



# PG Certificate Professional Practice and Management in Architecture

## Section 1: Basic Data

Awarding institution/body:	<b>UWE</b>
Teaching institution:	<b>UWE</b>
Delivery location(s):	
Faculty responsible for programme:	<b>Faculty of Environment and Technology</b>
Modular scheme title:	<b>Postgraduate Modular Scheme</b>
Professional, statutory or regulatory body links:	<b>RIBA/ARB</b>
Highest award title:	<b>PG Certificate Professional Practice and Management in Architecture</b>
Default award title:	<b>PG Certificate Architectural Studies</b>
Interim award titles:	
UWE progression route:	
Mode(s) of delivery:	
UCAS codes:	
ISIS code:	<b>K10A32</b>
JACS code:	
HESA code:	
Relevant QAA subject benchmark statements:	<b>Architecture</b>
Valid until:	
Valid from:	
Original validation date:	
Latest committee approval:	<b>PG Modular Scheme Director</b> Date:
Version code:	<b>1</b>

## Section 2: Educational aims of the programme

The Professional Practice and Management in Architecture Programme provides a routeway to enable students to complete the final stage (RIBA Part 3) of an architectural student's formal education. This is the point at which they cease to be students and are eligible to become architects. It is the culmination of the formal, academic training and the practical, work-based learning, and it provides the basis for 'life-long learning' in the architectural profession. Its primary purpose is to enable the student to demonstrate competence for the practice of architecture.

The programme provides the opportunity to acquire the knowledge and develop necessary skills relating to architectural practice, professionalism, and managing the relationship between the architect and the wider construction industry and society. These correspond to the requirements set out in the criteria published by the ARB/RIBA. The programme offers varied and flexible patterns of study, through a blended learning approach, well suited to part-time students working in practice.

In addition to meeting the skills requirement for Part 3 the development of transferable skills such as business, marketing, project management, communication is an important aim of the programme. Importance is placed on appropriate visual, written, oral communication skills as well as listening skills

The Professional Practice and Management in Architecture programme culminates in the examination in Professional Practice and Management (RIBA Part 3), the successful completion of which allows the candidate to apply to the ARB (Architects Registration Board) to be entered onto the Register of Architects. The candidate once officially registered may also, if they so wish, apply to become an RIBA Chartered member. The 'Part 3 Course' is prescribed by the ARB and validated by the RIBA with a similar process as for Parts 1 and 2.

## Section 3: Learning outcomes of the programme

### A: Knowledge and understanding

<p><b>By the end of the programme, the student should be able:</b></p> <ol style="list-style-type: none"> <li>1. To provide a critical overview of the construction industry and critically examine the context within which the architectural profession operates.</li> <li>2. To analyse the major trends and issues in the construction industry and its place within the national and global economy.</li> <li>3. To demonstrate a critical application of notions of professionalism, the profession of architecture and 'cross-professional knowledge'.</li> <li>4. To examine critically construction contract administration and practice and the legislative context of contracts.</li> <li>5. To analyse and apportion risk in order to select an appropriate procurement method and contract strategy for building projects.</li> <li>6. To provide a critical overview of practice management principles that relate directly to the business of architecture and the construction disciplines.</li> </ol>	<p><b>Teaching/learning methods and strategies</b></p> <p>The development of a student's knowledge and understanding is achieved through a series of lectures that are supported by seminars, workshops and tutorials and cover topics such as professionalism, legislation and legal framework pertaining to the building industry (for example, planning law, health &amp; safety, property law, Building Control), procurement, building contracts, managing building projects, practice management and business administration. The Architectural Profession and Project Procedures module develops Learning Outcomes 1 and 2. The Procurement and Contract Management module develops Learning Outcomes 4 and 5. The Practice Management and Personal Development develops learning outcome 6.</p> <p>In addition to the direct learning and teaching provision some aspects of the course are provided through distance learning to augment and provide a more comprehensive coverage of the topics and assist the students' learning. Students are expected to access a wide range of learning resources via the Faculty intranet and directed learning. The directed teaching methods and distance learning will be supported by directed study of textbooks and journal articles (hard copy or electronic).</p> <p><b>Assessment</b></p> <p>Testing of knowledge and understanding is through a set of portfolios (which includes essays, reports, scenario-based exercises, and presentations) and the oral exam/professional interview.</p> <p>The Architectural Profession and Project Procedures module assesses Learning Outcomes 1 and 2. The Procurement and Contract Management module assesses Learning Outcomes 4 and 5. The Practice Management and Personal Development assesses learning outcome 6.</p>
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**B: Intellectual skills**

<p><b>By the end of the programme, the student should be able:</b></p> <ol style="list-style-type: none"> <li>1. To evaluate critically how past and current decisions may influence future actions.</li> <li>2. To exercise ethical judgement based on critical consideration and reflection and a synthesis of information and concepts.</li> <li>3. To demonstrate an ability to interpret, apply and synthesise different sources of information.</li> <li>4. To demonstrate an ability to form balanced judgments supported by evidence.</li> </ol>	<p><b>Teaching/learning methods and strategies</b></p> <p>Intellectual skills develop systematically through the course structure, building on those which students will already have obtained through their Part 1 and Part 2 education’.</p> <p>Some of the module content addresses issues of practice and application. Students are expected to apply their knowledge to new situations. Work undertaken requires appropriate research, analysis and recommendation.</p> <p>Module content focuses on previous learning across a range of subject areas in giving appropriate, well founded advice as the result of a thorough critical appraisal. The complexity and open-endedness of problems tackled is significantly greater in level M modules and helps to develop strategies for managing uncertainty and risk.</p> <p>The programme provides opportunity for reflection through tutorials and individual work (documentary submission), workshops and lectures, along with guidance on consolidating aspects of learning.</p> <p><b>Assessment</b></p> <p>Intellectual skills are assessed in relevant coursework including the case study, the career evaluation, scenario-based exercises, and the oral exam/professional interview.</p>
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**C: Subject, Professional and Practical Skills**

<p><b>By the end of the programme, the student should be able:</b></p> <ol style="list-style-type: none"> <li>1. To apply current good practice with regard to the procedures and management of a building project.</li> <li>2. To apply in an architectural context an in-depth understanding of the legal context and statutory requirements for building projects.</li> <li>3. To identify appropriate architectural services required for building projects, manage their development and provide the appropriate communication of a building design.</li> <li>4. To apply health and safety principles and legislation.</li> <li>5. To apply practice management principle.</li> </ol>	<p><b>Teaching/learning methods and strategies</b></p> <p>Competence to practice architecture is built up over time, through the acquisition of knowledge and practical skills. The modules will reinforce knowledge and skills which the student has already acquired and will require them to assess these against their own competence. The modules will provide opportunities to practise activities and develop or evaluate skills in an appropriate learning context. Learning methods include workshops, distance learning or workplace based activities and exercises.</p> <p><b>Assessment</b></p> <p>Subject, professional and practical skills are assessed through a set of portfolios (which includes essays, reports, scenario-based exercises, and presentations), the case study, the career evaluation, the record of professional experience (e.g. logbook, Professional Experience Development Record (PEDR)), and the oral exam/professional interview.</p>
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**D: Transferable skills and other attributes**

<p><b>By the end of the programme, the student should be able:</b></p> <ol style="list-style-type: none"> <li>1. To use management and interpersonal skills to build and coordinate teams, negotiate tasks, deal with tensions, and resolve conflict, commensurate with undertaking a management role.</li> <li>2. To demonstrate procedures for effective business and financial management and the legal context for practice and explore issues surrounding staffing and the provision of a productive work environment.</li> <li>3. To demonstrate methods of critical self-evaluation required for life-long learning.</li> <li>4. To demonstrate an ability of researching and developing professional knowledge and skills.</li> <li>5. To communicate ideas professionally, clearly and concisely in writing, verbally and graphically in order to influence people's views and actions.</li> </ol>	<p><b>Teaching/learning methods and strategies</b></p> <p>Parts 1 &amp; 2 and work experience will have introduced and required these skills, namely presentation (graphic, oral and written skills) and teamwork. This programme reinforces and develops these in conjunction with 'professionalism'. The application and significance of these skills are explored. The transferable skills which might also be 'new' for students will be the business, practice and management. These are transferable directly to employment and career progression, but could also be transferred to other settings/industries (eg setting up and running a chip shop).</p> <p><b>Assessment</b></p> <p>Transferable skills and other attributes are assessed by evidence of career progression, including the career evaluation, the record of professional experience (e.g. logbook, Professional Experience Development Record (PEDR), the case study, and the oral exam/professional interview.</p>
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## **Section 4: Programme structure**

The programme consists of 4 M level modules, all of which must be completed to achieve the award.

The programme is delivered through three block courses of 3 days each. The block courses are run as a series of lectures, seminars, presentations, groups exercises and workshops. Individual tutorials are held within the block courses. Distance learning assignments augment the programme.

The programme is completed by the Professional Experience Module which includes the professional interview. All other modules are a co or pre-requisite for this module.

<p><b>Core modules</b></p> <table border="1"><tr><td>Level M</td></tr><tr><td><a href="#">UBLMDV-10-M</a>: Procurement and Contract Management (10)</td></tr><tr><td><a href="#">UBLMDW-10-M</a>: Practice Management &amp; Personal Development (10)</td></tr><tr><td><a href="#">UBLMDX-30-M</a>: Professional Experience in Architecture: Part 3 (30)</td></tr><tr><td><a href="#">UBLMDY-10-M</a>: Architectural Profession and Project Procedures (10)</td></tr></table>	Level M	<a href="#">UBLMDV-10-M</a> : Procurement and Contract Management (10)	<a href="#">UBLMDW-10-M</a> : Practice Management & Personal Development (10)	<a href="#">UBLMDX-30-M</a> : Professional Experience in Architecture: Part 3 (30)	<a href="#">UBLMDY-10-M</a> : Architectural Profession and Project Procedures (10)	<p><b>Target Award</b></p> <p><b>PG Certificate Professional Practice and Management in Architecture</b></p> <p><b>Default Award</b></p> <p><b>PG Certificate Architectural Studies</b></p> <p><b>Interim Awards</b></p>
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## **Section 5: Entry requirements**

Admission to the programme requires evidence of Part 1 & Part 2 qualifications prescribed by the Architects Registration Board or graduates of courses recognised for exemption from the RIBA Part 1 and Part 2 examination\*

Candidates are required to make a formal application for entry to the programme. They will be invited to attend an interview at which the programme aims, structure and teaching style will be explained. Applicants will normally be required to produce a portfolio of work to demonstrate professional experience to date for examination by the Admissions Tutor.

\* NB graduates of Part 1 and/or Part 2 courses NOT prescribed by the ARB will not automatically be eligible for entry to the UK Register of Architects on completion of the programme

## **Section 6: Assessment Regulations**

Assessment for this programme requires a variant of the procedures set out in the Academic Regulations and Procedures 2008 for the assessment of programmes under the Modular Scheme (F8-10). The regulations will apply except as set out in the variations below. The variations are required to ensure that the programme meets the requirement of the ARB/RIBA in relation to its accreditation of Part 3 programmes.

Variations to individual module requirements will be clearly set out in the module specifications.

1. There will be a professional examiner for the module Professional Experience, as is required by ARB/RIBA to conduct the final assessment Oral Examination/Professional Interview and to be involved in the assessment of all the elements within the module. S/he will work with an internal examiner on the assessment of this module. This is a separate role from that of the external examiner as understood by the University's Academic Regulations and Procedures.
2. Two of the elements of the Professional Experience module, the Oral Examination/Professional Interview and the record of professional experience (eg logbook/PEDR) will be assessed on a Pass/Fail basis against the criteria for Part 3 established by the ARB/RIBA. (Note: Students will not be eligible to undertake these assessment elements for this module if they have not accrued work experience in accordance with ARB/RIBA Practical Training requirements.)
3. All other individual elements of the module Professional Experience must be passed at 50% in order for the module as a whole to be passed; this is to ensure that the students have met all the Part 3 criteria which are mapped against the individual elements of work
4. The number of attempts for each module will be as set out in the Academic Regulations and Procedures. However the timing of the resit runs for the Professional Experience module will be fixed by the professional examiner - as required by the ARB/RIBA
5. Where students have not been able to meet the work experience requirement required to pass the Professional Experience module, they may be permitted to defer the assessment until a later assessment date when they will have been able to meet this requirement (maximum of 3 years). Students deferring in these circumstances only shall not incur any penalty in terms of marks capping or an additional fees requirement.
6. There will be one Examining Board for the programme, carrying out the functions of both Field and Award Boards.

### **EXAMINATION BOARD TERMS OF REFERENCE**

An examining board shall be responsible for determining:

- i that assignments contributing to assessment are properly scrutinised and marked
- ii that all assessments are properly conducted

iii the effect, if any, of circumstances related to the delivery or assessment of a module adversely affecting the performance of a whole cohort or a particular sub-group of students in an assessment or the module or unit of study or as a whole

iv the mark or other outcome achieved by a student in respect of an assessment or re-assessment of his or her performance in each module and on the award as a whole

v whether a student has complied with the requirements to progress to further study on an award or to receive an award

vi the recommendation for a particular award and, if appropriate, the differential level of award to be made to the student, having regard to the student's overall profile of assessment under the regulations for the programme, and subject to such limitations as are set out in the University's Ordinances and Academic Regulations

vii the award of credit to a student in respect of his or her performance in a module or in accordance with the Academic Regulations

viii the satisfaction of any requirements of a professional body for recognition of the award in so far as may be delegated by the professional body

ix the effect of any extenuating circumstances affecting the performance of a student in relation to an award or progression within an award

x the action to be taken in relation to the determination of the outcome of the assessment of modules and of the award, in accordance with the Academic Regulations, in respect of a student who has committed an assessment offence

xi any relevant matters arising from the work of the board which the board wishes to draw to the attention of the appropriate scheme/programme management committee.

The composition of an examining board shall be:

- i. the Executive Dean of the faculty, or his or her nominee
- ii. the programme leader
- iii. the module leaders for modules contributing to the award
- iv the professional examiner for the module Professional Experience, as is required by ARB/RIBA
- v. the chief external examiner to the award

## **Section 7: Student learning: distinctive features and support**

This programme has been designed to provide an opportunity for graduates of UWE's RIBA /ARB recognised Part I course (BA (Hons) Architecture and Planning) and Bachelor of Architecture Part 2 course to complete their formal architectural education at UWE and to demonstrate their eligibility through academic and practical criteria to apply to register on the Architects Registration Board to hold the title of architect and to practice.

The existing professional course structure of the School of the Built and Natural Environment (BNE) enables flexible delivery of aspects of the course through attendance at block seminars and distance learning. The programme has been designed with a view to providing CPD which is a requirement of the RIBA/ARB, linking with local architectural practices. Modules may be undertaken individually or in smaller segments for CPD or returner training purposes.

Architecture at UWE has a strong inter-disciplinary ethos, building on its jointly accredited programmes at Part 1 and with a strong reputation in the industry locally. This programme will

carry on that tradition with provisional delivery drawing on a range of experts within the Faculty and the local industry. There are excellent resources both in terms of the campus infrastructure, the on-line resources and support for further on-line and short course CPD available which the design of this programme has taken advantage.

Because of the location of UWE there is potential for recruitment from other institutions. It is the intention to recruit graduates of other recognised Part 2 courses because of the unique framework and context UWE is able to provide.

## **Section 8: Reference points/benchmarks**

### Professional context

The programme requires external accreditation by the ARB and RIBA. The design of the course satisfies the Part 3 Criteria for Validation, held jointly with both the professional bodies.

The academic and professional validation context of architectural education and qualification is undergoing review and new criteria are being put forward. Account has been taken of the proposed and existing criteria.

The ARB is required by Parliament to determine the standards of education and professional competence in the core subject areas mandatory for registration. The ARB Board has duties under the Architects Act 1997 to prescribe qualifications, which cannot be delegated.

The RIBA validates programmes in architecture to assess the output standards of courses for exemption from the RIBA's examinations in architecture.

The essential requirements for a Part 3 award are met by the content of the Professional Practice and Management in Architecture programme.

The European Union Architects Directive of June 1985 on the mutual recognition of qualifications in architecture sets out 11 subject areas, which should be covered, in architectural education. These standards have been taken into account in framing both the RIBA Syllabus and the ARB Standards and Criteria. They have also been referred to in constructing the Professional Practice and Management in Architecture programme.

### External benchmarks

The programme is designed to be consistent with the qualifications descriptors set out in the National Qualification Framework issued by the Quality Assurance Agency for Higher Education. There is no explicit subject benchmark statement for Part 3 in Architecture.

### University, Faculty and School policies

The programme will promote students' life long learning and career progression to enhance employability. It supports the strategic objective to develop Knowledge Exchange including an extension of employer links and CPD.

The programme has been developed within the context of University and Faculty policies relating to teaching, learning and assessment. The Faculty has an excellent team assisting with the development and delivery of distance learning resources.