



REGISTRATION of the Title 'Architect'

Information for potential Technical Assessment applicants



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Introduction

On 1 May 2008 Part 3 of the Building Control Act 2007 was commenced. This provides for the establishment of a register for architects. The register is to be administered by the RIAI, which is appointed as the registration body and as the Competent Authority in the State with respect to architects.

The Act requires the registration body to establish an Admissions Board for the purpose of registering architects under the Act and lists the various categories of individuals who are eligible for registration together with the relevant criteria. The register has not yet been established; this requires the appointment of the Admissions Board, which has yet to take place. Meanwhile, the RIAI is proceeding with developing and testing the various admission procedures for access to the register, for review by the Admissions Board following the appointment of the Minister's nominees.

Section 14(2)(h) of the Act provides for the registration of "A person who has been assessed as eligible for registration by the Technical Assessment Board in accordance with the practical experience assessment procedures." The full text of the relevant sections is provided at the end of this note for reference.

The Technical Assessment Board is to be appointed under Section 21 of the Act and will consist of a chairperson and 7 ordinary members, to include 3 architects nominated by the RIAI and 4 persons, who are not architects, nominated by the Minister. The chairperson will be a solicitor, a barrister or a former judge of the Circuit Court, High Court or Supreme Court and will be appointed by the Minister.

The Technical Assessment Board will establish a panel of expert architects with the necessary expertise to carry out the assessments. For each assessment, the Board will appoint a panel of no less than three Assessors who will:

- (a) examine the documents and any additional information requested
- (b) interview the applicant, and
- (c) give the Board their opinion as to whether the applicant is eligible for registration

The Board will have regard to the opinion of the architect Assessors as to whether or not the candidate is eligible, however, the opinion of the panel of architect Assessors is not binding on the Board.



The Assessment of applications will be done in accordance with the criteria outlined in subsection 22(7) of the Act. These are:

- (a) whether or not, for the period of ten years in the State, the applicant had been performing duties commensurate with those of an architect;
- (b) whether or not the work submitted was equivalent to the work of an architect, having regard to its scale, complexity and quality;
- (c) whether or not the applicant can demonstrate that he or she has acquired the competencies specified in Article 46 of the Directive (Article 46 is shown in Appendix 1);
- (d) whether or not the work submitted had been realised by the applicant, and, if the applicant was not totally responsible, what level of responsibility by the applicant for the work could be established, and, in addition, shall have regard to the opinion of the architect assessors as to whether the applicant is eligible for registration.

The assessment is made on the basis of the submission made by the candidate and in the interview. According to the Act, the submission must include:

- (a) a curriculum vitae providing details of the work carried out by the applicant in the field of architecture during the required ten year period in the State.
- (b) information on projects for each year of that period for which the applicant was responsible, declarations as to the authorship of the projects and all documentation necessary to support the information;
- (c) a file containing at least 4 projects, including graphic material, for which the applicant was responsible, being projects that the applicant considers are the most suitable for the purposes of the consideration of his or her application;
- (d) such independent verification, as the Technical Assessment Board may reasonably require, of the documentation submitted under this subsection.

To make it more manageable for candidates to compile the significant amount of data required in a coherent format that will facilitate clear demonstration of the criteria outlined above, the RIAI has, throughout 2008, been conducting a Pilot Scheme. The system includes submission of a self assessment based on a matrix which provides a clear format for addressing the detail behind the requirements of Article 46. The matrix is based on Article 46 and sets out the knowledge, skill and competence required for independent practice as an architect in Ireland, providing a framework for



addressing the criteria one by one and linking them directly to the projects and other materials submitted. The Pilot Scheme is now complete and the final form of the RIAI's proposed assessment system, based on the requirements of the Act and including the self assessment matrix, will be presented for review by the Technical Assessment Board on its appointment.

Summary description of Pilot Scheme: Selection of candidates and work schedule

The announcement of the Pilot Scheme in the national media and via the RIAI website attracted 153 applications for participation in the Scheme before the deadline of 4 January 2008. These were sorted into four categories:

Applicants with Architectural Technician/Technology Qualifications	84
Applicants with partial architectural qualifications	22
Applicants with other relevant qualifications	32
Applicants with no formal qualifications	15

Twenty applications were drawn by lot from among these (with a member of the legal profession supervising), in the same ratios as shown above, so as to be approximately representative of the applications received. A supplementary draw was then made, on the same basis, to form a Reserve List of ten.

The 20 applicants first selected as Participants and the 10 on the Reserve List were sent the Pilot Technical Assessment Pack. Where a candidate chose to withdraw (there was one week allowed for this) substitutions were made from the Reserve List.

The schedule of activity was as follows:

10 December 2007: Press Release - RIAI announces Pilot Technical Assessment Scheme

4 January 2008: Deadline for applications for participation in Pilot Scheme.

11 January 2008: Notification of selection for Pilot Scheme and issue of Technical Assessment Pack.

25 January 2008: Joint Briefing and Q&A session for all participants.



29 February 2008: Supplementary Joint Briefing Session (as requested by participants)

13 March 2008: Assessors briefing session

31 March 2008: Deadline for Documentary Submissions.

7-12 April 2008: Assessors Review Submissions and hold Panel meetings

14 April 2008: Assessors meeting

17 & 18 April 2008: Interviews

2 May 2008: Assessors recommendations presented to RIAI Council

8-12 September 2008: Appeals Board



Summary of Process and Outcomes

Eighteen of the 20 participants delivered submissions by the 31 March deadline.

Before participants were assigned to a panel of Assessors, an initial check was carried out to ensure that there was no potential conflict of interests between the participant and the proposed Assessors. Both the participants and the Assessors were given an opportunity to review the names of those involved and notify any potential issues in advance.

The submissions were then reviewed by the panel of Assessors assigned to each participant. The Assessors reviewed the submissions individually and then met, as a panel, to discuss their findings. These discussions provided the basis for the interviews.

There were 4 Assessor Panels, each consisting of three Assessors; two of the panels assessed 4 submissions; the other two each assessed 5. All eighteen applicants were interviewed. Interviews took one hour and were attended by observers from DEIS (Department of Education Development, Cork Institute of Technology) and were also recorded electronically.

The interviews followed an agreed format discussed at the Assessors' briefing session and starting with a welcome outlining the programme for the interview. The interviews began, after the welcome, with a short discussion of the participants' general background and architectural experience. This was followed by an exploration of the portfolio of projects submitted and, finally, a discussion of more specific practice related questions. The interviews closed with an opportunity for the participants to revisit any areas they wished to return to for further discussion or clarification.

Once all of the interviews had been held, the Assessors convened to discuss the outcome of the exercise in terms of standards applied and borderline cases. During this general discussion, candidate names were not used so as to protect anonymity for the purpose of Appeals or any future application unsuccessful participants might make.

At this stage, four out of the eighteen participants interviewed were successful.

On the following Monday participants were asked to provide feedback on the process. This was regarded as 'operational' feedback, in that candidates were asked to describe their experience of the process and the standards applied. The results were treated as being highly confidential and were



seen only by the Education Director and the Assistant Education Director. A copy of the feedback form is attached as Appendix 3.

The names of the successful participants were put forward to the RIAI Council and approved as being eligible for Membership of the RIAI on 2 May 2008. Each participant was then notified of the outcome, and given a summary of the Assessors' findings. Those who were unsuccessful were given an opportunity to lodge an appeal against the decision of the Assessors.

The Appeals Board met in September and eleven appeals were heard. The process involved a review of submitted documentation and a second interview. The interview opened with an opportunity for the appellant to outline the grounds for appeal, followed by a reassessment of the criteria not judged to have been met in April. Each Appeal was heard by a panel of four. Each panel of four consisted of a chartered engineer who acted as non-voting chairman and a Professor of Architecture from Scotland, both of whom participated in all of the interviews, and two RIAI Assessors. The Appeals Board was split into two panels (with different pairs of RIAI Assessors on each) to ensure that none of the RIAI Assessors dealt with any candidates they had evaluated in April.

Again, individual participant names were not discussed at any meetings where all Assessors were present. This was to ensure that any future applications by unsuccessful participants would come 'as new' to the Assessors, as measures are in place to ensure that no participant submitting under the Statutory system will be assessed by an Assessor who has already dealt with their case during the Pilot Scheme.

Five of the appellants were successful. The appeals outcome brought the overall pass rate to 50%, or 9, of the 18 candidates who made submissions under the Technical Assessment Pilot Scheme.

A number of key issues emerged through the process of the assessment and subsequent appeals. These have been integrated into the documentation and into the process itself, as well as the preparation of candidates and assessors in the Statutory system. The key developments are:

- The language used to describe some of the items of knowledge, skill and competence in the matrix has been adjusted to clarify what is expected
- The matrix of the items of knowledge skill and competence required was originally laid out in eight sets covering areas such as 'professionalism' and 'design'. This, and the 80% required to



achieve a pass in each area, complicated matters. The items are now set out as indicators of the requirements of Article 46 of the Directive. All eleven requirements of Article 46 must be demonstrated, this will be assessed on a Pass/Fail basis. This makes the assessment simpler and more transparent for both the participants and the assessors.

- The experience of the first round of the assessment and the Appeals process confirmed how important a unified approach is, with all assessors working to a shared understanding of the standards required and the methods required to facilitate applicants who have not followed the traditional route for architectural education in demonstrating their knowledge, skill and competence.
- While it is essential to have a clear mechanism for assessors to note their impressions and record their decisions, the paperwork must be streamlined as far as possible to avoid it interfering with the exercise of the assessors' professional judgement.
- Greater guidance for candidates on what to expect at the interview stage, as well as what works best in terms of preparing submissions will be provided. It is hoped that this will save candidates and assessors unnecessary work, and reduce the stress of the interview situation as far as reasonably possible.

All of those involved in the Pilot Scheme were invited to provide feedback to the Institute. All of this material has been analysed and any necessary revisions have been made to the system. The elements relevant to applicants follow.



Summary of the key lessons learned during the Pilot Scheme

Participants provided feedback directly after the April interviews and before the results were released. Some questions related directly to issues for the RIAI to address, but others were designed to provide specific advice for future candidates. The responses to these questions were as follows:

Q. A period of two months was allowed for the preparation of submissions. It is envisaged that a longer period should be allowed in the formal system. How much time would you recommend for the preparation of submissions?

Responses to this question varied between 2 and 6 months, however, the majority of respondents agreed that around 4 months would be required.

Q. Can you give an estimate of the days/hours you spent in preparing your own documentary submission?

Responses to this question varied very significantly between 97 and 500 hours (the nearest to this was 300 and the next nearest below that was 190). The average comes out roughly between 120 and 180 hours.

Q. Do you think it would have helped to have had a size limit placed on the submission?

The majority of respondents felt an advisory size limit would help to limit the tendency to put in every possible piece of information. The Assessors concurred with this view. While there is a natural tendency to include all information of possible relevance, the sense was that if the applicant has adequate time, which those in the pilot scheme did not but which will be available in the Statutory system, applicants should endeavour to be selective and succinct.



The final question on the feedback form was - ***Have you any advice that can be passed on to future candidates for Technical Assessment?*** The eleven responses to this question were as follows:

1. *The process is not as daunting in actuality as it might appear at first. Spend a lot of time reading, re-reading and working things out in your head at first, get very organized, and send out all requests for third party information as soon as possible. It is truly worth the effort.*
2. *What I would say to future candidates, if in their submission, it included projects where problems occurred, make sure they show, in their submission, how those problems were resolved.*
3. *My advice to candidates would be to firstly appreciate the huge importance of being accepted as member of a professional representative body such as the RIAI. Secondly, if you feel you do have the requisite skills and experience, do not be put off the mammoth task associated with the technical assessment itself.*
4. *Select projects to showcase your skills to the full if possible. Pick at least one that covers major areas in design, project management, delivery and administration.
Reflect carefully about your answers in the Matrix.
Get good references and testimonials from Architects and others whom you have worked closely, and who know you well and can verify your strong points.
Allow plenty of time to reflect and research - it's a marathon not sprint!*
5. *I think they should be made aware that they need to get started now in order to give them the best possible chance of success.*
6. *Blank off two months of your calendar.*
7. *Programme the works from day one. A little and often is necessary because as you progress though the submission things will change. Start with the Self Assessment Matrix and answer everything the best you can.*
8. *Yes – don't throw anything away and don't lose contact with pass work colleagues or employers – the majority of the initial three to four weeks were spent in "detective" work as*



opposed to addressing the issues for submissions. Don't lose faith – the task is initially daunting however the reward should be worth it.

- 9. Read all the documentation carefully. I personally would tackle it totally different if doing it again. You have to go through the process to realise how much work is involved. I ran out of time on the matrix. My matrix was too general and I did not include enough examples of issues I have handled. Allocate time for cross referencing of projects and receiving the verifications.*

- 10. General advice I would have for any candidate participating in the formal technical assessment would be to commence preparation of their assessment as soon as possible. I did underestimate at the early stages in the process, the amount of time it would take to prepare a submission that I felt was appropriate. Other advice would be to consider the Self Assessment Matrix as early as possible within the preparation of any submission. I found the Self Assessment Matrix crucial to the preparation of a well co-ordinated submission and the earliest possible consideration of the answers given informed important decisions made throughout the whole submission process. For example, the type of projects I included in my project portfolios, and the type of supporting documentary evidence I submitted were influenced greatly by the Matrix. I selected documents and projects that I felt would best demonstrate the competencies outlined. Generally, I would note that while the process was challenging, it was ultimately an enjoyable experience. Irrespective of the outcome of my application, the process gave me a rare opportunity to review and assess my own architectural career to date. This type of focussed review can only be beneficial to me in the future.*

- 11. Very time consuming – Probably won't be able to complete it in spare time – evenings, weekends. Likely time off day job will be required. Complete work list first, then rough matrix before you pick projects. Do matrix at least three times.*



Appendix 1: Frequently asked questions

What Does “In The State” Mean?

“In the State” means work carried out, during the relevant 10 year period, in the Republic of Ireland only.

What is Article 46 of Directive 2005/36/EC?

The Directive sets out the Training and Educational Requirements for Architects as follows:

Article 46 - Training of architects

Training as an architect shall comprise a total of at least four years of full-time study or six years of study, at least three years of which on a full-time basis, at a university or comparable teaching institution. The training must lead to successful completion of a university-level examination.

That training, which must be of university level, and of which architecture is the principal component, must maintain a balance between theoretical and practical aspects of architectural training and guarantee the acquisition of the following knowledge and skills:

- (a) ability to create architectural designs that satisfy both aesthetic and technical requirements;
- (b) adequate knowledge of the history and theories of architecture and the related arts, technologies and human sciences;
- (c) knowledge of the fine arts as an influence on the quality of architectural design;
- (d) adequate knowledge of urban design, planning and the skills involved in the planning process;
- (e) understanding of the relationship between people and buildings, and between buildings and their environment, and of the need to relate buildings and the spaces between them to human needs and scale;
- (f) understanding of the profession of architecture and the role of the architect in society, in particular in preparing briefs that take account of social factors;



- (g) understanding of the methods of investigation and preparation of the brief for a design project;
- (h) understanding of the structural design, constructional and engineering problems associated with building design;
- (i) adequate knowledge of physical problems and technologies and of the function of buildings so as to provide them with internal conditions of comfort and protection against the climate;
- (j) the necessary design skills to meet building users' requirements within the constraints imposed by cost factors and building regulations;
- (k) adequate knowledge of the industries, organisations, regulations and procedures involved in translating design concepts into buildings and integrating plans into overall planning.

What is The RIAI Technical Assessment Pilot Scheme?

Prior to Commencement of Part 3 of the Act the RIAI put in place a Technical Assessment Pilot Scheme, announced in the National media in December 2007, to assess methodology, resources and costs. The Pilot Scheme has been completed and any necessary modifications to the system have been made.

When can I apply?

Applications will be accepted once the Admissions and Technical Assessment Boards are in place and the system has been approved and published. Notices will be placed in the National Newspapers as well as the RIAI website www.riai.ie.

When will the Technical Assessment system start?

Minister Gormley signed the Commencement Order implementing those sections of the Building Control Act 2007 dealing with the registration of architects from 1 May 2008, but the Ministerial nominations for the Admissions Board and Technical Assessment Board had not yet been communicated to the RIAI.

How long will I have to prepare a submission?

It is expected that completed submissions will be required within a four to six month period from a candidate's initial submission of application for assessment by the Technical Assessment Board.



Will briefing / information sessions be held?

Yes, on dates to be notified.

What will it cost to make an application?

The application cost for the Pilot Scheme was €2,000. Given that the system will have to be self-funding, it is likely that the cost for the statutory scheme will be higher. However, the Building Control Act 2007 requires any charges to be limited to actual costs and reasonable RIAI costs in collecting, accounting for and administering the charges, to be subject to agreement with the Minister.

Can I have a copy of the application form and detailed requirements for the Technical Assessment system now?

No, the proposed system will have to be approved by the Technical Assessment Board which is not yet appointed.

Who carries out the assessment?

Panels of expert architects appointed by the Technical Assessment Board will evaluate submissions and report to the Board. The Board is not required to accept these reports and has the option of interviewing candidates itself.

Can I appeal a decision of the board?

Yes, an appeal can be made to an independent Appeals Board with a non-architect majority and a chair with a legal background. Appeals can also be made to the High Court.

Where can I get a copy of the Building Control Act 2007?

The Act can be downloaded at: <http://www.oireachtas.ie/documents/bills28/acts/2007/a2107.pdf>

Will I be prosecuted if I use the title “Architect” after 1 May?

A person who has made an application for registration, either on the basis of a listed qualification or through Technical Assessment, cannot be prosecuted while their application is being processed. In order to provide legal cover prior to the availability of the application forms, those intending to apply for Technical Assessment can write or email the RIAI confirming that they wish to apply. The RIAI will inform all those submitting such confirmation when the application pack is available. However, although prosecution will not be made only those in the Register, once in place, may use the title “architect”.



When will the Register for Architects be published?

Once the Admissions Board has been nominated, briefed and is in place it is expected to start the process of admitting eligible persons to the Register. Under the Act the Registration Body is required to make the Register, which may be in electronic or other form, available for inspection. However it will be made clear that during the transitional period there will be considerable numbers of people eligible for admission to the Register whose applications are still being processed.



Appendix 2: Extracts from the Building Control Act 2007

[No. 21.] *Building Control Act 2007*. [2007.]

14.—(1) The registration body shall establish a register for architects (the “register”).

(2) Each of the following is eligible for registration in the register:

(a) a graduate of—

- (i) the National University of Ireland,
- (ii) the Dublin Institute of Technology, or
- (iii) such other educational body as may be prescribed,

who has received from it in any year prior to 2005 the degree of Bachelor of Architecture or the Diploma in Architecture of degree standard or in 2005 or any subsequent year the degree of Bachelor of Architecture (Honours), or such other degree, diploma or other qualification as may be prescribed and who, in each case—

(I) has passed a professional practice examination specified by the body referred to in *subparagraph (i), (ii) or (iii)*, as the case may be, or

(II) can demonstrate that he or she has 7 years of postgraduate experience of performing duties commensurate with those of an architect such as would entitle the person to seek the grant of an exemption by the body referred to in *subparagraph (i), (ii) or (iii)*, as appropriate, from having to undergo the examination referred to in *clause (I)*;

(b) a person who is a fellow or member of the registration body;

(c) a person eligible for such registration by virtue of *section 15 or 16* (which relate to holders of qualifications from other states);

(d) a person in respect of whom a notice in writing, dated 7 January 1997, 13 March 1997 or 11 June 1997, was sent by the Minister (whether to the person or to an organisation representing the person in the matter) stating that the person was successful in his or her application to be included in the relevant list;



(e) a person who has been employed in the State for at least 7 years under the supervision of an architect (who is eligible for registration under this section) and who, as part of a social betterment scheme or part-time third level course, attains a certificate or diploma of degree standard equivalent to any degree, diploma or qualification referred to in *paragraph (a)* and who has passed a professional practice examination specified by a body referred to in *subparagraph (i), (ii) or (iii)* of that paragraph;

(f) a person who—

- (i) has at least 7 years' practical experience of performing duties commensurate with those of an architect in the State,
- (ii) is at least 35 years of age, and
- (iii) has passed a prescribed register admission examination;

(g) a person (not being a person who is eligible for registration pursuant to *section 15 or 16*) who—

- (i) has been awarded in a state other than—
 - (I) a Member State, or
 - (II) on an agreement referred to in *section 15(1)(f)* being entered into and taking effect in relation to a state which is a member of the World Trade Organisation, that state, a degree, diploma or other qualification in architecture, and
- (ii) can demonstrate that he or she has sufficient postgraduate experience of performing duties commensurate with those of an architect;

(h) a person who has been assessed as eligible for registration by the Technical Assessment Board in accordance with the practical experience assessment procedures;

(i) an Irish citizen who as attested by a certificate of the registration body is authorised by the registration body to use the title of “architect” by virtue of the distinguished quality of his or her work in the field of architecture (which authorisation the registration body is empowered, by virtue of this paragraph, to grant).

Non-relevant text cut here...



21.—(1) The registration body shall establish a Technical Assessment Board to consider applications for registration in the register from persons who do not fall within any of *paragraphs (a) to (g) and (i) of section 14(2)*.

(2) The Technical Assessment Board shall consist of a chairperson and 7 ordinary members, the latter appointed by the registration body as follows:

- (a) 3 architects nominated for such appointment by the registration body;
- (b) 4 persons nominated for such appointment by the Minister, being persons who are not architects.

(3) The chairperson of the Technical Assessment Board shall be a solicitor, a barrister or a former judge of the Circuit Court, High Court or Supreme Court who shall be appointed as chairperson by the Minister.

(4) The Technical Assessment Board shall establish a panel of architects being architects who the Board considers possess the requisite expertise for the purpose of performing the functions assigned to members of the panel under *subsection (5)*.

(5) The Technical Assessment Board shall, in respect of each application under *section 22*, appoint not less than 3 of the members of the panel established under *subsection (4)* to—

- (a) examine the documents furnished to the Board under *subsection (2)* of that section (and any additional information furnished to it under *subsection (3)* of that section),
- (b) interview the applicant, and
- (c) give to the Board their opinion as to whether the applicant is eligible for registration pursuant to that section.

22.—(1) The following person may apply to the Technical Assessment Board for a decision that he or she is eligible to be registered in the register pursuant to this section, namely, a person who has been performing duties commensurate with those of an architect for a period of 10 or more years in the State (but no period of such performance that occurs on or after the commencement of this section shall be reckoned for the purposes of this subsection).

(2) A person who makes an application under this section shall submit the following to the Technical Assessment Board:



- (a) a curriculum vitae providing details of the work carried out by the applicant in the field of architecture during the period referred to in *subsection (1)*;
- (b) information on projects for each year of that period for which the applicant was responsible, declarations as to the authorship of the projects and all documentation necessary to support the information;
- (c) a file containing at least 4 projects, including graphic material, for which the applicant was responsible, being projects that the applicant considers are the most suitable for the purposes of the consideration of his or her application;
- (d) such independent verification, as the Technical Assessment Board may reasonably require, of the documentation submitted under this subsection.

(3) The Technical Assessment Board may request additional information to be submitted by the applicant within a specified period and may require the applicant to appear for an interview if it considers it necessary; such an interview shall be in addition to the interview conducted by the members of the panel referred to in *section 21(5)* (which latter interview is subsequently referred to in this section as the “panel interview”).

(4) Where an interview under this section is required, at least 4 members of the Technical Assessment Board shall be present for the interview.

(5) The panel interview and any interview under this section shall each be recorded in writing or in such other form as the members of the panel concerned or the Technical Assessment Board, as appropriate, may decide, and additional information may, subsequent to the interview, be required to be submitted by the applicant to those who conducted the interview.

(6) An applicant may be accompanied at the panel interview and any interview under this section by a professional advisor, including a lawyer, but any expense incurred by the applicant in being so accompanied shall be borne by the applicant.

(7) The Technical Assessment Board shall use the following criteria in assessing an application under this section:

- (a) whether or not for the period referred to in *subsection (1)*, the applicant had been performing duties commensurate with those of an architect;
- (b) whether or not the work submitted was equivalent to the work of an architect, having regard to its scale, complexity and quality;



(c) whether or not the applicant can demonstrate that he or she has acquired the competencies specified in Article 46 of the Directive;

(d) whether or not the work submitted had been realised by the applicant, and, if the applicant was not totally responsible, what level of responsibility by the applicant for the work could be established, and, in addition, shall have regard to the opinion of the architects referred to in *section 21(5)* as to whether the applicant is eligible for registration pursuant to this section (but that opinion shall not be binding on the Board).

(8) Where the Technical Assessment Board decides—

(a) that the applicant is eligible for registration in the register pursuant to this section, the chairperson shall advise the Admissions Board which shall take the necessary steps to register the applicant on payment of any applicable registration fee, or

(b) that the applicant is not eligible for registration in the register pursuant to this section, the chairperson shall immediately send a notice in writing to the applicant, by prepaid registered post to the address of the applicant as furnished in his or her application, advising the applicant of the decision, the date on which it was made and the reasons for it.



Appendix 3: Participants' Feedback Form



Building Control Act 2007: Register for Architects
Technical Assessment Pilot Scheme: **Applicant Feedback**

The Institute would be grateful if you would respond to the questions listed below as you see fit and add any other comments you consider desirable. You can insert your answers below, or submit your response in another format, but sending it in Word format would be helpful.

1. **A period of two months was allowed for the preparation of submissions. It is envisaged that a longer period should be allowed in the formal system. How much time would you recommend for the preparation of submissions.**
2. **Can you give an estimate of the days/hours you spent in preparing your own documentary submission?**
3. **Did you find the Self-assessment Matrix helped with the process or made it harder? Were there any elements of the Matrix you found particularly difficult?**
4. **How did you feel about the Standard that was applied in terms of the knowledge, skill and competence you were asked to demonstrate; was it too high, too low or just right? Please comment.**
5. **Did you find the interview process was useful? Did it give you an opportunity to demonstrate your knowledge and abilities? Is there anything you would change about the interviews?**
6. **Did you find the guidance materials provided at the outset were helpful? Are there any changes you would make to the documentation?**
7. **Do you think it would have helped to have had a size limit placed on the submission?**
8. **Do you feel that you were treated fairly and appropriately throughout the process?**
9. **Do you think the system as operated in the pilot gave candidates a fair chance to demonstrate their knowledge, skill and competence?**
10. **Have you any advice for the RIAI on the way it should engage with Technical Assessment applicants in the future?**
11. **Have you any general advice for the RIAI in proceeding with this system?**
12. **Have you any advice that can be passed on to future candidates for Technical Assessment?**

Thank you for your time!

Signed by: (Optional)

Date: