



PEDR

STUDENT GUIDANCE



An introduction to our new PEDR website, with useful practical experience information and FAQs

Spring 2020

RIBA 
Architecture.com

Contents

Introduction to PEDR	3
PEDR terminology	4
Guidance on working in architectural practice	5
RIBA Practical Experience Eligibility Criteria	6
Guidance on the Part 3 examination & the Part 3 Criteria	8
Relevant RIBA policies	13
PEDR monitoring services and Professional Studies Advisors	14
Certificates of Professional Experience	15
FAQs	16
PEDR - the basics	17
My PEDR account	18
> using the new PEDR website	19
RIBA practical experience eligibility criteria	20
> overseas practical experience	22
> UK Part 3 and overseas applicants	22
Looking for work	23
Employment mentor/ supervisor	24
Working in practice	25
Useful contacts / links	26

Introduction to PEDR

What is PEDR?

The RIBA Professional Experience and Development Record (PEDR) is a digital record of a student's experience, development and competency in the practice of architecture. Your PEDR allows you to log your periods in practice, typically listed as quarterly record sheets, preparing for your future Part 3 documentary submission.

Why should I use PEDR?

To register as an architect in the UK, there is a mandatory requirement to have completed a minimum of 24 months professional practical experience, alongside gaining the typical Parts 1, 2 and 3 qualifications.

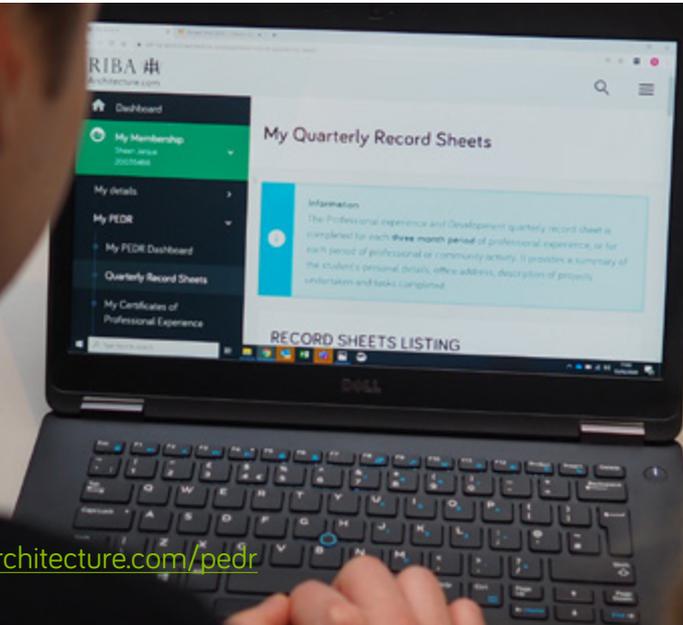
The purpose of the PEDR is to ensure that students passing Part 3 have gained sufficiently complex professional practical experience, in appropriate locations. You need to demonstrate you have the competence to discharge the duties and responsibilities of a chartered architect, and to provide opportunities for reflection on what you have learnt.

How do I record on PEDR?

The quarterly record sheets are completed at 3-monthly intervals. If you work the minimum 24 months, logging 3 months per sheet, you should have 8 PEDR sheets prepared. RIBA does not cap PEDR to 8 sheets, you can record more sheets if necessary. Students are recording project hours completed against the different stages contained within the [RIBA Plan of Work](#).

To complete the record, students must gain approval firstly by an Employment mentor within the workplace. You must also seek final approval from a Professional Studies Advisor (PSA). This is a separate subscription service to PEDR, available at your school of architecture ([see pg.14](#)). A PSA is responsible for monitoring your progress and for approving PEDR record sheets on this quarterly basis.

In some cases, students with more than 6 years' experience, can use our RIBA Certificates of Professional Experience with permission from a Part 3 course leader/provider ([see pg.15](#)).



PEDR terminology

ARB	The Architects Registration Board, the UK's statutory body for upholding the Architects Act 1997. ARB regulates the profession and is separate to the RIBA. www.arb.org.uk
Architect	in the UK an architect is a person who is registered with the Architects Registration Board, and may be a chartered member of the RIBA. Outside the UK, an architect is a person who complies with the local regulations (or competent authority in the EU), concerning the use of the title or function of an architect
Categories of Professional Experience	<p>i. experience of architectural practice in the UK, EEA, Channel Islands or Isle of Man, under the direct supervision of an architect either registered with the Architects Registration Board or registered within the territory where the experience is being undertaken. (We recommend completing a minimum of 12 months based in the UK prior to sitting Part 3. The Part 3 tests competence to practise in the UK context. Can be used for both Stage 1 & Stage 2 experience.)</p> <p>ii. experience of architectural practice in any other location, under the direct supervision of an architect registered within the territory where the experience is being undertaken. (Can be used for both Stage 1 & Stage 2 experience)</p> <p>iii. experience within the construction industry under the supervision of a qualified professional within the relevant field. (Can be used for both Stage 1 & Stage 2 experience.)</p>
CPD	Continuing Professional Development
Direct supervision	a person/ professional supervising the student who should have responsibility for and control over the work being undertaken. Direct supervision does not mean the employment mentor has to necessarily employ the student.
Employment Mentor	the employment mentor is the individual who directly supervises and has detailed professional knowledge of the work prepared by the student undertaking professional experience. The employment mentor should be an architect with at least 5 years' (post-qualification) experience of the design of buildings and the administration of subsequent contracts. In non-architectural work settings, the employment mentor should be an experienced professional in their own field, and if possible, a member of an appropriate professional organisation. The Employment Mentor may not necessarily directly employ the student.
Location of Experience	the office or place of work where the professional experience is undertaken. This is most usually an architect's practice, in the United Kingdom or overseas, but can be a variety of other settings, for example a Quantity Surveyor's or Civil Engineer's office.
PEDR	Professional Experience and Development Record
Professional practical experience	experience which consists of activities which would typically be undertaken by an architect in practice. (The Part 3 Criteria are helpful in setting out in broad terms, some of the activities which are likely to be required to be undertaken).
Professional Studies Advisor (PSA)	a Professional Studies Advisor (PSA) is a member of staff at a school of architecture/provider offering RIBA validated qualifications, who has responsibility for teaching professional studies and for monitoring students during their professional experience.
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.
RIBA Plan of Work	the RIBA Plan of Work organises the process of briefing, designing, constructing and operating building projects into eight stages and details the tasks and outputs required at each stage.
Stage 1 professional experience	professional experience undertaken any time between the start of a Part 1 course and the start of a Part 2 course.
Stage 2 professional experience	professional experience undertaken any time from the start of a Part 2 course up until taking Part 3.
Student	the individual undertaking professional experience and development in preparation for Part 3, the final examination of an architectural student's training. The status of a student is that of an employee first and foremost, but they may also be a registered student on an RIBA validated course of study.

Guidance on working in architectural practice

what to expect during your time in practice

What is the prime purpose of professional experience?

>> Above all, remember that professional experience is intended to be practical and technical, rather than purely creative. It is intended to supply graduates with skills that they will need as architects to realise their designs.

Stage 1 (*experience undertaken any time between the start of a Part 1 course and the start of a Part 2 course*): to determine if architecture is the right career; to apply some theory to practice, to then take back to theory for Part 2.

Stage 2 (*experience undertaken any time from the start of a Part 2 course up until taking Part 3*): to apply all theory from Part 2 to practice; to prepare for Part 3 exam. As the Part 3 qualification entitles architects to set up in practice and run client's projects, then, by the end of the Stage 2 experience, graduates ought to be able to run a small project with minimal supervision.

Will I have the chance to design?

>> Students are unlikely to be given the opportunity to do a significant amount of design, particularly at stage 1. However, students may be asked to design small components of a project. Remember - design in an office has to be produced according to a resources programme - there may not be as much time as students are used to from university. Students should look to participate in development of concept sketches and detailing.

What experience can a specialised practice offer me?

>> A specialised practice may be able to offer a more in-depth experience, with observation and participation in that specialisation. Students should check whether the experience will be suitable for Part 3, e.g. a practice specialising in overseas work is unlikely to offer overseas travel to students, and they may have problems gaining on-site experience.

What kind of practice should I apply to?

>> A small practice may be more likely to offer "hands on" experience at both Stages 1 & 2. Although projects could be smaller/ simpler, students may be given more responsibility and be able to engage with more stages as the project progresses. Larger practices may offer experience on larger projects but at limited stages. Students roles may be more observational as they will be part of a larger team.

Will I be able to take Part 3 with just 24 months experience?

>> It is possible, depending on the experience gained, and whether students have previously worked in the sector. However, it is very common to take two or more Stage 2 years prior to sitting the Part 3. This is because often the most useful source of experience can be gained from following a project through the entire production information and construction phases.

What sort of project should I be working on to gain the most valuable experience?

>> Ideally see a project through all stages on the RIBA Plan of Work, although it is likely that you may only be involved in some of the stages. It is important to gain experience in the latter stages if possible. Some schools advise on the kinds of projects that are most suitable for production of a Part 3 case study, and you could discuss this further with your PSA.

Have a question? Please contact the RIBA team: support@pedr.riba.org

RIBA Practical Experience Eligibility Criteria

The RIBA and the [ARB](#) share in common the main practical experience criteria and a set of underpinning definitions. RIBA uses the criteria for the purpose of admittance to the oral examination stage of Part 3; whereas the ARB's Rule 13b uses it for the purpose of admittance to the UK Register of Architects.

Candidates for the RIBA Part 3 oral examination stage should have recently completed a minimum of 24 months' practical experience under the direct supervision of a professional working in the construction industry, which should include at least 12 months working in the EEA, Channel Islands or the Isle of Man, under the direct supervision of an architect.

Whilst candidates for the RIBA Part 3 oral examination stage should have undertaken a minimum of 12 months experience working in the EEA (including the UK), the Channel Islands or the Isle of Man under the supervision of an architect, you should note that the UK's Part 3 qualification tests **UK practice and law**.

Practical experience is an integral element of the Part 3 qualification and is important in assisting you to meet the Part 3 Professional Criteria*, against which all Part 3 candidates are assessed. You are expected to have gained the required level of knowledge and skill and it's strongly recommended that candidates undertake a minimum of 12 months' experience, supervised by a registered architect in the UK, as those whose experience lies solely outside the UK may find it difficult to meet the required level of understanding.

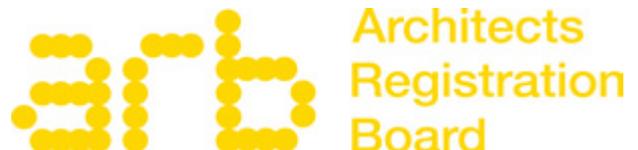
Candidates must be mentored during their practical experience. The definition of 'direct supervision' essentially means the employment mentor should have control over and take responsibility for the work being undertaken. Typically the candidate and the mentor will be employed by the same organisation but where the relationship is not typical, you will need to satisfy their Professional Studies Advisor (PSA) that the level and type of supervision is appropriate.

While it is acceptable for any professional who is working within the construction industry (as defined in the categories) to supervise up to 12 months of the experience, a registered architect is likely to be in the best position to assist a candidate in acquiring the required levels of skill and knowledge.

The practical experience regulation sets out the requirement for admittance to the oral examination stage of the RIBA Part 3 examination in the UK. Candidates may find that schools and Part 3 providers have additional requirements for entry to courses and for examination purposes. In the first instance you should discuss any queries with your PSA who will be able to advise you about the suitability of a placement and whether it is likely to satisfy the practical experience regulation.

*the Part 3 Professional Criteria should be considered throughout your experience. [See page 10.](#)

We recommend keeping up to date on ARB's regulations via www.arb.org.uk



RIBA Practical Experience Eligibility Criteria continued...

To log your practical experience on PEDR, your placement should fit within one location category and meet the following definitions and criteria.

PEDR categories of experience:

- i. experience of architectural practice in the UK, EEA, Channel Islands or Isle of Man, under the direct supervision of an architect either registered with the Architects Registration Board or registered within the territory where the experience is being undertaken.
- ii. experience of architectural practice in any other location, under the direct supervision of an architect registered within the territory where the experience is being undertaken.
- iii. experience within the construction industry under the supervision of a qualified professional within the relevant field.

ARB/RIBA definitions for PEDR

'months'	these will be calendar months of full time working (full-time working is classed as a minimum of 20 hours per week). Reasonable time off for holidays and illness may be included in your record sheet. Where work is less than 20 hours per week, you may need to complete a longer period of experience, please discuss with your PSA.
'practical experience'	experience which consists of activities which would typically be undertaken by an architect in practice. (The Part 3 Criteria are helpful in setting out in broad terms, some of the activities which are likely to be required to be undertaken).
'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.
'quarterly record sheet'	record sheets should be completed in period of 3 months maximum. Periods of less than 3 months may be accepted at your PSA's discretion so check with them directly.

Guidance on the Part 3 examination

Students wishing to sit the Part 3 (also known as the Professional Practice Examination in Architecture) are normally expected to have recognised qualifications at Part 1 and Part 2 level, or their equivalent recognised examinations. This includes the requirement for relevant professional practical experience before undertaking your Part 3.

Who is eligible to take the Part 3 exam?

Admission to an RIBA validated Part 3 course in the UK is normally restricted to students who:

- hold UK RIBA validated qualifications at Part 1 and at Part 2, or
- hold international RIBA validated qualifications equivalent to Part 1 and Part 2, or
- have completed the ARB Prescribed Examination at Part 1 and/or Part 2, or
- any combination of the above

You may also be permitted to Part 3 if you have completed either of the following:

- the appropriate qualification/s listed under Annex V or Annex VI, of the Mutual Recognition of Professional Qualifications Directive (2005/36/EC).
- international qualifications can be accepted but you must contact the Architects Registration Board (ARB) to discuss eligibility for the ARB Prescribed Examination, prior to joining a Part 3 course.

If you have alternative qualifications to those listed above, please contact your chosen course provider to discuss your eligibility to take the Part 3. You should also note the requirements of RIBA Chartered Membership eligibility and the ARB's requirements for registration in the UK. Within UK registration, you must also satisfy the ARB Rule 13b. practical experience regulation, please [see page 6](#).

Where can I study for the Professional Practice Examination?

There are a variety of Part 3 study and preparation programmes offered by architecture schools and examination centres, with different modes of study available. Please see our list of RIBA validated [Part 3 courses](#).

RIBA 

 Validated courses
 in architecture

Guidance on the Part 3 exam

What does the Part 3 Examination involve?

The Part 3 Examination is concerned with assessing applied knowledge and skill in relation to professional conduct and competence to practice as an architect. It should consist of two parts:

- a documentary submission to demonstrate professional knowledge, judgement, conduct and ethics (against the Part 3 Professional Criteria), which includes the practical training record
- an oral examination

Candidates will be expected to express themselves clear, accurate, and concise English in both parts of the examination.

The documentary submission

A Part 3 candidate can expect to submit these particular items (the exact requirements are defined by each Part 3 provider):

- a professional curriculum vitae- recording your educational and professional career, including non-architectural and all architectural practice experience
- a career evaluation- including a personal appraisal of your education and experience of architectural practice, within the context of the Part 3 criteria
- a record of professional experience and development- in-depth log of competences achieved during your practical training, over a minimum period of 24 months.
- a case study- reflecting your professional experience and examination requirements, but usually a critical written evaluation of at least one project undertaken during your recorded practical training. This supplements the PEDR and career evaluation [NB: if you have experience of multiple projects where no single project covers all RIBA work stages, you may draw from your experience of different projects to illustrate your competence to practice as an architect]
- written examinations, assessed course work, scenario-based essays and reports, demonstrating the required knowledge and understanding of professional practice, and ability to exercise sound judgement and make responsible decisions.

Part 3 providers have different methods of delivering the Part 3 curriculum; typically, these include scenario-based assessment and written examinations, but other forms of evaluation can be expected.

The oral examination

The oral examination is the final element in the examination process, providing an opportunity for you to develop and comment upon your documentary submission through discussion with the Part 3 Professional Examiners, who may further establish your judgement and understanding in relation to the Professional Criteria for Part 3.

Guidance on the Part 3 exam

How can I prepare for my Part 3?

Each student's experience of learning and development in professional practice will differ, depending upon the type of project, type and location of practice and management processes used. We advise preparing for the exam in a well-structured way, managing the balance of professional experience and academic study, to provide a good coverage of the Professional Criteria. You will be expected to submit a critically reflective body of work to a Part 3 provider or PSA.

To meet the Part 3 Professional Criteria, the student's experience should include evidence of commercial awareness, self-management, professional competence and integrity. A successful student should also be able to demonstrate authorship, knowledge, effective communications skills, and reasoning and understanding in relation to all issues within the Professional Criteria. Within the PEDR quarterly record sheets (particularly the student/mentor appraisal section), students are expected to consider their achievements in relation to the Part 3 Professional Criteria for Validation.

Part 3 Professional Criteria for Validation

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.

Demonstration of an understanding of the following will 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.

Find more information on the [RIBA Part 3 courses](#).

Part 3 Professional Criteria for Validation

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.

Demonstration of an understanding of the following will 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.

Demonstration of an understanding of the following will contribute to this criterion being met:

1. the relevant UK legal systems, civil liabilities and the laws of contract and tort (delict)*;
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. *Scotland

Part 3 Professional Criteria for Validation

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.

Demonstration of an understanding of the following will 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.

Demonstration of an understanding of the following will 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.

Relevant RIBA policies

All students, and all companies employing students undertaking professional experience, should refer to the policies below and the best practice guidance. RIBA Chartered Practices are required to meet certain criteria and more detail is provided below.

Employment rights

All RIBA Chartered Practices that employ staff are required to have a formal written employment policy in place. A policy must cover the requirements within the RIBA Chartered Practice Employment Policy Guide, available as part of the [RIBA Chartered Practice Toolbox](#).

In the UK, all [employees have statutory rights](#) and should be included in a written contract stating the terms of employment conditions, rights, responsibilities and duties, which the RIBA Chartered Practice Employment Policy Guide is based on. Additionally, the Working Time Regulations limit an employee's working hours to an average of 48 hours per week. In order to exceed this, the employee must be asked to sign a voluntary waiver.

Pay

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. The Living Wage Foundation sets 2 rates (UK and London) and these are updated annually.

Further information on salaries is available from [RIBA Jobs](#).

Time off for study and professional activities

All architecture students employed within an RIBA Chartered Practice where the work undertaken is eligible to count towards their professional practical experience and is recorded on the PEDR are to be offered opportunities for training and experience equally to help them complete their professional architecture education.

Practices employing students are encouraged as part of the induction process at the commencement of employment to discuss the student's chosen PEDR monitoring service (year out course) or Part 3 course, and agree both an appropriate amount of paid study leave and the timeframe to which this arrangement refers. Whether there will be any contribution by the practice to course fees should also be discussed. The student's employment contract should clearly state the agreed study leave and whether this is to be matched by an equal amount of their own annual leave. The contract should also be clear regarding the circumstances under which course or training fees are liable to repayment in the event of the student leaving the practice.

As a mark of best practice and a sign of commitment to supporting students, RIBA strongly recommends RIBA Chartered Practices consider granting paid study leave for attending PEDR monitoring recall days. At Part 3 stage, given the significant commitment studies/future career that a student will have demonstrated by reaching this point, granting paid leave for Part 3 course attendance and additional paid study time, particularly in the lead up to assessment submission and examinations, will be crucial to the achievement of a successful outcome.

Students should be given access to any appropriate in-house or external CPD and other staff development opportunities and can log this on their PEDR record.

RIBA members may be entitled to access employment guidance through our [Information Centre](#). The [Professional Standards team](#) can assist with any questions on our RIBA Code of Professional Conduct and RIBA Code of Practice. The Education team **cannot** advise on individual employment disputes.

PEDR monitoring services and Professional Studies Advisors

Schools of architecture or Part 3 course providers appoint one or more Professional Studies Advisors (PSA), with responsibility for professional studies and the monitoring of students' professional practical experience.

Please note, PEDR monitoring services are charged separately to the RIBA's PEDR platform and can vary in cost across the schools of architecture/Part 3 providers.

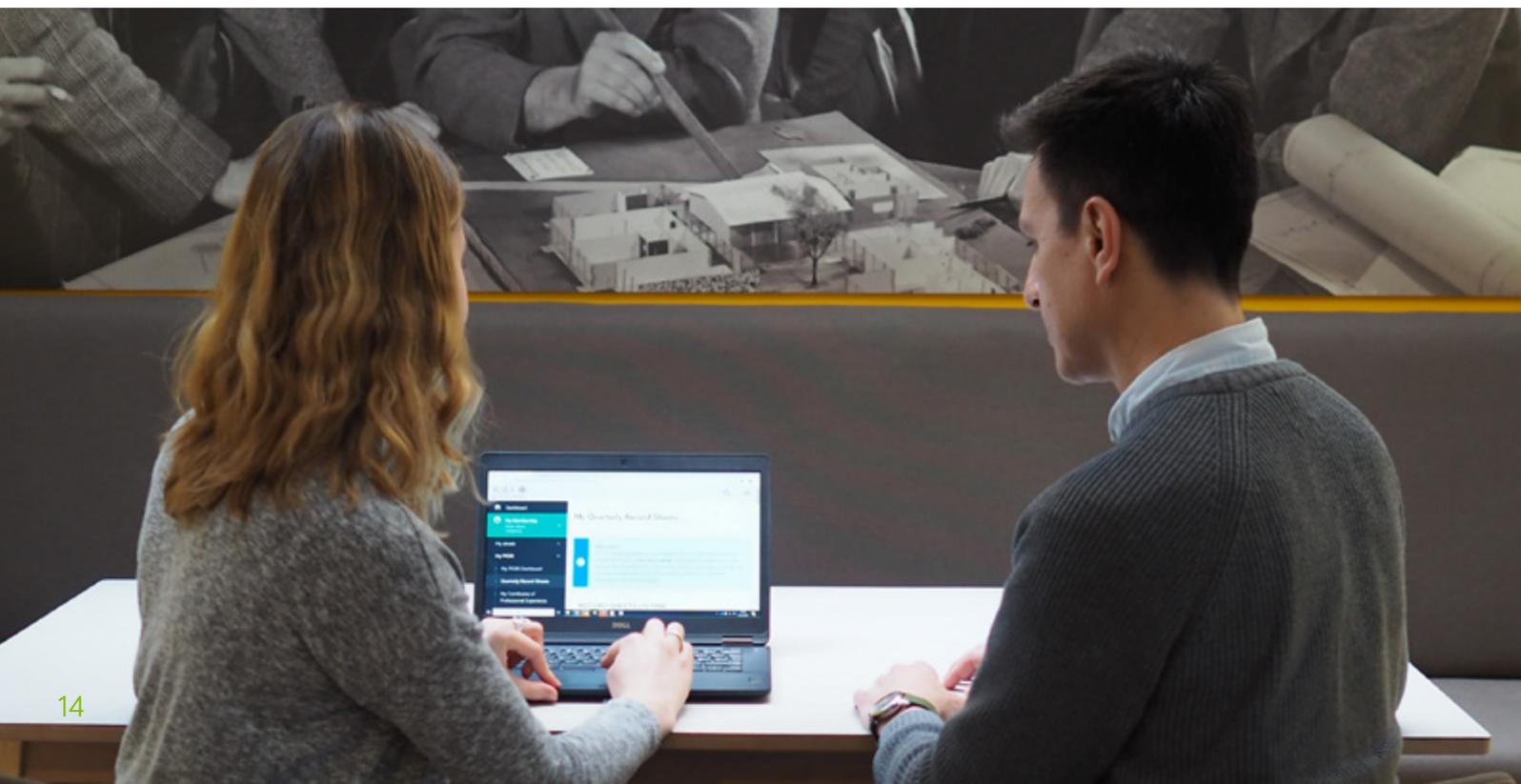
A PSA can work with employers and students in a joint effort to ensure the best possible professional development and experience for students. PSAs can advise employers and students on all aspects of professional experience, including matters such as salary levels and student capabilities. Working closely with RIBA and ARB, PSAs may provide helpful advice on matters relating to both the delivery and assessment of practical experience and professional education.

Your PSA is predominantly responsible for reviewing the PEDR sheets every quarter and commenting on the breadth, scope and adequacy of the professional experience.

PSAs are responsible for giving final approval on your record sheets, following your mentor's sign off. The PSA will save their comments and approve the sheet, locking the sheet as final. Your Overview and dashboard will update your logged hours against the RIBA Plan of Work, saved online for your future Part 3 submission.

The Professional Studies Advisor should be your first point of contact if any difficulties or concerns arise. If your PSA is not available, [contact our RIBA Education Department](#) who can advise on your professional training.

If you need access to a PSA, please contact your school of architecture or check out our [RIBA PEDR monitoring service](#).



Certificates of Professional Experience

The Certificate of Professional Experience is an alternative online recording format to the standard quarterly record sheets, for any individuals who have 6 years'+ practical experience. Students are expected to have a substantial amount of professional training and degree of supervisory responsibility in their offices.

The Certificates may only be used with permission from a Part 3 course leader, for students to provide this retrospective summary. The experience must meet the standard RIBA's practical experience eligibility criteria ([see pg.6](#)), and have been undertaken outside of full-time academic study* for Part 1 and Part 2.

*students who have studied on a part-time course or practice-based route may apply to their Part 3 course leader to use the Certificates to record their experience.

What's involved when submitting Certificates of Professional Experience?

- all 6 years+ of your practical experience should be recorded
- a certificate should be created per individual employer/s
- an accompanying report and supplementary evidence are typically required with your certificate/s which are completed separately, and your Part 3 course leader can confirm the exact requirements of these. As a guide, some reports are required to be 2,000 words and you could provide evidence such as a letter of support from your employer
- a certificate can lack as much detail as the typical quarterly record sheets, so we advise portraying your appreciation and valued experience through coherent and concise accounts of projects, and the gained knowledge and skills as a result
- course providers may ask you to complete some additional standard PEDR quarterly record sheets covering your current experience from the start of the Part 3 course, until the documentary submission date and therefore submit the experience in a combination of Certificates and PEDR sheets.

How to apply to use the Certificates of Professional Experience

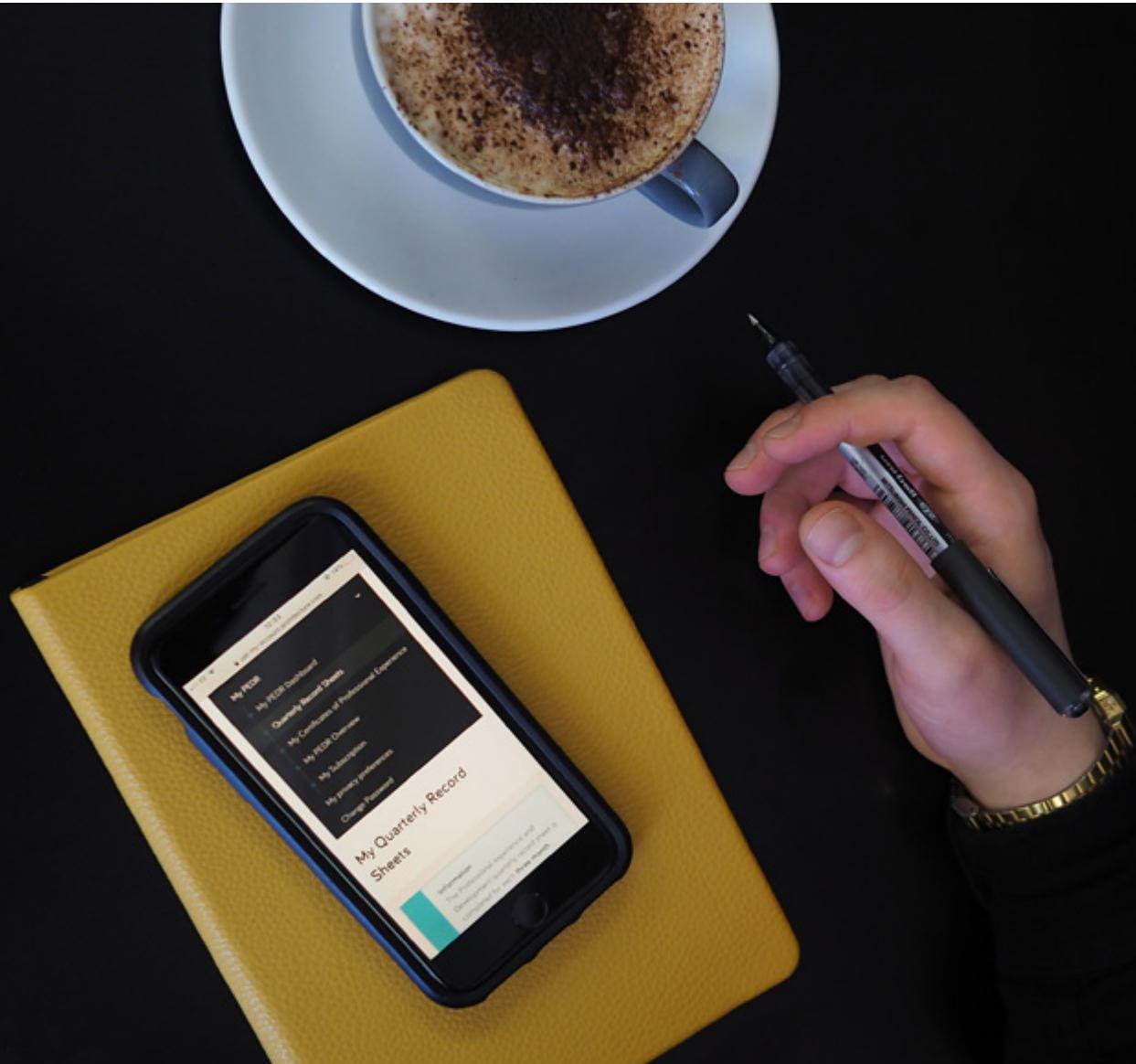
You will need to seek direct permission from your Part 3 course leader/ PSA. We would advise discussing together your professional training background and what the best format for submitting your practical experience will be. Your Part 3 provider may find it useful to review:

- a statement of the length of the experience
- a description of the kind of work you are currently undertaking, with the character and size of projects
- a statement from your employer about your work and the level of responsibility you hold.

Using the new website

- input information on your practice, dates and projects worked on during the period
- you can use the [RIBA 2013 Plan of Work](#) as a guide
- please note when sheets are finalised online, these can't be unlocked. You need to create a new version and re-enter information again.
- signing is required by your employer/mentor to confirm the activities recorded, and your PSA can verify the projects meet the Part 3 Criteria.
- CPE's do not count towards your PEDR Overview or show progress on your dashboard.

Please note, we are planning future improvements for the Certificates of Professional Experience in the next phase.



PEDR Frequently Asked Questions

FAQs on the new PEDR website and practical experience

PEDR - the basics

What is PEDR?

The PEDR - Professional Experience and Development Record - is an electronic record of a student's professional experience, development and competency in the practice of architecture, required as part of the documentary submission for the Part 3 exam.

Why is PEDR a requirement?

A minimum of 2 years' practical experience must be completed and recorded to qualify as an architect in the UK. There are a number of [pathways to qualifying as an architect](#) but the most common route to qualification combines a minimum 5 years of academic study and 2 years' practical experience. A student typically:

- takes a 3-year undergraduate degree in architecture, prescribed by the ARB/validated by the RIBA, referred to as **Part 1**
- followed by 1 year of practical experience / 'year out'
- complete a further 2 years' full-time study (or part-time equivalent) towards a Diploma/Masters/second degree in architecture, prescribed by ARB/validated by RIBA, referred to as **Part 2**
- followed by a further stage of practical experience to meet the requirement for 12 months 'recent' experience
- take the final qualifying RIBA Examination in Professional Practice and Management, referred to as **Part 3**

What is Stage 1 or Stage 2 practical experience?

Stage 1 experience = any time between the start of a Part 1 course and the start of a Part 2 course

Stage 2 experience = any time from the start of a Part 2 course, up until taking Part 3.

There is no requirement to have a certain proportion of Stage 1 experience, so, in this example, all the experience should be recorded as Stage 2.

For entry onto a Part 2 course, please check entry requirements and policies with the school of architecture directly.

Who can act as my Professional Studies Advisor (PSA)?

Most Schools of Architecture will introduce you to your Professional Studies Advisor during your last year of study, and they will explain the PEDR monitoring and signing service that they offer.

The PSA is employed by a School of Architecture or other Monitoring Institution to supervise and support students whilst they are working in practice, and they are also responsible for signing your record sheets. However, if you are not sure who your PSA is, then you should contact the School where you previously studied for more information.

If you have lost touch with your School or have taken more than one year out in practice, then you could either contact your local School to see if you could sign up with their Professional Studies Advisor, or you could contact the [RIBA PEDR Monitoring Service](#).

Do I submit my PEDR records directly to the RIBA?

You should submit your record sheets to your Professional Studies Advisor (PSA) with whom you have signed up for PEDR monitoring, this is usually through your School of Architecture.

If you are subscribed to the RIBA's PEDR Monitoring Service, this is coordinated by RIBA's North West team, you can directly contact the team via: pedr@riba.org. It's your responsibility to submit your PEDR sheets to your mentor and PSA for their approval.

My PEDR account

REGISTER/ACCESS PEDR

I'm a brand-new user, how do I sign up to PEDR?

You can set up your PEDR account via [our registration page](#). Our system will check for your details in our system, if not, it will direct you to our Register for PEDR registration form.

I am an existing user with a PEDR account. I can't remember my login details, how can I find out what they are? Do I need to register again?

No, you don't need to register another account. Please access your **existing** PEDR account via the [PEDR registration page](#) to connect and migrate your existing PEDR account and data to the new website (you do not need to register a new account).

You will need to input your email address used for PEDR, to receive an automated email and access your account. If you cannot remember any of your account details, please [email us](#) for assistance.

How do I change my account details once my RIBA account is set up?

If you want to change your email address, password or any personal information, you can login to your RIBA account and change in the left menu under 'My Details/ Change Password'.

In future, if you forget your login password once accessing the new PEDR website, you can select the 'Forgotten my password' option on the [RIBA login page](#) to reset this.

PAYMENT INFORMATION

Do I have to pay to access and use PEDR?

Yes, you will need to pay a subscription. This lasts for a fixed duration from the day you make the payment. There are 2 payment options:

13 month duration: £26.40 (£22.00 + £4.40 VAT) for students resident in the UK (select this option if you are living in the UK, regardless of your nationality) £22.00 for students resident outside the EU (select this option if you are not living in the EU, regardless of your nationality)

6 month duration: £14.40 (£12.00 + £2.40 VAT) for students resident in the UK (select this option if you are living in the UK, regardless of your nationality) £12.00 for students resident outside the EU (select this option if you are not living in the EU, regardless of your nationality).

Please call us on +44 (0)207 496 8383 if you need to pay over the phone for your subscription and/or query the VAT rate if you are resident within the EU but outside the UK.

What happens when my subscription runs out?

When your subscription comes to an end, you cannot edit your records, and your mentor or PSA can't approve your records. You require full online access throughout the entire approval process. If you need to edit your records or gain approval, you will need to renew your subscription. You can still log in, view and print all of your records.

Do I need to be a RIBA member to use PEDR?

No, you do not need to be a RIBA student member. If you're interested in joining RIBA, please see our [membership options](#).

USING THE NEW PEDR WEBSITE

My PSA has signed my older PEDR sheets offline, what should I do with them?

You will need to keep your signed copies in a safe place ready for your future Part 3 documentary submission, alongside any new digital-approved record sheets. Please note, your university will not necessarily keep copies so keep your own copies on file. The data you have entered onto the PEDR will be stored safely. For anyone submitting two versions, you may need to calculate and create your own Overview offline.

Can RIBA still unlock a sheet for students?

The new system lists your record sheets by date rather than numbers, but all the information will be retained. Within the record sheet listing, you can now select to delete any unwanted sheets. If you delete a sheet by mistake, this can also be restored.

If you finalise a sheet and notice an error, our PEDR admin team can unlock the sheet for you. Please bear in mind this will mean gaining approval from your mentor and PSA again. If an old sheet has missing information and you need to edit and submit the sheet, this can also be unlocked by us.

Which version of the RIBA Plan of Work should I record my hours against?

If you have already created sheets using the 2005 / 2007 / 2013 version of the RIBA Plan of Work, this will be available to you in the new system. All other users will use the [RIBA 2013 Plan of Work](#).

What is the difference between my PEDR Overview and the new PEDR Dashboard feature?

All record sheets which are PSA approved/completed on the system will be included in your Overview and the new Dashboard function. The Overview is required for submitting, with your quarterly record sheets and/or Certificates of Professional Experience, to the Part 3 exam. The Dashboard feature is a visual tool to help track your progress and isn't required to be submitted for Part 3. You may find it useful when preparing for any tutorials, meetings and your Part 3 exam.

The duration of my practical experience in the Overview or Dashboard are incorrect. What's wrong?

The summary of professional experience shown in your Overview is based on all your quarterly record sheets. If any information is not included in the graphs, it's likely they still need to be approved by your mentor and PSA. The Overview is a good tool to check regularly, for whether your hours and information show up correctly. If the duration is not correct, check the dates in your quarterly record sheets. The site treats experiences at the same workplace with less than 7 days between them as one experience. The duration of the experience is the time between the start date on the first quarterly record and the end date on the last.

Can I include supporting diagrams, documents or images in my PEDR?

Yes, there is now a new upload function available in the Projects and Activities sections. The Sheet Attachments panel allows you to upload photos and documents up to 10MB. Typically, PSAs advise 2 pages worth of supporting material.

Your mentor and PSA will be aware that you have files and images attached when accessing your record sheet online, within the same Sheet Attachments panel and with notices in the HTML/PDF versions of your sheet. For any upcoming/close deadlines or submissions, you may need to print these out as hardcopies, please consult your PSA for their preference.

RIBA PRACTICAL EXPERIENCE ELIGIBILITY

What sort of practical experience counts towards PEDR?

Your practical experience should consist of activities typically undertaken by an architect in practice. This covers a wide range of areas but you will find reference to the [RIBA Part 3 Criteria](#) helpful, which sets out the skills and knowledge you will be assessed against.

Also as you need to record the time spent on each project against the stages in the [RIBA Plan of Work](#), referring to this often can be useful in assessing whether your professional experience is eligible for PEDR.

I don't think my experience satisfies the RIBA practical experience eligibility criteria, what should I do?

In the first instance you should discuss this with your PSA, who will be able to advise you whether your experience is likely to meet the RIBA's requirements and whether it will be adequate to assist you in meeting the Part 3 Criteria. If you need further information or have any additional questions please [contact us](#).

I didn't complete records at the time of my first year of practical experience, can I backdate this and log on PEDR now?

Each PEDR record sheet should be completed no later than 2 months after the end of the relevant recording period (maximum of 3 months per record sheet). If you wish to record experience taken some time ago, then you need to discuss with your PSA whether they will be prepared to review and sign your PEDR record sheets retrospectively. You will also require your mentor's approval so you will need to get in touch directly to request their digital approval. If you have lost touch with your mentor, please ask your PSA whether this would be accepted or not.

I've worked for more than one practice in the last three months. Can I record this experience?

Our system doesn't allow more than one practice spanning the same dates in a sheet. Unfortunately, you will need to choose which practice gives you the best level of supervision and experience to log on PEDR. Within the wider Part 3 documentary submission elements, there is an opportunity to demonstrate all key and valuable periods of professional practical experience. Please contact your PSA for further guidance.

Can I count the two years I spent working in an architect's office before I started my Part 1 course towards my practical experience?

The RIBA/ARB rule states that at least 12 of the 24 months should have been undertaken within the 2 years immediately before taking your Part 3 exam, and therefore would permit you to include up to 12 months of any experience taken before you started your Part 1. It will, however, be for your school to decide whether the experience is acceptable to them for the purposes of the professional practice examination and you are advised to discuss this with your PSA.

If you have not already recorded this experience, your PSA will need to know the type of work you were doing, the level at which you were working; and will most likely need to see references and/or other supporting evidence.

I want to go straight from Part 1 to Part 2 and then work for two years before taking my Part 3, is this acceptable to the RIBA?

Yes, this would be acceptable to the RIBA, but many schools prefer students to have some practical experience before starting their Part 2 qualification. You need to check this with your PSA or course admissions office directly. Plus, there are many benefits to undertaking a placement at 'year out' stage, mainly the opportunity to put into practice the theory you have learned during Part 1, and potentially a chance to travel as well.

PRACTICAL EXPERIENCE ELIGIBILITY FAQs CONTINUED...

I do a work placement as part of my course; can I also count this towards my 24 months' practical experience?

It will depend where you are studying. RIBA/ARB policy does not permit you to '**double count**' – that is to use time spent in practice which contributes to the achievement of academic credits at Part 1 and/or Part 2, to also satisfy part of the practical experience requirement. If your placement does not contribute to the achievement of academic credits at Part 1 and/or Part 2, then it is likely that you would be able to include it. Your course tutor or PSA should be able to advise you of the position for your specific course. As a general guide, to allow you to include some/all of your placement experience, your course must be longer than the typical 3 years for a Part 1 qualification and 2 years for a Part 2 qualification. Your PSA or course admissions tutor should be able to advise you of the position for your specific course.

I am studying for my course part-time, can I include my time in practice towards the experience requirement?

If the course is officially designated a **part-time course** and you are working for **at least 20 hours a week**, you should be able to include some or all of it towards your practical experience, provided the other requirements are met. If you are working for less than 20 hours a week you will have to complete a correspondingly longer period of experience. Remember that the experience must also be 'recent' – i.e. 12 of the 24 months must be in the 2 years immediately preceding the Part 3 exam, so it is likely that only part of the period can be included.

If you are on a full time course but also working in practice for more than 20 hours per week, you may not include experience gained during the academic term towards your practical experience. You may be able to count experience gained during the holidays.

Does time spent working in the summer holidays count?

The RIBA/ARB rule does not set any minimum limits for periods of experience, but if your placement is very short, your PSA may want to see evidence of reasonable involvement in the practice and in the projects you are working on. For this reason, your school may prefer you to spend at least 3 months in any placement, and you are advised to discuss this with your PSA if you think you may be undertaking a shorter placement.

My PSA says that although I have 24 months' experience, it is not very broad. Will I need to spend more time in practice before I attempt the Part 3 exam?

It is possible that while you might satisfy the RIBA/ARB practical experience rule in terms of length of training and location, your PSA may advise that the quality of that experience may not be sufficient to assist you in meeting the Part 3 Criteria. In this instance they may well advise you to get some more experience before taking your exam. 24 months is the minimum required for ARB registration/RIBA Chartered Membership, but many candidates will need longer than this to acquire the required level of skill and knowledge for examination.

My PSA signed off my PEDR sheets and approved my experience; but I failed the experience assessment at Part 3?

Your PSA will ascertain whether your experience is of an appropriate nature in terms of length, location etc to meet the RIBA/ARB rules, and will assist you in deciding whether you are ready to undertake the Part 3 examination. However, at the Part 3 stage examination stage, your professional practice (Part 3) examiner will assess the content and quality of your experience, and whether you have gained the appropriate competencies to allow you to fulfil the joint RIBA/ARB Criteria. The RIBA validation process requires course providers to ensure that all students who pass the Part 3 have met the RIBA/ARB Part 3 Criteria.

PRACTICAL EXPERIENCE - OVERSEAS FAQs

Can I record overseas experience?

You should work for at least 12 months in an EEA member state (including the UK), the Channel Islands or the Isle of Man. The remaining 12 months may be undertaken anywhere in the world. You should note that the Part 3 is concerned with assessing applied knowledge and skill in relation to professional conduct and competence to practice as an architect in the UK. Therefore, the RIBA strongly recommends that at least 12 months of your experience is undertaken in the UK in order to fully prepare you for the Part 3 exam.

If you have not already done so, you should also discuss your placement with your Professional Studies Advisor.

I am based in Dubai, but am supervised by a UK architect, working on UK projects. Does this count as UK/EEA experience, or overseas experience?

In most cases, the location of your practice will determine the location of your experience. If however you are supervised by a UK/EEA architect, and working on UK/EEA projects, then it is possible that this could be counted as UK/EEA experience. You should discuss this with your PSA, particularly if you are only working for part of the time on the UK/EEA projects.

UK PART 3 & OVERSEAS APPLICANTS

I am an overseas qualified architect. Can I use the PEDR website to record my professional experience prior to taking Part 3?

Yes, you can record your experience using this website. You will need to appoint a Professional Studies Advisor to supervise you whilst you are in placement and sign your quarterly record sheets for you. Your Part 3 School may offer this service so you may like to contact them in the first instance.

Can I complete Part 3 whilst resident overseas?

This would depend on your prior experience, as at least 12 months experience should be obtained in an EEA member state (including the UK), the Channel Islands or the Isle of Man. Candidates would need to consult with Part 3 course providers in order to see if this would be possible.

Some [Part 3 courses](#) require attendance at regular lectures and seminars, which would not suit a candidate based overseas.

It is worth bearing in mind that the case study required by many Part 3 course providers would normally need to be based on a UK project or refer to UK legislation and requirements. It is important that the candidate is aware that the RIBA strongly recommends that at least 12 months of experience is undertaken in the UK. This would allow the candidate to fully prepare for the Part 3 which is concerned with assessing applied knowledge and skill in relation to professional conduct and competence to practice as an architect in the UK.

Where can I find a list of Part 3 courses?

There is a list of [Part 3 courses](#) on our RIBA validation section of the website. Different institutions and universities offer Part 3 studies in a variety of formats, to find out which course is more suitable to you, alongside each school listing, the visiting board reports are available to view/download, detailing the structure and delivery of each course.

Check out our [RIBA Part 3 courses](#).

LOOKING FOR WORK

10 top tips to help you find professional experience

Graduates should:

- create a well-designed, graphically-appealing CV with good visual material and any valuable practical experience you have.
- write a brief but specific covering letter to the practice you are approaching. Make it clear that you like their work and approach by referring to their projects. Generic letters are swiftly dispatched.
- send many CVs and letters and follow them up as practices will be inundated with job applications. Target brand name offices, but don't discount a local practice that will minimise your travel time (and costs) and still give you a decent vehicle for a Part 3 case study.
- consider work overseas, or, vacancies in the wider construction industry, providing the work is architectural and meets the typical eligibility criteria.
- find out all you can about the practices you approach through your own networks.

Tips at interview

- an A2 size portfolio can be a suitable size to show your work but also fit within some small spaces
- don't attempt to show too much work at the interview — a five-minute display of work may be enough for the interviewer to make a decision.
- let the interviewer do the talking, unless they specifically ask you to offer a commentary on the work.
- this is an interview, not a design jury so the theoretical context of your projects may be of less interest to interviewers than other issues.
- demonstrate you can write by including short, well-illustrated written projects. Show that you are aware of the technological context of architecture by including technology research and submissions from your Part 2.

Keep connected with our student/
professional networks, via [Future Architects](#)
and our [RIBA regional offices](#).

Find work with RIBA Jobs

Sign up to our [RIBA Jobs website](#) offering information on the latest vacancies within the UK and overseas.

You can create an account, receive alerts and find more [useful tips](#) for employment in architecture and design related roles.

We recommend searching online for other job sites, agencies and keeping up to date on architectural magazines, all of which can list job vacancies. Social media and particularly LinkedIn can be good for job hunting, remember to maintain a professional profile.

What do I do if I cannot find a year-out placement?

You could contact your Part 2 School of Architecture to see what their policy is regarding experience and entry on to the Part 2, try to speak to the Part 2 course leader or administrator. The RIBA does not require students to undertake professional experience between Parts 1 and 2 - but some schools can prefer this. If you are considering a part-time placement, please discuss this with your Professional Studies Advisor (PSA).

What happens if I lose my job before completing Part 3?

Please consult your PSA in the first instance. The RIBA does not require candidates to be in employment during your Part 3, so long as the experience requirements have been met (12 of the 24 months' experience have been taken in the 2 years immediately before taking the Part 3). Subject to prior experience and Part 3 course provider regulations, you may find that you can remain registered on your course and complete Part 3. However, the resources of a practice environment, both physical and the professional support from colleagues, are particularly important when taking your Part 3.

If you need help, please contact [The Architects Benevolent Society \(ABS\)](#) who are dedicated to offering support and information on employment, legal, financial and mental health concerns. If you require any further educational or employment guidance, please [contact RIBA](#).

EMPLOYMENT MENTOR/ SUPERVISOR FAQs

Does my supervisor have to be an architect?

Up to 12 months' experience can be supervised by a qualified professional working within the construction industry. If you are working for a multi-disciplinary practice (not an architectural practice), and provided the work you are doing is architectural in nature, your supervisor may be any professional as defined above.

If choosing to work under a non-registered architect, you should consider carefully whether this person has the necessary training and skills to act as a mentor, and be diligent with issues such as the misuse of the title 'architect' which protected under law (this can result in prosecution). You may like to consider whether there is another qualified professional/architect in the practice who could act as a mentor; or, consider spending only a short period of time working there, and finding another practice for the remainder of their experience. The guidance of the PSA should be sought.

How much experience should my mentor have?

The Employment Mentor is the individual who directly supervises and has detailed professional knowledge of the work prepared by the student undertaking professional experience. The Employment Mentor should be an architect with at least 5 years' post-qualification experience of the design of buildings and the administration of subsequent contracts.

In non-architectural work settings, the Employment Mentor should be an experienced and qualified professional in their own field, typically involved in the procurement, design and management of the built environment, and if possible, a member of an appropriate professional organisation. The Employment Mentor may not necessarily directly employ the student.

A relative has offered to employ me in their practice; can they act as my employment mentor?

Whilst RIBA regulations would not prevent this, as good practice, students in this situation should see if anyone else in the office can act as a mentor. This is obviously dependant on the size of the practice and staff members. RIBA permits up to 12 months' experience supervised by..

...any professional working within the construction industry. For example, the student could choose to work under a related Chartered professional in the wider construction field such as an engineer or surveyor. Students in this situation will need to satisfy their PSA that the level and type of supervision is appropriate.

I am self-employed/running my own practice and working on my own projects, can my 'supervisor' be a registered architect from another practice?

The supervising professional should have responsibility for and control over the work being undertaken. Typically, the student employee and supervisor will be employed by the same organisation but where the relationship is not typical, for example where a student is self-employed, they will need to satisfy their PSA that the level and type of supervision is appropriate. Your supervisor is expected to have a close working relationship with you. We advise showing evidence of an agreement between you and your supervisor, how the arrangement will work, how regularly you will meet, and what the 'supervision' will consist of.

Self-employment may not allow you to gain sufficient experience in all areas, on a sufficient level, to satisfy the Part 3 examiners that you have met the Part 3 criteria. You may also be in a vulnerable position in terms of liability. Therefore, the RIBA strongly recommends that a minimum of 12 months experience should be completed in the UK, under a UK registered architect. This direct supervision enables you to seek advice and guidance from an appropriately qualified architect during their time in employment.

The RIBA recognises that it may be problematic for a student in this situation to move into employment with a practice; and would suggest discussing the matter with a PSA/Part 3 Course Leader. Possible solutions could be contacting another local practice or sole practitioner (try your local RIBA regional office for contact details) and running your jobs under their supervision / in collaboration with them; or, looking for part-time work within a practice, which could cover areas missing from your own individual practice work.

WORKING IN PRACTICE FAQs

I have 10 years of practical experience I would like to log on PEDR. Can I use the Certificates of Professional Experience?

Subject to your PSA/Part 3 course leader's approval, the Certificates of Professional Experience can be used by professionals with **6 years or more practical experience**.

Certificates of Professional Experience provide an alternative online recording format, to the standard quarterly record sheets. You must seek permission from a Part 3 course leader to use this format and will likely need to create quarterly record sheets to satisfy the level of detail needed by Part 3 examiners.

Certificates must be approved offline, by mentors and PSAs. Certificates cannot be deleted by RIBA or a student, and will be saved if finalised ([see pg.15](#)). We are looking to develop this section in a future improvements phase.

Do I have to undertake and record CPD whilst I'm on my placement?

RIBA Chartered architects are required to undertake a minimum of 35 hours CPD per year. Whilst students undertaking practical experience are not required to do this, you are encouraged to participate in any CPD being offered by your practice, or any additional CPD you complete yourself. You can record this in the dedicated 'Activities' section of the PEDR quarterly record sheets. We encourage you to take responsibility for your own learning, so that by the end of your practical experience, you will be ready to accept the responsibilities of a registered architect and continue with your own CPD.

Apprentices & PEDR

Level 6 and 7 architectural apprentices must complete the minimum 24 months of practical experience, in order to qualify, the same as all architectural students. Your PEDR record sheets should be signed off by a PSA, prior to taking the final Part 3 and at least 12 of the 24 months' experience should have been undertaken and recorded in the two years, immediately prior to taking the Part 3 examination.

If a qualification is officially designated as a part-time qualification and you/the apprentice work for at least 20 hours a week, you should be able to include some or all of this time in practice towards the practical training experience requirements (provided all other requirements are met). If a qualification is designated as full-time this is not possible, but you may be able to include time spent in practice during summer holidays subject to approval by a PSA.

[Check out how to study whilst working in architectural practice through RIBA Studio or through the new apprenticeship route.](#)

What are the obligations of RIBA Chartered Practices when employing students?

RIBA Chartered Practices are required to pay at least the living wage to students of architecture working with the practice, who are undertaking experience which complies with the RIBA's practical training rule, and whom are completing appropriate records on the RIBA's PEDR website, at either Stage 1 or Stage 2. This is as defined by the [Living Wage Foundation](#) - please see more policy guidance on [pg.13](#) and also RIBA's wider [Codes of Professional Conduct/ Practice](#) (published by RIBA's Professional Standards team).

Useful links and contacts

RIBA support and services

- [RIBA Library](#)
- [RIBA Bookshop](#)
- [RIBA Jobs](#)
- [RIBA Future Architects network](#)
- [RIBA Mentoring Guidance](#)
- [RIBA Student membership](#)
- [My local RIBA](#)
- [Other RIBA services](#)

Other support for students and professionals

- Mental Wellbeing and the Architecture Student - Melissa Kirkpatrick: docs.wixstatic.com/ugd/fb91f8_7b9c4767580642bbb835d7ff961d52da.pdf
- FLUID Diversity Mentoring Programme: www.builtbyus.org.uk/fluid
- Archisoup - packed with useful resources for students: www.archisoup.com
- First in Architecture - helpful student resources: www.firstinarchitecture.co.uk
- Young Architect - a blog aimed at helping young architects: youngarchitect.com
- Mental Health First Aid England: mhfaengland.org
- The Architects Benevolent Society: absnet.org.uk
- Mind: www.mind.org.uk

RIBA PEDR support team - support@pedr.riba.org

RIBA monitoring and support service (RIBA PSAs) - pedr@riba.org