distinction, so long as they pass all elements at the first attempt.

**Pass with Merit**

Candidates who achieve an average of 60% or above for Units 1–6 and an average of 60% or above for Unit 6 will normally be awarded a Postgraduate Diploma with Merit, so long as they pass all elements at the first attempt.

**Pass**

Candidates who achieve a mark of 50% or above for each of Units 1–6 will normally be awarded a Postgraduate Diploma with Pass.

**Fail**

A ‘Fail’ signifies that work submitted does not achieve the level of a pass (50%) and that the component(s) failed should be retaken at the next examination session, or a future session within 12 months, in the light of the examiners’ comments.

Candidates who do not achieve a pass in an individual Unit will normally be required to re-sit in the next examination session or at another time, as agreed with the Director of Professional Studies.
## Assessment process

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<th>Assessment task</th>
<th>Internal Examiners</th>
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<th>Assessment sheets and feedback</th>
<th>Mark type</th>
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<td></td>
<td>Multiple choice/ Short answer paper</td>
<td>Marked internally</td>
<td>Review/explore at oral</td>
<td>Electronic</td>
<td>Numerical mark</td>
</tr>
<tr>
<td>Pathway 1</td>
<td>Written exam</td>
<td>n/a</td>
<td>Marked externally</td>
<td>Mark/Review/explore at oral</td>
<td>By Professional Examiner</td>
</tr>
<tr>
<td>Pathways 2, 3, 4: Unit 1</td>
<td>Essay</td>
<td>Marked internally</td>
<td>Review/explore at oral</td>
<td>By internal examiner</td>
<td>Numerical mark</td>
</tr>
<tr>
<td>Pathways 2, 3, 4: Unit 2</td>
<td>Group presentation/Assignment 1 Individual Assignment 2</td>
<td>Marked internally</td>
<td>Review/explore at oral</td>
<td>By internal examiner</td>
<td>Numerical mark</td>
</tr>
<tr>
<td>Pathways 2, 3, 4: Unit 3</td>
<td>Coursework tasks</td>
<td>Marked internally</td>
<td>Review/explore at oral</td>
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<td>Numerical mark</td>
</tr>
<tr>
<td>Pathways 2, 3, 4: Unit 4</td>
<td>Coursework tasks</td>
<td>Marked internally</td>
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<td>By internal examiner</td>
<td>Numerical mark</td>
</tr>
<tr>
<td>Pathways 2, 3, 4: Unit 5</td>
<td>Short answer paper Multiple choice paper</td>
<td>Marked internally</td>
<td>Review/explore at oral</td>
<td>Electronic and by internal examiner</td>
<td>Numerical mark</td>
</tr>
<tr>
<td>All Pathways</td>
<td>CAR</td>
<td>n/a</td>
<td>Marked individually by each Professional Examiner</td>
<td>CAR – Blue assessment sheet</td>
<td>Numerical mark</td>
</tr>
<tr>
<td>All Pathways</td>
<td>PDA</td>
<td>n/a</td>
<td>Marked individually by each Professional Examiner</td>
<td>PDA – Blue assessment sheet</td>
<td>Numerical mark</td>
</tr>
<tr>
<td>All Pathways</td>
<td>RWE</td>
<td>Checked internally</td>
<td>Marked individually by each Professional Examiner</td>
<td>Recorded on the Overall Marksheet (yellow)</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>Pathway 1</td>
<td>Portfolio of exam based work for Pathway 1</td>
<td>n/a</td>
<td>Marked and reviewed by each Professional Examiner</td>
<td>Recorded on the Overall Marksheet (yellow)</td>
<td>No further marksheet</td>
</tr>
<tr>
<td>Pathways 2, 3 and 4</td>
<td>Portfolio of work for Units 1-5 for Pathways 2, 3 and 4</td>
<td>Marked internally at unit level</td>
<td>Reviewed but not marked</td>
<td>No further marksheet</td>
<td></td>
</tr>
<tr>
<td>All Pathways</td>
<td>Oral Exam</td>
<td>n/a</td>
<td>Assessed by each Professional Examiner</td>
<td>Oral – White Assessment sheet</td>
<td>Numerical mark</td>
</tr>
<tr>
<td>All Pathways</td>
<td>Overall mark sheet</td>
<td>n/a</td>
<td>Completed once examiners agree and on final marks after the oral exam to the Exam Board</td>
<td>Yellow – Overall Assessment sheet</td>
<td>Scheme of Award Applies</td>
</tr>
</tbody>
</table>

Interior detail, the Bartlett School of Architecture, 22 Gordon Street
8.9 Plagiarism, collusion and cheating

Plagiarism, collusion or cheating will not be tolerated. All work from Units 1–5 may be submitted to the plagiarism detection software Turnitin, which will check the work against online journals, web content and a database of previous and current submissions. Please ensure that you familiarise yourself with academic referencing protocols and that you never reproduce someone else’s work, ideas and arguments without formal acknowledgement. Candidates should be aware of downloading of information in response to any assessment without appropriate reference will be considered plagiarism. Candidates found guilty of plagiarism, collusion or cheating will be excluded from the course. If you are unsure of what is acceptable, contact a tutor to discuss the issue. Please refer to Moodle for further information.

8.10 Quality management

The Professional Examiners will have met three times during the examination process:

1. Before the ‘Any Questions’ event, the Professional Examiners attend a training and briefing session and the Professional Practice and Management Portfolio is distributed to the examiners. A general discussion about the format of the examination takes place, and the Professional Examiners are briefed on process and standards.

2. A brief meeting takes place on the morning of the oral examinations to discuss any queries arising from the submissions received. Extenuating circumstances are noted.

3. Immediately following the oral examinations, the Examination Board meets to discuss and report the examination marks and document submissions. A list is prepared and signed by the examiners, with details of the Professional Examiners’ decisions. Each pair of examiners submits written reports on each candidate seen, and a general Professional Examiners’ report is drafted.

Professional Examiners are asked to submit brief written reports on the examination process following the examination. These are forwarded to the External Examiner, who prepares an analysis of the comments. The Director of Professional Studies responds, and matters arising are reported to the examiners at the following examination session. The External Examiner makes a formal written report on the conduct of the examination and the standards achieved. This report is forwarded to the Professional Examiners, the Bartlett’s Architecture Programmes Committee, the Bartlett School of Architecture’s Departmental Teaching Committee and the Part 3 Professional Examiners. It is also forwarded to the Faculty Board of Examiners and contributes to the School Annual Student Experience Review (ASER) report.

8.11 Extenuating circumstances

Candidates who wish to have extenuating circumstances (e.g. dyslexia, medical conditions, disabilities) considered during the examination process and for Unit submissions must notify the Course Administrator in advance of the submission/hand-in and provide appropriate documentation along with a completed Part 3 extenuating circumstances form, available from Moodle. Candidates may also wish to discuss with their tutor strategies for dealing with any ongoing conditions.

All extenuating circumstances are treated in confidence and not discussed with third parties without the express consent of candidates. Candidates with dyslexia or other learning-type conditions need to provide the Professional Studies Office in advance with current and relevant supporting documentation.
The examiners and the Bartlett School of Architecture reserve the right to exercise their professional and academic judgement in the assessment process. Appeals can only be considered on the basis of procedural irregularity, and not on the basis of professional or academic judgement. The appeal should be made within seven working days of the candidate being notified of their mark.

Appeals should be made in the first instance to the Director of Professional Studies, who will refer the appeal to the External Examiner for a review, and where appropriate to the Director of the School of Architecture.

All candidates are encouraged to give feedback on the examination and lecture course/tutorials at the end of the lecture course and following each Unit, by completing programme questionnaires, and submitting written comments. These questionnaires are analysed, and comments responded to as far as possible. The results of the questionnaires are reported to the Bartlett’s Architecture Programmes Committee (APC), which reports to the Faculty Teaching Committee.

The Course Director, the Professional Studies Staff and the Professional and External examiners greatly value feedback from candidates. This feedback is taken seriously and as a result changes and improvements are made to the course year on year. Candidates will be asked to complete an anonymous online survey following the individual lectures on the lecture course, each unit, and after the oral examination of the Professional Practice and Management Portfolio.

The Bartlett School of Architecture operates a Student–Staff Committee. It is chaired by the Director of the School – Professor Bob Sheil – and is a forum for discussion of all matters of student concern. The Committee reports to the various school and Faculty Teaching committees. Any Part 3 candidates interested in getting involved in the governance of The Bartlett should contact the Course Director, who will be able to nominate them to the Architecture Staff-Student Committee.

Pathway 1: Pathway 1 written examinations are marked by the Professional Examiners. An examination record sheet is prepared for each candidate following the oral examination. Note that marks for the written examination paper are not available until after the oral examination. Pathway 1 candidates who fail the multiple choice/short answer or written examination will be invited to a feedback session.

Pathways 2, 3 and 4: At the end of each Unit, normally within 6–8 weeks of the hard-copy hand-in date, candidates will be provided with their marks based on first and where appropriate, second marking, and comments and feedback are provided to candidates who have failed.

Candidates who fail Units 1–5 will be invited to a feedback session with the Unit Coordinator.

An examination mark record sheet is produced for each candidate, recording the progressive achievement through Units 1–5. These sheets are made available to the Professional Examiners at Unit 6. After the oral examination that concludes Unit 6, final marks are awarded for each Unit 6 component, with comments, and recommendations for failed candidates clearly set out. This mark sheet is returned to the candidate.
Candidates who fail the Professional Practice and Management Portfolio/Unit 6 will be invited for a one-to-one feedback session with their tutor.

**Professional Practice and Management Portfolio/Unit 6**
Following the oral examination at the culmination of Professional Practice and Management Portfolio/Unit 6, the summary results will first be emailed to candidates, within one month of the oral examination and then sent as hard copy, together with the mark sheets for all the assessed elements.

For successful candidates, this is accompanied by confirmation of passing, plus a letter enclosing instructions for registration with the ARB (and, for ARB/RIBA Part 3 candidates, membership of the RIBA), a transcript of marks and the CAR and PDA mark sheets and any feedback completed by the examiners. Please make sure that the Professional Studies’ Office has up to date address details so they are not sent to the wrong address.

Unsuccessful candidates will receive a letter enclosing the examiners’ mark sheets and comments mark sheets. Unsuccessful candidates will be invited to attend a meeting with their tutor to discuss their results.

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**8.15 Part 3 Prize**

The **Ross Jamieson Memorial Award** is awarded to the best candidate in each Summer/Autumn Professional Practice and Management Portfolio examination session.
9 Admissions criteria for Part 3 and professional studies courses, application procedure and fees 2018

**Award titles**
- The Bartlett School of Architecture Examination in Professional Practice in Architecture – Part 3 (ARB/RIBA)
  (Prescribed by the Architects Registration Board and validated by the Royal Institute of British Architects)
- The Bartlett School of Architecture Examination in Professional Practice in Architecture – Part 3 (ARB)
  (Prescribed by the Architects Registration Board)

**9.1 Admissions criteria**

**UK and EU recognised**
Candidates for The Bartlett School of Architecture Examination in Professional Practice in Architecture – Part 3 (ARB/RIBA) course will usually have obtained their Part 1 and Part 2 exemption at a UK school, or an overseas school validated by the RIBA, or have obtained exemption from the ARB through the EU mutual recognition of qualifications or the ARB Prescribed Examination. Applicants for Pathway 1 must have obtained their Parts 1 and Part 2 exemption from a UK School of Architecture.

Candidates from EU countries are strongly urged to obtain written confirmation from the ARB and from the RIBA that their qualifications are recognised under the EEC Directive 85/384, EU Directive 2002/006/COD and EU Directive 2005/36/E6 before commencing the course.

**Applicants with overseas qualifications**
The Bartlett will also consider applications from overseas (non-EU) applicants and architects who have not yet obtained the ARB prescribed examination Part 1 and Part 2. Successful applicants will be registered on to one of the ARB only pathways leading to The Bartlett School of Architecture Examination in Professional Practice in Architecture – Part 3 (ARB) (Prescribed by the Architects Registration Board).

Applicants who have not attained ARB recognition of their qualifications but who still wish to attend the course and take the examination should note that if they pass the Part 3 they are strongly advised to attain ARB Part 1 and 2 exemption within 24 months of passing if they wish to register to practise in the UK.

**Applicants with EU qualifications (Registered Architects)**
The course is available as a ‘lectures-only’ course (i.e. non-examination; candidates follow the lecture course but do not register for the final examination) to EU-registered architects who wish to register with the ARB in order to practise in the UK.

It is also available to those EU citizens who intend to register with the ARB under Section 5 of the Architects Act 1997. At the end of the lecture course a Certificate of Attendance will be issued. In some cases, EU-registered architects may wish also to take the examination, in order to gain the full qualification. This option is available at the discretion of the Director of Professional Studies.
9.2 Work experience – the professional experience requirements

At the time of taking the oral examination, candidates must have the minimum of 24 months recorded experience of which the 12 months prior to the oral examination must be in the UK.

The ARB and the RIBA have revised the requirements for professional experience, the changes have widened the range and location of acceptable experience. The experience has to be approved and monitored by the Professional Studies Advisor and a mentor/employer.

Evidence of meeting the professional experience requirements will be found in the candidate’s Professional Practice and Management Portfolio/Unit 6 submission; it may take the form of Professional Education and Development Record (PEDR) sheets, RIBA Certificates of Experience or an Alternative Record of Work Experience (RWE).

The following extract summarises the ARB view of the current situation and advice to candidates. The Bartlett follows this guidance (source: http://www.arb.org.uk/information-for-schools-of-architecture/practical-training-requirements/)

**Application for Registration – Eligibility**

The qualifications and practical experience prescribed by the Board pursuant to Section 4(1)(a) of the Act are that the person:

- holds such qualification(s) as are listed in Schedule 2 to the Rules; and
- has 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.

**Guidance on the application of Rule 13(b)**

Whilst Rule 13(b) states that candidates for registration should have undertaken a minimum of 12 months experience working in the EEA (including the UK), the Channel Islands or the Isle of Man under the supervision of an architect, candidates should note that the UK’s Part 3 qualification tests UK practice and law. Practical experience is an integral element of the Part 3 qualification, and is important in assisting individuals to meet the Part 3 Criteria against which all Part 3 candidates are assessed.

It is therefore recommended that candidates undertake a minimum of 12 months’ experience within the UK, as those whose experience lies solely outside the UK may find it difficult to meet the required level of knowledge and skill.

Candidates must be supervised during their practical experience. ‘Direct supervision’ is defined above but essentially, the supervisor should have control over and take responsibility for the work being undertaken. Typically the candidate and the supervisor will be employed by the same organisation but where the relationship is not typical they will need to satisfy their professional studies adviser (PSA) that the level and type of supervision is appropriate.

While it is acceptable for any professional who is working within the construction industry (as defined above) to supervise up to 12 months of the experience, a registered architect is likely to be in the best position to assist a candidate in acquiring the required levels of skill and knowledge. Candidates who are not supervised by an architect may find it helpful to seek guidance and support from an architect working in another practice.
9.2 Work experience – the professional experience requirements

The ARB Rule sets out the requirement for registration in the UK. Candidates may find that schools and Part 3 providers have more specific or additional requirements for entry to courses and for exam purposes. In the first instance they should discuss any queries with their professional studies adviser (PSA) who will be able to advise them about the suitability of a placement and whether it is likely to satisfy ARB’s and the school’s own rules.

For the purpose of this rule:
- ‘months’ these will be 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, applicants will be expected to complete a commensurately longer period of experience.)
- ‘practical experience’ experience which consists of activities which would typically be undertaken by an architect in practice. (The Part 3 Criteria are helpful in setting out in broad terms, some of the activities which are likely to be required to be undertaken.)
- ‘recently’ at least 12 of the 24 months’ experience should have been undertaken in the two years immediately before taking the Part 3 exam
- ‘direct supervision’ the person supervising should have responsibility for and control over the work being undertaken
- ‘professional working in the construction industry’ will be an architect registered in the territory where the experience is being undertaken or a chartered or similarly qualified member of an appropriate professional body. The ‘construction industry’ will include qualified professionals typically involved in the procurement, design and management of the built environment.

Further information can be found under FAQs on the ARB website at http://www.arb.org.uk/wp-content/uploads/2016/05/PTR_FAQS1.pdf.

Applicants should additionally refer to the RIBA website (www.pedr.co.uk) for full details. Candidates who are working abroad or who have unusual experience should consult their Professional Studies Advisor regarding the records of experience and evidence required (see section 7.5 of this Handbook).

9.3 Language requirement

Examiners expect candidates to have a high standard of written and spoken English in order to pass the examination. Candidates with poor English find the writing of lengthy documents and the oral examination particularly challenging. All applicants to The Bartlett Part 3 course whose first language is not English may be required to provide recent evidence that their command of spoken and written English is adequate for the courses for which they have applied. This requirement is specified in order to ensure that progress of candidates is not hindered by language difficulties, and that candidates are able to integrate socially while studying and living in the UK.
9.4
Visas and work permits

New rules have been introduced by the UK Border Agency for working arrangements for non-UK/non-EU nationals. See the UK Border Agency website: www.ukba.homeoffice.gov.uk

It is the responsibility of candidates who require a visa to remain working in the UK to satisfy themselves that they will be able to complete the Part 3 course within the period of validity of their visa. Candidates must have a work visa with a minimum of 12 months remaining at the start of the course/date of the introductory lecture. We are unable to offer a place to anyone that cannot provide proof of sufficient work visa cover for the entire length of the 12-month course. Registration on the courses offered by the Professional Studies Team are part time and classed as ‘short courses’, therefore candidates do not have ‘student status’. Documentation cannot be provided in support of UK visa applications.

All applicants who have been accepted on the Part 3 course will be asked to bring their passport/visa to the Professional Studies Office at the preliminary interview.

9.5
Application procedure

Part 3 full course
Applicants should complete and return the appropriate application form (available from the Bartlett Part 3 website) to the Professional Studies Office at bartlett-part3@ucl.ac.uk, together with an up-to-date CV, a 300-word CAR proposal (1,000 word for Pathway 1), a 1,000-word reflective résumé of professional and educational experience to date, and an application fee of £50. Places are limited, so candidates are strongly encouraged to return their applications as soon as possible.

Offers are made on the basis of the application documents. All applicants receiving an offer attend a preliminary meeting with a tutor in before the start of the course to discuss their work course and potential CAR topic. Offers are confirmed at the preliminary meeting.

Lecture Only Course
Those wishing to attend the Bartlett Professional Studies Part 3 lecture course for CPD or other purposes should complete and return the application form available from the Lectures Only section of the Bartlett Part 3 website to the Bartlett Professional Studies Office at bartlett-part3@ucl.ac.uk and pay the course fee of £800 (due by 9 January 2018), via the UCL Online Store at http://onlinestore.ucl.ac.uk/conferences-and-events/faculty-of-the-built-environment-c04/bartlett-school-of-architecture-f36/f36-lecture-only-fee-2018.

Stage 2 Experience Monitoring
Post Part 2 graduates who are not on the Part 3 course may wish to have their experience monitored by the Bartlett’s Professional Studies Advisor (PSA) and register for Stage 2 Monitoring. To register for Stage 2 Monitoring candidates should complete the application form (available from the Bartlett Part 3 website, email it bartlett-part3@ucl.ac.uk and pay an annual fee of £250. The fee covers up to four monitoring sessions per year. There is a choice of one-to-one 20-minute tutorials with the PSA, or of sending PEDR sheets by post for approval and signature.
9.6 Fees for Part 3 2018

Candidates take sole responsibility for all fees incurred on courses.

The fee for the Bartlett Part 3 course in 2018 is £3,000. There is a prompt payment discount of £100, reducing it to £2,900, for receipt of the full fee by 28 February 2018.

Alternatively fees can be paid by up to three instalments by agreement as follows:

**Pathway 1**
Three instalments of £1,000 due 31 January, 28 February, 31 March, 2018.

**Pathways 2, 3, 4**
Three instalments of £1,000 due 28 February, 30 June and 31 October 2018.

Please note that candidates who fail to pay their fees on time and fail to make satisfactory arrangements with the Professional Studies Office for paying fees may be excluded from the courses, be unable to sit the unit assessment exercises or examinations, and/or have final marks and results withheld.

Fees may be paid by via the UCL online store, by cheque or via bank transfer (BACS). Full details are on the invoice. Fees are VAT exempt.

Note that fees are expected to increase for the course from 2019.

9.7 Payment of fees by candidate's practice or a third party

The Part 3 Office can, by agreement, invoice practices for fees, but candidates must note that should a candidate's fees not be settled by their practice, then the candidate will be expected to make up any shortfall. Payment is due within 30 days of invoice unless agreed otherwise. Payment by invoice must be requested in a timely fashion and an agreement between the practice and the School set up. All fees must be fully paid up by the date of submission of Unit 6/Professional Practice and Management portfolio. Candidates who have not paid their fees will be required to withdraw from the examination.

9.8 Re-sit and re-submission fees

Candidates who fail a unit or other assessed element (including non-submission) will need to re-sit the unit or assessed element at the first available opportunity, usually the following year. The cost of re-sitting a unit/element regardless of attempt in 2018 is £250.

9.9 Withdrawals

Candidates wishing to withdraw from the Part 3 course must provide their request in writing. Fees are non-refundable. Candidates have 30 days from the start of their course on 9 January 2018 to withdraw. Candidates who withdraw from the course after these deadlines are liable to pay any outstanding fees. Candidates who have registered for units and examinations and wish to withdraw following registration will be liable for the full fee at the time of withdrawal and any associated resit fee on their next attempt.

9.10 ID cards and security

All Part 3 candidates and Lecture only course participants will be issued with a UCL visitor’s ID card in order to gain entry to lecture theatres and buildings. The ID card must be carried at all times on UCL premises. Candidates will be provided with further instructions on how to obtain their ID card by the Professional Studies Office.
Candidates will be given a UCL information systems userid to let them access UCL email and the UCL e-learning system, Moodle. They must regularly check their UCL email account as essential communications from the Professional Studies Office will be sent to the candidates' UCL email account because many of our bulk emails can end up in the junk/spam folder of personal accounts.

The onus is on the candidate to check both their UCL email account and the Part 3 Moodle e-learning site which provides information about the course, including:

- Course dates for lectures, Unit registration, seminars, submissions, assessment, examinations etc.
- News updates about the course, as well as relevant articles, current events, etc.
- Past examination question papers, handouts and revision notes
- Links to resources
- Unit 5 and Pathway online assessment and multiple choice/short answer exams.

In addition, all coursework submissions for Units 1–5 are handed-in electronically via Moodle using the plagiarism detection software, Turnitin. Paper copies are submitted on a specified date after the official Moodle hand-in.
The Bartlett Professional Studies Office is located in Room 316 on the 3rd Floor of the Bartlett School of Architecture, 22 Gordon Street, London WC1H 0QB. Tel: 020 3108 9663 or email: bartlett-part3@ucl.ac.uk

Candidates’ specific attention is drawn to the following with regard to Professional Studies:

10.1 Data protection and candidate information
Candidates’ contact and employment details are held securely by the Professional Studies Office for purposes of course administration.

10.2 Record photographs
We may retain a photograph of you in the Professional Studies Office, for ease of identification. Professional Examiners are provided with candidates’ photographs for the ‘Any Questions’ evening.

10.3 Publication of personal details
The Bartlett or the UCL Development Office may wish to use your photograph and personal details in a Bartlett or UCL publication, either as a news item or for future events.

If you do not wish to have your personal details published in these ways, please email the Professional Studies Administrator at bartlett-part3@ucl.ac.uk to request that UCL does not do so.

10.4 Data Protection Act
The use of the above information is governed by the Data Protection Act (1998). The Act states that an individual has the right to see any personal information about them held by any organisation and to stop information about them being published without their permission.

10.5 Data protection and research methods
Candidates and students should follow UCL data protection guidelines for research, including preparation of the Critical Analysis Report and Professional Development Appraisal (e.g. site photographs, interviewing, collaborations, photography and filming), when incorporating personal data of other people (e.g. images of colleagues, friends, other candidates, students, tutors, family or members of the public).

Candidates and students should, therefore, ensure that:

- The person(s) is informed of the nature of the research and consents to their personal information being used before research is begun
- All information is kept securely.

If in doubt, consult your tutor in the first instance, who will be able to forward your query to the appropriate person within the Bartlett or UCL.
10.6 Contact details and communications

It is the candidate’s responsibility to ensure that the Professional Studies Office has up-to-date contact details, including home and email address, mobile number, name and address of employer, and details of office supervisor/mentor. The Professional Studies Office must be fully aware of the name you wish to use when we report exam results to the professional bodies.

All candidates are required to supply and regularly check their UCL email address (once supplied) for course communications along with other email addresses that they have supplied. We have experienced problems with emails from the Professional Studies Office going into recipients’ spam/junk email folders and therefore candidates should monitor all email boxes for communications from us. We will be sending out our communications to candidates’ UCL email accounts which must be kept up to date and passwords reset in good time. UCL accounts must be registered against a telephone number to remind users when passwords are due to expire: see https://myaccount.ucl.ac.uk

10.7 Copyright

As a general principle, UCL recognises that candidates and students have Intellectual Property Rights, including that of copyright, over any work that they produce as part of their course of study at UCL. However, there are some circumstances where ownership has to be shared or granted to UCL or a third party, such as when candidates are sponsored (e.g. your practice) or candidates’ work on a sponsored project as part of their coursework or research.

UCL claims the right to acquire ownership of, on fair and reasonable terms, the physical work in any artistic works produced by candidates and students, including, without limitation, paintings, photographs, sculptures and multimedia works. It also claims the right to borrow, for a reasonable period of time, the physical work in any works produced by candidates, and/or a suitable reproduction of these works, for the purposes of publishing these works in publications by UCL and its staff, and/or for the purposes of showing these works to professional statutory bodies for the validation of appropriate degree programmes.

10.8 Access to the library

The Bartlett Library is on the Ground Floor of Central House, 14 Upper Woburn Place, London WC1H 0NN. It houses UCL’s Built Environment collections. Candidates are entitled to use the library’s facilities but are not entitled to borrowing rights or the removal of any books from the library. Professional Studies candidates may use the library for research or as a quiet study area.

A catalogue of the library’s holdings is provided in the library itself and online through the eUCLid system at: http://library.ucl.ac.uk

Further information on all UCL’s libraries, their opening hours and their resources is available at: www.ucl.ac.uk/Library

Journals and online resources are only available from UCL managed computers in a UCL library/on campus.
11.1 Student status

Candidates on any Professional Studies part-time or short courses will not be provided with UCL full-time student status, and therefore not provided with the same privileges as UCL students. Candidates will not be able to remove books from the library or have the same access to UCL facilities. They are not entitled to any student discounts (e.g. Council Tax or Travel Card). If candidates require proof of enrolment for any other reason, they should contact the Professional Studies Office.

11.2 Safety and security

Security measures

UCL is situated in the centre of London and, despite careful security, strangers can and do walk unnoticed into the campus and into buildings. Please observe simple security rules:

- Keep your personal possessions (especially money, keys and cards) in a pocket or body-bag; do not carry anything obvious (e.g. a shoulder bag or expensive camera case), inviting theft. Do not leave anything of value unattended. It is your responsibility to look after your personal property at all times, and any personal possessions are brought onto UCL property at the owner’s own risk. UCL’s insurance policy does not cover personal possessions.

- If you see someone in the building whom you do not recognise and who may be acting unusually, report it to the security guard on Reception, or the Facilities Officer. If the person turns out to be a student from another department, the incident can be dealt with without offence – do not approach strangers yourself.

Health and safety

The Bartlett undertakes all reasonable practicable steps to promote and secure the health and safety and welfare of all university personnel, candidates, students and members of the public on the department premises.

Within UCL all safety matters are the responsibility of the Head of Department (HOD) and all disciplinary actions will be at the HOD’s discretion. A Departmental Safety Officer (DSO) is appointed by the HOD to implement the Health and Safety Policy within the department. Arrangements for the management of health and safety within the Bartlett are published and reviewed annually.

Responsibilities under the law

Students, candidates and employees have a responsibility under the law to take reasonable care for their own health and safety and that of other persons who may be affected by their acts at work. They are also required to cooperate with the department, insofar as is necessary, to enable the employer to fulfil her/his legal responsibilities under the health and safety legislation. You should, therefore, be aware of and comply with the department’s arrangements for health and safety.
Implementation of regulations
The following general safety rules must be observed throughout the Bartlett’s premises:

- **Smoking** is banned in all buildings and immediately outside UCL property
- **Alcohol** is not to be consumed or stored within the department, except on certain, specified occasions
- **Corridors and stairwells** must be kept clear and must not be used for work or the storage of furniture, equipment, etc. They are not extensions of studio space, and items found in these areas will be disposed of
- **Portable electrical appliances**, including items brought from home, are not to be used within the department unless they have been tested for safety by the Workshop Manager or Facilities Officer in 22 Gordon Street.

Electrical equipment and supplies
Stop using any equipment, electrical sockets, lights and/or light switches if there appears to be an electrical fault. Report the fault to Facilities Officer at your earliest opportunity. Remember that no electrical equipment should be used in the building unless it has been PAT tested.

Regulatory Return Order 2005
All temporary and permanent staff, candidates, students or research students working for more than three consecutive days will be required to sign a form indicating that they fully understand the following procedures in the event of a fire alarm.

Emergency procedures
In the event of the outbreak of fire:
1. Sound the fire alarm, or telephone 222 using the red phones in reception or any telephone in the stairwells
2. Evacuate the building by the nearest available exit.

In the event of the fire alarm sounding:
1. Evacuate the building immediately (do not use the lifts)
2. Ensure any persons under your supervision leave immediately
3. Assemble at the assembly point marked on the fire instruction notice – Taviton Street (do not re-enter the building).

KNOW THE LOCATION OF THE FIRE ALARM CLOSE TO WHERE YOU ARE WORKING AND THE NEAREST EMERGENCY EXIT ROUTE

In the event of an emergency:
1. Phone 222
2. Clearly state your location and telephone number
3. Clearly describe the nature of the emergency.

In the event of a minor accident involving injury:
1. Phone 222
2. Clearly state your location and telephone number
3. Clearly describe the nature of the accident
4. Obtain assistance from the nearest qualified First Aider, if they are available, or Designated Person.
11.2 Safety and security

continued

KNOW THE LOCATION OF THE NEAREST FIRST AID BOX TO WHERE YOU ARE WORKING

In the event of a major accident involving injury:
1. Obtain assistance from the nearest First Aider or Designated Person, if available and inform Security. First aiders and their location are listed next to the first aid kit at the central kitchen on the 3rd floor.
2. Escort the patient to the University College Hospital Accident and Emergency Unit, Ground Floor, 235 Euston Road, London NW1 2BU.

Reporting of accidents
All accidents must be reported.
1. Obtain an Accident Form from the Facilities Officer or Departmental Safety Officer, Room 114, First floor, 22 Gordon Street.
2. Complete the Accident Form immediately after the accident if possible, and forward the completed form to the Facilities Officer, who will forward a copy to the UCL Safety Office.

Unauthorized person/intruder
If someone is present in the building whom you do not recognise or who is behaving suspiciously in the vicinity of the building, telephone UCL Security on 222 or the Security Guard on reception (ext. 27505) using any telephone in the stairwells.

Make no effort to remove such people from the building or to question people outside the building.

Break-ins/thefts
If you discover a break-in or a theft, report it to UCL Security on 222 immediately. This must also be reported to the Facilities Officer. In the case of a theft you must complete a Theft Form (available from the Facilities Officer or Departmental Safety Officer).

Water
If you discover spills, overflows or leaks from any source, where possible stop the leak/flow. If damage is minor, report it to the Facilities Officer as soon as possible. If you are not able to stop the flow, or if the flooded water endangers the building, phone 30000.

24-Hour emergency contact telephone numbers

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<td>Maintenance emergencies</td>
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School of Architecture
Details of all Bartlett Architecture events, including current lecture series, can be found at the Bartlett website at https://www.ucl.ac.uk/bartlett/architecture/. The following is an outline of some scheduled events and programmes:

The Bartlett International Architecture Lectures
An international series of open lectures that covers a wide range of ideas in architecture, design, technology, history and theory, related disciplines such as art and art theory, philosophy and critical theory, urban geography, cultural studies, journalism and criticism. The series totals some 25 lectures in a typical year.

Tickets are not required and seats cannot be reserved.

Summer Show 2018
The Summer Show is the annual celebration of student work at the Bartlett School of Architecture. The exhibition is expected to be held from Friday 22 June to Saturday 30 June 2018.

Rogues & Vagabonds Association
Membership of the Rogues & Vagabonds is available to all Bartlett graduates. This dining club meets annually during the Summer Show and provides a forum for networking and catching up with old friends. Details are available from the School of Architecture Office.

Intercom newsletter
Information on events, seminars and lectures, are be circulated regularly.
The professional bodies actively encourage student membership, and through such membership provide access to libraries, discounts on books, job-search facilities, work-experience networks, lectures and other events. The Bartlett strongly encourages candidates to join the relevant professional institutions.

**The Architects’ Registration Board of the United Kingdom (ARB)**
8 Weymouth Street, London W1W 5BU
+44 (0)20 7580 5861
www.arb.org.uk

**The Royal Institute of British Architects (RIBA)**
66 Portland Place, London W1B 1AD
+44 (0)20 7580 5533
www.architecture.com

**The Royal Town Planning Institute (RTPI)**
41 Bolotph Lane, London EC3R 8DL
+44 (0)20 7929 9494
www.rtpi.org.uk

**The Chartered Institute of Building (CIOB)**
Englemere Kings Ride, Ascot, Berkshire SL5 7TB
+44 (0)1344 630700
www.ciob.org

**The Royal Institution of Chartered Surveyors (RICS)**
RICS HQ, Parliament Square London SW1P 3AD
+44 (0)870 333 1600
www.rics.org/uk

**Association of Professional Studies Advisors in Architecture (APSAA)**
www.apsaa.org.uk
Appendices

Appendix I
ARB/RIBA Part 3 Criteria Mapping Pathway 1

Appendix II
ARB/RIBA Part 3 Criteria Mapping Pathways 2, 3 and 4
### Appendix I

**ARB/RIBA Part 3 Criteria Mapping Pathway 1 (seven-month fast track)**

The Bartlett School of Architecture Examination in Professional Practice in Architecture – Part 3 (ARB/RIBA)

To be read in conjunction with lecture programme schedule, pathway descriptor, Professional Practice and Management Portfolio descriptor, Course Handbook.

#### Professionalism (PC1)

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<td>Study groups/self study</td>
<td>One-to-one tutorial programme</td>
<td>Submissions</td>
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<td>One Class- Essay writing and presentation</td>
<td>Self study reading, see book list</td>
<td>Tutorials provided throughout the course for Professional Practice and Management Portfolio Submission and oral examination</td>
<td>Written examination mandatory question Further test on-line paper</td>
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<td>Study Groups via Moodle</td>
<td>Moodle support, test, quiz etc.</td>
<td>Individual mapping matrix PEDR/Experience Record and CPD proposal</td>
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<td>Exam technique class</td>
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<td>Unit 6 Professional Portfolio submission and oral examination</td>
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A successful candidate will be able to demonstrate overall competence and the ability to conduct themselves 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 obligations 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.

#### Clients, users and delivery of services (PC2)

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A successful candidate will be able to demonstrate understanding of the range of services offered by architects and the provision of 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, either singularly or 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, the execution of appropriate programmed and coordinated project tasks and associated legislation.

#### Legal framework and processes (PC3)

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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.
### Practice and management (PC4)

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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 accountability to resource, plan, and 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.

### Lecture course
- Any Questions Discussion evening with Professional examiners
- Exam technique class

### Building procurement (PC5)

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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.

### Lecture course
- Any Questions Discussion evening with Professional examiners
- Exam technique class

### Professional practice portfolio

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Examiners should satisfy themselves that successful candidates have achieved a threshold of competence (in terms of knowledge and ability) and professionalism (in terms of conduct and responsibility) that is consistent and relevant, and will safeguard clients, building users and society at large. Candidates should be able to demonstrate they have acquired the means to assure clients and society of their high level of skill and professionalism.

Not applicable

### Professional portfolio
- Preparation for the oral examination
- Group work workshop on interview technique
- Mock interviews

### Examination
- Written examination mandatory question
- Further test online paper
- Individual mapping matrix PEDR/Experience Record and CPD proposal
- Unit 6 Professional Portfolio and oral examination

### Further details
- Depending on format of practical experience record
- 10,000-word Critical Professional Practice Report
- Individual mapping matrix PEDR/Experience Record and CPD proposal
- 45 min Oral examination

### Appendices
- ARB/RIBA Part 3 Criteria Mapping Pathway 1 continued
## Appendix II

### ARB/RIBA Part 3 Criteria Mapping Pathways 2, 3 and 4 (12, 18 and 24 months)

The Bartlett School of Architecture Examination in Professional Practice in Architecture – Part 3 (ARB/RIBA)

The Bartlett School of Architecture Examination in Professional Practice in Architecture – Part 3 (ARB)

To be read in conjunction with lecture programme schedule and unit descriptors, Professional Practice and Management Portfolio descriptor, Course Handbook.

### ARB/RIBA Part 3 Criteria

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### Note

A successful candidate will be able to demonstrate overall competence and the ability to conduct them self 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.
### Unit 4 Building procurement

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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.

### Unit 5 Legal framework and processes

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<td>One-to-one tutorial programme</td>
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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.

### Unit 6 Professional Practice and Management Portfolio: Group presentation, case study, appraisal/experience, group presentation and oral

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<th>Primary assessment</th>
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<td>Self study reading, see book list</td>
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<td>PEDR/Experience Record, CPD proposal and CV</td>
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Preparation for the oral examination, mock interviews

One to one tutorials provided throughout the course

Unit 6: Oral

Examiners should satisfy themselves that successful candidates have achieved a threshold of competence (in terms of knowledge and ability) and professionalism (in terms of conduct and responsibility) that is consistent and relevant, and will safeguard clients, building users and society at large. Candidates should be able to demonstrate they have acquired the means to assure clients and society of their high level of skill and professionalism.