

## Definitive - Unit Specification

1.	<b>Programme Title</b>	MArch
2.	<b>Unit Title</b>	PROFESSIONAL STUDIES: Practice Management & Law
3.	<b>HE Level</b>	PG - FHEQ Level 7
4.	<b>Unit Code</b>	MAR17703
5.	<b>Credit Value of Unit</b>	30
6.	<b>Unit Type</b>	Mandatory
7.	<b>Unit Tutor</b>	TBC

8. Indicative Notional Learning Hours			
Staff – Student Contact		Independent Study Hours	
<b>Classes</b> (e.g. lectures, seminars and supervised group activity)	60	<b>Independent Study</b> (e.g. project development, reading, research and work on online forums)	100
<b>Supervised Access to Resources</b>	0	<b>Preparation for Assessment</b>	90
		<b>Unsupervised Access to Resources</b>	50
<b>Total</b>	60		240

### 9. Unit Introduction

The unit covers knowledge of the broad management and legal framework required for professional architectural practice at RIBA Part 2.

This is a lecture and seminar based unit with input from built environment consultants, which will be synchronized with the Comprehensive Design Thesis, and will anticipate Part 3. It will cover aspects of contemporary practice in architecture, including: RIBA Plan of Work, RIBA Code of Professional Conduct, International Ethics Standards, Building Information Management (BIM), technical drawing layer conventions, professional contracts and frameworks, Professional Indemnity Insurance (PII), the economics and businesses of development practices and entrepreneurship, project procurement, office organisation, consultants and constructors, planning and building control, the Construction (Design and Management) Regulations, rights of light, building contract types, and business management.

The unit concludes with students undertaking a substantial investigation to address current and near future issues concerning methodologies of project development and procurement within the systems of appointment in relation to demand and resource and skill availability.

### 10. Aims of the Unit

The unit aims for the students to develop the ability to

- examine the roles and functions of consultants and contractors in relation to architects in the production of the built environment and, by reference to case

study material, select and justify appropriate contractual and organisational structures

- interpret by reference to case study material the relevant legal, professional and statutory requirements relevant to building design practice, and in particular to matters related to health & safety and universal design for access
- evaluate by reference to case study material key issues and emerging trends related to the organisation, administration, management and cost control of an architectural project
- examine the basic principles of business management and the professional duties of architects as they relate to running a design practice and satisfying clients' requirements
- acquire the qualities and transferable skills necessary for employment requiring the independent learning ability required for continuing professional development

**and thereby have satisfied the ARB/RIBA Criteria for Part 2 at FHEQ Level 7 as outlined in Learning Outcomes**

### **11. Indicative Content**

- RIBA Plan of Work
- RIBA Code of Professional Conduct, International Ethics Standards
- Built Environment Law and Regulations
- Clients Consultants and Contractors
- Professional and Construction Contracts and Frameworks
- Brief Writing
- Cost and finance in construction and Developing Properties
- Building Information Management (BIM)
- Practice organisation and drawing layer conventions

### **12. Unit Learning Outcomes**

In order to successfully satisfy the learning outcomes students are required to engage with the process of learning. The learning outcomes refer to developing the following **RIBA/ARB Graduate Attributes for Part 2** and **FHEQ Level 7 standards** and must be read in conjunction with these. With regard to meeting the eleven RIBA/ARB General Criteria at Parts 1 and 2, successful completion of this unit will contribute to the award of the Part 2 to students who have:

**GA2.5** understanding of the context of the architect and the construction industry, including the architect's role in the processes of procurement and building production, and under legislation;

**FHEQ Level 7:**

- a systematic understanding of knowledge, and a critical awareness of current problems, much of which is at the forefront of professional practice,
- the ability to deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences,
- the ability to continue to advance their knowledge and understanding, and to develop new skills to a high level.
- have the qualities and transferable skills necessary for employment requiring the independent learning ability required for continuing professional development.

and upon completion of this unit will be able to demonstrate, in relation to:

**ARB/RIBA General Criteria at Parts 1 and 2:**

**GC1.2 - Ability to create architectural designs that satisfy both aesthetic and technical requirements**

and

**GC4.3 - Adequate knowledge of urban design, planning and the skills involved in the planning process**

and

**GC6.1 & 2 - 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.**

and

**GC10.1, 2 & 3 - The necessary design skills to meet the building users' requirements within the constraints imposed by cost factors and building regulations.**

and

**GC11.1, 2 & 3 - Adequate knowledge of the industries, organizations, regulations and procedures involved in translating design concepts into buildings and integrating plans into overall planning.**

and

**GC7.2 & 3 - Understanding of the methods of investigation and preparation of the brief for a design project.**

the following:

Learning Outcome	Marking Criteria	
1 Ability to understand the regulatory requirements that apply to the design and construction of a comprehensive design project;	<input type="checkbox"/> Research <input type="checkbox"/> Analysis <input checked="" type="checkbox"/> Subject Knowledge <input type="checkbox"/> Experimentation	<input type="checkbox"/> Technical Competence <input type="checkbox"/> Communication & Presentation <input checked="" type="checkbox"/> Personal & Professional Development <input checked="" type="checkbox"/> Collaborative and / or Independent Professional working
2 Knowledge of current planning policy and development control legislation, including social, environmental and economic aspects, and the relevance of these to design development	<input type="checkbox"/> Research <input type="checkbox"/> Analysis <input checked="" type="checkbox"/> Subject Knowledge <input type="checkbox"/> Experimentation	<input type="checkbox"/> Technical Competence <input type="checkbox"/> Communication & Presentation <input checked="" type="checkbox"/> Personal & Professional Development <input checked="" type="checkbox"/> Collaborative and / or Independent Professional working
3 Understanding of: - the nature of professionalism and the duties and responsibilities of architects to clients, building users, constructors, co-professionals and the wider society; - the role of the architect within the design team and construction industry, recognizing the importance of current methods and trends in the construction of the built environment	<input checked="" type="checkbox"/> Research <input checked="" type="checkbox"/> Analysis <input checked="" type="checkbox"/> Subject Knowledge <input type="checkbox"/> Experimentation	<input type="checkbox"/> Technical Competence <input checked="" type="checkbox"/> Communication & Presentation <input checked="" type="checkbox"/> Personal & Professional Development <input checked="" type="checkbox"/> Collaborative and / or Independent Professional working
4 The skills to: - critically examine the financial factors implied in varying building types, constructional systems, and specification choices, and the impact of those on architectural design; - understand the cost control mechanisms which operate during the development of a project	<input checked="" type="checkbox"/> Research <input checked="" type="checkbox"/> Analysis <input checked="" type="checkbox"/> Subject Knowledge <input type="checkbox"/> Experimentation	<input type="checkbox"/> Technical Competence <input checked="" type="checkbox"/> Communication & Presentation <input checked="" type="checkbox"/> Personal & Professional Development <input checked="" type="checkbox"/> Collaborative and / or Independent Professional working
5 Knowledge of: - the fundamental legal, professional and statutory responsibilities of the architect, and the organizations, regulations and procedures involved in the negotiation and approval of architectural designs, including land law, development control, building regulations and health and safety	<input type="checkbox"/> Research <input checked="" type="checkbox"/> Analysis <input checked="" type="checkbox"/> Subject Knowledge <input type="checkbox"/> Experimentation	<input type="checkbox"/> Technical Competence <input checked="" type="checkbox"/> Communication & Presentation <input checked="" type="checkbox"/> Personal & Professional Development <input checked="" type="checkbox"/> Collaborative and / or Independent Professional working

<p>legislation;</p> <ul style="list-style-type: none"> <li>- the professional inter-relationships of individuals and organizations involved in procuring and delivering architectural projects, and how these are defined through contractual and organizational structures;</li> <li>- the management theories and business principles related to running both an architect's practice and architectural projects, recognizing current and emerging trends in the construction industry</li> </ul>		
<p>6 an understanding of:</p> <ul style="list-style-type: none"> <li>- the need to define client and user requirements and their appropriateness to site and context;</li> <li>- the contributions of architects and co-professionals to the formulation of the brief, and methods of investigation used in its preparation</li> </ul>	<input checked="" type="checkbox"/> Research <input checked="" type="checkbox"/> Analysis <input checked="" type="checkbox"/> Subject Knowledge <input type="checkbox"/> Experimentation	<input type="checkbox"/> Technical Competence <input checked="" type="checkbox"/> Communication & Presentation <input checked="" type="checkbox"/> Personal & Professional Development <input checked="" type="checkbox"/> Collaborative and / or Independent Professional working
<p>7 the ability to examine methodologies of project development and procurement within the systems of appointment in relation to demand and resource and skill availability.</p>	<input checked="" type="checkbox"/> Research	<input checked="" type="checkbox"/> Technical Competence
	<input checked="" type="checkbox"/> Analysis	<input checked="" type="checkbox"/> Communication & Presentation
	<input checked="" type="checkbox"/> Subject Knowledge	<input checked="" type="checkbox"/> Personal & Professional Development
	<input checked="" type="checkbox"/> Experimentation	<input checked="" type="checkbox"/> Collaborative and / or Independent Professional working

### 13. Learning and Teaching Methods

This unit will be delivered using a combination of:

- Briefings
- Lectures
- Project work
- Seminars
- Workshops
- Group work
- Online activity
- Individual Presentations and critiques
- Group presentations and critiques

- Self-directed independent study
- Other (describe below)

## 14. Assessment Methods

This unit is assessed holistically (100% of the unit).

- Portfolio of workshops (70%) (LO1-6)  
A varied programme of coursework, consisting of a number of practical exercises and case studies representing the various stages in the RIBA Plan of Work, which build up into a portfolio of work. Typically an assignment will require 8 hours to complete either as a piece of individual or group work as appropriate.
- Research paper approx. 2000 (+/-10%) words (30%) (LO7)

Assessment will be against the specified marking criteria.

**All learning outcomes must be achieved at D- to pass this unit.**

## 15. Reading and Resource List

### Essential Reading

ACA SFA (2010): *ACA Standard Form of Agreement for the Appointment of an Architect (English Law)*, ACA

Barrow, C. (2015) *The Business Plan Workbook: A Practical Guide to New Venture Creation and Development*, Kogan Page

Brookhouse, Stephen (2013) *Professional Studies in Architecture: A Primer*, RIBA Publications

Bussey, P. (2015) *CDM 2015: A Practical Guide for Architects and Designers*, RIBA Publishing

Cartlidge, D. (2013) *Estimator's Pocket Book*, Routledge

Chappell, D (2015) *Construction Contracts: Questions and Answers*, Routledge

Chappell, D. (2008) *Standard Letters in Architectural Practice*, Wiley

Chappell, D. (2016) *The Architect in Practice*, Wiley

Dye, Anne & Samuel, Flora, (2015) *Adding Value to Architectural Practice – Demystifying Architectural Research*, RIBA Publishing

Eastman, Chuck, Teicholz, Paul, Sacks, Rafael and Liston, Kathleen (2011) *BIM Handbook: A Guide to Building Information Modeling for Owners, Managers, Designers, Engineers and Contractors*, 2<sup>nd</sup> Ed: John Wiley & Sons

Isaac, David, John O'Leary, and Mark Daley (2010) *Property development: appraisal and finance*, Palgrave Macmillan

Lupton, S. et al (2012) *Which Contract? Choosing the Appropriate Building Contract*, RIBA Publishing

Ostime, Nigel (2013) *Handbook of Practice Management*, RIBA Publishing

Ostime, Nigel (2013) *RIBA Job Book*, 9th edition: RIBA Publishing

RIBA (2012) *Standard Agreement 2010 (2012 revision) Architect*, RIBA Publishing

RIBA (2015) *Stage Guide Bundle: Briefing; Design; Construction*, RIBA Publishing

RIBA (2016) *Plan of Work 2013 Guides Bundle: Design Management, Contract Administration, Project Leadership, Town Planning, Information Exchanges, Sustainability, Health and Safety*, RIBA Publishing

Sinclair, D. (2013) *Assembling a Collaborative Project Team: Practical Tools Including Multidisciplinary Schedules of Services*, RIBA Publishing

Sinclair, D. (2013) *Guide to Using the RIBA Plan of Work 2013*, RIBA Publishing

Wevill, John (2013) *Law in Practice: The RIBA Legal Handbook*, 2<sup>nd</sup> edition: RIBA Publishing

### **Journals and URLs**

Architectural Theory Review: Taylor and Francis

The Economist

RIBA Journal

Technical Drawing Layer Conventions:

[http://www.bimuk.co.uk/index.php?option=com\\_content&view=article&id=14&Itemid=22](http://www.bimuk.co.uk/index.php?option=com_content&view=article&id=14&Itemid=22)building information modelling pdf

<http://static1.1.sqspcdn.com/static/f/831240/25111743/1403778513567/BS>

Applying for Planning Permission:

<http://www.planningportal.gov.uk/planning/applications/howtoapply/whattosubmit/designaccess>

<http://www.designcouncil.org.uk/resources/guide/design-and-access-statements-how-write-read-and-use-them>

Building Regulations:

[https://www.planningportal.co.uk/info/200135/approved\\_documents](https://www.planningportal.co.uk/info/200135/approved_documents)

Construction Design and Management Regulations:

<http://www.arb.org.uk/CDM-regulations>

RIBA Code of Professional Conduct with updates:

<https://www.architecture.com/RIBA/Professionalsupport/Professionalstandards/CodeOfConduct.aspx>

International Ethics Standards Coalition:

<https://ies-coalition.org>

RIBA Plan of Work:

<https://www.architecture.com/RIBA/Professionalsupport/RibaPlanOfWork.aspx>

Rights to Light:

<https://www.gov.uk/government/publications/rights-to-light>

The Egan Report:

[http://constructingexcellence.org.uk/wp-content/uploads/2014/10/rethinking\\_construction\\_report.pdf](http://constructingexcellence.org.uk/wp-content/uploads/2014/10/rethinking_construction_report.pdf)

Architects Fees:

<https://www.architecture.com/Files/RIBAProfessionalServices/Regions/NorthWest/Education/Part%203/StudyPacks2013/March2013LectureNotes/FeeCalculation,NegotiationandManagement-AdrianDobson.pdf>

Professional Indemnity Insurance:

<http://www.arb.org.uk/pii-guidance>

Appointing an Architect:

[https://www.designingbuildings.co.uk/wiki/Architects\\_appointment](https://www.designingbuildings.co.uk/wiki/Architects_appointment)

The architectural profession:

[https://www.designingbuildings.co.uk/wiki/The\\_architectural\\_profession](https://www.designingbuildings.co.uk/wiki/The_architectural_profession)

<https://www.designingbuildings.co.uk/wiki/Architect>

Construction Industry Knowledge Base:

<https://www.designingbuildings.co.uk/wiki/Home>

### **Further Reading and Resources**

Further reading and resources will be identified in your Project Brief.