

**trinidad and tobago institute of architects
professional practice course 2011**

PROFESSIONAL PRACTICE

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INTRODUCTION

This course is intended to elaborate upon the number of significant areas of the practice of the profession of architecture.

It should be noted that the BOATT and the TTIA work in consort in the preparation of candidates for Registration with BOATT and membership of the TTIA.

The course is run in consort with the Board of Architecture of Trinidad and Tobago. By agreement, the TTIA operate and organise the course which leads to the BOATT Examination leading to registration.

It provides the final stage of professional training and is intended to encourage confidence and competence in the candidates for the Professional Practice Examination.

AIM OF THE COURSE

The aim of the course is to provide a series of talks/seminars as a refresher course to candidates to supplement and reinforce their knowledge and experience.

During the course, items of topical importance to architects in the area embraced by the subject of management and professional practice are discussed in order that potential candidates are up to date with current thinking and conditions.

PROFESSIONAL ATTACHMENT

It is a requirement for registration that candidates have obtained experience under the direction of a Registered Architect and that for the purposes of registration will be required to have completed a total of three years of professional experience.

COUNSELLING

The Course Organizer is always available to discuss individual candidate's queries.

THE PROFESSIONAL PRACTICE EXAMINATION

The examination is designed to assess the knowledge, skill, maturity and competence required by architects for their role and which enables them to fulfill their professional duties together with a comprehensive understanding of the management of an office and an awareness of the responsibilities, and liabilities, which flow from their professional obligations.

REQUIREMENTS OF THE EXAMINATION

The Examination in Architecture will consist of a submission of a Case Study, a personal evaluation of experience, a written examination and a professional interview with two examiners.

The time allotted to the written paper is three hours. Key texts for preparation for the examination are :

The Architect in Practice

TTIA Code of Conduct

TTIA Conditions of Engagement

TTIA Form of Contract

Architecture Profession Act 1992

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The written paper takes the form of questions, from which there is a choice, which stem from given information on an imaginary project.

PROFESSIONAL INTERVIEW

The purpose of the Professional Interview is to enable the examiners to satisfy themselves as to the candidate's professional competence.

The Case Study, examination script and recorded practical experience provide a vehicle for the interview discussion. The length of the interview is at the discretion of the examiners, but is not normally less than 40 minutes. Normally two examiners are present, both of whom have records of marks, commentary on the Case Study and other relevant information before them concerning each candidate.

ASSESSMENT

Assessment is undertaken by examiners with the pass mark for the case study and written paper being 60%. Candidates must gain a pass in all the components of the examination, i.e. In the case study, written paper, acceptability of experience and in the interview, to be successful overall in the examination. Failure in any parts of the examination will mean that the examination must be retaken. Any parts, where a candidate has been referred, which are acceptable can be carried forward.

At the conclusion of the day of interviews, an Examination Board call over takes place where the Performance of each candidate is discussed amongst the examiners and the final assessments recorded.

DETAILED SYLLABUS

The following provides an outline of the areas to be covered by candidates:

The context for architectural practice

size and importance of the construction industry
knowledge and interest of relevant organisations
the role of the architect
knowledge or range of advisory consultative and government
bodies which guide and control construction
principle underlying the law relevant to architectural practice and procurement
professional conduct, concept of professionalism
codes and standards relating to architecture

The management of architecture

briefing
communication with client
consultants and design /construction team
ability to assess variety and appropriateness of procurement and
professional and architectural implications
establishment of appropriate contracts
management and information flow
knowledge of fee structures
negotiation and bidding techniques

The management of construction

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project planning
documentation and execution
procurement documentation
contract types: cost time + quality
site organisation + lines of communication
use of architects instructions and certificates, valuations etc
implications of collateral agreements and nomination of sub contractors
risk management, indemnities insurances
decision making arbitration and dispute resolution
post occupancy services

Practice management and business administration

knowledge of finances and resources necessary for provision of professional services
information technology and knowledge management in relation to professional practice
different forms of professional practice i.e sole practitioner, partnership, limited liability etc
internal procedures and structures appropriate to different forms of practice
resource management
financial management
financial control, cost planning, basic accounting procedures
copyright, patent law, protection of intellectual property
taxation, health and safety, employment contracts civil liability
marketing and promotion of architectural services
awareness of international and regional trends in commissioning of buildings

CASE STUDY

The intention behind the requirement for a Case Study, is to enable examiners to assess candidate's ability to investigate a project and to formulate a report on its background and progress from inception to its present state. Candidates are expected to identify and form conclusions about the problems and success encountered in the project. The Case Study is **NOT** a chronological history of the project, but is an informed appraisal which, by its commentary and conclusions, indicate to the examiner the knowledge and experience the author has obtained by involvement in or acquaintance of the project.

The selected subject can be taken from any of the categories indicated below. Candidates are at liberty to choose as a subject for their Case Study, a project on which they are actively engaged OR one which is currently in progress, but on which they are now working but can only act as observer. Use could be made of a project which has recently been completed and on which the candidate was involved. It is preferred that the subject will be one on which the candidate is or has been engaged.

The final selection of subject for the Case Study should be made with the knowledge and agreement of the Course Organiser and the choice of subject should be known to the candidate's employers. The Course Organiser requires a proposal for the case study in the form of a simple synopsis of two pages.

Category 1: A completed building

Category 2: A substantial section of a completed or partially completed complex of buildings.

Category 3: A partially completed building which should preferably be at least 30% through the estimated

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contract period.

Category 4: A building product or building system.

The Case Study should fall into two main sections: background, explanatory, discussion areas and conclusions drawn from the first section.

Suggested headings where appropriate might be:

Background

- a. Client brief – original and final
- b. Economic – project team's budget estimate and the derivation of the actual contract figure
- c. The constitution of the project team, including consultants and an analysis of their contributions
- d. Statutory control and legal history
- e. Fee structure and office costing and programming
- f. Tendering arrangements and contractual documentation
- g. Constructional and contractual development on site
- h. Practical completion
- i. Feedback from project to office (including user response and performance studies).

The study may include supporting documents which should bear reference to the text. These may include copies of:

Minutes of meetings (with client, project team and/or on site)
Orders or instructions affecting the progress of the project
Project programme charts
Financial statements
Site and progress photographs
Drawings, diagrams – particularly those affecting changes in the economics of the project and its timing against the original programme

Conclusions:

By reference to the background portion of the document, conclusions should be drawn and comments made upon:

Problem which arose in the execution of the project and the methods adopted to deal with them.
Variations between initial design proposals and the latter or final outcome of the project.

Successful aspects of the project (e.g. period of building contract) successes should be traced back to early decisions and situations. The emphasis on success is an essential to any critical assessments which may arise from the benefit of hindsight.

It should be clearly understood that the above lists are not intended to be exhaustive nor might they apply to all subjects chosen for the Case Study. The scope and range of most of the study should match suggestions made above in the most appropriate way.

REGISTRATION WITH BOATT AND MEMBERSHIP OF THE TTIA

Candidates, on being informed by letter they have passed the Examination, will be eligible to apply for Registration with the Board of Architecture of Trinidad and Tobago. Similarly, the candidate may apply to

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the TTIA full membership. Here again there is the need to complete an application form and to satisfy all requirements including the current Board requirement for three years of experience.

REGULATIONS

Entry to the Examination is open to candidates who have obtained a professional degree in architecture as recognised by the accrediting body or validating body recognised in that jurisdiction. i.e NAAB, CAA, RIBA

The Course Organiser reserves the right to refuse entry or re-entry to the examination.

Absence from any part of the Examination or non-submission of required work or supporting information without due notice of the candidate's intention to withdraw from the whole Examination will be regarded as a referred submission unless a medical certificate or comparable evidence is provided to account for the absence.

A candidate may withdraw from the Examination up to three weeks from first submission date. Candidates may not withdraw from individual components of the Examination.

The Examination will normally be held in June.

Application forms together with the appropriate fee and all other submission evidence described in Appendix A must be received by the Course Organiser by the required time and date specified. Late receipt will invalidate a submission.

Fee for the Examination and registration with the BOATT - by arrangement with BOATT

Fee for the TTIA Professional Practice Course :

The current fee for the Professional practice Course is:

\$ 1500.00 ONE THOUSAND FIVE HUNDRED DOLLARS

this is a non -refundable fee

No verbal results are given on the day of the final assessment. Candidates only attend the Professional Interview for the period of their interview. Candidates are normally notified of their results by post within two days of their interview.