



Architects
Registration
Board

2026

PROFESSIONAL PRACTICAL EXPERIENCE

Minimum
requirements for a
**Trainee
Record of
Experience**



Purpose

The Trainee Record of Experience (or, the Record) will act as a tracking tool for trainees to log the practical experience they gain during their journey to registration. It will support them by acting a record of their experience undertaken, but not their performance while undertaking that experience.

The Record will not be assessed by ARB at the point of registration. Instead, it is a tool to support trainees in their progress towards qualification, and learning providers in understanding the nature of practical experience the trainee has gained relevant to the Practice Outcomes.

It will enable trainees to identify - and highlight to their learning providers and employers - gaps in their practical experience, so that the trainee and others involved in their training can address those gaps. Ultimately, the Record will be a tool that better supports trainees to undertake high quality, relevant, and appropriate practical experience.



Requirements

The Record will:

1. Map to the relevant Practice Outcomes.
2. Provide a standardised format to log experience.
3. Provide a standardised format to reflect on the experience completed.
4. Provide a standardised format for recording corroboration from relevant individuals, which is available to the trainee and other relevant individuals.
5. Be formatted in a way that helps demonstrate achievement of experience and clearly illustrate gaps in experience, so that trainees, their learning providers, and employers have a shared understanding of these gaps.
6. Be transferrable and usable between a trainee's time at successive employers and/or learning providers.
7. Be flexible in its format to accommodate the variety of qualification routes and different formats in which experience can be gained.

The Record provider will:

1. Ensure learning providers and trainees undertaking relevant ARB-accredited programmes are able to use their Record without disproportionate restrictions.
2. Ensure any costs for users of the Record are kept proportionate. Financial responsibilities passed on to trainees should be appropriately considered, with any changes to costs communicated in advance.
3. Ensure their Record, and any updates to it, meet accepted standards of accessibility (such as WCAG 2.2).
4. Ensure their Record complies with all relevant standard data collection legislation and principles.
5. Develop guidance on how to use their Record effectively, in agreement with ARB.

Advice Topics

ARB will develop advice for trainees, learning providers and employers on how to complete the Record effectively.

- We expect advice regarding completing the Record will be tailored to the format and provider of the Record. Hence, we will request Record providers develop this advice, with agreement from ARB. We will further request any Record provider signpost ARB's guidance to trainees and employers alongside their own advice.

Other areas for advice will further include:

- Case study examples of practical experience that support the Practice Outcomes for trainees, helping trainees to understand the Outcomes they need and how the practical experience they gain can help them do so.
- Advice for learning providers on supporting the trainee's TRE through 'supervision' and corroboration. Along with the guidance on the coordinating role for learning providers, this would provide clarity about who is, and has been, responsible for the trainee's supervision.

Our guidance to trainees and employers covers the expectations of both groups during practical experience, both of themselves and each other, and includes detail explaining the coordinating role for learning providers. The guidance includes further clarity about who is, and has been, responsible for the trainee's supervision, and how the trainee should seek corroboration for their Record.

Architects Registration Board

70 Gray's Inn Road, London, WC1X 8NH

www.arb.org.uk

info@arb.org.uk

+44 (0) 20 7580 5861