**EEA EFTA and Swiss Route – Mapping Template**

Applicant name: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Date of submission: DD Month Year

This document is provided to enable applicants qualifying under the EEA EFTA and Swiss route to registration to demonstrate that they have an equivalent standard of competence to that ordinarily expected by securing an ARB accredited Diploma level qualification, meeting the Practice Outcomes as set out in the ARB Competency Outcomes for Architects document. Please see: <https://arb.org.uk/wp-content/uploads/ARB-Competency-outcomes.pdf> for information about the standards that you will be expected to demonstrate when making your submission. This document outlines the threshold competencies required for registration as an architect irrespective of the route taken to registration. Competence is defined as a professional’s ability to carry out their role successfully, having the relevant knowledge and skills and behaviours necessary to achieve this.

This is defined through five competency areas:

1. Contextual and Architectural Knowledge

2. Design

3. Research and Evaluation

4. Management Practice and Leadership

5. Professionalism and Ethics

As a qualified EEA EFTA or Swiss architect, your application is being considered against the standard for the point of entry to the Register of Architects, the Competencies that you are required to demonstrate are set out in four of the five competency areas (*2.Design, 3.Research and Evaluation,4.Management Practice and Leadership and 5.Professionalism and Ethics)* and your submission should reflect the standards described, which include Ability, Understanding and Performance, and will also need to address Environmental Sustainability; Fire and Life Safety; Equality Diversity and Inclusion and Building Technology where referenced in the Key in the Competency Outcomes document.

Please reference each of the Practice Outcomes to a supporting Building Study or Studies or a period of experience within the 3rd column of the table and expand upon your ability, understanding or performance of them within the 4th column. It should be noted that not all of the Practice Outcomes may be evidenced within your professional experience or in a particular building study or studies referred to, but it is expected that within the overall mapping you will be able to demonstrate that you have met the Practice Outcomes in full.

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| **Practice Outcome** |  | **Reference**  (Refer to a particular building study or studies to demonstrate Ability, Understanding or Performance, as required by the Practice Outcomes) | **Reflection**  (Expand upon what the building study or studies have demonstrated, or any additional studies or learning you have undertaken independently that demonstrates you have met the relevant Ability, Understanding or Performance.) |
| **Design**  D12 | Use appropriate digital systems for creating, modelling, processing, presenting, and sharing design, building and project information.  (Building Technology strand) | Ability  *(Replace this with your own narrative referring to a relevant period of experience, or projects)*  Identify 1 or more projects that demonstrate your ability to effectively use software packages in design processes and in the presentation of your work to co-professionals, users, clients or regulatory authorities. These may include BIM software, 3Dmodelling and rendering, constructional, structural and environmental analysis and technical detailing packages, together with relevant presentation tools. | You should specify what digital tools were used and for what purpose, at what stage of the design process and reflect on their effectiveness. |
| **Research and Evaluation**  RE2 | Work with clients and other stakeholders to gain a mutual understanding of constraints and opportunities, identify immediate and long-term interests, set project agendas, define desirable and feasible project outcomes, and develop appropriate briefs for projects. | Ability  *(Replace this with your own narrative referring to a relevant period of experience, or projects)* Identify 1 or more projects that evidence your engagement with clients and stakeholders in the preparation of one or more projects and the development of project objectives and outcomes. You may include references to feasibility studies; briefs and other documents that illustrate the technical requirements, sustainability goals, cost benefit analysis and legalities and project timelines. | Reflect on your experience of working with clients and stakeholders at the early stages of projects and the effectiveness of the methods employed to develop a mutual understanding of the constraints and opportunities of projects. |
| RE4 | Locate, evaluate and apply relevant legislation, regulations, standards, codes of practice and policies related to the development of the built environment.  (Environmental Sustainability and Fire and Life Safety strand) | Ability *(Replace this with your own narrative referring to a relevant period of experience, or projects)*  Identify 1 or more projects on which you were engaged with activities related to compliance with or are equivalent to UK legislation/ regulations, e.g. Planning and Development Control, Historic Building legislation, biodiversity net gain, BREEAM, Building Regulations, CDM, Building Safety Act.  Identify what was required for the project to comply, your role and the range of activities you undertook to assist. | Reflect on the application of the legislation, etc identified to your chosen projects. Describe any anomalies encountered and/or difficulties in obtaining necessary approvals and how these were managed. Consider how these examples have improved your understanding of application to UK legislation and regulations to projects. |
| **Management, Practice and Leadership**  M1 | Make use of the principles of sustainable, responsible and ethical practice, and recognise how they relate to running an architect’s practice.  (Environmental Sustainability strand) | Ability  *(Replace this with your own narrative referring to a relevant period of experience, or projects)* Identify 1 or more projects on which you were engaged and/or indicate periods of that illustrate use of sustainable principles. You may for example, illustrate your role in the development of a sustainable design project or inclusive practice environment that is environmentally aware - or examples of your role delivering professional integrity and responsible management of resource. | Reflect on indicators of success and how you might strive to improve application of sustainable principles and ethical practices to other projects and in your future professional career. |
| M2 | Understand the financial and resource management aspects of running an architectural practice including the means of professional remuneration and fee setting. | Understanding  *(Replace this with your own narrative referring to a relevant period of experience, or projects)* Refer to periods of experience that show an understanding of how a practice plans and manages both human resources and physical resourcing for effective project delivery. Indicate experience that shows an understanding of how fees for individual projects are determined and how these impact wider practice financial performance, including how this is monitored. | Reflect on the variety of processes that are followed from an individual project through to wider practice financial management. You might reflect on processes that have resulted in good practice and those that could have been improved. |
| M3 | Recognise the ethical and legal impact of practice structures, recruitment and employment terms and their impact on work/life balance, health and the wellbeing of colleagues.  (Equality, Diversity and Inclusion strand) | Understanding  *(Replace this with your own narrative referring to a relevant period of experience, or projects)* Refer to periods of experience where you have been part of practice structure/s and where you have worked with or administered HR, EDI and related policies. Comment on your experience of how these practice structures and policies impacted on the work environment and your role in delivering, or being part of, a safe, inclusive and fair working practice environment that is respectful of diversity and that values wellbeing. | You might comment on the effectiveness of the practice structure/s you have experience of, on delivering wellbeing among the team. You may for instance, suggest ways in which practice structures and behaviours might be adjusted to enhance the working environment in terms of work-life balance. |
| M4 | Manage and structure projects, administer construction contracts and resolve common construction-related challenges. | Ability  *(Replace this with your own narrative referring to a relevant period of experience, or projects)*  Identify 1 or more projects in which you were involved during the construction stage. Identify how the projects were structured, your role in administering the building contract, or providing assistance for this, and the associated activities. These might include conducting site inspections, preparing certificates for payment to the contractor, responding to queries, issuing instructions, etc. | Reflect on the processes followed, giving an indication of what worked well and conformed to accepted good practice and what did not. Provide one or two examples of challenges encountered and how these were resolved. |
| M5 | Manage the inter-relationships of individuals, organisations, statutory bodies, and professions involved in procuring and delivering architectural projects, recognising how these are defined through contractual and organisational structures. | Ability  *(Replace this with your own narrative referring to a relevant period of experience, or projects)* Identify 1 or more projects that evidence your role in team building with clients, co-professionals and other stakeholders in design and delivery of a building project. You might indicate the contractual relationships and demonstrate understanding of the roles, responsibilities and division of liability between the participating entities. | Reflect on the success of your ability to manage people and teams, or to work as part of a team, with statutory bodies and organisations within the construction industry. You might for instance reflect on ways to improve communication or team motivation. |
| M6 | Select appropriate procurement routes and means of delivery, recognising their relative risks to contractual parties, their implications for sustainable design outcomes and how these influence the selection and management of construction contracts. | Ability  *(Replace this with your own narrative referring to a relevant period of experience, or projects)*  Identify 1 or more that show you are able to select an appropriate procurement route that responds to the client’s needs, which balances cost certainty, timely delivery and client-desired input on design quality. Refer to any sustainable outcomes required, e.g. net zero, retrofit, low-carbon design, etc. Indicate how risks were considered, including which project risks were assumed by whom. Identify your role and involvement in advising the client. | Reflect on your understanding of the risks that influence procurement choices and how these are allocated and/or transferred to the correct party in a building contract. Reflect on your ability to advocate for and advise on sustainable design and how this influences building procurement. |
| M7 | Apply the principles of risk management, liabilities, and insurance to architectural projects.  (Fire and Life Safety strand) | Ability  *(Replace this with your own narrative referring to a relevant period of experience, or projects)* Identify 1 or more projects that show instances where you have upheld standards of professional care, that you have followed contractual terms (and have documented such), used appropriate quality control procedures, that your practice carried professional liability insurance and that you practice within the remit of your qualifications when working in specialist areas and in consultation with others in the project team. | You might reflect on your attitude to professional risk management and your approach to its mitigation and monitoring and how this affects the extent of services you provide. |
| M8 | Apply the principles of cost management, control, and budgeting to architectural projects. | Ability  *(Replace this with your own narrative referring to a relevant period of experience, or projects)*  Identify 1 or more projects that evidence your ability to manage, or assist with managing, project costs. This could be activities that tracked the project costs against the client’s budget or exercises to revise the project design to align with the budget, e.g. using BICS, value engineering, etc. Indicate your role, the activities undertaken and any other professionals involved and how you assisted with their role, e.g. a Quantity Surveyor. | Reflect on the factors that impact project costs, including funding, client changes, fluctuations in materials pricing, external factors etc. Describe how these may have influenced decisions made on the cited projects and how this experience has improved your ability apply these principles to other projects. |
| M9 | Plan, manage, monitor and communicate health and safety arrangements for construction projects as required by current legislation.  (Fire and Life Safety strand) | Ability *(Replace this with your own narrative referring to a relevant period of experience, or projects)* Identify 1 or more projects that evidence your ability to carry out duty holder ‘roles and duties’ in the planning, management and monitoring of a building project, as outlined in current codes and regulations [those equivalent to in the UK, for instance, the Building safety Act (2022), Construction (Design and Management) 2015, Building Regulations (2023)]. | Reflect on how your activities in this area of practice work together with specialist Health and Safety professionals and/or CDM Advisors and/or fire specialists as required. |
| M10 | Resource, plan, implement and record project tasks to achieve stated goals, either individually or within a team. | Ability *(Replace this with your own narrative referring to a relevant period of experience, or projects)*  Identify 1 or more projects during which you had to plan and manage your time, and/or others’ time, in order to meet project deadlines, remain within the scope of service and fee, etc. Indicate how project tasks and decisions are documented in the office, for example using Quality Management/ Assurance processes. Indicate your role and the activities for which you had responsibility. | Reflect on good practice for documenting and managing project information. Describe any difficulties encountered with accessing current and historic project information, whether drawn or written, in the office. Consider how the office systems employed affected your ability to complete your tasks. |
| M11 | Communicate effectively with both specialists and non-specialist audiences through a range of media. | Ability  *(Replace this with your own narrative referring to a relevant period of experience, or projects)*  Identify 1 or more projects and periods of experience where you have delivered drawings, models, and other forms of presentations and that required effective written communication. Indicate your role for instance in meetings with clients, contractors, co-professionals or other user groups where you have made visual presentations of different kinds and also verbal presentations. Outline how decisions are recorded. | Reflect on the relative strengths and weaknesses of different kinds of presentation and communication for different stakeholder groups and other team members. |
| **Professionalism and Ethics**  PE1 | Recognise the significance of the Architects Code of Conduct, and the need for architects to act always in an ethical and professional manner  (Environmental Sustainability, Fire and Life Safety, and Equality, Diversity and Inclusion strands) | Performance  *(Replace this with your own narrative referring to a relevant period of experience, or projects)*  Identify different situations that exemplify your ability to conform to the Architects Code of Conduct. These situations could be from your own experience or ones you have observed. You should provide a brief description of this and detail how the Code of Conduct was either upheld or not. | Reflect on the situations described. Consider the relevance of this against the Code of Conduct, for example, which Standards would or should have been considered. Consider how this will inform future actions you might take with reference to Environmental Sustainability, Fire and Life Safety, and Equality, Diversity and Inclusion. |
| PE2 | Display a committed approach to equity, diversity and inclusion, including in their approach to designing environments and in their relationships with colleagues, employees, clients and communities.  (Equality, Diversity and Inclusion strand) | Performance  *(Replace this with your own narrative referring to a relevant period of experience, or projects)* With reference to your practice or teamwork with co-professionals and other stakeholders, give examples where you have acted to uphold best practice in terms of equality, diversity and inclusion. This may for instance include your contribution to the creation of an EDI policy, or your involvement in fair recruitment process, or your involvement in equitable workload or remuneration models in practice. You might also refer to any activities in community engagement and brief development processes that deliver for an inclusive user group. | Reflect on your experience of diverse and equitable practice environments and how your professional activities otherwise represent a commitment to diversity and support best practice in terms of EDI.  Note: you are able to use projects or periods of experience cited elsewhere that overlap with this outcome. |
| PE3 | Work constructively with and within a broader team, exercising leadership, effective communication and personal responsibility.  (Fire and Life Safety strand) | Performance  *(Replace this with your own narrative referring to a relevant period of experience, or projects)*  Identify 1 or more projects in which you were part of team, whether within your own office and/or as part of a wider design team. Identify your role within the team and your responsibilities for contributing to constructive team working in the areas listed. Provide examples of situations that demonstrate your effectiveness, e.g. undertaking a role to coordinate design team input that ensures sound design decisions for health and safety, maintaining own competency and challenging the competence of others. | Reflect on your ability to work within a variety of team environments and constructs. What have you learned about your role in these situations and your ability to work effectively. Consider a situation that worked well and compare to one that did not work so well. Reflect on how these examples have improved your ability to work in teams in other situations.  Note: you are able to use projects or periods of experience cited elsewhere that overlap with this outcome. |
| PE4 | Uphold the architect’s obligations to the health and safety of the public and building users and building constructors  (Fire and Life Safety strand) | Performance *(Replace this with your own narrative referring to a relevant period of experience, or projects)*  Identify 1 or more projects in which health and safety and fire and life safety were either well-considered or not addressed sufficiently. Describe the event, who was or might have been affected and what your role was in relation to others. | Reflect on the situations described and what the architect’s approach should be for ensuring the health and safety of building constructors, user and the public always outweighs any other obligations. Consider how you might navigate a similar situation in future, when weighing up potentially conflicting interests from others in the team.  Note: you are able to use projects or periods of experience cited elsewhere that overlap with this outcome. |
| PE5 | Uphold the architect’s obligation to the environment, society, and the wellbeing and quality of lives of current and future generations.  (Environmental Sustainability strand) | Performance  *(Replace this with your own narrative referring to a relevant period of experience, or projects)* Identify 1 or more projects where you have contributed to delivering principles of sustainable design, including for instance in brief development, design strategy and detail, material specification and building performance. | Reflect on your commitment to sustainable design and the impact of your professional practice on the natural environment and the quality of life for current and future generations. Consider your obligation to advocating for sustainable or regenerative design solutions.  Note: you are able to use projects or periods of experience cited elsewhere that overlap with this outcome. |
| PE6 | Recognise the responsibilities and duties of care that architects have towards their clients, users, the public and those with whom they work.  (Environmental Sustainability, Fire and Life Safety, and Equality, Diversity and Inclusion strands) | Performance *(Replace this with your own narrative referring to a relevant period of experience, or projects)*  Identify 1 or two projects with sufficient complexity that demonstrates a professional response to the different requirements of those commissioning projects and those using and occupying them. Identify what was required and the actions undertaken to meet those different needs. | Reflect on what the duty of care owed is for those situations described. Consider whether the building typology and associated requirements, if any, for example a school or hospital, affects the architect’s responsibility and duty of care.  Note: this encompasses all of the outcomes, because it considers the holistic provision of services and is the architect’s overarching duty of care. The evidence here may be cited across all of the other Outcomes. |
| PE7 | Adopt a reflective approach to their work by identifying individual learning needs required for further development within the profession, ensuring they are up to date with current standards and best practice. | Performance  *(Replace this with your own narrative referring to a relevant period of experience, or projects)* With reference to specific periods of your experience, outline the professional development that you have undertaken and how this has contributed to areas of your expertise, professional competence and conduct. | Reflect on the effectiveness of your professional development and on your future needs and learning goals. |
| PE8 | Acknowledge and work within the limits of their competence, expertise, and experience | Performance *(Replace this with your own narrative referring to a relevant period of experience, or projects)*  Identify 1 or more projects in which you were asked or expected to undertake tasks or to provide services for something for which you either lacked the knowledge or the ability to do. | Reflect on the confidence you felt in your own ability. Consider how you articulated this to others and how you recognised your own limitations. Identify how you would respond to similar situations in the future. |