

The UKAA Reflective Career Summary

Guidance and template

As part of your UK Adaptation Assessment application, you are required to submit a Reflective Career Summary. This comprises two sections: a *curriculum vitae* (CV) and a narrative where you are encouraged to reflect on how selected experience in practice will enable you to satisfy the UK Adaptation Assessment Criteria. The UK Adaptation Assessment Criteria can be seen at Appendix 2 of the UK Adaptation Assessment Procedures document.

The CV follows a standard format. The narrative document excluding the CV must be of no more than 5,000 words, including a selection of illustrations.

Within the document and either forming part of the projects reflected upon and/or your CV, you are required to demonstrate a minimum period of 24 months experience. This may either have led to registration in your home country, state or territory, or have been completed following registration. It is not necessarily expected that the experience gained to date will have met all of the UK Adaptation Assessment Criteria and we have provided a list of candidate resources that will assist you in preparing for your professional interview. It is strongly recommended that you do not make your application for the UK Adaptation Assessment until you have reviewed the material referenced in the candidate resources list and ensured that you are familiar with the UK context for practice. You will have an opportunity to further demonstrate this through your Professional Interview which will be scheduled after your initial application, including your Reflective Career Summary, has been received and checked.

In addition to its status as a record of your career, the Reflective Career Summary should include information about your professional progression and development and your understanding of the profession of architecture, and how this has evolved through different practice experiences and your achievement of professional goals. You are expected to demonstrate this through a critically analytical and reflective appraisal of up to **four highlighted projects** from your career to date. If you have not to date undertaken any work in the UK, you may wish to consider reflecting on one or more of the overseas projects you have highlighted, and re-evaluate these against the UK context for practice in your Reflective Career Summary, having familiarised yourself with it using the resources list provided.

The Reflective Career Summary is not expected to be illustrated to the extent that it might be considered a portfolio, but it should include sufficient illustrations, photographs and/or drawings of highlighted projects, to provide the UK Adaptation Assessors an insight into the projects you are reflecting upon. You may take the opportunity to include pictures not only of a completed project, but possibly of the process too, whether drawings, details (especially if they serve to highlight the situation encountered), or progress during construction (again if as part of a situation). When reflecting upon your highlighted projects, these should be discussed, citing personal involvement where this is relevant and demonstrating how different requirements of the UK Adaptation Assessment Criteria have been met and the manner in which your experience has developed. You are asked to highlight any significant situations or events that may have occurred during the projects described and actions taken and points learned in response, and provide an indication about how these might address the UK Adaptation Criteria.

CV

Complete the sections below with your own details in **no more than two sides of A4**, omitting any sections that do not apply.

Personal details

- Forename
- Surname

Education

- Universities attended

Professionally accredited qualifications

- Master's/second cycle degree
 - *University/institution where awarded*
 - *Dates of study (years/months)*
 - *Degree awarded*
- Bachelor's/first cycle degree
 - *University/institution where awarded*
 - *Dates of study (years/months)*
 - *Degree awarded*
- Additional professional qualifications/registration
 - *Country or territory of registration*
 - *Dates of study (years/months)*
 - *Date of first registration as an architect*
 - *Additional professional qualification acquired*

Professional experience

In no more than two sides of A4, please summarise a minimum of two years' experience in practice, listing in chronological sequence from the oldest to the most recent a selection of projects undertaken. For each project you should identify the architectural practice or other setting and should include the following information:

- 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

Reflective career summary

Please provide the following information. The total word count for this section should be no more than 5,000 words.

Professional experience and projects undertaken

(If you feel it would be useful, please feel free to supplement this section with information in the form of images, illustrations, tables, charts etc., provided you observe the total word count)

- Name of practice(s)
- Location of practice (including country)
- Dates of appointment (from/to)
- Job title
- Description of the practice, including professional context, type of work undertaken, services provided and number of employees
- Description of roles undertaken and responsibilities held in practice
- Please provide information for up to four projects, in the format outlined below. Ideally, these projects should be UK-based. Please refer to the guidance on page 1 if you cannot supply information for any UK-based projects.
 - *Project name*
 - *Project location (including country)*
 - *Dates undertaken*
 - *Project description, with images*
 - *Tasks/roles/duties*
 - *Highlight a significant situation or event encountered and evaluate this against the UK Adaptation Assessment Criteria, referring as necessary to the candidate resources list*
 - *Evaluation of experience gained*

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.