# **Application for Prescription of a New Qualification** *(Please refer to Guidance Notes when completing this form)*

***This form is for an application which seeks prescription for a qualification which has NOT previously been recognised by ARB***

### 1. Contact Details

1.1Please confirm the position of the main contact for the application (please tick)

a. **Head of School/Head of Architecture**

b. **Head of QA/Head of Institution**

If you have ticked a. above, please ensure that the Head of School/Head of Architecture has the appropriate authorisation from the Institution and ensure that Section 6 is completed correctly.

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| 1.2 | **Institution** |  |
| 1.3 | **Main Contact Name** |  |
| 1.4 | **Title** |  |
| 1.5 | **Contact Address** |  |
| 1.6 | **Telephone Number** |  |
| 1.7 | **Contact Email Address** |  |
| 1.8 | **Second Contact Name, Including Email/Telephone Number** |  |

**2. Qualification/s for which Prescription is sought and level e.g. Part 1, Part 2, Part 3**

2.1 Please complete the table and list the qualification/s (including any variations of this award in terms of mode) for which prescription is sought.

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| **Qualification 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** |
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2.2 Period for which Prescription is sought e.g. 30th September 2018 – 30th September 2023

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| **Level** | **Qualification Title** | **Period of Prescription Sought** |
| **Part 1** |  |  |
| **Part 2** |  |  |
| **Part 3** |  |  |

2.3 **Preferred date for submission of Annual Monitoring material post ARB approval e.g. 31 January**

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| **Level** | **Qualification Title** | **Preferred date for submission of Annual Monitoring** |
| **Part 1** |  |  |
| **Part 2** |  |  |
| **Part 3** |  |  |

## Meeting ARB Board Objectives

Paragraph 1.4 of the ARB’s procedures sets out the objectives that must be met before a qualification can be prescribed by the Board.

1. When applying for a new qualification to be prescribed, an institution should bear in mind that in order for the Board to prescribe a new qualification, the institution and the Board must be confident that:
2. the course proposal, including the educational aims, the intended learning outcomes, the assessment criteria etc, have been designed with the clear aim of ensuring that all those who receive the qualification meet all the criteria;
3. systems are in place to ensure that all criteria will be met by all students/candidates receiving the qualification for the period of prescription; and
4. the institution has adequate resources to maintain and, where appropriate, increase the achievements of students/candidates meeting all the criteria.

Further information on the material an institution should submit as part of an application for prescription can be found in paragraphs 1.6 – 2.0 of ARB’s procedures.

**3.1 Evidence submitted against ARB factors and derived questions**

This section should be completed to indicate the evidence submitted against each of ARB’s derived questions. If the institution offers more than one named qualification, please indicate where the evidence applies to all qualifications or whether it is specific to Part 1, Part 2 or Part 3. If a derived question does not apply or there is no relevant document to submit please provide a commentary which the Board will take into consideration.

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| **Factor and Derived Questions** | | **Evidence Presented** | **Reference/s** | **Format of Documentation** | **Does the Institution regard the documentation as confidential? Please delete as appropriate.** |
| **1** | **That explicit strategies and mechanisms for assessing students/candidates are proposed to ensure that the criteria will be achieved** | | | | |
| 1.1 | Do the learning outcomes map to and are they assessed against the Criteria at the appropriate level? | e.g., Part 1 (delete as appropriate)  Part 2 (delete as appropriate)  Part 3 (delete as appropriate) |  |  | YES/NO |
| 1.2 | Are students able to fail and/or receive compensation for certain modules and still receive the qualification? |  |  |  | YES/NO |
| 1.3 | Does the institution have in place robust mechanisms for ensuring that those who  gain direct entry into the latter stages of the qualification will have met all the Criteria upon receipt of the qualification? |  |  |  | YES/NO |
| 1.4 | Does the institution have in place robust mechanisms for ensuring that students who have spent a period of study abroad will have met all of the Criteria upon receipt of the qualification? |  |  |  | YES/NO |
| 1.5 | Does the institution provide students with adequate information regarding ARB’s requirements for registration? |  |  |  | YES/NO |
| 1.6 | Does the institution regularly review its qualification/s to maintain its alignment with the Criteria? |  |  |  | YES/NO |
| 1.7 | Is appropriate internal second marking or moderation in place to help guarantee the security and integrity of the marking? |  |  |  | YES/NO |
| **2** | **That the institution has appropriately qualified staff to deliver the course and assess students/candidates** | | | | |
| 2.1 | Have any of the following confirmed that there is an appropriate balance of staff/internal examiner expertise to ensure that all ARB’s criteria are rigorously assessed?   * External Examiners * Internal Review Body * External Review Body / Independent Advisers |  |  |  | YES/NO |
| 2.2 | If internal and/or external review bodies and/or external examiners have raised concerns about the balance of staff/examiner expertise, have these been responded to adequately. |  |  |  | YES/NO |
| **3** | **That appropriate mechanisms will exist to ensure that the appointment, development and leadership of staff and examiners (including external examiners) takes account of the vocational, as well as academic, aspects of the qualification** | | | | |
| 3.1 | Is there (will there be) an appropriate mechanism (e.g. annual staff review) to identify staff development needs (both specific and generic)? |  |  |  | YES/NO |
| 3.2 | Are there (will there be) formal links between the institution and local practices, professional bodies, CPD resource networks etc? |  |  |  | YES/NO |
| 3.3 | Have any of the following commented on and/or confirmed the appropriateness of the relationships between the institution and local practices, professional bodies CPD resource networks etc?   * External Examiners * Internal Review Body * External Review Body / Independent Advisers |  |  |  | YES/NO |
| **4** | **That appropriate mechanisms are in place to ensure compliance with the duties relating to equality and diversity placed on the institution by equality legislation** | | | | |
| 4.1 | Do, or will, any of the following comment on the  adequacy of the institution’s compliance with its responsibilities relating to equality and diversity   * External Examiners * Internal Review Body * External Review Body / Independent Advisers |  |  |  | YES/NO |
| 4.2 | Where concerns have been raised in relation to the adequacy of the institution’s compliance  with equality and diversity legislation, has the institution responded? |  |  |  | YES/NO |
| **5** | **That there will be an engagement with the profession, which will be ongoing during the period of prescription, in the delivery of the course and the assessment of students/candidates** | | | | |
| 5.1 | Are (or will) architects from practice involved in internal and/or external review process and/ or external examining and are they satisfied with the qualification? |  |  |  | YES/NO |
| 5.2 | Does (or will) the institution ask employers to comment on and/or confirm their satisfaction with graduates who have received the qualification? |  |  |  | YES/NO |
| **6** | **That strategies and mechanisms of assessment will be subject to both internal and external periodic review and audit** | | | | |
| 6.1 | Do (or will) any of the following comment on the adequacy of the learning outcomes, assessment criteria etc in relation to ARB’s criteria at the appropriate level e.g., part 1, part 2 and/or part 3?   * External Examiners * Internal Review Body * External Review Body / Independent Advisers |  |  |  | YES/NO |
| 6.2 | Do (or will) any of the following confirm that all students receiving the qualification will meeting all of the criteria at the appropriate level e.g., part 1, part 2 and/or part 3?   * External Examiners * Internal Review Body * External Review Body / Independent Advisers |  |  |  | YES/NO |
| 6.3 | Have any concerns been raised in respect of the learning outcomes or student attainment of the criteria and, if so, how have these been responded to? |  |  |  | YES/NO |
| **7** | **That assessments will be rigorously monitored for consistency and benchmarked for comparability with other institutions offering prescribed qualifications** | | | | |
| 7.1 | Do (or will) any of the following comment on and/or confirm the consistency and fairness of assessments and whether standards are comparable with other institutions?   * External Examiners * Internal Review Body * External Review Body / Independent Advisers |  |  |  | YES/NO |
| 7.2 | Have any of the following comment raised concerns in respect of the consistency and fairness of assessments, and comparability of standards?   * External Examiners * Internal Review Body * External Review Body / Independent Advisers |  |  |  | YES/NO |
| **8** | **That mechanisms will exist to allow the institution to appropriately respond to problems identified by benchmarking, review and audit processes** | | | | |
| 8.1 | 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 mechanisms in place which will allow the institution to address problems where they may be raised?   * External Examiners * Internal Review Body * External Review Body / Independent Advisers |  |  |  | YES/NO |
| **9** | **That internal and external review and audit processes will be rigorous and that, in their implementation, steps will be taken to ensure that they take account of the vocational as well as academic aspect of the qualification** | | | | |
| 9.1 | Have the institution’s quality assurance procedures been subject to independent audit and been found to be adequate? |  |  |  | YES/NO |
| 9.2 | Do the institution’s quality assurance procedures allow for account to be taken of professional and statutory body requirements? |  |  |  | YES/NO |
| 9.3 | Have (or will) persons from either architectural education or practice, with knowledge of ARB’s criteria be involved in any review processes, such as the following?   * External Examiners * Internal Review Body * External Review Body / Independent Advisers |  |  |  | YES/NO |
| **10** | **That the institution will have adequate resources during the period of prescription** | | | | |
| 10.1 | Have (or will) any of the following be asked to comment on and/or be asked to confirm that resources are adequate?   * External Examiners * Internal Review Body * External Review Body / Independent Advisers |  |  |  | YES/NO |
| 10.2 | Where concerns have been raised in relation to resources have these been responded to? |  |  |  | YES/NO |
| 10.3 | Has an external body (e.g. QAA) commented on and/or confirmed that the institution has appropriate mechanisms in place to ensure that resources are appropriately allocated to maintain the quality of its provision? |  |  |  | YES/NO |
| 10.4 | What are the implications of future business/ expansion etc. for the provision in terms of resource requirements and how are these going to be met? |  |  |  | YES/NO |
| 11 | **That the institution is committed to maintaining and, where appropriate, enhancing its provision relating to the matters listed above for the future period of prescription** | | | | |
| 11.1 | Is there evidence that the institution has shown or will show commitment to maintaining and/or enhancing its provision? |  |  |  | YES/NO |
| 11.2 | Has the institution provided any statement of support and/or intent, or a business plan, which outlines its future commitment to the qualification? |  |  |  | YES/NO |

## 4. Any other relevant information or core documentation that is required to support the application or which ought to be brought to the attention of ARB?

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**5. Consultation Process**

Before prescribing a new qualification ARB is required, under the Architects Act 1997, to consult bodies representative of architects which are incorporated by royal charter and such other professional and educational bodies as it thinks appropriate.

Please list below the names of any professional and/or educational bodies who you think ARB should consult with in relation to your application.

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| **Name of professional/education body** | **Address** |
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**6. Authorisation and statement that information provided is accurate, relevant and true**

If you have ticked 1.1 a. above, please complete section c. below and ensure that a duly authorised representative of the Institution has completed section d. below.

If you have ticked 1.1 b. above, please complete section c. below and ensure that the Head of School/Head of Architecture has completed section e. below.

c. **I certify that the information contained within this application is accurate, relevant and up to date**

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| **Signed** |  |
| **Position** |  |
| **Print Name** |  |
| **Date** |  |

d. **I confirm that the above signatory has been authorised to submit this application on behalf of the Institution named in section 1.2 above**

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| --- | --- |
| **Signed** |  |
| **Position** |  |
| **Print Name** |  |
| **Date** |  |

e. **I confirm that the School of Architecture has approved this application and its contents**

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| **Signed** |  |
| **Position** |  |
| **Print Name** |  |
| **Date** |  |

f. **I confirm that no changes will be made by the School/Institution to the Institution’s web-based application for prescription between the date of submission of the application and the date on which a decision by the Board issues its decision**

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| **Signed** |  |
| **Position** |  |
| **Print Name** |  |
| **Date** |  |

**If you require any assistance in completing this form, please contact the Qualifications Team (**[**qualifications@arb.org.uk**](mailto:qualifications@arb.org.uk)**)**

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