

## Checklist for candidates following a non-directly supervised professional experience route

Form APEAS 1

### Checklist for PSA advising on the suitability of a candidate following a non-directly supervised professional experience route

Candidate Name:.....

Employment Mentor Name:.....

PSA Name: .....

If you have answered no to any question (s) in any of the box (es) in the following tables, but consider that the arrangements for the supervision of professional experience are appropriate; please add relevant explanatory comments in the Comments Section.

#### Stage 1: Initiation Stage

No.	Statement	Yes	No
1.	Although not directly supervised by the mentor, is there some form of structured supervisory relationship between the candidate and the mentor relating to the candidate's work?		
2.	Is the mentor a UK registered architect?		
3.	Is there a written agreement between the mentor and candidate clearly stating how the professional relationship between the two of them will work? <i>(It is reasonable to expect that any written agreement will detail such items as frequency of review meetings; arrangements for monitoring the candidate's professional experience to ensure it covers the requirements of the ARB/RIBA Part 3 criteria and arrangements for the candidate to engage, where appropriate, in professional training in aspects of architectural practice.)</i>		
4.	Is the candidate using the PEDR?		
5.	Is the candidate using a RIBA Certificate of Professional Experience?		

## Stage 2: Implementation Stage

No.	Statement	Yes	No
6.	Where the candidate has been using the PEDR have you been receiving their log sheets timeously? Are these log sheets completed in full, and signed and dated by the employment mentor?		
7.	Do the log sheets show that the candidate is engaging in sufficient relevant architecturally related professional experience?		
8.	Do the comments made by the mentor help to support the development of the candidate in terms of architectural practice?		
9.	Do you have evidence that regular review meetings are taking place between the candidate and mentor at which gaps in the candidate's experience are being identified? <i>(Copies of the minutes of review meetings should be supplied to the PSA either as part of the PEDR reporting process or separately.)</i>		
10.	Is there evidence that the mentor and candidate are taking steps to reduce these gaps in experience?		
11.	Do the log sheets show that the candidate is properly reflecting on the quality of the professional experience he/she is receiving including identifying strengths and weaknesses in this experience?		

### Comments Section

*Please add explanatory comments where you have answered no to any questions in the tables on the previous pages.*

## **Procedure**

**It is important to emphasise that the following procedure can be applied to part or all of a candidate's professional experience.**

- 1 The PSA will complete Stage 1 of the APEAS 1 Form following initial interview with the candidate.
- 2 The candidate will send a copy of the written agreement between the mentor and himself/herself to the PSA within 3-months of initial interview.
- 3 The PSA will send APEAS a copy of the APEAS 1 Form with the Stage 1 part completed within a month of the initial interview with the candidate. APEAS will hold the Form for information only.
- 4 Where a PSA is uncertain whether the experience a candidate is likely to receive is appropriate he may present the APEAS 1 Form with the Stage 1 part completed and any other supporting information to the next meeting of the Examination Committee for a view.
- 5 The PSA will complete Stage 2 of the APEAS 1 Form and send it to the CEO at least six months before the candidate is due to submit his/her documentary submission to APEAS. An early submission date will provide the Examination Committee with sufficient time to consider the candidate's case and where the case is not upheld allow the candidate to undertake alternative forms of professional experience before sitting the Part 3 Examination.
- 6 Following the submission of the candidate documentary submission the Chief Executive Officer will write to the pair of examiners examining the candidate explaining the supervisory arrangements under which the candidate acquired his/her experience. The Chief Executive Officer will also provide the examiners with a copy of the completed APEAS 1 Form.
- 7 It should be noted that the decision of the examiners with regard to whether a candidate's experience is acceptable or not is final and is without prejudice to the information provided by APEAS and the PSA.