

The UKAA Reflective Career Summary Guidance and template

Guidance

As part of your UK Adaptation Assessment (UKAA), you are required to submit a full CV alongside a Reflective Career Summary (RCS). The RCS is a narrative statement that requires you to reflect on your professional experience and how it satisfies the UKAA Criteria. The UKAA Criteria are outlined in Appendix 2 of the UK Adaptation Assessment Procedures document.

Your CV should follow a standard format. The RCS, excluding the CV, should not exceed 5,000 words. Together, these documents must demonstrate a minimum of 24 months of professional experience, either leading to registration in your home country or territory, or undertaken following registration.

Your RCS should be more than a chronological record of your career. It should provide critical reflection on your professional development, as well as your broader understanding of architectural practice. You are expected to present a focused, analytical appraisal of **up to four projects** from your career to demonstrate this. Within these project descriptions, you should highlight significant situations or events, clearly identifying personal involvement and explaining how you have addressed UKAA Criteria.

While illustrations are not mandatory they are encouraged, though they should not be presented in the form of a portfolio. Rather, illustrations should be used selectively to support your narrative statement. Suitable examples include:

- images of completed projects,
- stages of the design process,
- early sketches,
- technical details, or
- construction progress.

Visual material should reinforce your written examples and help demonstrate how the UKAA Criteria have been met, as well as how your professional experience has evolved.

It is not expected that your RCS will demonstrate coverage of all UKAA Criteria. The professional interview will provide an opportunity to further evidence your knowledge, using the RCS as a starting point for a discussion. Your performance in the interview will be considered alongside your RCS to determine whether the UKAA Criteria have been met.

Your professional interview will be scheduled after your initial application has been received and reviewed. To support your preparation a Resources Reference List has been provided, focusing on UK-specific practice requirements.

Please refer to the Resources Reference List together with this document when completing the sections that follow.

Template for CV

Complete the sections below with your own details, omitting any sections that do not apply.

- | | |
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| Personal details | <ul style="list-style-type: none"> • Forename • Surname |
| Education | <ul style="list-style-type: none"> • Universities attended |
| Professionally accredited qualifications | <ul style="list-style-type: none"> • Master's/second cycle degree <ul style="list-style-type: none"> ◦ University/institution where degree awarded ◦ Dates of study (years/months) ◦ Master's/second cycle degree
 • Bachelor's/first cycle degree <ul style="list-style-type: none"> ◦ Dates of study (years/months) ◦ Bachelor's/first degree acquired ◦ University/institution where degree awarded
 • Additional professional qualification/registration <ul style="list-style-type: none"> ◦ Dates of study (years/months) ◦ Additional professional qualification acquired ◦ Country or territory of registration ◦ Date of first registration as an architect |

Professional experience

In no more than two sides of A4, single spaced 10-12 pt. font, summarise a minimum of 24 months of professional experience, either leading to registration in your home country or territory, or undertaken following registration. List your experiences in chronological sequence from the oldest to the most recent, clearly identifying the practice or setting in which the experiences were gained and a selection of projects undertaken. Each project should include a brief description of its nature and an explanation of the roles you fulfilled and the level of responsibility discharged. For each experience you should include:

- Name of practice or setting where the experience was gained
- Dates employed (years/months)
- Title and brief description of the project and the dates of involvement
- Brief description of personal roles and responsibilities undertaken

Template for reflective career summary

Professional experience and projects undertaken

- Name of practice(s)
- Year(s) involved (from/to)
- Practice name, location and country/territory
- Description of the practice, including professional context, number of employees, type(s) of work undertaken and services provided
- Dates of appointment (from/to)
- Job title
- Description of roles undertaken and responsibilities held in practice
- List of projects undertaken as follows

The above information may also be summarised in tables, charts, pie charts etc. provided you observe the overall word count limitations.

Project 1

- Dates undertaken (from/to – specifying the month and year)
- Project name and location
- Project description (with illustrations, if appropriate)
- Project tasks/roles/duties
- A significant situation or event encountered, evaluate this against the UK Adaptation Assessment Criteria
- Evaluation of experience gained

(...Continue up to 4 projects in total, these may be selected from any employment)

Summary and future aspirations

- Summarise briefly your reasons for wishing to join the UK Register of Architects.
- Set out here any further information which may be relevant to your application.

The total word count for the Reflective Career Summary must not be more than 5,000 words.