**Transition of Prescribed Qualifications to Accreditation**

**Transition Change Application Form**

To retain accreditation of qualifications that currently deliver the outgoing Criteria beyond 31 December 2028, providers will need to revise those qualifications to deliver the new Competency Outcomes for Architects (the [Outcomes](https://arb.org.uk/wp-content/uploads/ARB-Competency-outcomes.pdf)) and comply with the Standards for Learning Providers (the [Standards](https://arb.org.uk/information-for-schools-of-architecture/accreditation-handbook/standards-for-learning-providers/)). There are two routes for this – the [transition](https://arb.org.uk/information-for-schools-of-architecture/accreditation-handbook/transition-of-prescribed-qualifications-to-accreditation/) route and the [new qualification application](https://arb.org.uk/information-for-schools-of-architecture/accreditation-handbook/accreditation-process-for-new-qualifications/) route.

Providers are advised to make early contact with ARB ([Qualifications@arb.org.uk](mailto:Qualifications@arb.org.uk)) to discuss any planned changes before they undergo internal approval, and so ARB can determine whether such changes would be considered through the transition route or as a new qualification.

Where ARB has determined that a qualification can be considered through the transition route, compliance with the new Standards and requirements will be demonstrated over two-to-three years via a combination of three submissions – this transition change application (covering the proposed qualification changes, and Standards 1, 2 and 3.5) and evidence of compliance with Standards 3-6 submitted at the same time as the 2025 and 2026 annual monitoring returns. Each of the three submissions must be approved by the Accreditation Committee.

Changes to qualifications must be approved by ARB before they are implemented. It is anticipated that it will take approximately nine months (from the time of the application submission) for a transition change application to be considered and for the Committee to reach a decision (some applications may take longer). The transition change application should be submitted after the revised programme has been internally approved. ARB reserves the right to reject a transition change application where the proposed changes differ to or are more significant than those originally indicated by the provider. In such cases, the provider will be required to submit a new qualification application instead.

As well as the [transition](https://arb.org.uk/information-for-schools-of-architecture/accreditation-handbook/transition-of-prescribed-qualifications-to-accreditation/) information, please refer to the [Standards for Learning Providers](https://arb.org.uk/information-for-schools-of-architecture/accreditation-handbook/standards-for-learning-providers/) section of the Accreditation Handbook while completing this form for information about requirements to demonstrate compliance with the Standards and associated measures.

Once completed, this form and the supporting evidence must be submitted together in a single consignment to [Qualifications@arb.org.uk](mailto:Qualifications@arb.org.uk). Each individual document must be under 20MB in size, clearly labelled, and can be submitted in its original format (documents do not typically need to be converted into a particular format, such as PDFs). Once submitted, the provider will not be able to amend or add to the application unless permitted by ARB, or further explanations and/or material are requested by ARB.

1. **Application contacts**

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| **Provider name** |  |
| **Provider address**  *If the provider intends to deliver the qualification elsewhere, state the primary address and the delivery address(es).* |  |
| **Primary contact for transition to accreditation application**  Name, position held, email and tel. |  |
| **Additional contact(s) for application**  Name, position held, email and tel.  *Details for at least one additional application contact must be included.* |  |

1. **Qualification details**

Complete one table for each qualification to be transitioned (add tables if necessary). Changes to qualifications must be approved by ARB before they are implemented. If the title of the revised qualification will remain the same as the current title, the provider must ensure that there will be no overlap of cohorts graduating from the outgoing programme and the revised programme (i.e. there must be a year between the graduation of the last cohort of the outgoing programme and the graduation of the first cohort of the revised programme).

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| **Title of currently prescribed qualification**  As on the award certificate. | **Awarding body**  *If different to the provider.* | **Duration(s) and mode(s)**  *E.g. two years, full-time; three years, part-time; three years, apprenticeship.* | **Part**  *E.g. Part 2.* | **Last award date for the current (outgoing) programme** | |
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| **Title of revised qualification**  As on the award certificate.  *See also details about the title, certificate and provider’s responsibilities at* [*Standard 2.1*](https://arb.org.uk/information-for-schools-of-architecture/accreditation-handbook/standards-for-learning-providers/). | **Awarding body**  *If different to the provider.* | **Duration(s) and mode(s)**  *E.g. two years, full-time; three years, part-time; three years, apprenticeship.* | **Type**  *I.e. Master’s-level, practice, or combined.* | **Intended start date of the revised programme** | **Earliest award date for the revised programme** |
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| **Date qualification changes internally approved/validated** | | | |  | |
| **Date(s) by which any outstanding condition(s) of internal validation must be fulfilled** | | | |  | |
| **Summary of proposed changes**  Outline the scope and nature of the proposed changes. Where there will be changes to the structure, module titles and/or module credits, a side-by-side comparison of the current and revised programmes must be included. |  | | | | |
| **Internal transition arrangements**  Explain how the provider plans to introduce the revised programme and run out/cease the current programme.  *E.g. if continuing students will complete the current programme or to be transferred onto the revised programme, any conditions/restrictions, and how deferrals/intermitting will be managed).* |  | | | | |
| **Impact on staffing and resources**  Outline how the provider expects the changes will affect staffing and resources and how this will be managed. Must include projected staff numbers (high-level summary of planned staff numbers) and [student numbers and SSR](https://arb.org.uk/wp-content/uploads/Application-Projected-Student-Data-Template-2024-05.xlsx) for the first five years of delivery of the revised programme. |  | | | | |

1. **Compliance with the Standards for Learning Providers**

Complete this section to demonstrate how the provider and qualification will comply with the Standards and measures1 – list the evidence supplied and, where applicable, specify the pages/sections relevant to the derived question. Links to documents publicly available on the provider’s website are acceptable.

While notes about expected evidence have been included for reference (also summarised in the [submission checklist](#SubmissionChecklist) below), please refer to the [Transition](https://arb.org.uk/information-for-schools-of-architecture/accreditation-handbook/transition-of-prescribed-qualifications-to-accreditation/) and [Standards for Learning Providers](https://arb.org.uk/information-for-schools-of-architecture/accreditation-handbook/standards-for-learning-providers/) sections of the Accreditation Handbook while completing this form for information about requirements to demonstrate compliance with the Standards and associated measures. Other evidence can be submitted, though ARB is not required to take account of any material that it does not consider relevant to accreditation.

1 Measures may also be referred to as ‘Standard X.X’, e.g. ‘Standard 1.1’ denotes measure 1.1.

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| **Standard 1: Educational Content**  Qualifications are designed, developed, delivered and reviewed to ensure that those who are awarded the qualification have met the Outcomes at the relevant level. | |
| **Measure 1.1: Showing how the qualification delivers the relevant Outcomes.**  *Evidence expected:* [*mapping document*](https://arb.org.uk/wp-content/uploads/Competency-Outcomes-Mapping-Template-2025-07.xlsx) *showing where the Outcomes are met; programme specification; module descriptors; qualification structure diagram showing where the modules are taken in relation to one another; internal validation report.* | |
| **Derived question 1.1.1:** Do the module learning outcomes map to ARB’s Outcomes? | **Evidence** (where applicable, specify the relevant pages/sections): |
| **Measure 1.2: Regularly reviewing the qualification content to ensure continued delivery of the Outcomes, and compliance with this Standard.**  *Evidence expected: external examiner report (template); external examiner handbook; mechanisms for regular internal and external reviews (formal and/or informal) of the qualification.* | |
| **Derived question 1.2.1:** Does/will the provider have mechanisms to regularly review (formally and/or informally) the educational content of the qualification – what are these/what will these be? | **Evidence** (where applicable, specify the relevant pages/sections): |
| **Derived question 1.2.2:** In their annual reports, will external examiners comment on:   1. Whether the qualification delivers ARB’s Outcomes to the relevant level? 2. Whether standards are appropriate for a qualification at this academic level? 3. Whether the qualification is comparable with other accredited UK qualifications at this level? | **Evidence** (where applicable, specify the relevant pages/sections): |

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| **Standard 2: Assessments**  Assessments are designed, developed, delivered and reviewed to ensure that those who are awarded the qualification have met the outcomes. | |
| **Measure 2.1: Showing how assessments fairly test whether the student has met the Outcomes at the relevant level.**  *Evidence expected:* [*mapping document*](https://arb.org.uk/wp-content/uploads/Competency-Outcomes-Mapping-Template-2025-07.xlsx) *showing where the Outcomes are met; module descriptors; grade descriptors; copy of the certificate that will be awarded to successful graduates (see* [*Standard 2.1*](https://arb.org.uk/information-for-schools-of-architecture/accreditation-handbook/standards-for-learning-providers/)*); quality assurance processes/quality handbook; assessment regulations and procedures; contingency plans for assessments in the event of disruption; compensation and condonement policy and procedure; study abroad and placement year policy and procedure (where relevant); policy and procedures for monitoring and approving practice experience (where relevant).* | |
| **Derived question 2.1.1:** Are the assessments appropriate to test the learning outcomes? | **Evidence** (where applicable, specify the relevant pages/sections): |
| **Derived question 2.1.2:** Will compensation and/or condonement be permitted for any modules in which ARB’s Outcomes are assessed to passing standard? | **Evidence** (where applicable, specify the relevant pages/sections): |
| **Derived question 2.1.3:** What second marking and moderation policies and procedures will be in place? | **Evidence** (where applicable, specify the relevant pages/sections): |
| **Derived question 2.1.4:** What mechanisms does/will the provider have in place to prevent, identify, and deal with academic misconduct? | **Evidence** (where applicable, specify the relevant pages/sections): |
| **Derived question 2.1.5:** What contingency measures will be in place to manage assessments in the event of disruption to ensure quality and standards will be maintained? | **Evidence** (where applicable, specify the relevant pages/sections): |
| **Derived question 2.1.6:** Where relevant, how will the provider manage periods of study abroad or in a work placement to ensure that all graduates achieve the learning outcomes? | **Evidence** (where applicable, specify the relevant pages/sections): |
| **Derived question 2.1.7:** Where relevant, what will be the provider’s approach to monitoring and approving practice experience to determine whether ARB’s practical training requirements have been satisfied? | **Evidence** (where applicable, specify the relevant pages/sections): |
| **Measure 2.2: Showing how external examiners provide assurance about the rigour of assessment arrangements and that those who are awarded the qualification have met the Outcomes.**  *Evidence expected: external examiner report (template); external examiner handbook.* | |
| **Derived question 2.2.1:** What will external examiners review (sample size and range)? | **Evidence** (where applicable, specify the relevant pages/sections): |
| **Derived question 2.2.2:** What materials will be provided to external examiners to enable them to undertake their role? | **Evidence** (where applicable, specify the relevant pages/sections): |
| **Derived question 2.2.3:** Will external examiners comment on the rigour of assessment processes and practice? In their annual reports, will external examiners be required to:   1. Explicitly confirm whether – on the basis of the work reviewed – they were satisfied that all those who received the award had met all ARB Outcomes at the relevant level?   *Broad reference(s) to the qualification delivering the Outcomes (which is covered under 1.2.2) and/or general PSRB requirements having been met will not be sufficient for this purpose.*   1. Comment on the rigour of assessment processes and practice (e.g. compliance with assessment regulations, fairness of assessment procedures, comparability of standards to other accredited UK qualifications)? | **Evidence** (where applicable, specify the relevant pages/sections): |
| **Measure 2.3: Regularly reviewing the content and procedures of assessments to ensure continued delivery of the Outcomes, and compliance with relevant quality assurance processes, regulations and frameworks.**  *Evidence expected: mechanisms for regular internal and external reviews (formal and/or informal) of assessments.* | |
| **Derived question 2.3.1:** Does/will the provider have mechanisms to regularly monitor (formally and/or informally) that the assessments continue to be appropriate to test the Outcomes and maintain standards – what are these/what will these be? | **Evidence** (where applicable, specify the relevant pages/sections): |

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| **Standard 3: Governance and Leadership**  Providers will have effective governance and leadership to ensure the quality of education and training, and instil a culture of equality, continuous improvement, transparency and accountability. | |
| *Compliance with measures 3.1-3.4 gathered as part of the separate Standards 3 and 6 submission.* | |
| **Measure 3.5: Having systems in place to accurately recognise applicants’ academic and/or professional experience and suitability at the point of admission.**  *Evidence expected: admissions requirements, policy and rationale; advanced/direct entry policy and procedure.* | |
| **Derived question 3.5.1:** What will be the admissions requirements and procedures for the qualification? | **Evidence** (where applicable, specify the relevant pages/sections): |
| **Derived question 3.5.2:** How were the admissions criteria determined? | **Evidence** (where applicable, specify the relevant pages/sections): |
| **Derived question 3.5.3:** If permitted, what arrangements for direct entry will be in place, and how will these ensure student attainment of the Outcomes? | **Evidence** (where applicable, specify the relevant pages/sections): |

1. **Any other information**

Please include below details of any additional information relevant to the application and that is **not already covered elsewhere in this form**.

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1. **Transition change application submission checklist**

This transition change application form must be completed and submitted with the material listed below – see the [Standards](https://arb.org.uk/information-for-schools-of-architecture/accreditation-handbook/standards-for-learning-providers/) section of the Handbook for further details. Each individual document must be under 20MB in size, clearly labelled and can be submitted in its original format (documents do not typically need to be converted into a particular format, such as PDFs). All documents must be submitted together in one consignment to [Qualifications@arb.org.uk](mailto:Qualifications@arb.org.uk). The provider will not be able to amend or add to the application unless permitted by ARB, or further explanations and/or material are requested by ARB.

| **Expected evidence**  *See the* [*Standards*](https://arb.org.uk/information-for-schools-of-architecture/accreditation-handbook/standards-for-learning-providers/) *section of the Handbook for further details.* | **Check if included** | **Notes, including reasons if not included** |
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| Internal validation report |  |  |
| Programme specification |  |  |
| Module descriptors |  |  |
| Qualification structure diagram, showing where the modules are taken in relation to one another |  |  |
| [Mapping document](https://arb.org.uk/wp-content/uploads/Competency-Outcomes-Mapping-Template-2024-04.xlsx) showing where the Outcomes are met |  |  |
| Details of mechanisms for regular internal and external reviews (formal and/or informal) of the qualification and assessments |  |  |
| External examiner report (template) |  |  |
| External examiner handbook |  |  |
| Grade descriptors |  |  |
| Copy of the certificate that will be awarded to successful graduates  *See details about the title, certificate and provider’s responsibilities at* [*Standard 2.1*](https://arb.org.uk/information-for-schools-of-architecture/accreditation-handbook/standards-for-learning-providers/). |  |  |
| Quality assurance processes/quality handbook |  |  |
| Assessment regulations and procedures |  |  |
| Contingency plans for assessments in the event of disruption |  |  |
| Compensation and condonement policy and procedure  *Not permitted for any module that will assess ARB’s Outcomes to passing standard.* |  |  |
| Study abroad and placement year policy and procedures (where relevant) |  |  |
| Policy and procedures for monitoring and approving practice experience (where relevant) |  |  |
| Admissions requirements, policy and rationale |  |  |
| Advanced/direct entry policy and procedure |  |  |
| Impact on staffing – projected staff numbers (high-level summary of planned staff numbers) and [projected student numbers and staff to student ratio (SSR)](https://arb.org.uk/wp-content/uploads/Application-Projected-Student-Data-Template-2024-05.xlsx) for each of the first five years of delivery |  |  |
| Impact of changes on teaching and learning resources |  |  |

1. **Declaration of interests**

If it is believed that any [Accreditation Committee member](https://arb.org.uk/information-for-schools-of-architecture/the-accreditation-committee/) or Visitor has or may be perceived to have an interest, please provide the details and dates below. State any current and recent conflicts/potential conflicts (including any connections that have ceased within the last two years). Add rows if necessary. Please state ‘N/A’ if no interests exist.

|  |  |
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| **Name of Accreditation Committee member (AC)/Visitor** | **Nature and dates of conflict/potential conflict of interest**  *e.g. Part 2 external examiner, September 2025 – August 2028* |
| Select name |  |
| Select name |  |
| Select name |  |
| Select name |  |

1. **Application authorisation** **– two signatures required**

To be completed by the Head of Architecture (or equivalent; or other representative of the school/department of architecture if no Head of Architecture currently in post).

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| **I confirm that the information contained within this Transition Change Application is complete, accurate, relevant and up-to-date, and that the provider has approved this application for accreditation.**  **I confirm that no changes will be made by the provider to the proposed qualification, this transition change application or the associated material supplied without prior discussion with and agreement from ARB between the date of the transition change application submission and the date on which the Accreditation Committee issues its decision on this submission.** | |
| **Signed** |  |
| **Print name and position held** |  |
| **Date** |  |

To be completed by a duly authorised representative of the provider (from outside but with oversight of the school/department of architecture).

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| **I confirm that I have been informed of this application and ARB’s requirements for accreditation, and that the above signatory has been authorised to submit this application on behalf of the provider.** | |
| **Signed** |  |
| **Print name and position held** |  |
| **Date** |  |