

# ROUTE C STAGE 2 PRESENTATION

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# What is Route C?

# Building Control Act 2007

## (14(2)(a)(II))

(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, 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);*

# An exemption from the Professional Practice Examination

- How to assess this?
  - The work done/ performance of duties (Stages 1 & 2)
  - Demonstration of the Standard of Knowledge Skill and Competence for practice as an architect (the Competencies Index) (Stage 2)

# Cycle and Deadlines

Assessment Schedule published on  
Admissions Website

# Deferral Fee

- ⦿ A Deferral Fee is an administration fee, payable on submission of a Stage 2 application and applicable where a submission deadline has been missed twice.
- ⦿ Applicants must give notice of request for a deferral and the reason why the deferral is sought on or before the set submission deadline.

# Interview

- ⦿ All Applicants will be interviewed.
- ⦿ The interview can more quickly and reliably resolve many issues than additional information questions
- ⦿ A 'peer' dialogue can more effectively communicate some essential areas of knowledge skill and competence



# Current documentation required

- System has evolved, some candidates had attempted to use outdated documents

# How the Stage 2 Assessment works

## 1. Criteria

The RIAI logo is a small, dark blue square with the letters 'RIAI' in white, centered within the square.

Standard of Knowledge, Skill and  
Competence for Practice as an  
**Architect**

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Standard covers all competency areas required. This process relates only to professional level 'indicators'. All are shown, for context, you are only required to address to highlighted ones

The RIAI logo is a small, dark blue square with the letters 'RIAI' in white, centered within the square.

## Format of the Standard

1. The top line shows the relevant element from Article 46 of the Professional Qualifications Directive (2005/36/EC).

2. The first column to the left shows the reference number and tag for the indicator. For example "a2 Design" means this is the second indicator under element (a) of Article 46 and that it is tagged as relating most closely to Design.

3. The second column contains the text of the actual indicator of knowledge, skill and competence.

4. The third column contains the Guidance Note if one is required.

reference	Indicator	Guidance Note
<b>Article 46.1 (a) ability to create architectural designs that satisfy both aesthetic and technical requirements.</b>		
a1 Design	Ability to engage imagination, think creatively, innovate and provide design leadership	This includes lateral thinking and the ability to think 'outside the box'.
a2 Design	Ability to create an ordered and holistic layout of spaces that uses light, mass and form in three dimensions, based on clear conceptual thinking, that satisfies aesthetically, functionally and technically	

Reference	Indicator	Guidance Note
<b>Article 46.1 (b) adequate knowledge of the history and theories of architecture and the related arts, technologies and human sciences.</b>		
<b>b1</b> Context	Knowledge of architectural history and design theories, and their impact on the practice of architecture	Architectural history' embraces not only what was built, but also the physical, intellectual, economic, social and technical context in which it was produced. It also includes contemporary architectural thinking.
<b>X b2</b> Context	Knowledge of Irish architectural history and the influence of past and current design traditions and approaches on the built environment	
<b>b3</b> Context	Awareness of the arts, technologies and human sciences as they relate to the theory and practice of architecture	This requires a basic awareness of the intersection between the arts, technology and human science disciplines and the practice of architecture; for example psychology, geography, sociology etc.
<b>b4</b> Context	Awareness of the links and interactions between the creative disciplines and their potential for informing architectural design, including those specific to the local/prevaling culture	These disciplines may include among others, architecture, urban design, landscape architecture, planning, interior design, furniture design, crafts.
<b>Article 46.1 (c) knowledge of the fine arts as an influence on the quality of architectural design.</b>		
<b>c1</b> Context	Knowledge of the links between architecture and the fine arts	Covers related fields of knowledge and practice which may inform both the context of a project and the architect's response to it. This may include painting, sculpture, dance, theatre, film, music, and may relate to the history, theory, practice or appreciation of these arts and their influence.
<b>Article 46.1 (d) adequate knowledge of urban design, planning and the skills involved in the planning process.</b>		
<b>X d1</b> Context	Ability to guide a project through the planning process	In addition to the various stages and associated processes, this includes acting within the context of the development plan.
<b>d2</b> Context	Understanding of the history, principles and objectives of urban design and its interaction with architecture	As well as addressing the architect's understanding of urban design historically and in the contemporary context, this involves considering the urban design context of projects as appropriate.

# Self-Assessment

The RIAI requires the Assessors to establish whether you have acquired the knowledge, skill and competence required for practice as an architect in Ireland. To assist Applicants in demonstrating how they have acquired these competences and the Assessors in judging whether this criterion has been met, the RIAI has prepared a Self- Assessment Matrix to be completed by each applicant as part of their Submission (see Self-Assessment Matrix).

# Self-Assessment (continued)

The Matrix is based on the *RIAI Standards of Knowledge, Skill and Competence in Architecture: Professional Practice Level*. The Standards are derived from Article 46 of the Qualifications Directive and set out the Knowledge, Skills and Competence required for practice as an architect in Ireland. The Standards and the Self-Assessment Matrix break down the eleven sets of 'knowledge and skills' listed in Article 46 into manageable and clearly defined elements that are recognisably related to the realities of architectural practice, making it easier for you to demonstrate that you have acquired these competences.

## 2. Demonstrating the Criteria



# RIAI Self-Assessment Matrix

Remember the four Levels:

Awareness

Knowledge

Understanding

Ability

You only have to demonstrate the Level set for the particular Competency.

# Matrix – Reflective exercise:

- What was the circumstance?
- What was the problem/issue to be addressed?
- What course of action did you choose?
- What was the result?
- What did you think of the outcome?
- Would you do it that way/differently next time?
- Did it affect the way you now handle similar issues?

Provides you with an opportunity to interpret your actions and explain your reasoning (in addition to the matrix)

Useful for some of the less 'obvious' or visually demonstrable indicators

# Project Portfolio

- ⦿ Its all about architecture
- ⦿ The portfolio is the clearest expression of your skills, not just design
- ⦿ Projects give a vehicle to convey a lot of information, not just the finished project but how it got there, and all the professional skills required for that

# Project Portfolio - continued

- ◉ Select projects which best represent your demonstration of the Indicators listed in the Matrix (not necessarily your favourite projects)
- ◉ Assessors won't expect all skills to be shown in each Project.
- ◉ It is accepted that of their nature all projects are 'unique'
- ◉ Perfect, problem-free projects are not being sought.

# The Stage 2 process

# Process Summary

1. Documentary Submission
2. Reviewed to ensure complete (Administrative)
3. Team of Assessors (3 architects) appointed
4. Conflict of Interest check
5. Assessors Review Submission
6. Additional Information (if required)
7. Interview
8. Additional Information (if required)
7. Assessors form Opinion
8. Assessor Panel Meeting to confirm Opinions
9. Outcome ratified by BAE
10. Outcome notification to Applicant

# Outcomes

- Eligibility for exemption from PPE confirmed - Applicants who have been found to be eligible are invited to apply for Registration / RIAI Membership (note: those with non prescribed qualifications come to registration via membership).
- Applicants who have been found ineligible informed of:
  - decision,
  - date of decision
  - reasons for decision

# Options if unsuccessful

- Take a prescribed Examination in Professional Practice
- Accumulate additional study, experience or qualifications to make good any deficiency before re-applying under this Admission Procedure. Only one re-application under this Procedure will be permitted. At least one year must elapse before such re-application.
- Submit Appeal (non Statutory Appeals system).



# Making a Stage 2 Application

# Stage 2 Application Documents

All Applicants must submit:

- Completed Stage 2 Application Form
- Up-to-date Curriculum Vitae
- Statutory Declaration
- 3 copies of a Submission Document
- 3 copies of a Project Portfolio
- RIAI Payment Form and Stage 2 Assessment Fee and deferral fee (if applicable)

# Statutory Declaration Process

- Present one complete copy of your submission document marked “copy 1A”, and one copy of your Project Portfolio, marked “copy 1B” to the witness (mark additional volumes copy 1C etc.)
- Both you and the witness must sign and date those copies on the front cover
- Complete the Statutory Declaration which must be signed by you in the presence of the Witness and signed, dated and stamped by the Witness.
- Attach the original Statutory Declaration to your Stage 2 Application form.

# Submission Document (3 copies)

A4 portrait format all pages numbered and in the following order:

- Cover page identifying the Applicant
- Copy of Passport/National ID
- Table of Contents
- Summary Statement
- Account of Practical Experience
- A Self-Assessment of Professional Practice Knowledge, Skills and Competence acquired based on the relevant *RIAI Self-Assessment Matrix*
- Documentary Evidence other than that contained in the Project Portfolio, in support of the Self-Assessment

# Project Portfolio (3 copies)

- A3 landscape format
- at least 2 and not more than 4 projects
- at least one of these projects must have been undertaken within the Irish State while resident in the Irish State.

Documents must be in the following order:

- Cover page identifying the Applicant
- Table of Contents
- Title page
- Analytical commentary

# Incomplete Submission

- ⦿ Applicant will be notified to make good deficiencies
- ⦿ Applicant may re-submit at the next submission deadline without incurring any additional administrative charges.

# Project documentation

- Types of document and drawings to be included listed in *Guidance for Applicants*
- Carefully considered selection of material
- Relevance rather than quantity
- Remember that one document may serve to demonstrate several issues or competencies

# Authenticity

- ◉ Application Form includes a Declaration that the information contained in your Documentary Submission is, to the best of your knowledge, correct and that all relevant matters have been disclosed.
- ◉ Section 18 of the Building Control Act provides that a person who makes or causes to be made, any false declaration or misrepresentation for the purposes of obtaining registration, or aids or abets such action, shall be guilty of an offence, and shall be liable, on summary conviction, to a fine not exceeding €5,000 or imprisonment for a term not exceeding 12 months or both.



# Additional Information

May be requested if required either before or after the Interview, and before forming an Opinion

# The Interview

- ⦿ 3 Assessors who have evaluated your Documentary Submission
- ⦿ Searching
- ⦿ Based on Documentary Submission but may cover any other relevant matters to establish whether you meet the criteria
- ⦿ You will have the opportunity to clarify any issues covered in your Application

# Queries

- ⦿ Q. What if there is a conflict of interest
- ⦿ A. Formal checks are carried out with candidates and assessors before review work begins

- Q. I have knowledge of aspects in the self-assessment matrix which cannot be demonstrated by documentary evidence or in the 2-4 projects chosen for the Project Portfolio (e.g. through other projects on which I have worked within the office). Should this nevertheless be mentioned under the relevant matrix clause so that it could be raised in the interview for clarification?
- A. Yes, but be aware that you must evidence claims made, which might mean including additional project information if the topics cannot be covered in your portfolio.

- ◎ Q. My role does not require to carry out all activities which would normally be carried out by an architect. How can I demonstrate that I have the knowledge?
- ◎ A. You may address those criteria through reflection on or analysis of project
- ◎ ts submitted.

- Q. Since most project correspondence, schedules, reports, analytical commentary and other documentation for the Project Portfolio are A4 in size, can the Project Portfolio be A4 in size, with A3 fold-outs for drawings? If no fold-outs permitted, can the Project Portfolio be a combination of A4 and A3 bound into a single document?
- A. No to the first, yes to the second. Please bear in mind that the assessors have a lot of work to do and the time allowed is limited to keep charges low, if they have to fold out every A3 drawing/page you are delaying them in their assessment task for no useful purpose.

- ① Q. Should I include a table of contents or appendix of documents for each project in the Project Portfolio?
- ① A. The key requirement is to lay the documents out clearly and coherently and reference them effectively per the guidance.

- ⦿ Q. Can I use double-sided page printing, or must it be single-sided only?
- ⦿ A. Single sided is preferable, especially in the portfolio



- ⦿ Q. Can I submit Stage 2 before the deadline?
- ⦿ A. If you submit early, your submission will be stored until commencement of the next cycle

- ⦿ Where an A4 document with a higher amount of pages is relevant as supporting evidence, i..e. a sample written conservation report to support statements made for indicator B2, or a post-grad thesis paper to support indicator F6, can this document be submitted in its original A4 bound format as separate documentary evidence to the A4 submission document.
- ⦿ An entire thesis, for example, is not appropriate. Your evidence must be specific to the indicators, and succinct. Please note the key issue is professional practice and the related competencies.

- Q. Can the documentary evidence referred to in the Self-Assessment be taken from any number of previous projects and not just the Project Portfolio bound document? The extent of documentary evidence to cover the 32 Indicators of the Self Assessment Matrix suggests that the answer is yes.
- A. All demonstration must be evidenced, and the portfolio projects have the advantage of clarity and breadth which supports this process. Reliance should be primarily on the portfolio



- ⦿ Q. Can my employer sign the Statutory Declarations?
- ⦿ A. No, under the terms of the Statutory Declarations Act, 1938 a 'Statutory Declaration' is made and signed in the presence of a notary public, a commissioner for oaths, a peace commissioner, or a person authorized by law to take and receive Statutory Declarations, see Statutory Declaration Form.

- ① Q. Will it be necessary to do the lecture series or what is the position regarding the lectures?
- ① A. The self assessment while not requiring attendance at the lecture series is nevertheless a significant undertaking and attending the lecture series is likely to be beneficial.
- ①

- ⦿ Q. When is the fee for Stage 2 to be paid?
- ⦿ A. The Assessment Fee is a once-off administration fee, payable on submission of your application to cover the cost of processing and evaluating your submission.

- ① Q. Will there be any samples of presentation of the Matrix to be viewed at the briefing session?
- ① A. No, but the matter will be addressed during the workshop session.

Q.

Where can I find information to help me prepare the submission?

A.

- Check the RIAI website which provides a wealth of information
- Sign up for the RIAI public newsletter
- Good Practice Guide
- UCD Lecture Series



# Use of Title

- ⦿ Q. What about using the title architect while preparing for this assessment?
- ⦿ A. You must be registered to use the title architect. The protection under Section 18(5) does not apply until such time as you have been granted an exemption and are before the Board.

# Affix

- MRIAI – awarded to those who meet standards for registration/membership AND comply with the conditions for ‘automatic recognition in the EU/EEA
- MRIAI(IRL) awarded to those who meet standards for registration/membership but do not comply with the conditions for ‘automatic recognition’ in the EU/EEA. At this time three years certified practice should suffice to allow removal of the (IRL) which does not have to be used ‘in State’

# RIAI GOOD PRACTICE GUIDE

- The RIAI Online Good Practice Guide is designed to give RIAI members guidance on running both projects and practices.
- The content includes project procedures, administration & financial procedures and management procedures and might be of assistance to you.
- To request online access use the Order Form