

# Students Log Book

Guidance Notes for Practical Training



Barbados Institute of Architects



## Guidance notes for employers of students in practical training

### 1. What are the objectives of the Scheme?

Practical Training is an essential complement to academic learning. The fundamental objectives of the Scheme are to ensure that, through “learning by doing” with responsibility in a busy office, those entering the profession should have;

- a. practical understanding of the procedural, legal and contractual problems of professional architectural practice in Barbados which will be tested in the Examination in Professional Practice;
- b. practical experience of obligations of the kind entailed in architect-client and employer-employee relationships; and
- c. direct experience, under supervision of the duties and responsibilities of professional practice which become theirs upon qualification.

### 2. When does practical training occur?

The first period of up to one year usually comes at the end of the first three years of the academic course. The second period usually starts on completion of a further two years academic study (at a point equivalent to the Professional Degree /Diploma. There are some variations in this pattern however.

### 3. What undertakings are we asked to give if we employ a student under the Scheme?

There are four undertakings which should be regarded as setting a minimum standard; offices undertake:

- a. To give a student reasonable opportunities to gain an adequate breadth and depth of experience from the range described in the Practical Training Record.
- b. To nominate an experienced architect who will be personally responsible for directing the student’s work so that adequate experience is obtained.
- c. To allow visits from time to time by the Practical Training Adviser to discuss the student’s progress.
- d. To allow up to ten paid working days per annum, for professional activities which have the educational objective of broadening the student’s practical training.

### 4. What does the Education Practical Training Adviser do?

In Barbados, in the absence of an Architectural School, the BIA will provide an Education Adviser who can co-operate with employers in a joint effort to secure the best possible training for students.

Such Advisers welcome details of any likely vacancies for students and as much information as possible about the office and its work.

The Adviser, whose main aim is to help both employer and student on all aspects of practical training, is normally well qualified to comment on such matters as salary levels and student capabilities.

Most Advisers will no doubt have a busy schedule, but they will try to visit the office at least once during the year. On such visits it is useful if the Adviser talks first with the student and then discusses the student’s progress separately with the employer or Office Supervisor. Advice given to students by the Adviser will be quite impartial. Only in exceptional cases will it be necessary to advise that the student’s current experience is likely to prove inadequate for the BIA Examination in Professional practice.

### 5. How much can we expect from a student?

The status of a practical trainee is that of an employee first and a student second. Many mid-course students during their first few months in an office tend to be judged on their ability to draw and detail. Some may compare unfavourably in these skills against a good technician. It is important to remember, however, that courses in architecture cover a wide range of subjects and have become broader based than formerly. A student’s particular skills and interests should therefore be established, since offices may well find students with abilities in a wide range of more advanced work, such as aspects of user requirements, brief taking, environmental control or integrated design schemes. The majority of students grasp the practicalities of building quite quickly but it is possible that the first few months may be subsidised to some extent by the employer. This loss will normally be reimbursed well before the end of the practical training period.

### 6. How much unproductive time should we allow the student for educational purposes?

Whether the ten days referred to in paragraph 3 (d) above require leave of absence depends on the terms of employment on the proposed activity. A common pattern involves the student in attending two two-day seminars on practice and management annually at the and a half-day each month visiting the sites, attending client and contractor meetings, listening to planning inquiries, observing a specialists’ activities, accompanying building surveyors on maintenance inspections, etc; all on jobs unconnected with the student’s normal work. The employer may expect certification by the adviser that any proposed activity requiring formal leave of absence is of educational importance.

Time so certified should not affect either normal leave entitlement or salary.

Students may fairly be expected to devote an equivalent amount of their spare time to similar educational activities.

### 7. Are we obliged to retain an unsatisfactory student for the full year?

No. But before it is decided to terminate a student’s employment, the Adviser would appreciate an opportunity to discuss the matter with the employer and with the student concerned.

Students are obtaining satisfactory training are generally advised to remain for the full period and usually do so, but it is probably undesirable, if not impracticable to reach a formal agreement tying the student for a full twelve months. The critical period for many students comes after about four to five months in the office. During this trial period, they may well have had little responsibility and some assurance from the employer of wider experience to come will be welcome to them at this stage. A period of employment of less than three months duration will not normally be accepted for the purposes of the Scheme.

### 8. What if our workload is reduced unexpectedly?

It is seldom in the interest of any student to be retained with little to do. If practicable, retain the student until a new job has been found and contact the Adviser.

### 9. Should we make a special team of the practical training students in our office?

This technique has been successful in some offices but on the whole the objective should be to involve students with as many people of varied experience in the office as possible. Where the all-student team method has worked satisfactorily, the project has been relatively small and the set-up has not been continued longer than about six months.

### 10. What use is the Practical Training Record?

First, as a checklist for both student and Office Supervisor to ensure that as broad a coverage is given as opportunity allows. Second, as an easily assessed record, which will show the Professional Practice Examiner the breadth of a candidate's training.

### 11. Is it necessary to give every kind of experience included in the Practical Training Record?

It is not intended that every student should necessarily obtain all the different kinds of experience in each office, which would clearly be impracticable in many cases. The minimum period of two years practical in training, however, gives the chance to work in two or three quite different situations.

A student with an imbalance in the training gained during the first year will obviously bear this in mind when applying to offices for the second period.

The student should aim to make the most of the particular opportunities available at the time, and must take the initiative in this respect, seeking guidance from the BIA on what it is reasonable to expect.

### 12. What if we have nothing going up on site which the student can be involved?

This problem happens quite often. The next best thing is to ensure that the student maintains a continual watch on some job either in the office or even in that of another practice. Local government offices are sometimes helpful in this respect the ideal job on which to gain site experience is one just large enough to carry a permanent clerk of works. A short written progress report should be rendered by the student to the appropriate job architect the day after each visit.

The time occupied by such visits may with fairness be divided equally between the student's own time and the "unproductive" ten days referred to in paragraph 3 (d).

### 13. Why is an Office Supervisor essential to the Scheme and what is his role?

One person should be responsible for supervising and guiding the student's practical training so that the range quality and depth of the activities undertaken shall be such as to satisfy the objectives of the Scheme. In the large office, the Office Supervisor will be someone, not necessarily an architect, whose position gives a broad knowledge of the state of all the work in the office but who is readily approachable by a student. The Office Supervisor will liaise with the team leaders to ensure that each trainee receives the guidance needed. In the smaller office, one person may combine both functions. In all cases, the student must be under the effective guidance of one experienced architect.

The Office Supervisor will:

- a. direct and advise the student
- b. inform the student of opportunities in other parts of the office to gain particular kinds of training, such as accompanying a job architect on a final inspection or attending a planning inquiry.
- c. ensure that the Record is properly used and regularly discussed with the student;
- d. encourage the student to make the most of any opportunity for broadening experience; and
- e. keep in touch with the Adviser and report frankly and constructively on the student's progress.

### 14. Who is available at the BIA to discuss points of difficulty?

Your first recourse in any matter concerning a particular student should be to the Adviser. If the Adviser is unobtainable, the Chairman of Education and Practice Standards for Professional Training is ready to advise on any problem concerning practical training. Telephone number (246) 430-0956. Preferably write to BIA Christie Building, The Garrison, St. Michael, BB 14038, Barbados.

## Objectives and Rules

### Objectives

Practical training is an essential complement to academic learning. The fundamental objectives of the Scheme as set out in the Rules and Notes below are to ensure that, through “learning by doing” with responsibility in a busy office, those entering the profession should have:

- (a) A practical understanding of the legal, contractual and procedural aspects of professional architectural practice in Barbados, which will be tested in the Examination in Professional Practice;
- (b) Practical experience of obligations, both legal and ethical, arising from the relationships between architect and client and between employer and employee;
- (c) Direct experience, under supervision, of the duties and responsibilities of professional practice which become theirs upon qualification.

### Rule

1. The minimum period of practical training is three years both of which must be after the start of an architectural course and before taking the BIA Examination in Professional Practice or the equivalent recognized examination in a school of architecture, and two of which must be after successfully taking the Professional Degree/Diploma.

#### Notes

- 1.1 A period of less than three months continuous duration in an architect's office will not normally be accepted as part of the required three years practical training.
- 1.2 Full-time or part-time working less than 20 hours per week may apply for exemption from the first year of practical training provided that:

Immediately prior to the start of, or during, an architectural course leading to the first three years of the Professional Degree they have had not less than six years experience in architect's offices involving activities appropriate to the Practical Training Record.

Whether or not exemption is granted will be at the discretion of the applicant's Practical Training Adviser who will have regard to the quality of the previous experience for the purposes of practical training.

- 1.3 Only students having exceptional experience or training may apply for exemption from the second year. Successful applicants are unlikely to be under the age of 35 or to have had less than 10 years experience under the direct supervision and guidance of an experienced architect on work involving activities appropriate to the Practical Training Record.

Whether or not exemption from the second two year period is granted will be at the discretion of the BIA Co-ordinator for Professional Training who will have regard to the level of responsibility of the previous experience. Where appropriate, the Co-ordinator may refer to the applicant's school for an opinion as to the maturity of the applicant's approach to professional responsibilities.

Where a student regularly works for part of the week only, such as when attending a day-release course, the various minimum periods in the Rules should be extended on a pro-rata basis, assuming a month of 21 working days and a year of 250 working days. For the purposes of the Scheme, a working day consists of seven working hours.

- 1.4 Part time employment of less than 20 hours per week is inadequate for training purposes and is therefore not acceptable as part of the minimum two years practical training. Normal leave should be counted as working time.
- 1.5 Free lance work or experience as a principal is not acceptable as part of the requisite three years although any such experience is well worth drawing to the Professional Practice Examiner's attention as additional experience. In the rare cases where a student is already a junior partner, supervised by the senior partner will be acceptable for practical training.

### Rule

2. A minimum of two years must in all cases be spent in Barbados in an architect's office under the direct supervision and guidance of an experienced architect.

### Rule

3. A maximum of one year may be spent in associated professions or with other members of the building team provided that the work is of such a nature and quality as to satisfy the three objectives of the Scheme.

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### Note

There is no minimum limit for employment under this Rule and Rule 4 but short periods of such employment which aggregate more than six months will not be accepted as part of the required two years practical training.

### Rule

- 4 A maximum of one year may be spent in research and development work provided that (a) this is the first year of practical training (b) the work is of such a nature and quality as to satisfy the three Objectives of the Scheme and (c) the work is supervised by a recognized specialist in the field, personally engaged on the work and having an established position in the organisation in which the work is done.

### Notes

The work must be done in a reputable research organization such as, for example, the Building Research Establishment or a government department or any institution having an established and adequately resourced research programme. A school of architecture employing research assistants to work on established research programmes would be regarded as an acceptable research organization for the purposes of this Rule.

In so far as such work may involve activities other than those set out in the Practical Training Record, the additional activities should be entered in one or more of the five blank spaces in Section 3 of the Record under concise and unambiguous headings.

Taught post graduate courses will not normally count for the purposes of the Scheme.

### Rule

5. A maximum of one year may be spent overseas provided that the work is of such a nature and quality as to satisfy the three objectives of the Scheme.

#### 5.1 Note

To avoid disappointment on return, it is essential that the student should ascertain, by consulting the Practical Training Adviser before accepting the employment overseas, that practice in the country concerned is likely to be relevant to practice in Barbados.

### Rule

6. Experience gained in agency employment will count as training for the purposes of the Scheme only if:

(a) the principal of the office in which the work is done accepts the four undertakings required of employers (stated in the Guidance notes for Employers); and (b) the works is of such a nature and quality as to satisfy the three objectives of the Scheme.

### Rule

7. Practical training must be fully recorded on BIA Practical Training Record sheet, subject only to the exceptions at Notes 7.2 and 7.3 below.

### Notes

- 7.1 The Record must be signed monthly by the supervising architect referred to in Rule 2 and by the employer in the case of Rules 3, 4 5 and 6 and it must be countersigned at approximately three monthly intervals by the Student's Practical Training Advisor.

- 7.2 Students with long experience who have reached a degree of responsibility in their offices which gives them supervisory functions for which the Record Sheet does not cater may apply to their Advisers for permission to use BIA Certificates of Professional Experience in lieu of Record sheets provided that they can satisfy the following conditions:

- (a) they are over the age of thirty.  
(b) they have had at least six years experience in architect's offices and  
(c) they are working at a level of responsibility to run a job without supervision.

Such permission will not affect the other requirements for practical training.

- 7.3 If, for reasons considered to be valid by the Practical Training Adviser, a student has been unable to maintain a BIA Practical Training Record, such student shall instead submit Certificates of Professional Experience on the appropriate BIA form.

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- 7.4 Because of Certificate of Professional Experience is of limited value to the Professional Practice Examiner in assessing the quality of the experience, it must be accompanied by an essay of about 1,500 to 2,000 words giving the student's own appreciation of the value of each employment to date.

equivalent to the Professional Degree/Diploma. For this reason and others, the first period is normally the best time to work overseas or in associated forms of experience.

Footnote:

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Cases in which it appears that the application of any Rule may bear unduly harshly on the student concerned may be referred to the Admissions Committee.

## Guidance Notes for Students in Practical Training

### 1. Links with the school

The status of a practical trainee is that of an employee first and foremost but the school normally holds a “watching brief” through the member of its staff known in most cases as the Practical Training Adviser. The Adviser will keep in touch by various means and may well visit your office at least once during the year. An increasing number of schools arrange seminars of one or two day duration to enable you to compare notes and discuss practice matters. Some schools issue a newsletter, others arrange evening meetings for all practical trainees in their locality, all schools through their Advisers, are available to their practical trainees in case of difficulty. It is, however, for you to take the initiative in:

- (a) notifying the Adviser of your office address and any subsequent change and
- (b) sending your Practical Training Record sheets to the Adviser for inspection and signature every three months.

Keep in touch your Adviser, especially if you think that you are not getting the right experience. Any student in practical training who is unable to call upon the advice of an Adviser may get in touch with the BIA Adviser.

### 2. Planning your Practical Training

It is usual for the first period of practical training to be taken after the third academic year of the course but this is a matter to be decided by the student and the school. One practical advantage is that a post Part 1 student will earn sufficient in most cases to live away from home and so enjoy a much wider choice of office. There is complete freedom in this respect under the BIA which may have its own regulations appropriate to a certain course structure. Rule 1 does insist, however, that the two years practical training shall both be after the start of a course in architecture, by which is meant a course in any of the recognized schools of architecture or a recognized foreign course. This Rule is based on the consideration that supervised practical training conscientiously carried out it much more than just a job and that it is likely to be at a professional level.

Some schools operate a four year academic course and questions sometimes arise as to the need for the third year of practical training. One of the conditions of the BIA approval to such courses is that the total length of education and training before taking the Examination in Professional Practice shall be not less than the customary seven years, the extra practical training “or other relevant study being necessary to balance the shorter academic course.

What constitutes “other relevant study” is a matter for discussion with your Adviser.

The minimum of one year in Rule 2 as an architectural assistant is particularly important as preparation for practice in this country. It should for preference be at a point equivalent to the Professional Degree/Diploma. For this reason and others, the first period is normally the best time to work overseas or in associated forms of experience.

In planning your practical training, do bear in mind that the rules and time limit are simply minima intended to guide you into the pattern of training that is likely to prove most effective but it is the Professional Practice Examiner who will decide whether your practical training has been adequate. The rules are drawn broadly so as to allow for complementary periods of training but, in consequence, it is possible to observe the rules and yet to have an imbalance which could lead to failure at the Examination in Professional Practice. The moral is to plan your practical training with the help of your Adviser and then to exploit it for educational ends to the maximum extent possible.

### 3. Finding a Suitable Office

It is inevitable that offices should vary to a considerable degree in their attitude towards practical training, not only between the different offices but also in the same office from year to year. The BIA sets a standard in this matter by inviting offices to agree in principle to the four undertakings set out in the accompanying note addressed to your employer. Approximately one in five do so. Some firms feel that they cannot subscribe to these undertakings; others subscribe without giving the matter much thought. The Adviser should be able to give you the benefit of feedback from students who have done well in recent years. The majority of Advisers are backed by a central file of up-to-date information on vacancies. The Adviser can obtain details by return of post or by a quick telephone call of whatever vacancies are available in the area of your choice.

Where there is a choice of vacancies, it is sensible to group the applications starting with those which attract you most. If this results in more than one offer, it will be much easier to make a sound choice with all the possibilities in front of you. The least satisfactory method would be to apply to each firm in succession.

### 4. Working Abroad

Many students are attracted by the thought of working in Europe and abroad. However, you must accept the possibility that the training you obtain may not readily satisfy the standards required for entry to the Examination in Professional Practice. It could, on the other hand, be a most rewarding experience and one which could enhance your whole career. Consulting your Adviser is the first step to ensure that you have the best chance of success abroad. Remember that if the Adviser cannot visit you abroad you must bring back samples of your work – drawings, photos, letters, etc. – such as to evidence the quality of your experience before the Adviser can approve and countersign your Record Sheets on your return to this country.

In most cases, it is better to go overseas in the first year of practical training while you are relatively free from ties. In any case you are advised (see paragraph 2) to spend the second and third year in Barbados in an architect’s office. The major difficulty is in securing work overseas while supporting oneself with limited resources.



### 5. The Range of Professional Activities

During the minimum three year period, you should seek opportunities whenever possible to participate in or at least observe the following activities:

- (a) Meetings with clients, including discussions of the brief, procurement and project drawings
- (b) Preliminary site investigations, meeting with officer of bodies
- (c) Preparation of design and production drawings specifications and schedules
- (d) Meetings with contractors, quantity surveyors, consultants and specialists
- (e) Pre-contract job management, contract procedures, correspondence and reports
- (f) Site visit and site meetings
- (g) Post – completion procedures, defects liability inspections and final accounts
- (h) Office procedures, programming and organisation

Not all these activities are always available but a minor deficiency in your Record may be treated sympathetically by the Professional Practice Examiner provided you have made every effort to compensate for the omission. For instance, a certain lack of experience in contract administration may be mitigated by a deliberate study in your own time of dead files from the office archives, noting points to be discussed later with the job architects concerned. Your aim should be to exploit for educational ends the particular kinds of experience which the office is able to provide and to make up the inevitable gaps by working in a contrasting kind of office during the second year.

There is something to be said for the strategy in which your employment for the first year is spent in the opposite kind of office to that in which you wish to make your career.

Employment as a technician will not satisfy the requirements of a supervised year in an architect's office under Rule 2 of the Scheme. Such employment may, however, be accepted for the first year of practical training if it involves activities appropriate to the Record.

Employment in associated professions or with other members of the building team (Rule 3) includes for example work with a contractor, town planner, urban designer, quantity surveyor, builder's merchant or civil engineer. The scope is obviously very wide and you must ask yourself just how valuable in each case the experience will be to you from a professional view point. Two weeks spent as a fitter's mate in the maintenance department of a plant hire firm gave one student an excellent appreciation of the limitations of contractor's machinery. Two months would have been a gross extravagance. Consult your Adviser in all such cases.

### 6. Quality of Experience

The Professional Practice Examiner will be concerned as much with the quality of your experience as with its variety. So much will depend on the way you approach the job and the confidence you inspire in your employer. The aim should be to use each task as an educational exercise as far

as possible. If for instance, you are asked to run a contract for a small house, work out (in our own time) a programme and compare your forecasts with actual progress. On the site you should witness tests and check levels, dimensions and perpendiculars in order to gain experience in judging tolerances that are acceptable. Effective inspection of building work is a most important field of expertise to acquire, best started in the first year of practical training.

Another aim will be to achieve some degree of responsibility. In the school, responsibility has largely been to oneself, in the office it is to the employer. Responsibility should always match competence. It is irresponsible for an employer to allow the exercise of responsibility to overtake the level of true competence but frustrating if the delegation of responsibility lags well behind your ability to carry it.

The first three or four months in a new office will inevitably be spent in establishing your level of professional competence.

In consequence, the fifth month can be critical in deciding whether the office is likely to offer worthwhile experience. A frank discussion with both the Office Supervisor and the Adviser will usually resolve this difficulty.

Employers differ widely in their attitudes on this matter. Occasionally responsibility is confused with accountability to the client. The Practical Training Scheme expects a trainee to work in a responsible manner as though personally accountable to the client. Obviously, this cannot be so, in fact and the employer is only fulfilling a duty at Common Law when exercising both open and perhaps discreet supervision of the work.

The exercise of responsibility should nonetheless remain the prime objective; it will lighten the duller task.

### 7. Supervision and Guidance

Every office should recognize the role of the Office Supervisor in practical training. Each month the Supervisor will be reminded of your practical training needs when signing the Record. The Supervisor is responsible for helping you to obtain the range and quality of practical training and should direct your attention to useful aspects of your work other than that on which you are primarily engaged.

In all cases that rules call for an architect of experience. By this is meant one having at least five years experience in full charge of the design of buildings and the administration of the subsequent contracts.

### 8. How to Complete the Practical Training Record

#### Section 1

Enter your name, and that of your employer. Enter the correct period of practical training (i.e. either 1 for first year or 2 for subsequent year). Enter the calendar month and year. Only one sheet will normally be used for month. Enter the sheet number. Numbers should follow consecutively throughout the whole practical training. If you change employment during a calendar month, you should keep the same number for both sheets but distinguish by adding A and B (e.g Sheet Numbers 6A and 6B, both for July 1994).

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Extra Record sheets can be obtained from the BIA Office P.O. 951 Bridgetown.

### Section 2: Role

Enter a tick in line with the appropriate activity listed and in the column which best indicates your level of involvement (i.e. as an observer gaining experience at first hand).

### Section 3: Activities

The Record lists twenty-five activities most generally found in architect's office, all of which could be covered during the practical training years. Five spaces allow for the entry of special headings to identify additional activities in which you might be involved, especially in associated professional offices. Define the activities in a concise, unambiguous way. Be consistent in your headings where the same activities occur on subsequent sheets.

### Section 4: Duration

Enter the duration of the activities in line with the description and in the appropriate column. Duration will normally be expressed as hours per month and will probably be a summary of your diary entries. Activities of less than one hour's duration may be indicated by a tick. The record lists two main categories. Either non-project experience (e.g office "R and D" work, administration and organisation work, not directly related to one building project) or project experience. The latter is sub-divided into the four main phases of a building project:

| <u>Project Phase</u>    | <u>Plan of Work Stage</u> |
|-------------------------|---------------------------|
| Pre-design              | A, B                      |
| Design                  | C, D E                    |
| Production Information  | F, G                      |
| Contract Administration | H, J, K, L, M             |

### Section 5: In Collaboration

Enter a tick in the appropriate column if the activity described was carried out in collaboration with other parties having an interest in the project.

The sheet lists the client organization; consultant engineer (e.g structural or services); consultant surveyor (e.g building, land, quantity) and contractor's organizations, as possible interested parties. There is also room to add one additional heading.

### Section 6: Project Details

The monthly Record sheet table calls for the total of time spent under various activity headings, without distinguishing the projects involved.

To compensate for this, it is necessary to write in details of the projects overleaf. It is not envisaged that more than three projects will form the basis of involvement during any one month and a number of small projects can be conveniently grouped under one heading (e.g minor works). You should give details of building projects (e.g building type, contract type, value and phase of completion).

### Section 7: Points of Special Interest

This will normally be an abstract from diary entries and allows entry of a fuller description of the activities for the month. Should there be any peculiar circumstances which

affect the activities or if they should have noteworthy points of special interest then these matters should be entered. The entries in this section will be of considerable value to the Professional Practice Examiner and should list problems encountered and responsibilities undertaken.

### Section 8: Office Practical Training Supervisor

Enter the name of the person acting as your Office Supervisor. The Supervisor should be asked to sign the completed sheet at the end of each month, following discussion with you as to your progress.

### Section 9: Practical Training Adviser

Enter the name of the person acting as your Adviser. The Adviser should be asked to countersign the completed sheets at regular intervals, preferably not more than 3 months.

### Analysis

When you have undertaken sufficient practical training periods and you are ready to submit your Practical Training Record for the Examination in Professional Practice, complete the analysis Sheet. This requires you to enter details of successive employments and also to list any further experience which, although not admissible under the BIA will be of interest to Professional Practice Examiner (e.g pre-course employment in an office, casual employment overseas, post graduate research, private commissions, etc.).



# Outline Plan of Work

| Stage   | Purpose of work and decisions to be reached   | Tasks to be done   | People directly Involved   | Commonly used terminology |
|---|---|--|--|---------------------------|
| A. Inception  | To prepare general outline of requirements and plan for future action   | Set up client organisation for briefing. Consider requirements, appoint architect.   | All client interests, architect.   | Briefing                  |
| B. Feasibility  | To provide the client with an appraisal and recommendation in order that he may determine the form in which the project is to proceed, ensuring that it is feasible, functionally, technically and financially. | Carry out studies of user requirements, site conditions, planning, design and cost, etc. as necessary to reach decisions.  | Client's representatives, architects, engineers and Q.S. according to nature of project.                             |                           |
| <i>Stage C begins when the architect's brief has been determined in sufficient detail.</i>                |   |  |  |                           |
| C. Outline Proposal   | To determine general approach to layout, design and construction in order to obtain authoritative approval of the client on the outline proposals and accompanying report.                                      | Develop the brief further. Carry out studies on user requirements, technical problems, planning, design and costs, as necessary to reach decisions.  | All client interests, architects, engineers, Q.S. and specialist as required.  | Sketch Plans              |
| D. Scheme Design  | To complete the brief and decide on particular proposals, including planning arrangement appearance, constructional method, outline specification and cost and to obtain all approvals.                         | Final development of the brief, full design of the project by the architect, preliminary design by engineers, preparation of cost plan and full explanatory report. Submission of proposals for all approvals. | All client interests, architects, engineers, Q.S. and specialists and all statutory and other approving authorities. |                           |
| <i>Brief should not be modified after this point.</i>   |   |  |  |                           |
| E. Detail Design  | To obtain final decision on every matter related to design, specification, construction and cost.   | Full design of every part and component of the building by collaboration of all concerned. Complete cost checking of designs.  | Architects, engineers, Q.S. and specialists contractor (if appointed).   | Working drawings          |
| <i>Any further change in location, size, shape, of cost after this time will result in abortive work.</i> |   |  |  |                           |
| F. Production Information   | To prepare production information and make final detailed decisions to carry out work.  | Preparation of final production information i.e. drawings, schedules and specifications  | Architects, engineers, and specialists contractor (if appointed).  |                           |
| G. Bills of Quantities  | To prepare and complete all information and arrangements for obtaining tender.  | Preparation of Bills of Quantities and tender documents.   | Architects, Q.S, Contractor (if appointed)   |                           |
| H. Tender Action  | Actions as recommended in relevant NJCC. <i>Code of Procedure for Selective Tendering.</i>  | Action as recommended in relevant NJCC. <i>Code of Procedure for Selective Tendering.</i>  | Architects, Q.S, engineers, contractor, client   |                           |
| L. Completion   | To hand over the building to the client for occupation, remedy any defects, settle the final account and complete all work in accordance with the contract.   | Action in accordance with BIA Plan of Work   | Architects, engineers, contractor, Q.S., client  |                           |
| M. Feedback   | To analyse the management, construction and performance of the project.   | Analysis of job records, inspections of completed building. Studies of building in use.  | Architect, engineer, QS Contractor, client   | Feedback                  |





**Practical Training Record**

|             |  |
|-------------|--|
| Participant |  |
| Observer    |  |

|                    |       |      |           |
|--------------------|-------|------|-----------|
| 1. Name            |       |      |           |
| School of Training |       |      |           |
| PT Period          | Month | Year | Sheet No. |

|             |                |        |                        |                         |                     |                     |                     |                           |
|-------------|----------------|--------|------------------------|-------------------------|---------------------|---------------------|---------------------|---------------------------|
| Non-project | Project Phases |        |                        |                         | Client organisation | Consultant engineer | Consultant surveyor | Contractor's organisation |
|             | Pre-design     | Design | Production information | Contract administration |                     |                     |                     |                           |
|             |                |        |                        |                         |                     |                     |                     |                           |
|             |                |        |                        |                         |                     |                     |                     |                           |
|             |                |        |                        |                         |                     |                     |                     |                           |

**2. Role**

**3. Activities**

**4. Duration**

**5. In collaboration**

Tick

Hours per month

Tick

| 2. Role | 3. Activities              | 4. Duration                        | 5. In collaboration |
|---------|----------------------------|------------------------------------|---------------------|
| Tick    |                            | Hours per month                    | Tick                |
|         | 1. Investigation           | brief preparation/development      |                     |
|         | 2. Investigation           | site survey/report                 |                     |
|         | 3. Investigation           | building survey/report             |                     |
|         | 4. Investigation           | office programming                 |                     |
|         | 5. Investigation           | procurement strategy               |                     |
|         | 6. Design                  | concept/development                |                     |
|         | 7. Design                  | meetings/client/consultants        |                     |
|         | 8. Design                  | drawings/reports/models            |                     |
|         | 9. Design                  | environmental analysis/tests       |                     |
|         | 10. Design                 | cost awareness/control             |                     |
|         | 11. Legal                  | legislation building/fire          |                     |
|         | 12. Legal                  | legislation building/environment   |                     |
|         | 13. Legal                  | legislation health and safety      |                     |
|         | 14. Legal                  | common law aspects                 |                     |
|         | 15. Production information | drawings/drawn schedules           |                     |
|         | 16. Production information | specification/bill/schedules       |                     |
|         | 17. Production information | consultants/specialists            |                     |
|         | 18. Contract               | tender action                      |                     |
|         | 19. Contract               | project planning/progress meeting  |                     |
|         | 20. Contract               | inspection/quality management      |                     |
|         | 21. Contract               | instructions/variations            |                     |
|         | 22. Contract               | valuation/certification            |                     |
|         | 23. Contract               | extension of time/loss and expense |                     |
|         | 24. Contract               | records/maintenance/h&s file       |                     |
|         | 25. Contract               | dispute resolution                 |                     |
|         | 26.                        |                                    |                     |
|         | 27.                        |                                    |                     |
|         | 28.                        |                                    |                     |
|         | 29.                        |                                    |                     |
|         | 30.                        |                                    |                     |

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6. Project details

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7. Points of Special interest

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6. Project details

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7. Points of Special interest

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6. Project details

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7. Points of special interest

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8. Office PT Supervisor

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9. BIA PT Adviser

Signature

Date

Signature

Date

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# Barbados Institute of Architects

## Practical Training Analysis

|              |
|--------------|
| Name         |
| School/ Firm |

Date of commencing architectural course \_\_\_\_\_

Date of passing the Professional Degree  
or Diploma in Architecture \_\_\_\_\_

| Sector  |            |                      |            | Location |          | Type      |                        |                               |                      |
|---------|------------|----------------------|------------|----------|----------|-----------|------------------------|-------------------------------|----------------------|
| Private | Government | Other Statutory Body | Commercial | Barbados | Overseas | Architect | Associated Professions | Other Member of Building Team | Duration (in months) |

Please enter a tick under the appropriate column and complete the duration boxes

Please enter below office names and dates of employment

### Practical Training after three years of Academic Training

|         | Sector | Location | Type | Duration (in months) |
|---------|--------|----------|------|----------------------|
| 1 _____ |        |          |      |                      |
| 2 _____ |        |          |      |                      |
| 3 _____ |        |          |      |                      |

### Practical Training Part Professional Degree/Diploma Arch.

|         | Sector | Location | Type | Duration (in months) |
|---------|--------|----------|------|----------------------|
| 1 _____ |        |          |      |                      |
| 2 _____ |        |          |      |                      |
| 3 _____ |        |          |      |                      |

### Other experience (e.g pre-course, private work, etc) not forming part of the minimum period of 36 months

|         | Sector | Location | Type | Duration (in months) |
|---------|--------|----------|------|----------------------|
| 1 _____ |        |          |      |                      |
| 2 _____ |        |          |      |                      |
| 3 _____ |        |          |      |                      |

### Example

|                                  | Sector | Location | Type | Duration (in months) |
|----------------------------------|--------|----------|------|----------------------|
| 1 Portland Bay Development Corp. |        |          |      |                      |

