



Architects Registration Board
eBulletin : September 2017

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Chair's Message

Welcome to the September eBulletin.

As usual, we had a very productive and lively Board meeting on 14 September 2017.

I would like to start by saying that the presentation at the end of our day, by Neil Onions – Development Manager at the Stephen Lawrence Charitable Trust, was a great opportunity for us to learn about the work of the charity. I am looking forward to building our relationship with the Trust.

Some of the highlights from our Board meeting are:

Business Plan 2017-2018 – Areas of work we must continue include engaging with the Architects Trailblazer Group in their development of the apprenticeship routes for architecture; exploring the possibilities of mutual recognition agreements with international countries and conducting research to better understand the impact of our work. To view the Business Plan please click [here](#).

Periodic Review – We continue to work with our sponsoring government department, the Department for Communities and Local Government (DCLG), to implement the recommendations of the [Periodic Review](#). In particular, we have made proposals as requested of us on the future governance arrangements which include moving to a smaller, more strategic board.

Retention fee held at £107 – We reviewed the [retention fee](#) and [other fees](#) for 2018 and agreed they would remain the same. The retention fee has been held at £107 since 2015.

Board member allowance – It's always challenging to review your own allowance but this year we commissioned an independent review to ensure the remuneration paid to Board members and individuals appointed to assist ARB in the delivery of its statutory duties is in line with the rates that other regulators pay. Copies of the [Independent Review](#), [Board paper](#) and [further information](#) are all available online. Currently, Board members can claim an allowance of up to £400 (£250 attendance and £150 reading time) for attendance at Board meetings. We agreed to implement, from 1 October 2017, a fixed



payment of £375 for Board meeting attendance, preparation and reading.

Communication – The [Annual Communications Report](#) shows the extent of the work we have done to raise the profile of ARB and its role. I am pleased to see a significant increase in the use of our logo which supports us in our objective of raising awareness of the Register and helps us highlight the value to consumers and clients of using an architect.

Procedures and Criteria Review – Finally, we have started our consultation exercise on the Procedures and Criteria we use to prescribe qualifications. It is very important that we have a wide range of views on the Criteria and Procedures. Please click [here](#) to read more about how you can get involved by completing our online survey or signing up to a roundtable discussion.

We will be in touch in due course as we enter the retention fee collection period and I would urge you to [check that your details are up to date](#) to ensure that you receive communications from us on this matter.

If you have any questions or comments please email us at info@arb.org.uk or you can call us on +44 (0) 20 7580 5861.

Nabila Zulfiqar

Chair of the Architects Registration Board



Criteria and Procedures Reviews

Get involved and have your say!

How could we improve the Criteria and Procedures which set out how we recognise qualifications which lead to registration? We are seeking your initial views via an online survey and several roundtable discussions. Find out how you can get involved.

Architects Act 1997 – The Architects Registration Board (ARB) was established by an Act of Parliament – the Architects Act 1997 – and is the statutory regulator of architects in the UK. ARB is also the UK's competent authority for architects.

Prescribing qualifications – One of the Board's statutory responsibilities is to prescribe qualifications and practical training experience for entry onto the Register of Architects in the UK. In order to do this, the Board has established a prescription process for recognising qualifications and experience. The Criteria set out the standards, attributes, knowledge, understanding and abilities that individuals must have met at the end of each level. The Procedures set out the detailed processes which the Board undertakes when dealing with the prescription of a qualification for the first time, renewing prescription and reviewing prescribed qualifications through annual monitoring.

Your feedback – ARB will be undertaking cyclical reviews of the Criteria and Procedures for the Prescription of Qualifications over the coming months. As part of a pre-consultation to the reviews process we are keen to gather comments and would value your feedback in relation to the current documents.

Online survey – We have set up an online survey so that you can tell us more about your views and make suggestions about how we could improve the Criteria and Procedures. We are looking for a wide and diverse range of opinions so that these can be used by the Board to make decisions about any changes to the Criteria and Procedures. The survey is easy to complete, allowing you to answer the questions which are relevant to you, and the deadline for comments is midnight on Monday, 2 October 2017.

Please follow the link and provide your views – [Criteria and Procedures Review](#)

Roundtables – We are committed to gathering a wide range of views, so in addition to the survey we will be running five round table meetings where you can meet with us face to face and provide us with your input. The details are as follows:

18 September – Glasgow

Grand Central Hotel (located within Grand Central Station), 99 Gordon Street, Glasgow, G1 3SF

2.00pm – Student session

5.00pm – Architects/academics/other stakeholders session

19 September – Belfast

Radisson Blue Hotel Belfast, The Gasworks, 3 Cromac Place, Ormeau Road, Belfast, BT7 2JB

2.00pm – Student session

5.00pm – Architects/Academics/other stakeholders session

25 September – Cardiff

Holiday Inn Cardiff Centre, Castle Street, Cardiff, CF10 1XD

2.00pm – Student session

5.00pm – Architects/Academics/other stakeholders session

26 September – Nottingham

Jurys Inn Nottingham, Waterfront Plaza, Station Street, Nottingham, NG2 3BJ

2.00pm – Student session

5.00pm – Architects/Academics/other stakeholders session

27 September – London

ARB Office, 8 Weymouth Street, London, W1W 5BU

2.00pm – Student session

5.00pm – Architects/Academics/other stakeholders session

If you would like to attend any of these events please contact Emma Matthews (emmam@arb.org.uk or 020 7580 5861) to reserve your place.

We look forward to seeing you at one of our events or to receiving your views and feedback via our online survey.

You can follow further progress in relation to the reviews via our website – <http://www.arb.org.uk/criteria-procedures-review/>, our ebulletins <http://www.arb.org.uk/publications/publications-list/ebulletin/> and our social media channels.



Retention fee to remain at £107 for fourth year running

The fees for 2018 were agreed at the recent Board meeting on 14 September 2017. The annual retention fee will remain at £107 for the fourth year running.

The 2018 fee is due on 31 December 2017. We will be sending out the payment notice in October. In preparation for this please ensure that you have provided us with your most recent contact details. Last year some architects fed back to us that they would appreciate additional reminder messages so please consider providing us with a mobile phone number and a secondary email address so that we can send appropriate alerts to you. You can update your contact details [here](#).

When deciding on the fee levels, the Board works on the principle of ‘user pays’. This means that the fees link directly to the costs of registration. For example, the retention fee payable by architects who wish to remain on the Register is £107, whereas the fee for first time registration within two years of obtaining their Part 3 qualification, is £142. This is because those applying for first time registration pay an additional £35 to cover the costs associated with processing first time applications. In this way, the Board works to provide a fee structure which is both fair and transparent. You can read more about the [retention fee](#) and [other fees](#) agreed by the Board for 2018 online.



Fraud case results in suspended sentence and community service

On 9 August 2017, Ms Leopoldine Van Daalen was found guilty by a jury at Southwark Crown Court on four charges under the Fraud Act 2006. This followed an attempt by Ms Van Daalen to fraudulently advance through the process to register as an architect.

On 12 September 2017, the Judge, Mr Recorder Weatherill QC, sentenced Ms Van Daalen to 15 months imprisonment, suspended for 15 months, in respect of all four charges. She was also sentenced to 130 hours community service. The sentences will run concurrently.

The circumstances of the case are that on 28 July 2015, whilst applying to sit ARB’s prescribed examination, Ms Van Daalen submitted a falsified degree certificate amongst other falsified documents. ARB considered her apparent actions

a criminal offence under section 2 (1) of the Fraud Act 2006, and duly sought to prosecute.

As a statutory regulator, ARB operates robust registration processes during which the applications we receive are carefully verified to ensure that they are genuine and meet the required standards. It was as a result of these careful checks that concerns were raised.

In comments made at the time of sentencing the Judge said, “These sort of cases are not brought lightly. They are brought because there is a public interest in maintaining high standards of professional qualification and protecting the public from those who pretend to be qualified. It is a serious matter to set out to deceive ARB and UCAS that you are on the way to qualifying when you are not. If ARB had not been vigilant you would have got further along the way. If you had, the sentence would have been more serious and less merciful than it has been. I have been influenced not to make an immediate sentence of custody because it seems you have been embroiled in a passion to become an Architect that has led you to be delusional about your prospects of becoming one or of the quality of the examinations you had passed.

In no way, shape or form were you entitled to sit the course at UEL [University of East London] or to apply for the Part 2 qualifications because you did not hold the requisite qualifications necessary. Nobody can know what prompted your criminal conduct. I am satisfied it was nipped in the bud so as little damage was actually done to the public views as to Architects’ qualifications was done as was possible. Do not re-offend or you will be brought back to this Court and re-sentenced.”

Karen Holmes, the Registrar and Chief Executive of ARB said, ‘We were very pleased with the outcome in terms of the guilty verdicts and the sentence because it does demonstrate the seriousness of the offence. It is in the public interest that we carefully verify applications for registration in order to maintain an accurate Register and this incidence demonstrates the importance of our robust processes.’

You can read more about this case in the news section of our website. There is a press release covering the [guilty verdict](#) and another release regarding the [sentencing](#).



Dear Architect

Who’s in charge? – the importance of clear communication

We routinely receive complaints from clients who claim to have misunderstood who is responsible for the architectural work on their projects. This may be because a presumption is made that an architect will always undertake all of the architectural work, even if in reality to do that would be disproportionate, expensive and inefficient.

What is the law?

Section 20(3) of the Architects Act 1997 holds that a practice can only use the title ‘Architect’ where all of the architectural work is under the control and management of a registered architect.

What does the Code of Conduct say?

Standard 3 of the Code expects that the business style of a practice is not misleading, and that the identity of the architect(s) are made known to clients and relevant third parties.

Standard 2 of the Code says that if you engage others to undertake professional work then they should be competent and adequately supervised.

So what should you do?

Firstly, ensure that the public facing information you provide is comprehensive, but most of all, accurate. Publish who the architects at the practice are, and be careful to ensure that non-architects are appropriately titled. By way of example, when developing your business website, you might

include a team profile section which displays current job titles, including levels of responsibility. You should also ensure that all social media messages are consistent with your trading name and business style.

Secondly, make sure that your terms of appointment are properly drafted. They should include who is responsible for what on the project; the name of the architect in control of the project; and who the client can turn to if there is a problem.

How to avoid problems

You should be alive to the risk that clients (and particularly domestic clients), won't appreciate how most practices and projects are run. They may well assume that the architect they first meet will be undertaking surveys, preparing drawings and submitting applications. Take some time at the outset to explain the collaborative nature of a building project and that there may well be a number of different professionals involved. Explain why it would, in many cases, be expensive and unnecessary for a fully qualified architect to undertake all of the work, but that there will be adequate supervision and control of those undertaking the tasks. A fully informed client is generally a happy client, leaving you free to fulfil the engagement effectively.



ARB Examiner vacancies

We are seeking to appoint Examiners for the Prescribed Examination route to registration.

ARB operates a number of routes to registration. One of these is the prescribed examination which provides those who qualified overseas or with a non-recognised UK qualification with an opportunity to achieve Part 1 or Part 2 equivalence. We are

looking for academics and practitioners who are strong communicators with the skills necessary to assess candidate's work against ARB's criteria. Training and support will be provided by ARB's registration team.

These roles will be advertised shortly. For more information check our website over the next few days:

www.arb.org.uk/about-arb/the-staff-team/work-with-us/vacancy-examiner



Local Authority Project – 100 Councils now linking to the Register

Our work on the Local Authorities project continues to proceed well. This initiative involves us contacting councils and asking them to include a link to the online Register or main ARB website on their planning webpages. This is a part of our work to raise awareness of the online Register in order to support the public to make informed choices. For many consumers considering building projects, the planning pages of council websites are key sources of information and so getting links added to these pages enables us to reach a key target group.

We have recently contacted local authorities in the Scottish region and links have been included on the websites of Edinburgh Council and the Scottish Borders Council.

The most recent additions bring the total to 100 links from local authorities across the country to either the Register or ARB website, with several more in the pipeline.

If you are interested in our project please contact info@arb.org.uk for further information.



Apprenticeship Trailblazer update

The Architecture Trailblazer consists of a group of practices who are working on a project to set up apprenticeships in architecture. We have continued to attend the Architecture Trailblazer Group's meetings. The Group is currently developing the architectural assistant and architect standards. It's also looking at the models of academic provision which will sit within the apprenticeships and the end point assessments for each standard.

The Architecture Trailblazer Group launched an initial consultation on the draft standards for the architectural assistant and the architect apprenticeships in late July. We responded to this and updated ARB's Prescription Committee on our input. We are undertaking work to develop a set of Frequently Asked Questions for potential education providers which will focus on ARB's prescription requirements.

Public Consultation Alert –The Trailblazer Group have advised us that they will be holding a Public Consultation for the standard documents for Architecture Apprenticeships from 2 October to 13 October. If want to be part of this important project please contact Peter Garstecki at pgarstecki@fosterandpartners.com for further information.



Prescription of Qualifications

At the last Board meeting on 14 September 2017, the Board considered an application from an institution seeking to renew prescription of its qualification under the Architects Act 1997.

The Board decided that prescription of the following qualification should continue until 12 February 2022:

ARCEX Ltd

The Final Examination in Architectural Practice at ARB Part 3 Level

For further details, please see the '[Schools and Institutions of Architecture](#)' section of ARB's website.



Come and see us at the Homebuilding and Renovating Show

We're exhibiting at the Homebuilding and Renovating Show at the Excel in London from 22 to 24 September 2017. These exhibitions provide

us with a unique opportunity to meet directly with consumers who are planning self-build projects or work on their homes. On occasion attendees also include architects and students too and so we answer a wide range of questions covering all elements of our regulatory role.

We speak to consumers about a range of subjects including our role as a regulator and our work to protect the public. Many consumers also tell us that their builder, estate agent or friend has recommended 'an architect' and we advise them that they can check the Register to verify this information in order to make an informed decision.

If you would like to attend the London show you can register for free tickets at www.homebuildingshow.co.uk/arb

Simon Howard. This piece informs readers that the word architect is a protected title and sets out what clients can expect when using someone on the Register. To read Simon's article please click [here](#).

ARB has been in touch with Which? for some time and these additions are the result of this constructive on-going relationship and the shared desire of both organisations to help consumers access informative material.



Which? includes information about architects online

We are very pleased to announce that the consumer organisation Which? has included information about the profession of architects being regulated as well as advice on employing architects on its website.

The advice guide is in a publicly accessible area on the Which? site, which is open to all. It includes a section on [employing an architect](#) and another piece on [what to do in the case of complaints](#). Both entries include links to the Register and talk about how the regulator works to protect the public.

Which? Conversation, the community section of the organisation's website, has also included a guest article by ARB's Head of Professional Standards,