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Architects Registration Board

Guidelines for Completing the ARB Application Form for the Renewal of Prescription of Qualifications

Note: Nothing in this Guidance varies or is intended to vary ARB's Procedures for the Prescription of Qualifications or any rule or requirement of the Board.

General Guidance

- **Procedures for the Prescription of Qualifications**

You are strongly advised to pay particular attention to paragraphs 6.6 and 6.7 of the Procedures for the Prescription of Qualifications when completing the Application Form. This paragraph sets out the objectives and factors which are to be met when applying for renewal of prescription.

- **Accessing and using the Application Form**

The application form can be found [here](#) on the ARB website. Please download and submit the complete form along with the institution's full prescription application.

Only one complete application form should be submitted by institutions seeking to renew prescription regardless of the number of qualifications concerned. Section 3 of the application form includes ARB's factors and derived questions, in a table format, that it uses to scrutinise applications for prescription. It is essential that Section 3 is completed indicating the evidence submitted against each of the ARB factors and derived questions. One table can be used for all named qualifications but it must be clear where evidence applies to all qualifications or whether it is specific to Part 1, Part 2 or Part 3.

The Application Form has been designed to allow for the spaces and boxes to be completed in a typed format. Spaces within the boxes provided will expand as necessary.

Once you have completed the Application Form, please ensure that Section 5 is completed correctly and signed.

The original, signed version of the Application Form has to be submitted to ARB by the time required by ARB's Procedures.

- **Format of the Application**

See also Sections 3 and 4 of the Application Form

As set out above, an institution must submit a signed electronic version of the Application Form.

If the institution is planning to submit an application in a number of electronic formats e.g. memory stick, web site, or via email please be clear as to what information has been submitted and where it is located. We need to be sure that we have received everything the institution intends us to receive. Any documentation submitted in this format must be in packages compatible with Microsoft Office, e.g. word, excel, etc. If you have any queries regarding the compatibility of your software, please contact Grant Dyble (grantd@arb.org.uk) or Sam Eden (same@arb.org.uk).

If the institution wishes to make use of documentation that is on the Internet, there is no need to submit additional copies of these documents as part of the application. Please provide a reference to the correct web address on the application form, the correct section of the relevant document and ensure that the documentation is accessible.

- **Confidentiality**

See also Sections 3 and 4 of the Application Form

Please note that the institution/school must make it clear in the application which documentation it regards as confidential. This should also be clearly stated on the documentation itself as well as in the appropriate spaces on the Application Form.

All material which is clearly marked as confidential will be treated as such.

Section 1

Contact Details

The Procedures for the Prescription of Qualifications state that there should be one main contact. ARB will not communicate or deal with any other person throughout the prescription process unless alternative contact details of another representative of the School/Department/Institution have been notified to ARB in writing with the application itself.

This can either be a representative within the School/Department of Architecture, normally the Head, or an institutional representative, normally the Head of Quality Assurance/Academic Registry.

If the Head of School/Head of Architecture is to be the main contact, it is essential that this is made clear and that the Institution has authorised the Head of School/Head of Architecture to carry out this role.

If the main contact is to be the Head of Quality Assurance/Academic Registry, this also should be clearly stated under section 1, and the Head of School/Head of Architecture must confirm that he/she has approved the application.

It is essential that all contact details are provided and are accurate and up to date. They will be valid only for the purposes of the application.

Section 2.1

Awards for which Prescription is sought

ARB needs to be very clear on the names (or titles) of the qualifications for which an institution is seeking prescription.

In Section 2, please list each named award for which prescription is sought, e.g.

If you are seeking prescription for a Diploma in Architecture (2 years, full-time) and there is also a named route within the same course, i.e., Diploma in Interior Architecture (2 years, full-time) each qualification should be listed separately.

Award Title e.g. BA (Hons) Architecture	Awarding Institution e.g. University of Poppleton	Mode e.g. part-time, full time, sandwich	Length of course, e.g. three years	Level e.g. Part 1
Diploma in Architecture	University of Poppleton	Full time	2 years	Part 2
Diploma in Interior Architecture	University of Poppleton	Full time	2 years	Part 2

Please list separately each award for which prescription is sought if it is offered in a different mode.

If you are seeking prescription for a BA (Hons) Architecture (3 years, full-time) qualification and also a BA (Hons) Architecture (4 years, part-time) qualification, these should be listed separately.

Award Title e.g. BA (Hons) Architecture	Awarding Institution e.g. University of Poppleton	Mode e.g. part-time, full time	Length of course, e.g. three years	Level e.g. Part 1
BA (Hons) Architecture	University of Poppleton	Full time	3 years	Part 1
BA (Hons) Architecture	University of Poppleton	Part time	4 years	Part 1

For Part 3 awards, please ensure that the awarding institution section is correctly completed.

If you are seeking prescription for a Certificate in Professional Practice which is offered by the School/Department of Architecture and is not covered by the University's quality assurance processes, the awarding institution will be the School/Department of Architecture. Alternatively, if you are seeking prescription for a Postgraduate Diploma in Professional Practice which is clearly covered by the University's quality assurance mechanism, the awarding institution will be the University.

Section 2.2

Period for which prescription is sought

The normal period of prescription granted by ARB is four or five years. However, for a new qualification a shorter period of time may be appropriate.

The period of prescription should include a date, month and year, e.g. 30 September 2018 to 29 September 2023.

The dates selected normally run to the academic year. E.g. if the academic term begins on 15 September it may be useful for the period of prescription to start on 15 September 2018. Successful prescription would then ordinarily expire on 14 September 2023.

This may vary for any Part 3 qualification which runs to the calendar year. Prescription for a Part 3 qualification may start on 1 January 2018, and prescription would then ordinarily expire on 31 December 2023.

Institutions are free to apply for less (or more) than the standard period of prescription. However, in such cases, within the application, an institution will need to clearly state the rationale for this and the application will need to reflect this through the inclusion of appropriate material.

Section 2.3

Intended date of submission

The submission date will be a date which is within 8 weeks of the date on which the initial notification to apply for prescription was made.

E.g., if the notification of the intention to apply was received at ARB on 1 October 2018, the submission date must be on or before 1 December 2018.

Section 2.4

Preferred month for submission of Annual Monitoring material

Please indicate the preferred timing for the submission of the annual monitoring material. *(See Appendix 2 of the Procedures for the Prescription of Qualifications)*

This may be different for the different levels of prescribed qualifications. It is recognised that in many cases for the Part 1 and Part 2 prescribed qualifications, this is likely to be around the time that the standard annual monitoring material is approved by an institution, e.g. 31 March each academic year. However, as many Part 3 prescribed qualifications are run on a calendar year structure, a different submission date may be preferred, e.g. 31 January.

Each institution will have to submit its annual monitoring by the date set by the Board.

Section 3

Meeting ARB Objectives/Factors

This section is designed to allow ARB to clearly identify where in the application it may find evidence that the qualification is meeting or will meet the objectives/factors required by paragraph 6.6 and 6.7 of the Procedures and the derived questions as outlined in section 4.5 of the Good Practice Handbook.

Please list under the 'Evidence' section the documentation that is presented in the application, and under the 'Reference' section, any corresponding page references. In the format section please detail the format in which the evidence is presented, e.g., website reference, email etc. Under the section relating to confidentiality, please ensure that the documentation you have listed in that particular section is or is not to be regarded as confidential. If your submission does contain any confidential information/documentation, it must be clearly marked and identified as such.

If you have more than one qualification at each level, please specify whether the evidence submitted applies to all qualifications or, if not, to which qualification it does apply.

Factor and Derived Questions	Evidence Presented	Reference/s	Format	Does the Institution regard the documentation as confidential? Delete as appropriate
That the institution has appropriately responded to problems identified by benchmarking, review and audit processes				
Have any other concerns been raised through benchmarking, review and audit by the following, and, if so, have these been responded to adequately? Are there action plans in place to address problems where they have been raised?	Part 1 QAA Developmental Engagement report Annual Monitoring report produced by School of Architecture for 2015	Document 10 of application – refer to pages 7-15 Document 12 of application – refer to all pages 1-17	Weblink Word document submitted by email	YES NO
<ul style="list-style-type: none"> External Examiners Internal Review Body External Review Body / 	External Examiners Reports and			

Independent Advisers	Responses for the BA (Hons) Architecture Part 2 As above plus the External Examiners Reports and Responses for the Master of Architecture			
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Also, please refer to the General Guidance Section above for information on the format of the application and referencing.

Section 4 **Additional Information**

Please provide any additional information or core documentation that you would like the ARB Board to be aware of or that you feel should particularly be drawn to its attention under this section. This may be documentation and/or statements that apply to all named qualifications or can be specific to Part 1, Part 2 or Part 3 (please make this clear). Please also make it clear if the documentation listed is or is not confidential.

Section 5 **Authorisation, statement that information is accurate, relevant and true**

As noted under Section 1, the application must have the appropriate authorisation and approval from those involved.

If the Head of School/Head of Architecture is responsible for the application, section 6.1a must be ticked and section c must be completed by the Head of School/Head of Architecture. In addition, the Head of School/Head of Architecture must have written authorisation from the Institution to submit the application and an institutional representative, normally the Head of Quality Assurance/Academic Registry, must complete section d.

If the Head of Quality Assurance/Academic Registry is responsible for the application, section 6.1b must be ticked and section c must be completed by the Head of Quality Assurance/Academic Registry. In addition, the

Head of School/Head of Architecture must have approved the application and its contents and therefore must complete section e.

If the Institution wishes to submit a web-based application, section f must be agreed and signed by the person responsible for the application.

All applications must be addressed to the Chief Executive and Registrar of the Architects Registration Board.

For any queries on the application process, please contact Grant Dyble (grantd@arb.org.ok) or Sam Eden (same@arb.org.uk) at ARB.