



LEEDS  
BECKETT  
UNIVERSITY

# Course Specification

**PG Dip Architectural  
Professional Practice**

**Course Code: PROFY**

**2024/25**

[leedsbeckett.ac.uk](https://leedsbeckett.ac.uk)

# **Award and Title**     *PG Dip Architectural Professional Practice (PROFY)*

## **Applicant Facing Course Specification for 2024/25 Postgraduate Entrants**

Confirmed at DEC/2023

### **General Information**

<b>Award</b>	Post Graduate Diploma Architectural Professional Practice
<b>Contained Awards</b>	N/A
<b>Awarding Body</b>	Leeds Beckett University
<b>Level of Qualification and 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.
<b>Course Lengths and Standard Timescales</b>	Start dates will be notified to students via their offer letter. The length and mode of delivery of the course is confirmed below: <ul style="list-style-type: none"><li>• 1 years (part-time, campus based)</li></ul>
<b>Location(s) of Delivery</b>	The majority of teaching will be at City campus but on occasion may be at Headingley campus.
<b>Entry Requirements</b>	Admissions criteria are confirmed in your offer letter. Details of how the University recognises prior learning and supports credit transfer are located here: <a href="https://www.leedsbeckett.ac.uk/student-information/course-information/recognition-of-prior-learning/">https://www.leedsbeckett.ac.uk/student-information/course-information/recognition-of-prior-learning/</a>  Admissions enquiries may be directed to: <a href="mailto:AdmissionsEnquiries@leedsbeckett.ac.uk">AdmissionsEnquiries@leedsbeckett.ac.uk</a> .

## Course Fees

Course fees and any additional course costs are confirmed in your offer letter. Fees enquiries may be directed to [Fees@leedsbeckett.ac.uk](mailto:Fees@leedsbeckett.ac.uk).

## Timetable Information

Timetables for Semester 1 will be made available to students during induction week via:

- i) The Student Portal (MyBeckett)
- ii) The Leeds Beckett app

Any difficulties relating to timetabled sessions may be discussed with your Course Administrator.

## Policies, Standards and Regulations ([www.leedsbeckett.ac.uk/academicregulations](http://www.leedsbeckett.ac.uk/academicregulations))

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>	David Watkins
<b>Your Academic Advisor</b>	David Watkins
<b>Your Course Administrator</b>	Carolyn Hollingworth <a href="mailto:ArchitectureAdmins@leedsbeckett.ac.uk">ArchitectureAdmins@leedsbeckett.ac.uk</a>

## Professional Accreditation or Recognition Associated with the Course

### Professional Body

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

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
- Knowledge and Application relating to Environmental Sustainability
- Knowledge and Application relating to Fire and Life Safety



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

### Summary

Learning and teaching are not carried out on the basis of individual Modules, as that would not be reflective of actual professional practice where elements from across the five Professional Criteria (see above) might combine to bear on any single event or set of circumstances.

The mechanism by which the course aims are achieved is by three Study Units held during the three semesters.

**Whilst the Study Units cover a broad range of examination topics, they are not intended as a 'primer' for the Examination, more as a consciousness raiser to help relate the personal experience of the student to the five Professional Criteria and as a basis for further self-directed study and professional development.**

Most of the learning activities for this Course are based in the students' workplace. The lectures forming the three core study units are presented live in tandem with associated workshops. In addition, students will be informed and encouraged to attend relevant lectures, also presented live, which will be organised as part of the wider courses in architecture and associated professional disciplines. Tutorials, drop-in sessions, and the study project webinars will be held/presented live online.

Students are also required to submit quarterly Professional Experience and Development Record Sheets.

Students are encouraged to form their own informal study-groups (often geographically based), meeting between Study Units to share information and views on developing issues, legislation, policies, etc. of concern to architectural practice, to conduct 'examination workshops', to compare Case Studies and share experiences of office management, contract procurement and so on.

Individual or group consultations with the Course Leader take place as required throughout the year, usually at Study Units or by prior appointment.

The Examination takes place in October/November/December: the first submission approximately 10 months after the commencement of the Course in January.

## Learning and Teaching Activities

### Part 3 'The Taster' / Introductory Study Unit (non-compulsory)

The introductory one-day Study Unit in September is dedicated to outlining the character of the Course and explaining and discussing in detail the requirements of the various components that go towards the summative assessment :-

- the Professional Experience and Development Record (PEDR)
- the Personal Development Appraisal
- the Case Study
- the Written Examinations in Professional Practice and Contract Administration
- the Professional Interview and Summative Oral Examination

Guidance notes are issued covering all the above and there is also provision for individual consultations. Students are encouraged to enrol on to the course as soon as possible once in appropriate employment, so that the PEDR can be started and consideration of an appropriate project for the Case Study can begin to be addressed. The Introductory Study Unit, although non-compulsory, facilitates early engagement with the Part 3 experience. Everything covered in the Introductory Study Unit is covered again in the mandatory Study Units.

### Induction

At the beginning of the course, students will be formally briefed on the programme and its philosophy, the curriculum strategy and structure, the learning strategy and assessment procedures.

### Study Unit No 7.1

The Study Unit in January outlines the character of the Course and explaining and discussing in detail the requirements of the various components that go towards the summative assessment :-

- the Professional Experience and Development Record (PEDR)
- the Personal Development Appraisal
- the Case Study
- the Written Examinations in Professional Practice and Contract Administration
- the Professional Interview and Summative Oral Examination

Comprehensive guidance notes are issued covering all the above, along with a bibliography and a set of past examination papers: and there is also provision for individual consultations.

In addition, Study Unit 7.1 covers the following along with Study Unit 2.

### Study Units No 7.1, 7. 2

Study Units 7.1 and 7.2 are both three days in duration. These comprise lectures and interactive workshops arranged to raise awareness around key aspects of the five Professional Criteria, and as a basis for further self-directed study and personal professional development. Study Unit 7.2 in particular focusses on lectures and interactive workshops by specialist practitioners across Planning, Law, Contracts etc.

Sessions are set aside to discuss developing issues in open forum or privately with the course team.

A discreet component of each Study Unit is the opportunity for each student to reflect on their experience and development, compare with the other members of the cohort, review what they have learnt and prepare for the written Personal Development Appraisal, Case Study etc.

### Study Unit No 7.3

The final two-day Study Unit, in September, is largely taken up with an Examination Workshop based on past papers, a review of topical issues and a recap on the format of the Professional Interview and the preparations that students must make for it: again, one of the Professional Examiners is in attendance.

### The Professional Experience and Development Record (PEDR)

Progressively through their period of practical experience students will be monitored by a PSA to establish their professional and academic development, using, inter alia, their quarterly PEDR submissions. The underlying consideration will be whether the student is developing the skills outlined in the Professional Criteria and those of a reflective practitioner.

Each quarterly PEDR Sheet, completed on-line and monitored in the student's practice by a designated Employment Mentor is submitted. A designated PSA from the course team, returns it to the student with an appropriate commentary and advice for the coming quarter.

### Case Study

The student firstly discusses options with the Course Leader and then submits a preliminary proposal in writing for commentary and advice. Further consultations take place throughout the year as necessary, especially for example when live projects take new and unexpected directions that the student may wish to capture in the Study.

### Newsletter

The Course Leader issues a thrice-yearly newsletter ("The Part 3 Bulletin") which updates advice and refers to developing topical issues etc.

### **Your Modules**

The Course 'Modules' align with the RIBA's Regulations for the components of the Examination in Professional Practice and Management. The 'Study Units' are the delivery mechanism that the course uses, and each one is 'cross-modular' to reflect how the PCs overlap and interact in live architectural practice.

The learning and teaching is structured so that the content of all five Modules is concurrently delivered at the Study Units. The modules for the Course represent the examination content as prescribed by the regulatory bodies and is consistent with other universities in the UK. The examination requirements are detailed in the Module Specifications, and summarised in below; briefly these comprise:-

1. PROFY1 Professional Experience and Development Record & Professional Interview (30 credits)
2. PROFY2 Personal Development Appraisal & Professional CV (10 credits)
3. PROFY3 Case Study (40 credits)
4. PROFY4 Professional Practice Examination (20 credits)

5. PROFY5 Contract Administration Examination (20 credits)

This modular structure aligns with the RIBA's Regulations which stipulate 'The components of the 'Examination in Professional Practice and Management (Part 3)' as follows:-

- a. Documentary Submission
  - Professional curriculum vitae
  - A professional experience evaluation
  - Case Study
  - Written examinations, assessed course work, scenario-based essays & reports
- b. The Professional Experience and Development Record
- c. Summative Professional Interview

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

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

#### **Assessment**

Oral Examination / Professional Interview 100%

#### **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 Career Evaluation (3500 words), Professional Development Plan (1500 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.

### Workload

Overall Workload	
Teaching, Learning and Assessment	85 hours
Independent Study	537 hours
Placement	N/A

### Learning Support

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 specialist professional services as appropriate. They can give you a confirmation of attendance letter, and a transcript. You may also like to contact your Course Rep or the Students' Union Advice team for additional support with course-related questions.

### Student Services

If you have any questions about life at University, call into our Student Services Centre at either campus or contact Student Advice directly. This team, consisting of trained officers and advisers are available 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. They also work on a wide range of projects throughout the year all designed to enhance your student experience and ensure you make the most of your time with us. Student Advice are located in the Student Services Centre in the Leslie Silver Building at City Campus and on the ground floor of the Priestley Building at Headingley Campus. The team can also be contacted via email at [studentadvice@leedsbeckett.ac.uk](mailto:studentadvice@leedsbeckett.ac.uk), telephone on 0113 812 3000, or by accessing our online chat link, available on the student homepage.

### Support and opportunities

Within MyBeckett 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.