POSTGRADUATE CERTIFICATE IN PROFESSIONAL PRACTICE IN ARCHITECTURE

1	**Awarding body**	University of Cambridge
2	**Teaching institution**	University of Cambridge Institute of Continuing Education
3	**Accreditation details**	Faculty of Architecture and History of Art
4	**Name of final award**	Postgraduate Certificate in Professional Practice in Architecture
5	**Programme title**	Architecture
6	**UCAS code**	None
7	**JACS code(s)**	K990
8	**Relevant QAA benchmark statement(s)**	Architecture
9	**Qualifications framework level**	FHEQ Level 7
10	**Date specification last revised**	August 2011
11	**Date specification last reviewed**	August 2011

The Post-graduate Certificate in Professional Practice in Architecture is delivered by the Faculty of Architecture and History of Art in partnership with the Institute of Continuing Education (ICE). The Post-graduate Certificate forms part of the Institute's programme of credit-bearing professional development qualifications offered at FHEQ Level 7 offered to part-time adult students. In the UK, the training of an architect culminates with the Part 3 examination. Passing this examination qualifies the candidate to register with the Architects Registration Board (ARB) and thereafter be called an architect, and take up corporate membership of the Royal Institute of British Architects (RIBA). Thus it is the formal entry into the profession. The Part 3 Examination is recognised by the Architects Registration Board and the Royal Institute of British Architects as the final qualifying examination for obtaining registered status and professional membership.

Aims of the Programme

The programme aims to:

1. prepare students for the examination which leads to registration as an Architect and entry to the profession
2. develop students' knowledge and judgement regarding practice, law and management within architecture
3. engender debate about the major concerns for the profession

Learning outcomes

The programme is based on the ARB document Prescription of Qualifications: ARB Criteria (approved: January 2010; effective from: 2011-12). These criteria are 'held in common' by

the RIBA and describe the requirements for recognition of Part 1, Part 2 and Part 3 courses in architecture in the UK. Parts 1 and 2 concentrate on design and technical aspects although Management, Practice and Law have a higher profile than previously. It is at Part 3 that the candidate has to demonstrate sufficient knowledge, skill and judgement to:

- manage the design development of a project
- manage the construction process of a project
- manage the business aspect of an architectural practice
- understand and operate within the social and ethical context

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.

Demonstration of an understanding of the following will contribute to this criterion being met:

2.1 Types of clients, their priorities and the management of the relationship

2.2 Briefing, organising and the programming of services appropriate to appointment

2.3 Architects' contracts, terms of engagement, scope of services and relevant legislation

2.4 Obligations to stakeholders, warranties and third party rights

2.5 Communication, progress reporting and the provision of appropriate and timely advice

2.6 Budget and financial awareness and cost monitoring or control

2.7 Responsibility for coordination and integration of design team input

2.8 Invoicing, payment of fees and financial management

2.9 Intellectual property rights and copyright law

2.10 Duty of care, professional liability, negligence and professional indemnity including insurance

PC3 Legal framework and processes

A successful candidate will be able to demonstrate understanding of the legal context within which an architect must operate, and the processes undertaken to ensure compliance with legal requirements or standards. The candidate will have the skills necessary to positively interact with statutory and private bodies or individuals, and competently deliver projects within diverse legislative frameworks. This will be supported by knowledge of the, relevant law, legislation, guidance and controls relevant to architectural design and construction.

Demonstration of an understanding of the following will contribute to this criterion being met:

3.1 The relevant UK legal systems, civil liabilities and the laws of contract and tort

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

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

Teaching and learning methods

Teaching methods will include, but not be limited to, formal lectures, interactive seminars and workshops, discussion and networking groups, structured reading and case analysis and presentation. Teaching sessions will set out concepts, conceptual frameworks and theory relating to the topics to be covered; other modes of teaching and learning are designed to enable participants to achieve the stated learning aims and objectives.

Periods of self-directed study and research between blocks of attendance will also be required; students will be expected to carry out significant in-depth research and analysis between taught sessions.

Assessment methods

The programme is assessed on a case study, and written and oral examinations. These formally-assessed elements are as follows.

The *Submission Documents*:

- The candidate's Professional Experience and Development Record (PEDR)
- A Case Study (up to 5,000 words)
- A Personal Statement/CV (between 1,000 and 1,500 words)

The *Examination*:

- Written Examinations (2 papers)
- An Oral Examination

The Examination

The format of the Examination is approved by ARB/RIBA and consists of:

Written Papers There will be two written examination papers: one paper of 2 hours' and another of 3 hours' duration. The latter will be 'open book' i.e. references are allowed. Paper 1 examines the more general issues of the syllabus while Paper 2 includes questions on *The*

Contract and *Practice and Project Management*. Paper 2 is based on a scenario which is issued to candidates just after the deadline for handing in the Submission Documents. The questions themselves will not be seen until the examination. The examination questions are set by the Chair of Examiners and the Professional Course Director, in consultation with the External Examiner and the Professional Examiners.

The Examiners

Professional Examiners, all experienced practicing architects or from an allied profession such as quantity surveying, are drawn largely from the RIBA Professional Examiner Database. Examiners are invited to examine on an annual basis. They work in pairs with at least one of the pair having examined at Part 3 level previously. They will have personally seen and marked all of the papers relating to their examinees.

The External Examiner will see a selection of the submissions and the examination scripts and will also observe a number of the Professional Interviews.

The External Examiner and the University Moderator are appointed for a period of three years (renewable). Their main functions are to ensure comparability and consistency of standards and fairness of assessment procedures.

At the end of the interview process the examiners will make their final decision at a meeting of the Moderator's Panel attended by the Moderator, the External Examiner, the Professional Examiners and the Professional Course Director.

If necessary the Professional Studies Coordinator will be consulted on matters of practical experience.

Assessment Procedure

The Moderator's and External Examiner's recommendations will be submitted to the next possible meeting of the Board of Management of the Institute of Continuing Education. Following approval by the Board, successful candidates for the Postgraduate Certificate in Professional Practice in Architecture will be notified in writing of the successful outcome, together with details of the award ceremony to be held at the Department of Architecture. The list of successful candidates will be given to the ARB to enable application for registration by the candidate.

In some exceptional cases where the Case Study or Personal Statement are unsatisfactory, the Professional Examiners may make recommendations and conditions for resubmission of documents in consultation with the other members of the External Examiners' panel.

Unsuccessful candidates will be advised by the Professional Course Director of the areas requiring improvement. An unsuccessful candidate may sit the Examination once more only. The reason for allowing a second attempt is that this course and examination place emphasis on judgement, which is based on experience rather than knowledge alone. A second year of accumulated experience should have a significant beneficial effect on a student's ability to perform well in the examination.

Programme structure: overview

The programme is offered at FHEQ Level 7 and attracts 60 credits.

The programme consists of 3 courses, attracting 60 credits in total; the curriculum is designed to facilitate in-depth study, independent research and critical analysis of the subject areas to present an overall understanding of architectural practice. Thus there are interlinking themes which appear in more than one course session. The course sessions cover the following topics (as noted above):

- PC1 Professionalism
- PC2 Clients, users and delivery of services
- PC3 Legal framework and processes
- PC4 Practice and management
- PC5 Building procurement

Programme structure: detail

The course is taught via intensive two- and three-day sessions in September, March and July. The submission of the PEDR, Personal Statement, and Case Study is required at the end of the year (in early September). Written Examinations and Oral Examinations are held during September.

The aim of the course is to provide preparation for the examination as well as to act as a forum for discussion of certain major concerns of the profession.

In addition to the taught sessions, candidates are grouped into Study Groups who meet and work on set problems in between the formal taught sessions. These Groups meet on average two to three times between taught sessions. In addition there is regular e-mail and telephone contact between students and the Course Director.

Candidates are also assigned an external Professional Studies Advisor who meets with them to discuss their office experience, to sign off their Professional Experience & Development Record, and to advise them on their Case Studies.

Courses will be delivered in a blended format, consisting of required intensive, residential sessions, supported by self-directed learning in Study Groups. The Course Director and Professional Studies Advisors can be contacted for advice and feed-back between the course sessions. The programme involves an estimated 75 contact hours with tutors and speakers, both in lecture and workshop settings and online. In addition there is self-managed time for preparation, assignments and further reading.

The programme is offered on a part-time basis and students will normally take up to 12 months to complete the Postgraduate Certificate. The maximum time for completion will normally be 36 months.

Programme Requirements

In the UK, the training of an architect culminates with the Part 3 examination. Passing this examination qualifies the candidate to register with the Architects Registration Board (ARB) and thereafter be called an architect, and take up corporate membership of the Royal Institute of British Architects (RIBA). Thus it is the formal entry into the profession.

The Postgraduate Certificate awards transferable credits at level M and this would be of benefit to those who wish to pursue further formal training such as a qualification in Project Management.

The Part 3 Examination is recognised by the Architects' Registration Board and the Royal Institute of British Architects as the final qualifying examination for obtaining registered status and professional membership.

Under the EU Directive for Architects, nationals of European member countries registered with ARB are also entitled to practise as architects in other member states subject to satisfying some additional local adaptation requirements. UK registration as an Architect is also highly regarded throughout the rest of the world.

Applicants to the programme will be expected to demonstrate proficiency in the English language; students whose first language is not English must be able to satisfy the current

English Language Competence requirements of the University's Board of Graduate Studies in the year in which they apply for admission to the course.

Progression

The pass mark for the course is 50% and candidates must attend at least 75% of the provided course session days.

Candidates who have NOT been successful in the examination may take the examination a second time only. Candidates who have failed twice will not be eligible to take the examination again. The second attempt must be made within two years of completing the course to ensure currency of the course.

Students are required to pass all elements of the examination in order to pass the programme and achieve the award of the Postgraduate Certificate in Professional Practice in Architecture.

Employability

Students completing the Postgraduate Certificate in Professional Practice in Architecture will normally already be in employment; the Postgraduate Certificate will enable them to qualify for posts for architects, usually with greater responsibility and commensurate salary.

Managing Teaching Quality and Standards

The teaching quality and standards of the course will be monitored by the Examiners' and Moderator's Meeting, consisting of the University Moderator, External Examiner, Professional Examiners, and other Faculty and ICE members as agreed by the Education Committee.

Student Support

Academic advice to students is available both before and after they have registered for a course from the Course Director. Once the course has begun, advice is available from both the Course Director and from the student's Professional Studies Advisor. In addition, the administrative staff assigned to the programme are able to provide information. All students are provided at the start of the course with the ICE Student Handbook and a Course Handbook.

Administrative staff work closely with the academic team throughout the programme, and are able to provide appropriate levels and types of student support – for instance, support in technical matters, such as using the Intranet.