



LEEDS  
BECKETT  
UNIVERSITY

# Course Specification

PG Dip  
Architectural  
Professional  
Practice

Programme Code: PROFY

**Postgraduate Material Information**  
**IMPORTANT INFORMATION FOR APPLICANTS/PROSPECTIVE STUDENTS**

**Version date: 11/08/2020**

# **Postgraduate Material Course Information** **Summary**

**Revised Course Structure and Delivery Information for Academic Year 2020/21 in Response to Coronavirus Covid-19 and Associated Public Health England Guidance as at 3 July 2020**

**PART 1 of 2: Important General Information about Course Delivery for Leeds Beckett University Awards in 2020/21 (Information Specific to Your Course is Provided in PART 2)**

## **Introduction**

This document contains important information about Leeds Beckett University's planned approach to course delivery and assessment in 2020/21. It provides an update to the information previously available in our online prospectus. You should read this document carefully so that you are aware of any changes that affect your course.

Information is provided in two parts:

The University is informed by Public Health England (PHE) Covid-19 advice and guidance for maintaining a Covid-secure learning and working environment. We have made arrangements to continue to provide a high-quality educational experience in a way that protects the safety and wellbeing of both students and staff. We are engaging closely with Leeds Beckett Students' Union to inform the arrangements and will also be informed by feedback provided by our individual students.

Public Health England guidance continues to evolve, so the arrangements for delivery of your course and use of the campus may need to change during the academic year to continue to protect students and staff.

The taught content advertised at each level of study, or its equivalent, will be delivered across the academic year 2020/21. We have identified an appropriate mix of blended learning – a mix of face-to-face, on-campus, online and digital content and teaching and learning for each subject, reflecting what will maximise learning as well as supporting more vulnerable learners and enabling the university as a whole to minimise transmission risk.

Covid-19 social distancing measures will be implemented during 2020/21 for teaching, learning, assessment and student support.

In the event of further government lockdowns, either local or national, we will prioritise digital and online learning and support to enable students to continue with their studies.

If there is an easing of Covid-19 restrictions, we will continue to provide blended delivery for teaching block 1 or semester 1 in 2020/21. We will keep teaching blocks 2 and 3 or semester 2 under review, informed by Public Health England advice. We may revert to different proportions of on-campus learning and online learning delivery later in the academic calendar year or a later teaching block. Learning will remain accessible for students who are unable to attend on campus sessions.

## **How we will communicate with you**

We have sent information to applicants who have accepted an offer by email on the plans for delivery of your course in 2020/21, the academic calendar (teaching block delivery or alternative) applicable for your course and on the options available to you as a prospective student, to enable you to make informed choices.

As the situation evolves, further information on local course delivery arrangements will be provided to you in emails from your School.

In addition to the course specific information set out in this document and the above communications, the University's Covid-19 microsite contains information for students and applicants, including information relating to University accommodation and University facilities and services. The Covid-19 microsite is regularly reviewed and updated as the situation, advice and planning evolve and is available at:  
<https://www.leedsbeckett.ac.uk/COVID19/#tabplaceholder2>.

## **Key terms and conditions**

Further important information for applicants and students is available on our web site:  
<https://www.leedsbeckett.ac.uk/information-for-applicants-and-students/>. This includes information about the student contract, fees and funding, your rights of cancellation, the student protection plan and the University complaints process. It is essential that you read the information on this webpage carefully as it sets out the rights and obligations that will

form the contract between you and the University upon accepting an offer and information about how to make a complaint.

## **Start dates**

Our academic year will begin at the normal time. Start dates will be notified to direct applicants via their offer letter or for UCAS applicants, via UCAS Track. The length of the course is confirmed in the information about your course in Part 2 of this document below.

## **Location of delivery**

In academic year 2020/21, it is planned that your course will be delivered via a blend of online and digital learning and on-campus teaching and learning, with the necessary Covid-19 social distancing and other measures in place on campus informed by Public Health England advice and guidance.

Information on how blended teaching and learning will be delivered and the location of any on-campus delivery is provided in a subsequent section of this document entitled '**Teaching and Learning Activities**'.

Information on the delivery of placements and other off-campus learning opportunities is provided in a subsequent section of this document entitled '**Placements and Other Off-Campus Learning Opportunities**'.

## **Course Fees**

Your course fee is stated in your offer letter. The course fee published for 2020/21 on the University's Online Prospectus and included in your offer letter has not changed. Other additional costs remain as published on our original Online Prospectus information in addition to the areas of costs outlined below.

The course will be delivered via a blended approach that includes online teaching and learning, digital learning and on campus sessions. If a further lockdown is necessary then delivery will be continued and supported via online and digital learning. Students are advised that they will need a personal digital device for this purpose. The University's wide range of student support services available for students also includes a laptop loans scheme. Students may wish to bring an existing personal device or purchase or lease a laptop or similar device for their personal use which would be an additional cost. The costs of this would vary depending on your individual requirements but can be in the region of £400-800 depending on the device.

The University is developing a means-tested Covid-19 Financial Assistance Package to support students to acquire a laptop should this be needed. Students may also apply for a living expenses fund for unexpected personal hardship as a result of the Covid-19 Crisis.

Students will need to follow the Public Health England advice and any specific national requirements for maintaining personal safety and hygiene to protect themselves and others from the Covid-19 risks. These personal safety measures such as the wearing of face coverings will be an additional cost that students need to consider.

Where PPE is an essential requirement for the nature of the course you are undertaking this will be detailed below.

## **Timetable Information**

This course will be scheduled using a teaching block/semester-based delivery and will be specified in timetable information.

The 2020/21 academic calendar and term dates are available on our web site at:

<https://www.leedsbeckett.ac.uk/-/media/files/academic-calendars/2021-student-calendar-sept.pdf?la=en>

The academic year 2020/21 will start on the dates notified to you.

Taught sessions will normally be scheduled and included in your timetable. This will include on-campus sessions that you should attend. In 2020/21, depending on your course, this may also include scheduled online teaching and learning sessions where student engagement is required at a specified time and tutor pre-recorded lectures and scheduled discussion sessions. Module information will be made available online by the school for enrolled students.

Timetables will be made available to students during induction week via:

1. The Student Portal (MyBeckett)
2. The Leeds Beckett app

You should discuss any difficulties relating to your engagement with timetabled sessions with your Course Administrator.

## **Policies, Standards and Regulations ([www.leedsbeckett.ac.uk/public-information](http://www.leedsbeckett.ac.uk/public-information))**

Covid-19 social distancing measures will be in place for teaching, learning, assessment and student support in 2020/21. This means that there will be operational requirements and protocols in place for the way in which your course is delivered and the way in which University activities, facilities, and spaces operate which students and staff will need to follow.

In the event of further government lockdowns either local or national in response to Covid-19, we will prioritise digital and online learning and support to enable students to continue

with their studies. We may need to implement approved emergency Covid-19 pandemic academic regulations to take account of the impact of Covid-19 general extenuating circumstances.

### **Professional Accreditation or Recognition Associated with the Course**

We will prioritise face-to-face teaching and practical teaching to meet any requirements of relevant professional, statutory and regulatory bodies (PSRB) if your course includes these elements. This will ensure that your course retains its full professional status.

Specific information on applicable professional statutory or regulatory body recognition or requirements for your course is summarised below.

### **Teaching and Learning Activities**

The way we will deliver this course and teaching, learning and assessment activities in 2020/21 will be informed by Public Health England advice and guidance on Covid-19 secure requirements and the need for social distancing for the protection of students and staff.

You will experience a blended approach to learning for 2020/21; this is a mix of face-to-face, on campus online, and digital content, teaching and learning.

We are working within the government 2 metre social distancing measures for Teaching Block 1 so we are not planning to deliver large-group teaching on campus throughout 2020/2021. This will ensure that maximum space will be available for small-group teaching.

In most cases, the taught content will also be available online so you can still access it if you are not able to attend campus due to the pandemic (for example, due to self-isolation, shielding or travel restrictions). There will be digital content and recorded lectures available online to support students who may be unable to travel to campus. In some circumstances, other formal taught sessions may also be recorded.

In the event of a further government lockdown in response to Covid-19, we will prioritise digital and online learning and support to enable students to continue with their studies and study towards achieving any specified professional statutory and regulatory body accreditation requirements where this applies.

If there is an easing of Covid-19 restrictions, we will continue to provide blended delivery for teaching block 1 or semester 1 in 2020/21. We will keep teaching blocks 2 and 3 or semester 2 under review, informed by Public Health England advice (see Introduction section above).

Further information on local course delivery arrangements will continue to be available from your School.

Students will be kept up to date with new information when this is available via this University web site.

## Learning Support

### Our approach to delivering student support in 2020/21

Given the planned social distancing measures in place on campus for 2020/21 to ensure safe delivery of services for students and staff, some of the arrangements for student support will be accessible online.

We are committed to ensuring you continue to have opportunities to access the learning and wellbeing support that you need over the forthcoming year. General learning spaces, including access to libraries, will be available to be booked online; and where specialist space is needed, this will either be provided: as normal; created in newly adapted spaces; or replicated as part of an enhanced suite of online resources.

We want to provide a safe environment for students and staff, so on-campus delivery of student support services will be limited. This may mean that campus-based school offices will operate within defined core office hours. However, full access to advice, learning support and specialist services will be delivered via telephone, email, video calls and online live chat. The Students' Union will also be implementing social distancing arrangements for student advice services.

### Access to Library support in 2020/21

The Library offers access to thousands of resources via MyBeckett or the Library website (<http://libguides.leedsbeckett.ac.uk/home>) which also provides full details of all our services.

In response to Covid-19, and the need for social distancing for the protection of students and staff, the libraries will be available via a booking system in 2020/21 for students to study, access PCs and laptops, printer/ copiers, and other equipment, and to use the books and journals.

The Library and Student IT Advice Service is available by online chat, email or phone, and provides support on using the University's online and digital services, finding information, borrowing, Office 365, MyBeckett, online meetings, saving your work, passwords, etc.

- online (including 24/7 chat): [http://libguides.leedsbeckett.ac.uk/contact\\_us](http://libguides.leedsbeckett.ac.uk/contact_us)
- by phone - 0113 812 1000 (24/7 IT support)

The Library Academic Support Team can help you develop your academic skills such as critical thinking, academic writing and analysing data, and research skills such as how to find, use and evaluate information for your studies. The team liaises with your lecturers to provide the information resources you need for your subject and to arrange academic skills sessions to support you in your studies. They also have a wide range of short tutorials available on the Library's YouTube channel:

<https://www.youtube.com/channel/UCCFFd5u75zmy00EnkM9F2zPQ>

## **Support from your School**

If you have a question or a problem relating to your course, your Course Administrator is there to help you. Course Administrators work closely with academic staff and can make referrals to teaching staff or to university specialist support services as appropriate. They can also arrange for a confirmation of attendance letter, and a transcript on your behalf. You may also like to contact your Course Representative or the Students' Union Advice team for additional support with course related questions.

## **Student Advice and Support**

If you have any questions about life at our University in general, you may contact the Student Advice Hub to speak to one of our Student Services Advisers. This team, consisting of recent graduates, are able to support you throughout your time here. They will make sure you have access to and are aware of the support, specialist services, and opportunities our University provides. Our Student Advice Hub will be operating via live chat, video, telephone and email services. Telephone lines - 0113 812 3000 will open as usual 09.00-17.00 Mon-Fri. You can book an appointment via telephone or online video chat with an adviser via the link at: <https://www.leedsbeckett.ac.uk/studenthub/student-experience-team/>. This is where contact details for all specialist support services can also be found. You can also email the team at [studentadvicehub@leedsbeckett.ac.uk](mailto:studentadvicehub@leedsbeckett.ac.uk).

## **Range of Support Services Available**

There is a range of support for disabled or vulnerable students. Any student with a disability, who may or may not have declared this to the University and wishes to discuss their learning support for the year ahead or their status as a Covid-19 extremely vulnerable person, should contact their Disability Adviser for their School who is based in Student Services to discuss their support needs in the first instance. The service contact details are [disabilityadvice@leedsbeckett.ac.uk](mailto:disabilityadvice@leedsbeckett.ac.uk) or telephone 0113 812 5831. Students who are classed at Covid-19 Extremely Vulnerable (i.e. you have received a Shielding Letter from the NHS) but who do not regard themselves as disabled, and have not registered with the Disability Team, should discuss any support arrangements they may need, directly with their Course Director and if resident in halls, their Residential Life Team.

Once enrolled, you will have access to our virtual learning environment, MyBeckett. Within this system you will see two tabs (Support and Opportunities) where you can find online information and resources for yourselves. The Support tab gives you access to details of services available to give you academic and personal support. These include Library Services, the Students' Union, Money advice, Disability advice and support, Wellbeing, International Student Services and Accommodation. There is also an A-Z of Support Services, and access to online appointments/registration. The Opportunities tab is the place to explore the options you have for jobs, work placements, volunteering, and a wide range of other opportunities. For example, you can find out here how to get help with your CV, prepare for an interview, get a part-time job or voluntary role, take part in an international project, or join societies closer to home.

You can also access details of all University student support teams at our web A-Z of Services. This can be found at <https://www.leedsbeckett.ac.uk/studenthub/student-support/>. Here you can obtain further information including service contact details, access self-help resources or book an appointment with a range of support services.

In order to provide you with information on student services support in 2020/21 in response to the changing Covid-19 position, updated information will be provided on our University Covid-19 microsite.

## **Part 2: Important Information Specific to PG Dip Architectural Professional Practice for 2020/21**

<b>Award</b>	Post Graduate Diploma in Architectural Professional Practice
<b>Awarding Body</b>	Leeds Beckett University
<b>Level of Qualification &amp; Credits</b>	Level 7 of the Framework for Higher Education Qualifications, with 120 credit points at Level 7 of the Higher Education Credit Framework for England

### **Course Lengths & Standard Timescales**

The standard start date for Leeds Beckett University induction week is reproduced below and relates to the majority of students starting a course in September 2019. A proportion of courses have alternate start dates which are displayed on the online prospectus and additionally will be notified to the students concerned via the offer letter. Non-September starters will also have their start dates confirmed in their offer letters.

- 1 year (part time, campus based and workplace based)

### **Timetable Information**

This course will be taught via teaching blocks, known as Study Units. Details of on campus and other scheduled sessions will be confirmed in your timetable.

Further information on learning and teaching activities and your modules is provided in a later section of this document.

### **Policies, Standards and Regulations ([www.leedsbeckett.ac.uk/public-information](http://www.leedsbeckett.ac.uk/public-information))**

This course is jointly validated by Royal Institute of British Architects (RIBA) [www.architecture.com](http://www.architecture.com) and prescribed by Architects Registration Board (ARB) [www.arb.org.uk](http://www.arb.org.uk). Therefore, all modules and components must be passed.

### **Key Contacts**

<b>Your Course Director</b>	George Epolito
<b>Your Level Co-ordinator</b>	Simon Warren
<b>Your Academic Advisor</b>	Simon Warren

## Professional Accreditation or Recognition Associated with the Course

This course is jointly validated by Royal Institute of British Architects (RIBA) [www.architecture.com](http://www.architecture.com) and prescribed by Architects Registration Board (ARB) [www.arb.org.uk](http://www.arb.org.uk).

### Accreditation/ Recognition Summary

All modules and components must be passed.

### Course Overview:

#### Aims

The aims of the programme are to:

Background: the route to qualification as an Architect in the UK.

The 'Examination in Professional Practice and Management' - the 'Part 3' - is the culmination of at least seven years of combined education and training. Candidates who have successfully completed courses that are recognised by the Royal Institute of British Architects (RIBA) and the Architects Registration Board (ARB) at Parts 1, 2 and 3 are eligible for corporate membership of the former and entry onto the UK Register of Architects, of which the latter is the regulatory body: those so registered with ARB are entitled to use the legally-protected title of 'Architect', as defined by the Architects Act 1997.

Although the route to qualification is flexible, the usual path comprises a three-year full-time degree (Part 1), followed by a year-out in practice and then a two-year full-time post-graduate degree (Part 2).

A further year in practice follows, during which the candidate undertakes a Part 3 course part-time, culminating in the Examination. The RIBA/ARB require a minimum of 24 months recorded and monitored Practical Experience using the RIBA Professional Education and Development Record (PEDR) or in exceptional circumstances a Certificate of Professional Experience before a candidate presents for Examination at Part 3.

#### The Postgraduate Diploma in Architectural Professional Practice

The University's qualification carries exemption from the RIBA/ARB Part 3 Examination, and the course is the means by which the academic content is integrated with the work experience of the student during the years of practical training required.

Attendance on campus is a series of Study Units (comprising eight days in total) distributed strategically throughout the year.

The course prepares the student for Examination leading to registration as an Architect in the UK.

The RIBA Description & Regulations for the Recognition of Courses and Examinations in Professional Practice and Management (Part 3) in the United Kingdom is as follows:

The Examination in Professional Practice and Management (Part 3) has been designed as a test of candidates' understanding of their obligations and responsibilities as professionals to clients, employers, the profession, other members of the building team and to society. Its primary purpose is to demonstrate a candidate's competence for the practice of architecture. The examination combines an assessment of a candidate's practical experience, under supervision, of the duties and responsibilities of professional practice, which become theirs upon qualification, and professional knowledge and judgement specific to practising architecture in the United Kingdom and Northern Ireland.

### **Course Learning Outcomes**

The following learning outcomes are the professional requirements for the Part 3, stipulated and held in common by the RIBA (Royal Institute of British Architects) and the ARB (Architects Registration Board), and which all Part 3 courses must meet.

The Professional Criteria at Part 3

(NOTE: THE FOLLOWING ARE ARB REGULATIONS)

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

Each candidate's experience of learning and development in professional practice will differ, depending upon the type of projects, type and location of practice and management processes undertaken, and the preparation for the examination must therefore be approached in a structured way.

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 Advisor 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 five Professional Criteria outlined below.

(NOTE: THE FOLLOWING CRITERIA PC1 TO PC5 ARE ARB REGULATIONS)

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

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

## 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. For example, although not exclusively, a candidate's ability to demonstrate an understanding of the following would contribute to this criterion being met:

- 1 professional ethics;
- 2 the architect's obligation to society and the protection of the environment;
- 3 professional regulation, conduct and discipline;
- 4 institutional membership, benefits, obligations and codes of conduct;
- 5 attributes of integrity, impartiality, reliability and courtesy;
- 6 time management, recording, planning and review;
- 7 effective communication, presentation, confirmation and recording;
- 8 flexibility, adaptability and the principles of negotiation;
- 9 autonomous working and taking responsibility within a practice context;
- 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.

For example, although not exclusively, a candidate's ability to demonstrate an understanding of the following would contribute to this criterion being met:

- 1 types of clients, their priorities and the management of the relationship;
- 2 briefing, organising and the programming of services appropriate to appointment;
- 3 architects' contracts, terms of engagement, scope of services and relevant legislation;
- 4 obligations to stakeholders, warranties and third party rights;
- 5 communication, progress reporting and the provision of appropriate and timely advice;
- 6 budget and financial awareness and cost monitoring or control;
- 7 responsibility for coordination and integration of design team input;
- 8 invoicing, payment of fees and financial management;
- 9 intellectual property rights and copyright law;
- 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.

For example, although not exclusively, a candidate's ability to demonstrate an understanding of the following would contribute to this criterion being met:

- 1 the relevant UK legal systems, civil liabilities and the laws of contract and tort;
- 2 planning and Conservation Acts, guidance and processes
- 3 building regulations, approved documents and standards, guidance and processes;
- 4 land law, property law and rights of other proprietors;
- 5 terms within construction contracts implied by statute;
- 6 health and safety legislation and regulations;
- 7 statutory undertakers and authorities, their requirements and processes;
- 8 environmental and sustainability legislation;
- 9 historic buildings legislation;
- 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.

For example, although not exclusively, a candidate's ability to demonstrate an understanding of the following would contribute to this criterion being met:

- 1 the roles of architectural practice in the construction industry;
- 2 external factors affecting construction and practice at national and international levels;
- 3 practice structures, legal status and business styles;
- 4 personnel management and employment-related legislation;
- 5 practice finance, business planning, funding and taxation;
- 6 marketing, fee calculation, bidding and negotiation;
- 7 resource management and job costing;
- 8 administration, quality management, QA systems, recording and review;
- 9 staff development, motivation, supervision and planning;
- 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.

For example, although not exclusively, a candidate's ability to demonstrate an understanding of the following would contribute to this criterion being met:

- 1 procurement methods, including for public and larger projects and relevant legislation;
- 2 the effect of different procurement processes on programme, cost, risk and quality;
- 3 collaboration in construction and provisions for team working;
- 4 tendering methods, codes, procedures and project planning;
- 5 forms of contract and sub-contract, design responsibility and third party rights;
- 6 application and use of contract documentation;
- 7 roles of design/construction team members and their interaction;
- 8 duties and powers of a lead consultant and contract administrator;
- 9 site processes, quality monitoring, progress recording, payment and completion;
- 10 claims, litigation and alternative dispute resolution methods.

Additionally:

### Knowledge and Understanding

On completion of the course, candidates, in addition to generalist and specialist architectural knowledge and skills (above), should demonstrate:

- the ability to identify problems;
- the ability to identify the need for expert advice;
- the ability to critically discuss, with subject specialists, the issues involved in the problem.

### Skills and Other Attributes

The following are the key skills that a Graduate of the Postgraduate Diploma in Architectural Professional Practice would normally possess:-

General attributes:-

- Analysis and interpretation
- Integration of knowledge
- Synthesis
- Evaluation
- Information processing skills

- Self-motivation
- Organisational, planning and management skills
- Reflective practice
- Commitment to lifelong learning and CPD
- Teamwork
- Communication
- Ethical practice
- Environmental responsibility

Specific skills at a professional level:-

- Analysis - Ability to analyse problems, having identified the main issues arising.
- Application - Apply appropriate strategies and demonstrate rigour in identifying solutions.
- Synthesis - Relate critically evaluated issues and theories to problem definition
- Evaluation - Review validity of issues and methods applied
- Creativity - Propose creative approaches to problem definition and resolution when required.
- Organisation - Self-manage and meet deadlines
- Communication - Select and use the most appropriate professional method
- Interpersonal - Interact sympathetically and ethically with individuals and groups
- Information Collection - Select and manage relevant information
- Reflection - Reflect progressively on personal professional development

### Teaching and Learning Activities and Your Modules

<b>Level 7</b>	
<b>Teaching Block 2</b>	<b>Core (Y/N)</b>
Study Unit 7.1 - Wednesday 20th, Thursday 21st and Friday 22nd January 2021. It is intended that both days are delivered face to face. Please be aware that this might change to online at short notice.	Y
<b>Teaching Block 2</b>	<b>Core (Y/N)</b>
Study Unit 7.1 - Wednesday 5th, Thursday 6th and Friday 7th May 2021. It is intended that both days are delivered face to face. Please be aware that this might change to online at short notice.	Y
<b>Teaching Block 1</b>	<b>Core (Y/N)</b>

<b>Level 7</b>	
Study Unit 7.3 – Thursday 2nd September and Friday 3rd September 2021. Both days are delivered face to face.	Y
Oral Examination – 6th and 7th December 2021. The Professional Interview is held face to face.	Y

### **Assessment Balance and Scheduled Learning and Teaching Activities by Level**

The assessment balance and overall workload associated with this course are calculated from core modules and typical option module choices undertaken by students on the course. They have been reviewed and confirmed as representative by the Course Director

#### **Assessment**

##### **Overview of the examination process**

Following the conclusion of teaching in early September, the Examination phase takes place in stages during Sept/October (documentary submission), November (written examinations; 2 days) and December (Professional Interview; half-day).

For Examination, the candidate is required to submit:-

- A minimum of 24 months PEDR meeting the requirements of the current RIBA Regulations; and under normal circumstances, the candidate would be logging at least twelve months of PEDR during the period of the course.
- A Personal Development Appraisal and CV (5000 words) and a Professional CV in support of the PEDR.
- An analytical Case Study (9000 words) based on personal involvement in an active live project in practice.

Written Examinations in Professional Practice and Contract Administration.

In addition, these submissions are subject to final summative assessment at Oral Examination conducted as part of a Professional Interview led by an RIBA Professional Examiner.

The Professional Interview is the final part in the examination process. The purpose of the professional interview is for the examiners to establish the candidate's knowledge and experience against the Part 3.

The interview will normally be conducted with two examiners, an internal examiner and a professional examiner, both appointed by the university. Both examiners will have extensive experience of architectural practice and will be registered architects. The primary role of the **professional examiner** is to assess individual candidates and report to the university that standards are appropriate and procedures followed. In addition to the internal examiner and professional examiner, the university also appoints an **external examiner** to moderate the examination as a whole and report to the university.

Level 7 is assessed by 100% coursework

<b>Overall Workload for the Course</b>	
Teaching, Learning and Assessment	85 hours
Independent Study	537 hours

### **Learning Support Arrangements**

Students will be able to access the university learning support team and will be able to access online and onsite resources and facilities. Students on this course will have access to specialist resources and this will be communicated during induction.

Students will also be designated an Academic Advisor and/or Personal Tutor. Your Academic Advisor/Tutor will be the first port of call for all issues relating to your learning experience and will be able to offer advice and support relating to your studies.

Social distancing and PPE are required to be adhered to in keeping with the government guidelines. These may include masks, gloves, individual responsibility for cleaning workstations and one-way systems around buildings. Students will be informed of the requirements and any changes via email.