

The Bartlett School of Architecture
Beyond Bartlett
Year Out (Stage 1 & 2)
Certificate



The Bartlett
School of
Architecture

Professional Studies 2024

Year Out Guide
for Candidates

Bartlett Professional Studies

Beyond Bartlett: Year Out (Stage 1 & 2) Certificate Handbook 2024-25

The Bartlett Year Out Certificate course is administered and delivered as a part-time professional course within the Bartlett School of Architecture and does not confer UCL student status. This means that the Candidates on the course are 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 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.

Disclaimer

The information contained throughout this Handbook is correct at the time of going to press, but may be modified before the commencement of, or during the courses to which it refers.

This Handbook is intended as an introduction and guide to prospective applications from the Bartlett and other schools and not as a formal statement of the School's regulations or entry requirements which govern other courses. The Bartlett School of Architecture does not guarantee that any particular course 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.

Beyond Bartlett

How to use this guide?

The Beyond Bartlett Year Out Handbook is a guide for Candidates who are commencing their Year Out in professional practice. The guide will set out how the Bartlett can support you throughout this period of your professional development. This handbook also contains important legal information, advice on job applications and other bits of key information you may need when going into your year in industry.

Keep in touch with us and ensure that the Professional Studies Office has up to date contact details for you, including up to date email addresses, mobile numbers, name and address of your employer and details of your office supervisor/mentor.

We will communicate with you via the email address you provide us with on the application form.

Please read this guide carefully and contact the Year Out Course Coordinator/ PSA or the Professional Studies Office at BartlettYearOut@ucl.ac.uk if you need further advice.

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All Enquiries: BartlettYearOut@ucl.ac.uk

www.ucl.ac.uk/bartlett/architecture/programmes/professional-studies

Fees & Registration

We suggest that Year Out Candidates register with us as soon as they have completed their studies even if they haven't secured employment. In that way, candidates who are not yet in employment will be able to receive support and advice. Students who are working in London from other UK, EU and International Schools are also welcome to join the course.

The course fee is £300 (2024/25)

Please use the online application form downloadable from www.ucl.ac.uk/bartlett/architecture/programmes/professional-studies/stage-1-year-out and submit it to the Professional Studies office at BartlettYearOut@ucl.ac.uk.

1

The Year Out Certificate Course

Introduction

For many of you the Year Out will be your first experience of working in architecture or the construction industry; it will be an enjoyable and exciting time. By October most of you will have already found jobs; others will still be looking for a suitable practice to spend their Year Out.

The Beyond Bartlett: Year Out Certificate is a course that guides you through your Year Out. The course is designed to help students with careers, give access to The Bartlett's wide professional network and to help you sign off your Professional Experience Development Records (PEDRs).

For some of you this will be your first experience in practice and the Year Out is an opportunity for you to gain experience in the architectural profession, whilst also trying new things. The Year Out is a chance to identify what aspects of the profession interest you and what your strengths may be, so that you can begin to decide on the kind of architect you wish to be in the future. It is an opportunity to apply some of the skills you have learnt during your course but also a chance to learn new skills and gain a broader practical understanding of the built environment sector, construction industry and the profession.

There are many opportunities for students taking their Year Out., You may wish to consider taking two years out or doing a year abroad or even working for a company in a different part of the construction industry; for example, for a contractor, consultancy or in a local authority.

The Year Out Course is structured to offer a series of events and help you with monitoring your development as part of the Professional Experience Development Record. This will go towards your ARB Part 3 Registration and RIBA Chartership exams. On this course we will walk you through the PEDR process, signing off your PEDRs quarterly through acting as your Professional Studies Advisor (PSA).

The following guide covers the practicalities of the 'Year Out' and the Beyond Bartlett: Year Out Certificate Course. A Year Out Certificate will be issued on the satisfactory completion of this course.

1.1

The Year Out Course (Stage 1)

The Year Out Course (Stage 01) & Registration

The 'Year Out' is the term given to the period of work experience usually between the end of the third year of your undergraduate and the beginning of the final two years of a postgraduate Part 2 Diploma or MArch course. It is also referred to as 'Stage 1 experience' in the RIBA online digital Professional Experience Development Record (PEDR). Candidates need to complete these PEDRs for experience to be considered in the future towards their Part 3 qualification.

In order to complete the PEDR you must provide details of a PSA. Therefore, it is advised that Candidates sign up to a school of architecture during their Year Out to gain access to a PSA. As part of the Year Out Course you will have access to a PSA who will sign off your PEDRs.

1.2

Registering for RIBA Stage 1 PEDRs

As an architectural student on your Year Out you should register with the RIBA to use the PEDR tool. The RIBA Registration Fee is £30 (including VAT) for 13 months for registrants in the UK as of 27th September 2024. For registrants that live in the EU and Overseas, there are separate fee scales. You can do this by going to the website: <https://www.architecture.com/education-cpd-and-careers/studying-architecture/riba-pedr>

2 The Stage 2 Course

Introduction

Stage 2 experience is typically the period post Part 2, prior to commencing with Part 3 studies. Many students may continue to work in practice for several years before commencing Part 3 studies. For these Candidates this section explains what the Bartlett can offer you during this period

2.1 The Stage 2 Experience Monitoring

This service is available to students who have obtained Part 2 at any UK school of architecture and who wish to use the RIBA PEDR tool to record their professional experience.

Candidates taking up this option usually do not intend to take the Part 3 in the 2024 cycle. UK-educated candidates are required to formally record their experience. For most, this should be through completing the RIBA's PEDR every three months. Visit the website for more details [pedr.co.uk](https://www.architecture.com/education-cpd-and-careers/studying-architecture/riba-pedr).

The PEDR must then be signed and commented on by the supervisor in the office of employment, and by a PSA in a school of architecture.

The RIBA stipulates that each PEDR should be completed, signed and dated within two months of the conclusion of the period that it records. The structure and format of PEDRs are further described in Section 4 of this Handbook.

2.2 Registering for RIBA Stage 2 PEDRs

You should register with the RIBA to use the PEDR system. The RIBA Registration Fee is £30 (including VAT) for 13 months. You can do this by going to the website: <https://www.architecture.com/education-cpd-and-careers/studying-architecture/riba-pedr>



Future Practice Careers Event, 2024

3 The Year Out Course Structure

Introduction

The Year Out Course typically runs from the Autumn term until the following September; however, candidates are invited to register at any time. The course is structured around three to four early evening 'Recall Sessions' (Subject to Change) which take place October-September.

To obtain the Year Out Certificate students must have attended at least two events, completed a minimum of four sets of PEDRs and critically presented their professional experience at a symposium at the end of the course.

3.1 Programme of Events

We will be developing a series of in-person and virtual recalls for 2024/25, that will be framed around the RIBA's CPD Core Curriculum, with a diverse range of panellists from various backgrounds within the built environment sector.

Recall 1: Introductory Event & PEDRs (In Person/Hybrid)

23rd October (Weds), 1830-1930, 22 Gordon Street Room 1.02

In this introductory lecture we will run through the course structure, programme and key information. In the second half of the lecture, we will dedicate some time to running through the Professional Experience Development Record (PEDRs) and the Updated ARB Code of Conduct post-Grenfell Tragedy.

Recall 2: Designing for Spatial Justice (In Person/Hybrid)

27th November (Thurs), 1830-2000, 22 Gordon Street Room G.12

RIBA CPD Core Curriculum: Architecture for Social Purpose, Inclusive Environments, Places, Planning and Communities

In this lecture, we will touch on the idea of Spatial Justice and considerations around designing for just and equitable cities. Framed around the core CPD Knowledge, we will invite architects and built environment practitioners to discuss how spatial justice is delivered through projects that range in scale, from research, to high streets and regional thought leadership.

3.1 Programme of Events (continued)

Recall 3: Balancing Priorities (Built and Natural Environments) (Online)

13th February (Thurs), 1830-2000

RIBA CPD Core Curriculum: Sustainable Architecture, Design, Construction and Technology

In this lecture, we will discuss how we balance priorities between the built and natural environments, framed around the core CPD Knowledge area of Sustainable Architecture and Technologies. We will invite researchers and practitioners that embed Circular Economy Principles, material research and strategic thinking into projects to discuss how to balance the needs of growing populations and declining biodiversity.

Professional Practice Event: Future Practice (In Person)

(Event subject to confirmation)

w/c 18 or 25 March, 22 Gordon Street

The Future Practice Event is an annual careers event hosted in 22 Gordon Street at the Bartlett. This event is open for all Candidates and is a careers fair with over 20 invited practices across the profession. It is a great opportunity to network with other practices and professionals.

Recall 4: Symposium (In Person/Hybrid)

Mid July, 1730-2100 22 Gordon Street (Room TBC)

The symposium will allow Stage 1 and 2 candidates to come together and share their experience in practice, through presenting the work they have been developing in practices and how they relate back to the RIBA CPD Core Curriculum to their peers and the Professional Studies team. This will provide candidates an opportunity to share their work, insights and lessons learnt within an academic setting, to critically reflect on projects and research they have developed in their respective practices. This is a mandatory requirement in order to receive the Year Out Certificate.

3.2

Support Systems provided by the PSA

There are a number of support services available to Candidates, including:

- Employment and job seeking advice (With support from UCL Careers for UCL Alumni Only)
- CV and Portfolio workshops,
- Approving and monitoring PEDRs for professional registration purposes,
- Liaising with employer supervisor if required,
- International student support (UCL Alumni Only),
- One-to-one tutorials, meetings and advice,
- Social and networking events.

3.3

Tutorials/Meetings/Drop-Ins

Candidates may come into The Bartlett or preferably online by appointment, if necessary, for one-to-one meetings with their PSA to review their progress/PEDRs on a three-monthly basis to coincide with the completion dates of each quarterly sheet. The meetings will last approximately 30 minutes and will be utilised to discuss a Candidate's work. Candidates should bring A4 examples of work to their tutorials. Tutorials can be booked via email: BartlettYearOut@ucl.ac.uk.

During the Year Out Course, it is up to the Candidate to manage their own work programme and make tutorial appointments at appropriate intervals – we will not chase you up. Remember that we do not comment on PEDR sheets retrospectively. Those working overseas should maintain three monthly contact with the PSA by email.

3.4

PEDR Monitoring of Professional Experience

Each PEDR submission covers three months of work experience. It is a three-way dialogue between the student, the practice/ employer and the school. The PEDR is monitored by the PSA at the school and your practice supervisor/mentor. Both must sign off the PEDR at the end of the three-month period. Please note that due to date encoded information you must fully complete and submit these sheets within two months of completing each three-month period. Once signed off by the mentor and the PSA, the digital PEDR is returned to the Candidate via the RIBA PEDR portal, which retains the completed document until required for the Part 3 Examination

3.4

PEDR Monitoring of Professional Experience (continued)

submission. Candidates should ensure that a PDF copy of signed-off PEDRs are saved on their personal drives for safe keeping.

All Candidates must meet the ARB/RIBA 24-month submission requirements regarding professional experience to pass Part 3 and register as an architect. Candidates are required to produce a minimum of 24 months of PEDR or alternative acceptable evidence of experience, approved and monitored by a PSA and practice mentor. While it may be some time until you sit your Part 3, please note that Year Out experience (Stage 1) is highly valued by Part 3 examiners as it will show a range of experience in different work stages, sectors or procurement types which have been necessarily achieved in post Part 2 experience (Stage 2).

3.5 The Year Out Symposium

At the end of the course, we will invite everyone back for a symposium to summarise the Year Out and reflect on your own individual experiences. We will ask you to present your experience to the cohort, with a short 10-minute presentation to showcase your learnings in practice.

The symposium will allow Stage 1 and 2 candidates to come together and share their experience in practice, through presenting the work they have been developing in practices and how they relate back to the RIBA CPD Core Curriculum to their peers and the Professional Studies team. There will be an added reflection on how your experience in practice aligns with the ARB's updated Code of Conduct post-Grenfell. This will provide candidates an opportunity to share their work, insights and lessons learnt within an academic setting, to critically reflect on projects and research they have developed in their respective practices. This is a mandatory requirement in order to receive the Year Out Certificate.



Low Speed One, James Ford, MArch 2022

4

Records of Work Experience (RWE)

Introduction

There are two bodies involved in the prescription and validation of an architect's professional qualifications. They have slightly different requirements, and the Bartlett Year Out Course aims to ensure that the requirements of both bodies have been met. The Architect's Registration Board (ARB) is the registration body and prescribes the qualifications given by educational institutions for the purposes of registration in the UK as an architect. The Royal Institute of British Architects (RIBA) validates courses provided by educational institutions and as the professional body awards Chartered status to its membership. See Appendix 1: Rules for Professional Experience Requirements. There are three formats. Depending on your experience, your RWE might be one of these exclusively, or a combination:

- Professional Education Development Records (PEDRs)
- RIBA Certificate of Professional Experience
- Alternative Records of Work Experience as agreed with Tutor/PSA.

4.1

How does the PEDR recording system work

During their Year Out Candidates can record a minimum of three months (i.e. one quarterly PEDR) plus any further PEDRs experience working in architectural practice under the direct supervision of an Employment Mentor (EM), who completes a section of the PEDR.

The quarterly PEDR is submitted by the Candidate to the Bartlett PSA who comments and signs it off. The PEDR is returned to the Candidate once signed off. If you are taking a second Year Out of Stage 1 or Stage 2 Experience, you may continue to submit PEDRs for PSA signature.

The Year Out Candidate is expected to achieve 'Stage 1 Activities' (refer to the PEDR website for detailed analysis: <https://www.architecture.com/education-cpd-and-careers/studying-architecture/riba-pedr>). It is expected that the first six months within an office will be occupied with acquiring basic skills and becoming familiar with office procedures and projects. In the longer term, Candidates are required to demonstrate scope and a depth of knowledge of professional experience through reflective commentary in the PEDR and to become equipped with the necessary knowledge, judgement

and expertise to discharge the duties and responsibilities of a registered architect.

4.2

Impact on Part 3

When you get around to taking Part 3 you may well have many more years' experience than the 24 months minimum required. However, it is important that when you present your PEDRs at Part 3, you can demonstrate a range of experience of different 'services an architect would normally be expected to deliver in practice'. You may end up with many more PEDRs sheets than required, but it is worth recording your Year Out experience as you may get a different range of experience of work stages in the Year Out than after Part 2. This is especially the case of Candidates who get Year Out experience in small practices with a fast turnover of small projects at all work stages.

4.3

What counts as Professional Experience

Under ARB and RIBA regulations for practical experience, a Candidate can work for a maximum of 12 months in associated fields in the built environment sector, including: engineering; landscape architecture; quantity surveying; teaching on an RIBA/ARB validated course in architecture; undertaking research directly related to the profession of architectural practice in the United Kingdom; or work in other fields including: architectural journalism; building construction; public relations; exhibition design; writing; acting as a planner or client in the United Kingdom, refer to the ARB website for different categories of work.

The work mentor/supervisor must hold a professional or recognised qualification. A Candidate planning to undertake alternative experience must check with the Bartlett PSA about whether the experience will be acceptable.

For Part 2 Candidates, professional experience must be in traditional architectural practice, working under a Practice Mentor with over 5 Years of Experience Post-Part 3. Furthermore, 12 months of experience must be at Part 2 Level and completed 2 Years prior to your Part 3 Examinations.

4.4

How to fill in a PEDR

The purpose of a PEDR is to provide evidence of a minimum of 24 months' work experience. 12 months of which should normally be in the UK under the direct supervision of a qualified Architect.

Useful ARB/RIBA Links:

arb.org.uk/student-information/practical-training-requirements
arb.org.uk/wp-content/uploads/2016/05/PTR_FAQS1.pdf
<https://www.architecture.com/education-cpd-and-careers/studying-architecture/riba-pedr>

Completing Your PEDRs

The PEDR serves to confirm, for Registration and Chartered membership, that you have met the requirements for experience set out by the ARB and RIBA. Candidates must keep on top of recording their professional experience.

PEDRs should be concise, avoid repetition and include some drawings/photographs (c. one or two pages per quarter).

The submission should include pie charts derived from the information you have input into the RIBA PEDR website. Candidates may also include a timeline recording periods of education and employment mapping against the ARB/RIBA Criteria.

Increasingly Professional Examiners are looking for evidence of candidates having met the ARB/RIBA Professional Criteria (PCs 1-5). In the PEDR you can refer to particular Criteria (e.g. a Building Regulation issue - staircase balustrade design you could insert PC 3.3.)

General Information

This page is self-explanatory. Please keep the EM's details up to date behalf of the practice.

Work Stage Summary Sheet

This is a numerical record of hours spent on a project, including

4.4

How to fill in a PEDR (continued)

overtime. The Professional Examiners will review these and will expect that the candidate has, at some point, engaged with all the RIBA work stages. If you are working on a project where work stages overlap (e.g. Design and Build Projects), think carefully about the allocation to different stages.

Other Activities/General Section

To show an awareness of Practice Management, (PC4) list office management type activities you have been involved in. CPD should include structured core activities and non-core. Include holidays and time off for sickness/medical/carers leave etc.

Project Details Section

You may only be working on one or several projects during a quarter. Fill in separate details for each project. This section describes each project by essential details, which can repeat quarter after quarter. An alternative to this is to write 'see previous sheet'. The information should be enough for Examiners to understand the sector (e.g. residential, new build, 50 houses), client (e.g. private sector developer), size/value, programme/work stage, procurement route/contract type.

Project Tasks Section

These pages should be concise (c. two to three pages but max. four to five if covering several projects). Use bullet points. Do not write a diary of events. Projects should be supported by drawings/photos/documents. It is important to identify your level of engagement/responsibly on the tasks. Professional examiners will want to see how much your involvement has progressed over time. Use positive statements in the first person e.g. – 'I was responsible for ...'. This section ought to be different in each quarter. Often examiners will refer to the PEDR when reading the Critical Appraisal Report (CAR) to fill in any gaps or see if there is more detailed information.

4.4

How to fill in a PEDR (continued)

Reflective Experience Summary

The summary should be no more than one to two pages. This section can be shared with your EM or, in some circumstances, you may prefer to keep this section confidential.

Personal Performance and Learning During This Period

This is a reflective section. It would be useful to reference the RIBA/ARB Part 3 Criteria's Professional Criterion (PCs) to outline how your project experience and learning has evidenced knowledge, understanding, ability and skills required at Part 3 level.

Personal Development and Role Performance Evaluation

Use positive statements. This section may be an opportunity to identify which of the ARB/RIBA criteria you have met. e.g. 'On xxx project, I learnt how much contractor's preliminaries, overheads and profits are accounted for in building contracts (PC 5.2 and PC 5.5)' or 'I learnt how unpredictable and slow the response rates can be dealing with Planners. It makes me appreciate the roles in persistence required by the Planning Consultant'. (PC 3.2)

Aims For Next Period of Experience

Record specific tasks you wish to complete and skills you wish to develop e.g. 'I aim to complete the planning application for xxx project' or 'I want to improve my construction and detailing knowledge'. Make sure you sign and correctly date the box at the end of this section.

Further Skills Needed and Actions to Take to Achieve This

Describe what actions you are going to take to achieve the aims set out above. This is also a space where you can be propositional and request further experience from your Employers, such as Site Experience and involvement in projects at RIBA Stages 5-7, for example.

4.4

How to fill in a PEDR (continued)

Additional student comments, support required from placement provider

This is a useful section to form a basis for your meeting with your EM to complete the Appraisal section. You could identify criteria/activities which you still need to complete. e.g. 'I am aware that I have attended very few site visits/client meetings ...'

Student/EM Appraisal

This is a key section and can raise concerns from the Professional Examiners, particularly if they sense there has been little/no dialogue between you and your EM. Ideally, your EM should complete this section and make brief comments on your experience and key achievements. There should also be an agreed plan of action for tasks and further experience.

Mentor's Comments

These should summarise the Appraisal discussion. Try to convey that you have a good dialogue with your EM. Examiners can be concerned about minimal comments in this section. Make sure the mentor signs the box and puts in the correct date.

PSA Review

As part of the three-way dialogue, PSAs will monitor your experience and comment on the area for development/experience/criteria which are missing. You should make sure your EM is aware of any suggestions and advice from the PSA. The PSA will sign off the PEDR. Please ensure your PEDRs are submitted to your PSA within 2 months of the period of experience concluding to receive comments.

Drawings and Illustrations

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.

4.4

How to fill in a PEDR (continued)

Candidates are also advised to include a pie chart/diagram to represent their experience at Stages 1 and 2 mapped against the criteria and RIBA work stages. A similar summary diagram can be produced from the PEDR Portal.

4.5

Timing & Submission of PEDRs

Completed quarterly PEDRs which have been signed, dated and commented upon by the student's EM are submitted to the PSA within two months of the last day of recorded experience for PSA comment and counter signature. All completed PEDRs should be submitted within the defined time frame so that PSA can make contemporaneous comments. It is Bartlett policy that any PEDRs submitted after the two-month cut-off date will only be initialled by the PSA.

4.6

Where PEDRs are not suitable (for specific experience)

Where the PEDRs are not in a suitable format to record experience, e.g. working abroad on a voluntary project or working for a contractor/developer or consultant, students may, in consultation with the PSA, provide records of experience in the form of a report supported by letters from employers confirming the work was undertaken as described. Further details can be obtained from the PSA.

4.7

Confidentiality: Practice / Clients

Your PEDRs and possibly the symposium presentation may well contain practice/client commercially confidential information. Candidates should ensure that their practice mentor is aware of the information included in these documents and that you, or the practice, are not breaching any confidentiality agreements the practice may have.

You should inform your office mentor that during the Year Out course, the PEDR is only seen by the PSA. The essay may be read by the PSA and another tutor. In the future, the PEDRs may also be seen by the Part 3 Tutors and Professional Examiners. The Professional Studies team are very aware of the importance in maintaining commercial confidentiality when working with students in practice.

4.8

Working with your Employer Mentor/ Supervisor

The Candidate is expected to be in continuous dialogue with their EM/supervisor regarding their day-to-day activities within the office. **The EM should be an architect with at least five years' experience or professionally registered person in an associated field.** They are the person who directly supervises the Candidate and has detailed professional knowledge of the work prepared by the Candidate. The EM should assess the Candidate's work, make comments and sign the PEDR for each three-month period.

Please refer to PEDR website for more information on the role of your EM. You should download the guidance sheets for employers and give them to your mentor to read. We will also write to your EM to introduce ourselves and the course.

4.9

Working with your Professional Studies Advisor (PSA)

Your PSA is the cornerstone of the three-way relationship between, you, your employer and the school for monitoring and approving your experience. You can make an appointment to bring in your PEDRs and talk through them or you can send them in or bring them to an Event. The PEDRs will be signed and returned to you. You can consult your PSA about your experience in practice and get work-search advice if you want to change jobs.

4.10

The RIBA Chartered Practice Scheme

The RIBA Chartered Practice scheme sets a 'gold standard' for practices who have signed up to the scheme, and it accredits practices who conform to a code of practice setting high standards as employers. This includes employment rights, welfare and student training provision.

Under the Chartered Practice Scheme, RIBA require:

'All architectural students employed within a Chartered Practice where the work undertaken is eligible to count towards Professional Education Development Records (PEDR) are to be offered opportunities for training and experience equally to help complete their PEDR.'

4.11

RIBA Student Membership (this not the same as PEDR registration)

This is currently free. It is worth joining for events, advice on job hunting and vacancies: [architecture.com/join-riba/free-student-membership](https://www.architecture.com/join-riba/free-student-membership).

- The RIBA website states that members can enjoy the following benefits:
- Access support and resources across a wide range of issues
- Unlock latest news, stories and opinion from the wider world of architecture and built environment
- Get discounted rates on RIBA conferences, events and exhibitions
- Join 1500+ students learning from and being inspired by 570+ RIBA Chartered Members across 375+ RIBA Chartered Practices on our student mentoring programme
- Receive monthly Future Architects newsletter
- Access free content on topics such as ethics, safety and sustainability
- Get digital and telephone access to our solution focussed Member Contact Centre and Servicing team
- Our Part 1 and 2 Scholarships, bursaries and Student Support fund provide financial support with over £200,000 allocated every year
- Access in-depth and up-to-date insight and analysis on professional issues, including RIBA Academy, our online learning portal
- Online RIBA Academy supports your studies, covering professional topics from Health and Safety, Legislation, Building Regulations, Sustainable Architecture etc.
- RIBA Academy hosts hundreds of hours of free learning content, student members receive 70% discount on pay-as-you-go expert learning, including RIBA Core CPD Programme
- Benefit from the world's largest architectural library at 66 Portland Place and Study Room at the V&A Museum
- Rewarding talent, promoting innovation and encouraging excellence in architecture
- Access to internationally respected competitions – get your work promoted online, in exhibitions and in RIBA Publications
- Enter RIBA Student Awards and Presidents Medals
- Stand as a candidate in RIBA National Council elections
- As a RIBA Student Member, you'll add your voice to a global membership of 58,000, supporting our progressive campaign on big issues like diversity and inclusion in architecture and the climate emergency

5

Employment Matters

Introduction

For some of you this may be your first experience of employment. This section takes you through some crucial information with regards to the roles and responsibilities of employers and employees in the world of work

5.1

Employment Contracts

Your employer must provide you with an employment contract. It should include basic information including an outline of the role (job description), place and hours of work, salary, benefits and payment arrangements. It should also include information on pay slips, tax, National Insurance (NI), pensions, holiday entitlement, sick leave, health and safety, discipline and grievance policy and data protection. An AJ 2019 survey of Year Out students revealed that 22% of Year Out students do not have a signed contract. You have a right to a written statement of the terms of your employment. Care should be taken to understand the type of employment contract you are agreeing to, which includes (and are not limited to) Contracts of Employment and Contracts for Services. The length of the contract you are entering into is also important to note, be it Permanent, Fixed Term or Zero-Hours Contracts (which you should avoid, where possible). You will need to produce evidence of a right to work in the UK, e.g. a passport, ID or visa.

5.2

Internships and Work Experience

Some employers have internships schemes offering employment for a fixed period for students to gain to gain experience these are normally paid. Brief periods of 'work experience' of up to four weeks are sometimes offered to students. Students should expect to be paid travel, expenses and subsistence.

5.3

Unpaid Internships

The RIBA Chartered practice scheme does not permit practices registered under the Chartered Practice Scheme badge to offer unpaid internships.

5.4 PAYE, National Insurance, Pensions & Student Loans

Pay As Your Earn (PAYE) is the HM Revenue and Customs' (HMRC) system used to collect income tax and NI contributions. Student loan repayments and pension contributions (e.g. employer work-based pension schemes) may also be deducted from your salary. Be sure to check the details carefully. You will need to have a NI number which can be obtained from the UK government website: gov.uk/apply-national-insurance-number

Make sure you are aware of your tax liabilities. Remember the Year Out period normally spans two tax years so your tax obligations will probably be quite modest, make sure you are taxed correctly at the right rate (e.g. not an emergency rate). For reference, the 2024/25 Basic Rate Tax Code is 1257L (as of time of writing in September 2024).

5.5 Council Tax

You are liable for council tax as you are gainfully employed, there is no rebate.

5.6 Payment Levels

Employees have the right to be paid at least the National minimum wage, or a fair market rate in absence of national legislation. This requirement includes freelance staff and students, i.e. there must be no unpaid internships.

From 01 January 2018, RIBA Chartered Practices operating in the UK are required to pay at least the Living Wage, as defined by the Living Wage Foundation, to all staff, including freelance staff and students.

National minimum wage and Living Wage rates are available via the UK government website:

<https://www.gov.uk/national-minimum-wage-rates>

Living Wage Foundation rates (Not Statutory):

<https://www.livingwage.org.uk/what-real-living-wage>

London Living Wage rates (Not Statutory):

<https://www.london.gov.uk/programmes-strategies/business-and-economy/london-living-wage>

5.7 Salaries

What you might be paid varies a great deal from large, well established, international practices to small 'one man bands'. Salaries also vary regionally.

On the assumption of a 40 Hour Week on National Minimum Wage (£11.44 as of Sept 2024), minimum salary is £23,795.20

According to the RIBA Jobs Salary Report 2023, the median salaries are listed below:

Part 1 Median Salary: £23,824 per Annum

Part 2 Median Salary: £29,000 per Annum

Useful Salary Reports and Benchmarks

jobs.architecture.com/staticpages/10290/what-does-our-business-benchmarking-report-tell-us-about-architects-salaries.

<https://thepay100.org/>

See also Appendix 3.

5.8 Maximum weekly working hours

The UK set a maximum working period of 48 hours per week averaged over 17 weeks. If you wish to work longer than this, you can opt out of the 48-hour week. Read more here: www.gov.uk/maximum-weekly-working-hours. It is common for those working in offices to work long hours, which are not normally paid as overtime. Some practices will allow time off in lieu but be careful not to let your enthusiasm for your new job to be taken advantage of. Remember your salary is based on a 37–40-hour week. The AJ student survey reported that 29% of respondents reported working five hours or more overtime normally unpaid a week.

5.9 Visas and Work Permits

Non-UK Students seeking work in the UK

International students planning to work in the UK during their Year Out are required to have a visa. It is difficult to give up-to-date advice on visas as the regulations change frequently. If your employer is willing to sponsor your visa you could explore

5.9 Visas and Work Permits (continued)

the Skilled Worker Visa.

If you have recently completed an undergraduate course in the UK, you may be eligible for the Graduate Route visa. This is a two-year visa and does not require sponsorship from an employer. (As of time of writing in Sept 2024)

More details can be found on the following web pages:

www.ucl.ac.uk/students/immigration-and-visas/working-uk/working-after-your-studies

www.ukcisa.org.uk/Information--Advice/Working/Working-after-studies

www.gov.uk/government/organisations/uk-visas-and-immigration

Bartlett graduates can also consult the following services:

Student Union Rights and Advice

studentsunionucl.org/advice-and-support/find-help/advice-service

Student Immigration Advice

www.ucl.ac.uk/students/immigration-and-visas/student-immigration-advice

UCL Careers

www.ucl.ac.uk/careers

Non-Bartlett graduates should consult their Part 1 Institutions' careers/student advisors.

Students who are UK nationals wishing to work outside the EU

UK students wishing to work in offices outside the EU should ensure that they obtain the appropriate documents to enable them to be employed in that country. Some countries have work experience schemes for under 25s/30s, other countries have paid short term internship arrangements. Students working outside the EU should ensure they are legally entitled to work and have appropriate health and personal insurance and understand the tax regime of that country.

5.9 Visas and Work Permits (continued)

Examples of Working Holiday Countries for UK Nationals*: Australia, Canada, Hong Kong, Japan, New Zealand, Singapore, Taiwan, South Korea

*Eligibility is subject to change, please refer to the host country's visa and immigration policies before considering.

EU ERASMUS PLUS work schemes

These are currently available to EU citizens.

See erasmus-plus.ec.europa.eu

5.10 What happens if things go wrong in your practice?

1 Termination of employment/redundancy

It is very rare for Year Out students to lose their jobs, however, sometimes, through changes in economic circumstance, practices may need to close or make staff redundant. Normally, Year Out Candidates will not have been working for sufficient time to be eligible for redundancy pay. If this does happen to you, you should inform your PSA who will be able to offer advice and may be aware of job vacancies elsewhere.

2 Poor experience

Most Candidates report their Year Out experience in practice as a 'steep learning curve'. Candidate expectations of life in practice are high, but the reality can often disappoint. According to the AJ student survey in July 2019 30% said there was a lack of design opportunities and 33% never get a site visit. So, what can you do about this? You need to build a good relationship with your practice mentor and your PSA. The PEDR sheets require three-way dialogue and are an opportunity to set down areas of experience to be developed.

If you are concerned about the type of experience, you are getting you should first consult your EM as their role is to oversee your PEDRs and Year Out experience. You should also discuss your concerns with your PSA who may well get in touch with your EM. There should already be a dialogue going through completing the feedback sheets in the PEDRs.

5.10

What happens if things go wrong in your practice? (continued)

3 Other issues

In cases where you may have serious workplace issues e.g. bullying, harassment or unfair treatment, all practices should have a grievance and complaints policy that sets out how to approach this situation which you should follow in the first instance. Your PSA may be able to give you some very general advice and the RIBA Chartered Practice Employment Law and Business advice team may be able to advise you (particularly if you are an RIBA student member). For more serious cases the Citizens Advice Bureau or a solicitor may help.

As an employee, you are protected under The Equality Act (2010), and instances of workplace bullying, and harassment should be escalated internally. Further guidance is available here:

<https://www.citizensadvice.org.uk/work/discrimination-at-work/discrimination-at-work/>

5.11

Moving on - What happens after the Year Out

You will need to consider where you want to study for Part 2 in October the year before you wish to start a Part 2 course. This may involve changing schools of architecture, going part time or even taking up an apprenticeship route. If you wish to change arrangements for Part 2 give yourself time, to do your research and be aware of application dates. Check websites for details of their Part 2 admissions processes and key dates.

5.12

Unions

Like many other trades and professions, the architectural profession has traditionally not had a trade union.

Section of Architectural Workers (SAW), is a newly formed grassroots trade union for architectural workers in the UK. SAW collectively act and fight against the negative impacts of architectural work on workers, communities and the environment.

5.12

Unions (continued)

Members of SAW organise both in their workplaces and across the sector around overwork, under-pay, unstable employment, a toxic workplace and university culture, discrimination and unethical practice. Members facilitate collective casework, host training and events, and run campaigns.

For more information visit: uvw-saw.org.uk/about

6 Searching for Work

Introduction

Some of you will be planning to follow the well-trodden route of Part 1, Part 2 and Part 3 and will want to choose a practice which will give you the opportunity to get a range of experience, an understanding of how architects work and to acquire new skills which will stand you in good stead for Part 2 and Part 3. Others of you will want to explore different opportunities for your future career. The following sections will give you guidance on making the next move.

6.1

What you want to get out of your Year Out

Be organised, work out what you want to do and in which sector and then research that area so you can target practices or even individuals to get an interview and then hopefully a job offer. You will need to produce different CVs, cover letters and portfolios according to the area you are targeting (see the section below on CVs).

Those following the professional route will need to reflect on how they want to spend the next 12 to 24 months. The choice is huge, from small practices where you might have the opportunity to see a bit of everything, to larger practices which specialise in specific areas or sectors. You might want to work in an associated industry, an engineering practice, the public sector or for a contractor.

6.2

Considerations

When looking for work, it is important to understand where your interests lie and what kind of practice you wish to work for. Speaking with your peers and tutors, and researching practices is a good place to start. Here are some things you may want to consider as you start looking for a Year Out job:

Location: Would you prefer an urban or rural setting? Would you like to be based in London, the UK or perhaps further afield? You may need to research living costs such as accommodation and transport. You will also have to investigate local legislation with regards to visa and work permits.

6.2

Considerations (continued)

Sectors: There are several different sectors to choose from such as: housing, education, commercial retail, leisure, hospitality, infrastructure projects, master-planning, urban design, concept design, conservation and public sector or private sector work.

Practice size: The size of a practice will have a considerable impact on the type of experience you will be gaining. Smaller practices often work on a wide range of small projects at different stages. Large practices are often made up of multidisciplinary teams. They will be dealing with big budgets and may offer opportunities to work in the UK or overseas.

Building types: What kind of projects are you interested in working on? New builds, existing buildings or perhaps conservation or historic buildings.

Office culture and ethos: What kind of office culture would you thrive in? Do you prefer structure and hierarchy, or would you benefit from a flexible and informal workplace?

6.3

Understanding the market

Politics and economics play a big part in what work is available. The COVID-19 pandemic, regional wars and current economic crisis have all had a massive impact on the construction industry. Many practices have faced redundancies and are limiting their hiring. However, this should not put you off and is not the case everywhere.

Architectural projects are dependent on many factors, including, but not limited to national politics and funding.

Keeping up to date with the architectural press is key to seeing which practices are being hired for new projects and is a good way of deciphering which practices are likely to be hiring and taking on new work.

6.4 Working in London & the UK

Large London practices often work on a wide range of high-value and prestigious projects. London also has a fair share of medium size practices (15–50 employees). Working for a smaller practice can offer a unique experience as these practices work on a diverse range of projects which often move fast and are at different work stages.

The architecture sector is not as buoyant outside the capital. There is work in other big cities, often with the regional offices of London practices, but employment around the country can be variable depending on a practice's USP and market sector.

6.5 Working Outside of the UK & EU

You may wish to study in Europe for your Stage One experience. This is possible, however, there are some things you should consider. The ARB recommends that 12 of the 24 months practical experience you are required to have should have been spent working in the European Economic Area (EEA), the UK, the Channel Islands or the Isle of Man and it is recommended that a minimum of 12 months is undertaken in the UK. This is because the Part 3 qualification tests UK practice and law and it is likely that candidates with insufficient UK experience will find it difficult to meet the levels of skill and knowledge set out in the Part 3 Criteria.

Therefore, short periods of experience abroad in the EU or elsewhere are possible as long as you have at least 12 months of UK experience alongside it when you log your 24 months.

6.6 Due Diligence

If you choose to work outside the UK, here are a few basic things to remember:

- check work permit requirements
- check employer's insurance covers third parties/employees
- make sure you have health insurance
- make sure your possessions are insured
- make sure you understand the local tax regime
- have a ticket home!

6.7 UCL Careers Service

UCL Careers Service offer advice and support to UCL alumni for up to three years after graduation, see www.ucl.ac.uk/careers.

The Bartlett also has a jobs bulletin which you can access on Moodle to find out up to date job advertisements from across the Bartlett's network. The jobs bulletin can be found here;

<https://moodle.ucl.ac.uk/course/view.php?id=27601>

7

Preparing your Curriculum Vitae (CV)

Introduction

Your CV is a practice's first impression of you when applying for a job. Practices receive literally hundreds of CVs each year, so your CV needs to have maximum impact. Your CV should reflect your achievements, experience and personality.

7.1

Presentation & Graphics

As someone applying for a job in the design profession, your CV is an important example of your presentation skills. A CV is normally one to two pages long, A4 portrait or landscape. Remember if you are sending your CV in digitally to make sure graphics are legible and text is readable if someone prints your CV and distributes it around the office. If you are sending your application digitally do not make the files so big, they are difficult to download.

Make sure text can be read on printed format – not too small and not in pale grey. Be sure to check that there are absolutely no spelling mistakes. A CV should be no longer than three pages.

Illustrations should be of a legible size with explanatory captions. Choose your illustrations, drawings and photos carefully to show a range of skills such as detail drawing, concept drawing and rendering, hand and digital drawing, models, plans, sections and so on.

7.2

CV Basic Information

Your CV should contain some basic information:

- Your full name
- Your address and contact details
- You may want to start off with a mission statement about yourself.

7.3

Employment & Experience

This section is critical as it is where you can showcase your achievements, skills and knowledge. Year Out Candidates do not usually have a lot of employment experience, so in this section, you should showcase work you have done on the course starting with Year 3 and working backwards (i.e. Year 2 followed by Year 1). Name key projects, give a short summary and use

7.3

Employment & Experience (Continued)

a selection of illustrations. You should also include reference to your dissertation topic and technical studies and field trips. If you refer to units, you should name the tutors.

If you have been employed in an architect's offices you should specify the dates and list the projects, RIBA work stages, value and contract type. You should also clearly state what you did – i.e. drawings for planning application.

If you have had other forms of employment during your studies or when you were at school give the employer's name, dates worked and outline what you did. Many skills learnt in the workplace are highly transferable. You can also mention any voluntary work you have done.

7.4

Education & Qualifications

List your academic achievements. This may include the name of the institution, dates and qualifications acquired. Start with your academic qualifications and at Year Out level you might like to list A levels (not grades). List any other relevant qualifications you might have.

7.5

Accomplishments/ Research/Publications/ Exhibitions

Include details of other accomplishments you have achieved along with relevant dates. These could be awards, publications, exhibitions or research.

7.6

Skills, Interests and Referees

List your computer skills and any other relevant skills you may have acquired. Finally, you can include a brief paragraph about your interests, such as sporting achievements or what you do in our free time. You would be surprised how important prospective employers regard this section.

You should add the names and contact details of two referees (make sure you ask them first). If not say 'names of referees available on request'.

8 Making contact with the Practice

Introduction

The first step when applying for any job is to contact the practice. This will usually take the form of a carefully worded email to the correct contact – If possible, do write to the practice's recruitment team or directors personally, addressing them by name. Whether you are responding to a job advert or approaching the practice cold, think about the wording of this cover letter carefully. It will be the practice's first impression of you.

8.1 Making an Application

Create a spreadsheet to track applications. Be judicious with the number of applications you are making as they can be time consuming, and each one needs to be tailored to the practice you are applying to.

Job applications can be digital or paper-based so check what method is expected by the practice. Try to find out the name of the person dealing with applications so that you can address the application to the appropriate person and have a contact to follow up with for a response.

The application is normally submitted with a tailored covering letter or email, again address it to the appropriate person and include something to indicate you understand their business and why you particularly want to work there, perhaps name a recently published project. If after a week you hear nothing, follow up with an email or phone call.

8.2 The Interview

Interviews are usually quite short so construct your portfolio so you can take the interviewer through the work quickly and logically. You might want to practice doing this with a friend before you go. Practices are not interested in the same things as tutors are so choose images to suit the job you are applying for and that show a range of skills. You may need to rearrange your portfolio for each job application. Include digital and hand drawn work at different scales using different techniques, photographs of models (or actual models if carefully packed).

8.3 Following Up

At the interview ask them how long it will be before they get back to you. If more than a week has passed since the interview, contact them to find out the result. It is not unreasonable to ask for feedback if you have been unsuccessful, and practices that have good HR systems in place will be able to support your learning and development this way.

8.4 Getting an Offer

You should ensure that you get an offer in writing, either as an email or letter. This should then be followed up with an employment contract.

8.5 Starting Work

A good employer will organise an induction session for you. This should include Health and Safety guidance and they may allocate a member of staff to mentor you for an initial period.

Do not be afraid to ask questions, if you have never worked in an architect's office before it can seem very unfamiliar and all practices are different.

9 General Administration / Information

The following additional information is given to ensure candidates are up to date on key UCL policies prior to commencing the course.

9.1

Data protection and GDPR statement

With regard to Year Out students contact and employment details are held securely by the Professional Studies Office for purposes of course administration.

We mirror UCL's general Student Privacy protocols, see <https://www.ucl.ac.uk/legal-services/privacy/ucl-student-privacy>. This sets out how we process any personal data we collect from you through your electronic and/or paper application to UCL and/or the Bartlett Professional Studies Office. Please note that we may also provide data in an anonymised form to UK Architectural Professional bodies (e.g. ARB or RIBA) and may also use it in anonymised forms for research purposes.

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.

Candidates' contact and employment details are held securely by the Professional Studies Office for purposes of course administration.

We may retain a photograph of you in the Professional Studies Office, for ease of identification.

9.2

Health, Safety and Security at UCL

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 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,

9.2

Health, Safety and Security at UCL

(continued)

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 maybe 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.

In the event of the outbreak of fire:

- Sound the fire alarm, or telephone 222 using the red phones in reception or any telephone in the stairwells
- Evacuate the building by the nearest available exit.

In the event of the fire alarm sounding:

- Evacuate the building immediately (do not use the lifts)
- Ensure any persons under your supervision leave immediately
- Assemble at the assembly point marked on the fire instruction notice – Taviton Street (do not re-enter the building).

The Bartlett undertakes all reasonable practicable steps to promote and secure the health and safety and welfare of all university personnel, 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.

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

9.2 Health, Safety and Security at UCL (continued)

legislation. You should, therefore, be aware of and comply with the department's arrangements for health and safety.

Appendix 1 ARB Rules for Professional Practice

Rules for Professional Experience Requirements

The ARB Rules sets out the requirement for registration in the UK. ARB do not specify when the experience has to be taken, but they require that applicants for registration have 'completed at least two years' practical training experience working under the direct supervision of an architect registered in the EEA, 12 months of which must be undertaken in the UK under the direct supervision of a UK registered ARB person. A minimum of 12 months of the prerequisite practical training experience must be undertaken after completion of a five-year course of study and award of a qualification.'

For the purpose of the experience 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.

'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.

Appendix 2 Professional Organisations

Rules for Professional Experience Requirements (continued)

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

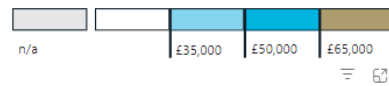
The Architects' Registration Board of the United Kingdom
5th floor, 70 Gray's Inn Road, WC1X 8NH
Email: info@arb.org.uk
Telephone: +44 (0) 20 7580 5861
arb.org.uk

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

Appendix 3 Salary Comparison

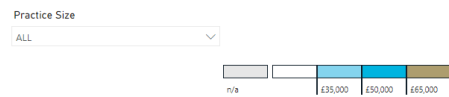
Average (Median) Salary by Staff Type Across the UK

(Data from the 2023 RIBA Business Benchmarking Report (Chartered Practices as of 1 May 2023, so just after UK Consumer Price Index (CPI) inflation had peaked).

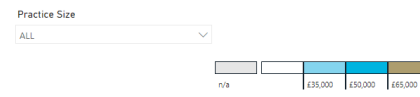


Role	Lower quartile	MEDIAN	Upper quartile
Partners/Directors/Sole Principals	£30,000	£46,854	£70,000
Salaried Partners	£50,000	£65,500	£82,720
Associate Directors or Associates	£44,000	£50,000	£57,607
Architects (5+ years ARB registered)	£39,000	£39,000	£48,000
Architects (3-4 years ARB registered)	£35,006	£38,545	£42,000
Architects (1-2 years ARB registered)	£33,500	£36,071	£40,000
Architects (<1 year ARB registered)	£31,000	£34,125	£37,000
Technologists	£30,743	£35,737	£40,767
Architectural Assistants, Part 2 (2+ years experience)	£28,500	£31,000	£34,500
Architectural Assistants, Part 2 (<2 years experience)	£26,954	£29,000	£31,000
Architectural Assistants, Part 1	£22,000	£23,824	£25,183
Apprentices	£20,938	£23,579	£26,144
Other professionals	£30,250	£37,500	£43,789
Other fee earning staff	£28,906	£35,000	£42,007
Office management / Other support and admin staff	£25,000	£30,000	£36,525

Average (Median) Salaries by Practice Size (<20 and >20 Staff)



Role	Lower quartile	MEDIAN	Upper quartile
Partners/Directors/Sole Principals	£30,000	£46,854	£70,000
Salaried Partners	£50,000	£65,500	£82,720
Associate Directors or Associates	£44,000	£50,000	£57,607
Architects (5+ years ARB registered)	£39,000	£39,000	£48,000
Architects (3-4 years ARB registered)	£35,006	£38,545	£42,000
Architects (1-2 years ARB registered)	£33,500	£36,071	£40,000
Architects (<1 year ARB registered)	£31,000	£34,125	£37,000
Technologists	£30,743	£35,737	£40,767
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Other professionals	£30,250	£37,500	£43,789
Other fee earning staff	£28,906	£35,000	£42,007
Office management / Other support and admin staff	£25,000	£30,000	£36,525



Role	Lower quartile	MEDIAN	Upper quartile
Sole Principals/Partners/Directors	£74,784	£105,000	£131,667
Architect Salaried Partners or non-shareholder Directors	£59,425	£71,000	£87,184
non-Architects Salaried Partners or non-shareholder Directors	£55,000	£72,179	£85,000
Other Salaried Partners or non-shareholder Directors			
Architect Associate Directors or Associates	£48,125	£55,000	£60,740
non-Architect Associate Directors or Associates	£48,000	£53,700	£58,781
Architects (5 years or more ARB registered)	£41,832	£45,000	£49,849
Architects (between 3 and 4 years ARB registered)	£36,000	£40,000	£43,114
Architects (between 1 and 2 years ARB registered)	£34,278	£37,388	£40,000
Newly qualified Architect (less than 1 year ARB registered)	£31,925	£35,000	£37,822
Part 2 qualified with 2 or more years' experience	£30,000	£32,500	£35,336
Part 2 qualified with less than 2 years' experience	£28,000	£30,000	£32,063
Architectural Assistant RIBA Part 1 qualified	£22,000	£24,000	£26,153
Level 7 Architect Apprenticeship	£23,763	£26,025	£28,126

Practices with Under 20 Staff

Practices with Over 20 Staff



THE BARTLETT