

## Professional Development Appraisal (PDA) Guidance 2019

All Part 3 candidates have had unique educational and professional experience and the PDA should reflect this. These guidelines are just that – guidance – and are not a template or formula to construct your submission. Below is the advice that is contained in the Bartlett Professional Studies Handbook, followed by some more detailed advice on the structure and format of the document:

“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 practice 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.”

*From the Bartlett Professional Studies Handbook 2019 p50*

### FURTHER GUIDANCE

#### Structure

The 5,000 word PDA should review and evaluate the candidate’s professional development; taking a reflective and analytical approach. Remember the PDA is not a narrative story of your life or a diary of events. It is not an essay, report or dissertation, it wants to be a ‘good read’ and flow easily, engaging the reader. It should be illustrated with a range of images. It is not a narrative or diary of events. It is more akin to a piece of journalism or a reflective profile. It will usually be the first thing your examiners read before they look at your other submission materials. It will be read in conjunction with the CV and CPD plan, which are submitted bound into either end of this document.

The PDA should concentrate on the learning you have acquired in practice, and your understanding of the processes by which projects are delivered. You can use projects as examples in your discussion, however it should not be a detailed description of projects you have worked on – this should be covered in the RWE/PEDR documents. You will have the opportunity here to fill any gaps, which may not have been covered by the remainder of your submission. You should

reflect, analyse and draw conclusions about your experience of best practice, sometimes the biggest lessons can come from being exposed to poor practice.

The PDA is also an opportunity to draw to your examiners' attention any special or additional experience you have obtained. Other matters you might want to write about include things which illustrate transferrable skills, real examples include working outside conventional architectural practice, voluntary/community work etc.

You can also describe events, which have contributed to your development; foreign travel, working abroad, you may like to compare and contrast this experience with your UK experience. You may like to discuss other businesses you may have worked in or enterprises you have set up and may still be running.

**Note: the word count includes the main body of the text plus footnotes or endnotes. It does not include the bibliography, abstract, any appendix, figure legends, tables, front matter, and non-substantive elements 5000 words. The CV in the front and/or CPD plan at the back are also not included in the word count.**

## Cover

On the front cover Include:

- Your Name
- Identify your document as the Professional Development Appraisal.
- Include the word count
- Make it clear in which session you are submitting: e.g. Summer 2019
- Include the name of the course and school: "*Postgraduate Diploma in Professional Practice and Management Part 3, The Bartlett School of Architecture*" (for those who joined the course before 2018), and "*The Bartlett School of Architecture Examination in Professional Practice in Architecture*" for candidates who joined the course in 2018 or 2019.

## Curriculum Vitae (CV)

A professional CV should preface the PDA document. This illustrated CV should be of a standard and content suitable for application to a prospective employer. It should have a strong graphic impact. Remember employers get hundreds of CVs every year and only a few ever get anywhere near an interview. You may want to make it fold out from the binding but it should not be a separate document. As a general rule it should not be more than three to four A4 pages with captioned images. Where projects are named the description should include location, building type, work stages, programme, contract type, value and your role. It should be illustrated with projects and captions that are no smaller than 11pt font, demonstrating a range of skills.

In the context of this examination the CV is the candidate's opportunity to give the professional examiners an overview of your career to date. Unexplained gaps in your CV do not look good, and your examiners may question you on this. They will want to know about your interests outside of architecture, but be careful not to overdo this.

Do not refer to yourself as "Project Architect" or "Architect" in a UK context. If you are registered outside of the UK make this clear but do not use the term in a UK practice context.

## **Development of PDA**

Review guidance on essay writing. Although you are not writing an essay, you should write an introduction; set the scene, give some context and explain what you are going to develop in the PDA. The main section needs to be a discussion around your experiences gained through both education and practice. Show evidence and use examples containing reflections on lessons learnt, analysis of factors influencing your career decisions, actions or choices. The PDA should end with an overall reflective conclusion and summary taking a wider view and looking to the future. Try to envisage what kind of architect you are going to be, how do you see your career developing over the next three, five and/or 10 years. How do you plan to achieve this?

## **Introduction**

If you developed an early desire to be an architect do not be afraid to say so but avoid references to Lego! Early in the document describe what motivated/influenced you to become an architect. Describe what your expectations were about your course, the profession and your future career and how these may have changed over time. If you have come from overseas or studied overseas you might briefly describe your background.

## **Architectural Education**

Part 1 and Part 2. In the UK context, you might identify highlights or learning/projects/ travel/ research, which have influenced your interests. You should not give a year-by-year account of your course. Candidates from outside the UK may wish to write briefly about the format of their architectural education. Do not go into too much detail about projects, dissertations etc. – the Part 3 is more concerned with your overall development in the context of practice.

However candidates may wish to discuss the strengths and weaknesses of the structure of UK architectural education and speculate on alternative pathways.

## **Stage 1/Year Out Experience**

Your first exposure to practice clearly needs to be mentioned. While it may have been a long time ago, it sets the scene for your understanding of architectural practice within the greater context of the construction industry. You may wish to reflect and comment on how your expectations of practice lived up to the reality, and what you learnt from this. It is also an opportunity to identify and reflect on aspects of your experience, which you might have obtained at this point and not had at a later stage. For example, if you worked in a small practice and were able to see projects through many stages, this might have given you an understanding of small practice management issues. Conversely if you were in a large practice you may have worked on early stages of a very large scheme, you could reflect on working within a large team in a complex organization. Increasingly candidates take two years out and work in different practices or abroad, in which case they could discuss the benefits of this approach.

## **Stage 2/Post Part 2 Experience**

This is the most valuable part of this document as it is the most recent and this is where you should take the opportunity to describe the practice(s) you have worked for, interpreting the experiences you have gained using the relevant professional points of reference.

You should use the PDA to demonstrate your experience of practice management and the business side of architectural practice. You may by now have worked in a number of different practices and you are in a position to compare and contrast practices in terms of management, culture and ethos, marketing and branding, resource management/ business planning. You could use a SWOT analysis to compare strengths and weakness, opportunities and threats.

## Conclusion

You may wish to comment on wider political, social, economic issues affecting the profession and have a view on how these may affect your career development and ambitions. In addition you may reflect on an overview of your architectural education and professional development to date, noting perhaps how your views and aspirations have changed as a result of your experiences.

Finally, you should speculate on your plans for your future career development and reflect on what self knowledge you have gained over your career to date. What kind of architect do you see yourself being? What kind of environment do you enjoy working in, large practice/small practice? Specialisms? Sectors? What kind of practice/role do you see yourself working in, part of a large team, running your own practice? This section will be more of a look to the future over a period of three/five to 10 years? Identify the actions you may need to take to achieve this agenda.

## Fenwick Diagram

Candidates should prepare and incorporate a Fenwick Diagram into their PDA (or PEDRs) to illustrate in visual form all their professional experience. This is an exercise which allows the candidate the opportunity in the mapping of their experience against the ARB/RIBA criteria/work stages to identify both their strengths and weaknesses and provides a useful vehicle to professional examiners in the oral examination. Examples of Fenwick Diagrams are posted on Moodle.

## Continuing Professional Development (CPD)

Once you have become a registered architect the ARB code of conduct makes it explicit that you must continue to be competent to practise, this is demonstrated through CPD. ARB do not have a system of recording your CPD but will expect you to be able to prove you have kept up to date should they receive a complaint against you.

The RIBA Scheme requires Chartered Members to record their CPD and they set out their requirements in terms of time and curriculum for all Chartered Members.

## Your CPD plan

You should base your CPD plan on the RIBA system – Look at the RIBA web site to understand how the revised RIBA scheme works, you can also use this system to satisfy the ARB CPD requirements. You should produce a plan for the 12 months of the year following registration identifying the core curriculum topics you will cover and the means by which you anticipate these will be delivered. You may wish to plan further ahead and indicate how you might acquire any specific knowledge skills you may need for your career development over the next 3 to 5 years. This information helps to add interest.

For the purposes of this submission please complete your plans using the guidance of the first two bullet points underlined in the section CPD requirements below and the core curriculum topics listed. Note the differences between structured and informal CPD. The remaining points are set out RIBA points scheme and require you to reflect/ assess on the learning outcomes of your CPD topic. You will not be able to do this for this submission, however it is important that you understand the principles behind the scheme and the level of your commitment.

CPD activities can be structured or informal but at least 50% of your CPD should be structured. Structured CPD may be delivered in a classroom.

Please make sure you read all the RIBA on line CPD web site and fully understand the new system at the oral

Extract from the RIBA CPD web site January 2019

The RIBA has updated the ten mandatory RIBA CPD Core Curriculum topics in response to the skills our members need to practise architecture now and in the future.

The revised topics will help members maintain competence, acquire new skills, contend with disruption, future-proof themselves and their businesses, and deliver socially purposeful architecture.

While all chartered members are expected to attain at least two hours in each of the ten topics yearly, there is huge flexibility in how you meet that obligation. CPD does not mean solely seminars and courses, or what the RIBA can provide. You can do CPD in countless ways, many self-directed and informal. While the RIBA can help you with your learning needs, CPD from any source is valid.

The new curriculum is accompanied by an extensive [CPD primer](#) which provides context for each of the ten topics. It acts as a suggested framework of target issues for each topic. While the primer is comprehensive, it is not exclusive; you are encouraged to engage with the topics in a way which best suits your needs.

**The ten new or revised topics, which will be fully mandatory by the end of 2018, are:**

- Architecture for social purpose (new topic)
- Health, safety and wellbeing
- Business, clients and services
- Legal, regulatory and statutory compliance
- Procurement and contracts (same title as previous curriculum)
- Sustainable architecture
- Inclusive environments
- Places, planning and communities
- Building conservation and heritage
- Design, construction and technology

RIBA Chartered Members are obliged to attain at least two hours in each of the ten topics every year. For further information and advice contact [cpd@riba.org](mailto:cpd@riba.org)

### **CPD requirements**

- undertake at least 35 hours of learning - this equates to only 45 minutes per week half your CPD should be structured, unless your circumstances prevent that. Structured CPD will have learning aims and outcomes, and will be taught, face-to-face, online or by distance learning
- 20 of the 35 hours must come from the ten mandatory RIBA Core Curriculum CPD topics: two hours per topic per year. The ten mandatory topics have now changed, (see above)
- acquire at least 100 learning points. The points reflect your assessment of what you got out of the activity
- record and keep track of your CPD activities using the RIBA online CPD recorder

## CPD points

Assigning learning points is about getting you to reflect on the personal and professional impact of each CPD activity. You assign the points yourself, on a scale of one to four:

- one point: you learned little
- two points: your awareness increased generally, through a one to two hour activity
- three points: you gained a great deal of detailed insight, through a half to one day activity
- four points: you acquired expertise or specialist knowledge on a subject, from a course of two days or longer

## Bibliography

Include an bibliography if appropriate.

## Formatting

You will submit two printed professionally-bound copies of the PDA, which must be in A4 format. The document should be printed on lightweight paper (not more than 80 gsm) and be double sided. A high standard of spelling, punctuation and style is expected. Clarity and legibility in text and illustration are paramount. A minimum text point size of 11 is recommended. You should be careful to consider the choice of font style and ensure legibility. Pages must be numbered and illustrations captioned. One copy of the PDA will be returned to the candidate following the oral examination. You will also be provided with USB sticks for soft copies of all work. You may also be asked to submit a copy on Moodle for archive purposes.

## Word Count

The word count for the PDA should be no more than 5,000 words. Above the maximum, penalties apply (see below). The word count includes the main body of the text plus footnotes or endnotes. It does not include the bibliography, abstract, any appendix, figure legends, tables, front matter, and non-substantive elements.

## Penalties for Over-length Coursework

Assessed work should not exceed the prescribed maximum length of 5,000 words. For work that exceeds the maximum length by less than 10% the mark will be reduced by ten percentage marks; but the penalized mark will not be reduced below the pass mark, assuming the work merited a pass. For work that exceeds the specified maximum length by 10% the mark will be capped at a pass. The penalised mark will not fall below the pass mark assuming the work merited a pass.

## Penalties for Late Submission of Coursework

Where course work is not submitted by a published deadline, 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.

Where there are extenuating circumstances that have been recognized these penalties will not apply until the agreed extension period has been exceeded. In the case of coursework that that is submitted late and is also over length, the greater of the two penalties apply.

### **Assessment of the PDA and CAR**

Pairs of professional examiners mark the submissions for Unit 6. Therefore all work is marked twice. The PDA and CAR will be given a percentage assessment. The Professional Examiners will assess these in two stages, they will have agreed on a preliminary/formative mark before the Oral Examination. Then following your performance in the Oral they then report a summative and final mark at the Examination Board. The PDA will be read in conjunction with the CV, the Fenwick diagram the CPD proposal and the professional criteria mapping document (Fenwick Diagram template from Moodle) which are submitted bound into this document. Further guidance will be available on Moodle. The Assessment Mark Sheet for PDA attached.

SW/Jan/19



PROFESSIONAL DEVELOPMENT APPRAISAL (PDA) MARK SHEET

Candidate Name:		Examiner name:
	KEY QUALITIES OF PDA	Insert percentage mark for PDA here: %
(DISTINCTION)	Very High 100%	EXAMINER COMMENTS ON PDA HERE:
	High 90%	
	Mid 80%	
Low 70%		
(MERIT)	High 68%	
	Mid 65%	
(PASS)	High 58%	
	Mid 55%	
(FAIL)	Low 50%	
	49% or below	

Please note: Distinction and Merit Award is only applied to candidates on the Postgraduate Diploma Scheme of Award (pre-2018 intake).