# **Application for Renewal of Prescription of Qualifications** *(Please refer to Guidance Notes when completing this form)*

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

1. An institution should bear in mind that, in order for the Board to prescribe a qualifications that has previously been prescribed, the institution and the Board must be confident that:
2. All students/candidates awarded the qualification since the qualifications was prescribed or last renewed have met all the criteria;
3. The systems used by the institution to ensure that all students/candidates awarded the qualification have met all the criteria adequately and will continue to ensure that the criteria are met for the future period of prescription; and
4. The institution’s future plans and commitment are such that the institution will maintain its ability to ensure that all students/candidates awarded the qualification meet all the criteria.

Further information on the material an institution should submit as part of an application for prescription can be found in paragraphs 6.8 – 7.2 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 have existed to ensure that the relevant criteria have been 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 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 these strategies and mechanisms of assessment have been subject to both internal and external periodic review and audit and been found to be adequate** |
| 2.1 | Do 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 |
| 2.2 | Have any of the following commented on and confirmed that all students receiving the qualification have met all 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 |
| 2.3 | 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 |
| **3** | **That assessments have been rigorously monitored for consistency and benchmarked for comparability with other institutions offering prescribed qualifications and been found to be adequate (e.g. by external examiners)** |
| 3.1 | Have any of the following commented on and / or confirmed 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 |
| 3.2 | Have any of the following 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 |
| **4** | **That the institution has appropriately responded to problems identified by benchmarking, review and audit processes** |
| 4.1 | 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 action plans in place to address problems where they have been raised?* External Examiners
* Internal Review Body
* External Review Body / Independent Advisers
 |  |  |  | YES/NO |
| **5** | **That internal and external review and audit processes have been rigorous and that, in their implementation, steps have been taken to ensure that they take account of the vocational, as well as the academic, aspect of the qualification** |
| 5.1 | Have the institution’s quality assurance procedures been subject to independent audit and been found to be adequate? |  |  |  | YES/NO |
| 5.2 | Do the institution’s quality assurance procedures allow for account to be taken of professional and statutory body requirements? |  |  |  | YES/NO |
| 5.3 | Have persons, from either architectural education or practice, with knowledge of ARB’s Criteria been involved in any review processes, such as the following?* External Examiners
* Internal Review Body
* External Review Body / Independent Advisers
 |  |  |  | YES/NO |
| 5.4 | Have ARB’s Criteria been taken into account when external and / or internal review have taken place? |  |  |  | YES/NO |
| **6** | **That appropriate mechanisms exist to ensure that the appointment, development and leadership of staff and examiners (including external examiners) has taken account of the vocational, as well as the academic, aspect of the qualification** |
| 6.1 | Have any of the following commented on / or confirmed that there is an appropriate balance of staff / internal / external examiner expertise to ensure that all ARB’s Criteria are rigorously assessed:* External Examiners
* Internal Review Body
* External Review Body / Independent Advisers
 |  |  |  | YES/NO |
| 6.2 | 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 |
| 6.3 | Are there formal links between the institution and local practices, professional bodies, CPD resource networks, and have any of the following commented on this area:* External Examiners
* Internal Review Body
* External Review Body / Independent Advisers
 |  |  |  | YES/NO |
| 6.4 | Is there an appropriate mechanism (e.g. annual staff review) to identify staff development needs, and how are these needs identified by the institution? |  |  |  | YES/NO |
| **7** | **That the vocational aspects of the qualification are accepted as satisfactory by architects in practice** |
| 7.1 | Are architects from practice involved in internal and / or external review processes and / or external examining and are they satisfied with the qualification? |  |  |  | YES/NO |
| **8** | **That appropriate mechanisms are in place to ensure compliance with the duties relating to equality and diversity placed on the institution by equality legislation** |
| 8.1 | Do any of the following comment on the adequacy of the institution’s compliance with its responsibilities relating to equality and diversity, and if concerns have been raised have they been responded to:* External Examiners
* Internal Review Body
* External Review Body / Independent Advisers
 |  |  |  | YES/NO |
| **9** | **That the institution has adequate resources and during the future period of prescription, will continue to have adequate resources** |
| 9.1 | Have any of the following commented on and / or confirmed that resources are adequate:* External Examiners
* Internal Review Body
* External Review Body / Independent Advisers
 |  |  |  | YES/NO |
| 9.2 | Have any of the following raised concerns about resources, and, if so, how has the institution responded:* External Examiners
* Internal Review Body
* External Review Body / Independent Advisers
 |  |  |  | YES/NO |
| 9.3 | 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 provision? |  |  |  | YES/NO |
| **10** | **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** |
| 10.1 | Is there evidence that the institution has shown commitment to maintaining and / or enhancing its provision in the past, e.g. physical resources, human resources, and / or IT provision? |  |  |  | YES/NO |
| 10.2 | Has the institution provided any statement of support and / or intent, or a business plan, which outlines its future commitment to the prescribed qualification? |  |  |  | YES/NO |
| 10.3 | Does the institution have any plans to change the level of its provision and, if so, how will it ensure that resourcing for the qualification will remain adequate? |  |  |  | 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. 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****)**

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