



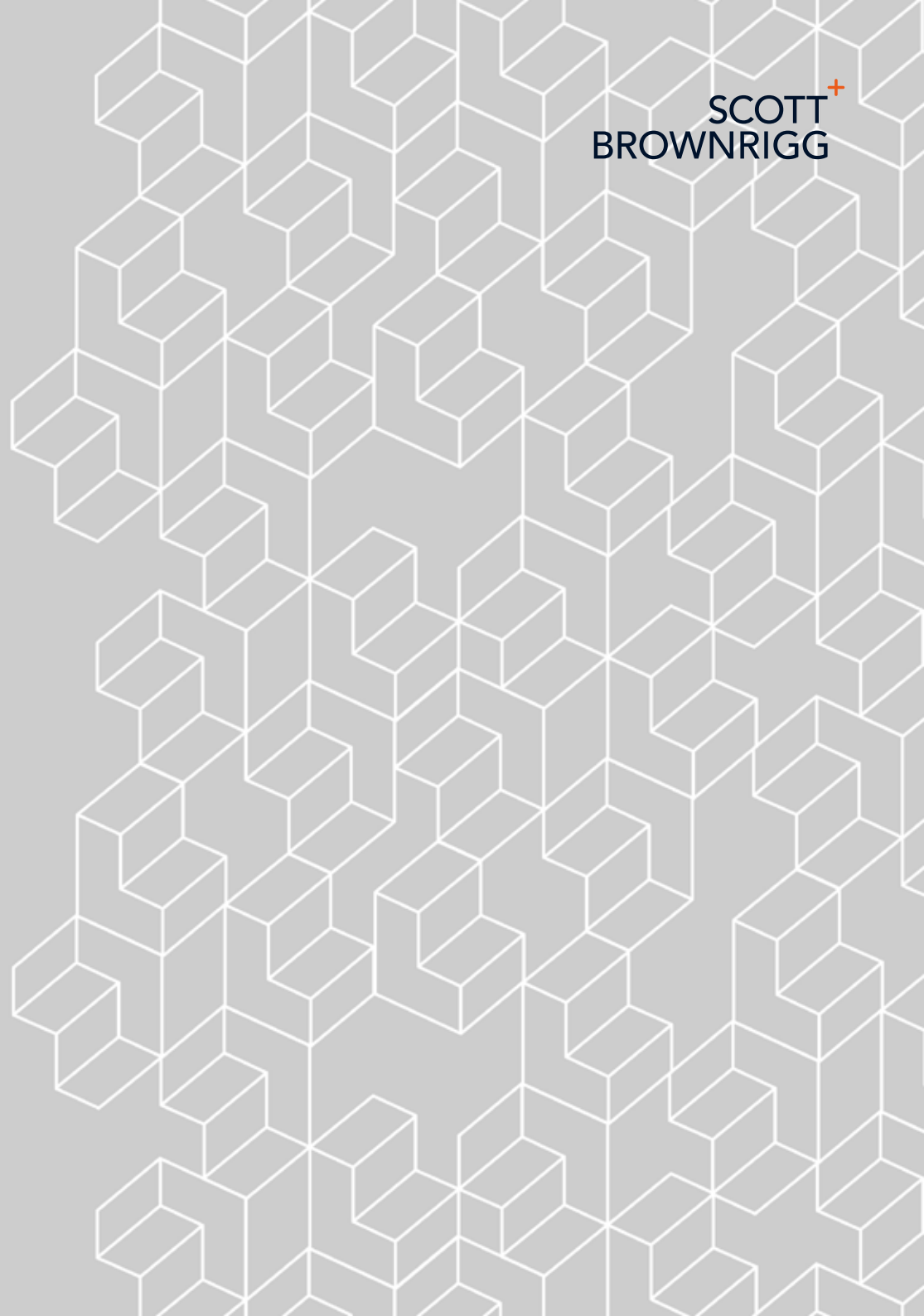
# Architecture **Apprenticeships**

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A GUIDE

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SCOTT<sup>+</sup>  
BROWNRIGG



## OUR COMMITMENT

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*Scott Brownrigg is committed to supporting the next generation of architects and designers and to improving the diversity and sustainability of the profession.*

Scott Brownrigg is a collaborative international design practice specialising in architecture, masterplanning, urbanism and interior design.

We enrich lives through the built environment.

An Apprenticeship in Architecture is a combination of work-based and academic learning- that provides an alternative but equal, and innovative, path to becoming an Architect.

A Level 6 Apprenticeship is open to individuals who are at the beginning of their education to complete RIBA Part 1 and become an Architectural Assistant. A Level 7 Apprenticeship is open to individuals who have already completed their RIBA Part 1 to gain Part 2 and Part 3 to become qualified as an Architect.

Candidates can enter at the beginning of each Apprenticeship or at a particular junction in their training or career pathway through the course. Apprenticeship is an alternative to the traditional full time study route. Students can switch between routes, or complete training as mature students.

As a leading part of the “Trailblazer” group of architectural practices, working with schools of architecture from across the country, and in cooperation with RIBA and ARB, we are proud that Scott Brownrigg helped deliver the new modern Apprenticeships in Architecture. Our first three Apprentices joined us in the September 2018 Pilot year. We hope this document will provide you with all the information you need about Apprenticeships at Scott Brownrigg

*Helen Taylor RIBA, Director of Practice: February 2019*



## ACADEMIC PARTNERS

Scott Brownrigg's current Level 6 Architectural Assistant Apprenticeship course is provided in partnership with London South Bank University

<http://www.lsbu.ac.uk/courses/course-finder/architectural-assistant-apprenticeship-ba>

Scott Brownrigg's current Level 7 Architect Apprenticeship course is provided in partnership with Oxford Brookes School of Architecture

<https://www.brookes.ac.uk/architecture/apprenticeships/>

Apprentices must have an employer to secure a place on an Academic course. Scott Brownrigg will enter into a Triparty agreement with the Apprentice and the Academic Provider to clarify roles and responsibilities between all parties. We are interested in, and open to, building partnerships with other Level 6 and Level 7 providers in the future.

You can find the latest information about which academic providers can deliver apprenticeship standards at the Institute for Apprenticeships Website



## THE LEVEL 6 DEGREE APPRENTICESHIP OFFER: ARCHITECTURAL ASSISTANT

The Level 6 Apprenticeship provides a route to become an RIBA Part 1 Architectural Assistant. This is the first step towards becoming a qualified architect and includes the award of an academic degree in architecture.

Level 6 Architectural Assistant Apprenticeships are available to students who have completed their A Levels, have yet to commence their architecture studies, or are transferring from another career, or partway through their studies towards RIBA Part 1.

Typically, entry requirements expected by Academic providers may include a minimum of 2 'A' Levels grades A-C (or equivalent), and a minimum of 5 GCSE grades A\* - C (or equivalent), including a minimum B (or equivalent) in English and Maths.

For those with an education, health and care plan or a legacy statement the apprenticeships English and Maths minimum requirement is Entry Level 3 and British Sign Language qualification are an alternative to English qualifications for whom this is their primary language.

The Level 6 course currently provided by London Southbank University (LSBU) School of Architecture is 4 years part-time. Our Level 6 Apprentices usually attend university one day per week during each 15 week semester.

The day of academic learning at LSBU will always be known well in advance to enable the practice and the Apprentices to plan their working week in practice. The day of the week spent at the university does not usually vary from week to week. Apprentices are taught alongside full time and part time students.

The Apprentice is an employee at Scott Brownrigg. They will receive the same terms and conditions as a full time employee but at least 20% of their total time will be dedicated to training. They will have access to the same learning and development opportunities, such as mentoring and lunchtime CPDs, as other employees. They will be a fully integrated team member and receive a salary appropriate to their skills level. Contract commitment is a minimum one year. Our HR team will be happy answer any questions you may have regarding remuneration.

## THE LEVEL 7 DEGREE APPRENTICESHIP OFFER: ARCHITECT

The Level 7 Apprenticeship provides a route to become a qualified Architect, encompassing RIBA Part 2 and Part 3 validated qualifications. Completion of this course will enable the candidate to register with the ARB and, if they choose to, become a chartered member of RIBA. “Architect” is a protected title only available to those who have completed a validated academic route.

Level 7 Architect Apprenticeships are available to individuals who have completed their Part 1 studies in an ARB prescribed course or Part 1 equivalent as prescribed by the ARB. At Level 7 a certain level of maturity will be expected that is reflected in the entrance criteria for this level of studies.

The Level 7 course currently provided by Oxford Brookes School of Architecture is 4 years with a block learning approach that also includes research based study. Apprentices are given access to a digital blended learning platform providing a distance study component. This is combined with block release for intensive weeks of group project activities and presentations hosted by practices or the university currently either in London or Oxford. Level 7 Apprentices will be encouraged to suggest research topics in line with their course work.

As with the Level 6 Apprentices, the Level 7 Apprentices will also work as an employee at Scott Brownrigg. They will receive the same terms and conditions as a full time employee but at least 20% of their total time will be dedicated to training. They will have access to the same learning and development opportunities, such as mentoring and lunchtime CPDs, as other employees. They will be a fully integrated team member and receive a salary appropriate to their skills level. Contract commitment is a minimum one year. Our HR team will be happy to answer any questions you may have regarding remuneration.

*Apprentices are required to undertake an “End Point Assessment” to confirm that they have met the course requirements. Different academic providers will have a different course structure.*

## LEVEL 6 STRUCTURE- CURRENT



## LEVEL 7 STRUCTURE- CURRENT



## LEVEL 7 STRUCTURE- PROPOSED- NEW MASTER LEVEL IN LINE WITH RIBA PROPOSAL (2020/21)







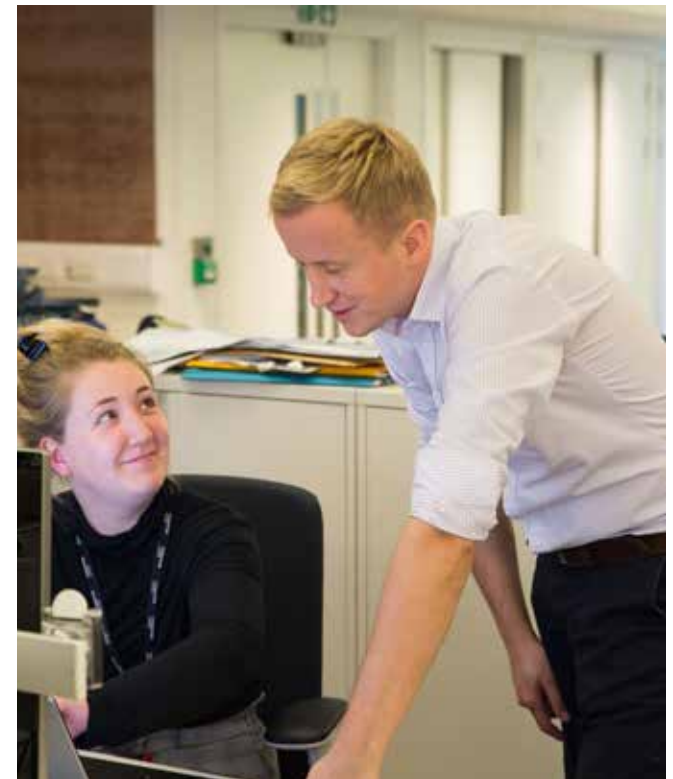
## LIFE AT SCOTT BROWNRIGG: WHAT TO EXPECT

Apprentices at Scott Brownrigg will be treated the same as all other staff and be offered the same welcome and induction, benefits, terms and conditions- including sick pay and holiday pay- as any other member of the team. However, the level of support available will be enhanced in acknowledgement of their unique training and development needs.

Opportunities and relationships for Apprentices will be as for the rest of our team- working on diverse projects worldwide, with experienced colleagues, and with daily engagement with contractors, consultants and clients as well as specialist manufacturers, researchers and other students.

Support for Apprentices includes-

- Welcome book issued before start date for new members of staff
- Full Induction process- including any software training required
- Learning and Development in the office- CPD and Training with colleagues
- Personal Performance & Development Review (PPDR)- tailored for the apprenticeship requirements
- Social & Charitable Activities- organised locally
- In-house intensive workshops and seminars on design principles/ construction skills etc. which can be paralleled with apprenticeship
- a line manager to direct day to day tasks on projects
- a buddy who will be a newly qualified architect who can provide advice and support
- a mentor who will oversee the office-based training and liaise with the relevant university team
- direct access to our in-house professional HR team





## ON AND OFF THE JOB TRAINING: MENTORING & SUPPORT

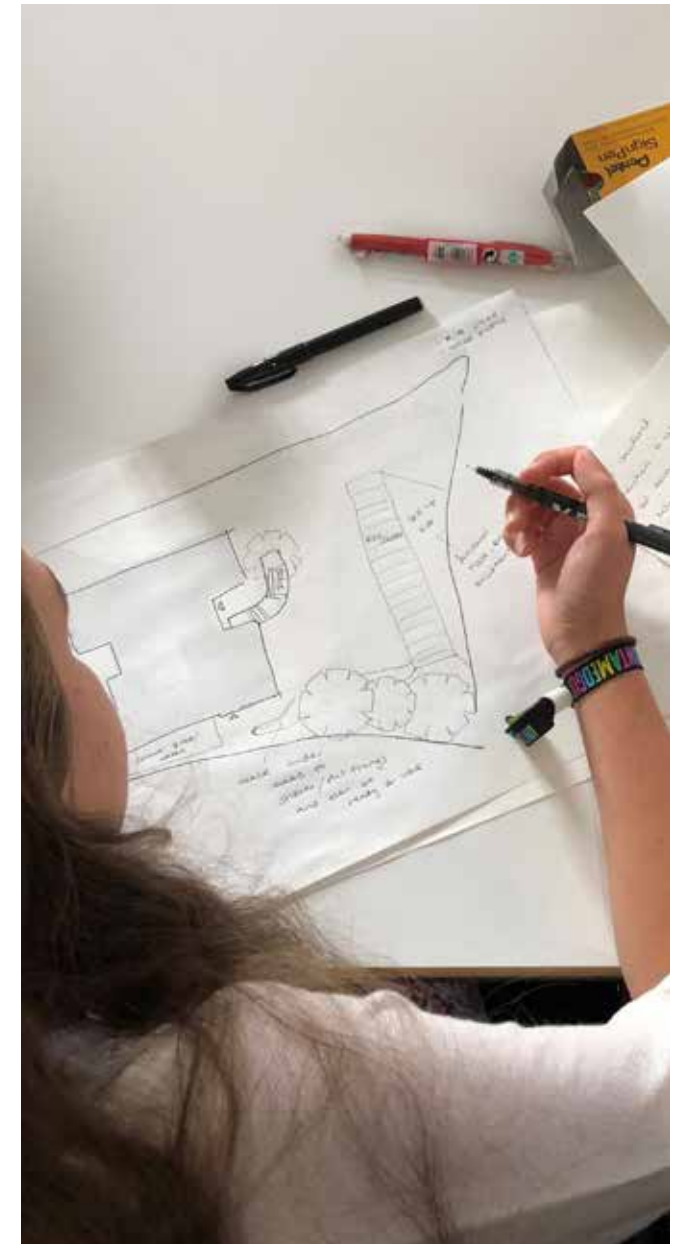
At Scott Brownrigg each Apprentice will be given a local Mentor who will:

- Support the apprentice with on the job training.
- Support them to select relevant work based projects for inclusion in their portfolio and/or other academic assessments- also guided by the academic tutors.
- Regularly touch base with the apprentice- e.g. 30 minutes every fortnight to check they are on track.
- Sign off any of the job training being undertaken in work
- Attend or feedback to tripartite meetings between the employer, apprentice and University which will take place every three months. These could be face to face, via phone or skype.
- Support the apprentice in particular with Part 3 and preparation for other assessments.
- Complete some online CPD (maximum 2 hours) at the beginning of the course regarding course structure and planning for on and off the job training.

Each Apprentice is provided with a minimum of 20% of their total annual employment time for study. For Scott Brownrigg's 37.5 hour working week this would equate to an average 7.5 hours a week. This study time could be spent in lectures or studio at the University, in Intensive taught sessions, completing assessments and related project work, or in training opportunities in the workplace including seminars, site visits or shadowing experienced members of staff.

Academic progress, assessment and performance will be recorded and measured through a system provided by the School of Architecture which will be visible to the university, apprentice and mentor. It links to RIBA's training record PEDR portal.

Progress and development as a member of staff in the studio will be recorded and measured through our own in-house training and development portal and performance review process.



## ACADEMIC FEES & ELIGIBILITY

For Apprentices, Academic Course Fees are paid through Scott Brownrigg's Apprenticeship Levy Fund. Apprentices do not pay any academic fees.

In order to access Scott Brownrigg's Apprenticeship Funds a number of minimum requirements are in place.

The apprentice must:

- be able to complete the apprenticeship within the time they have available
- not be undertaking another apprenticeship, or another DfE funded FE/HE programme, at the same time as any

new apprenticeship they start

- not be asked to contribute financially to the direct cost of training, on programme or end-point assessment. This includes both where the individual has completed the programme successfully or left the programme early
- spend at least 50% of their working hours in England over the duration of the apprenticeship
- have the right to work in England
- be one of the following:
  - a citizen of a country within the European Economic Area (EEA) (including other countries determined within the EEA or those with bilateral agreements), or have the right of abode in the UK, and have been ordinarily

resident in the EEA (including other countries determined within the EEA or those with bilateral agreements), for at least the previous three years on the first day of the apprenticeship

- a non-EEA citizen with permission from the UK government to live in the UK (not for educational purposes), and have been ordinarily resident in the UK for at least the previous three years before the start of the apprenticeship

Further rules on individuals with unusual eligibility status may be applicable- see the Institute for Apprenticeships Website for more details







## WHAT IF...

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### ...Scott Brownrigg doesn't have enough work for me?

Should the situation arise Scott Brownrigg will commit to making every effort to relocate the apprentice to another Scott Brownrigg studio to continue their training or support them to find employment elsewhere to continue their training

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### ...I need to re-locate for personal reasons

Scott Brownrigg has five studios in the UK and three internationally. Should we be unable to provide a position that suits your re-location the standard notice would be required and the apprenticeship with us would cease. This would not prevent the candidate from continuing the apprenticeship with a new employer.

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### ...I want to try working for someone else?

The Architecture Apprentice Trailblazer group are committed to continuing our working relationship as a group of Apprentice employers. We intend to set up secondments between practices and will also be happy to consider requests for transfer between practices.

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**....Scott Brownrigg or the University are not happy with my performance?**

We will work closely with apprentices and the university to maintain a clear view of the progress of each apprentice against expectations that they will be clearly aware of. Should there be issues with performance that cannot be resolved, there is provision in the contract for employment to cease. This would not prevent the candidate from continuing the apprenticeship with a new employer.

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**...I have a significant life change such as becoming pregnant?**

Apprentices will have exactly the same employment terms in relation to sickness and other forms of leave including parental leave. Should extended leave be required, we would liaise with the University to determine how the academic provision would be deferred.

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**RECRUITMENT PROCESS**

Scott Brownrigg and the relevant University will determine together if a candidate is suitable for the Apprenticeships Programme- assessment will include portfolio review and interview by both parties. Otherwise our approach to recruiting apprentices is in line with recruitment for all other employees. This process will typically take place from June annually.

**CRITERIA FOR SELECTION**

Candidates can be recruited internally or externally and typically will have completed their A levels for Level 6 or their RIBA Part 1 validated first degree for Level 7. Candidates must be based in England for at least 50% of the year.

**DURATION**

Apprenticeships commence in September annually. Contract commitment is a minimum of 1 year. The duration of the Apprenticeship at both Level 6 and Level 7 is expected to be four years. This duration provides all practical work experience prescribed by the ARB to register as an Architect.



If you have any more questions or would like to enquire about becoming an Apprentice at Scott Brownrigg please contact:

**[careers@scottbrownrigg.com](mailto:careers@scottbrownrigg.com)**

and check our website for vacancies and further information about working in our exciting international studios:

**<https://www.scottbrownrigg.com/careers/>**

## USEFUL LINKS AND WHERE TO FIND SUPPORT:

### ROYAL INSTITUTE OF BRITISH ARCHITECTS (RIBA)

<https://www.architecture.com/apprenticeships>

<https://www.architecture.com/education-cpd-and-careers/how-to-become-an-architect>

<http://www.pedr.co.uk/>

### ARCHITECTS REGISTRATION BOARD (ARB)

<http://www.arb.org.uk/architect-information/>

### UNIVERSITY VOCATIONAL AWARDS COUNCIL (UVAC)

<https://uvac.ac.uk/higher-and-degree-apprenticeships/>

### INSTITUTE FOR APPRENTICESHIPS (IfA)

<https://www.instituteforapprenticeships.org/>

<https://www.instituteforapprenticeships.org/apprenticeship-standards/architectural-assistant-degree/>

<https://www.instituteforapprenticeships.org/apprenticeship-standards/architect-degree/>

### OXFORD BROOKES SCHOOL OF ARCHITECTURE

<https://www.brookes.ac.uk/architecture/apprenticeships/architecture-degree-apprenticeship/>

### LONDON SOUTHBANK SCHOOL OF ARCHITECTURE

<http://www.lsbu.ac.uk/courses/course-finder/architectural-assistant-apprenticeship-ba>

<http://www.lsbu.ac.uk/courses/course-finder/architect-apprenticeship-march>



