

Peter Robinson

Stage 2 Experience

Sheet Number 1

General Information (Draft Copy)

Dates: 01/01/2016 - 01/04/2016

Category of Experience: i Experience of architectural practice in the UK, EEA, Channel Islands or Isle of Man, under the direct supervision of an architect either registered with the Architects Registration Board or registered within the territory where the experience is being undertaken

Location: UK

**School of Architecture/
Monitoring Institution:** ESALA

**Professional Studies
Advisor:** Peter Robinson

PSA's Email: peter.robinson@ed.ac.uk

PSA's Phone No: 0131 9999999

Placement Provider: House Design

Placement Address: 35 Ashley Street
Edinburgh
EH11 1PS

Placement Phone No: 0131 3469999

Placement Website: www.house-design.co.uk

Student's Phone No: 0131 3469998

Student's Email: peter@house-design.co.uk

**Brief Description of
Placement Provider:** Architectural Practice established in 2001. Currently two architects and one Architectural Assistant.

Employment Mentor: Jack House

Mentor's Profession: Architect

**Membership of
Professional Bodies:** RIAS

Registration Number: 99999

Mentor's Email: jack@house-design.co.uk

Mentor's Phone No: 0131 3462999

NB. This document is intended to provide guidance to candidates on how best to provide their PSA and the examiners with the maximum amount of information in the most concise way possible. It is not compulsory that PEDRs are completed in this way however the examiners have commented that log sheets are repetitious and too verbose.

Peter Robinson's Sheet Number 1

Work Stages (Draft Copy)

2007 RIBA Plan of Work	P	O	Total
A-B Preparation			
Appraisal	0	0	0
Design Brief	0	0	0
C-E Design			
Concept	0	0	0
Design Development	175	10	185
Technical Design	0	0	0
F-H Pre-Construction			
Production Information	123	0	123
Tender Documentation	0	0	0
Tender Action	0	0	0
J-K Construction			
Mobilisation	0	0	0
Construction to practical completion	103	3	106
L Use			
Post Practical Completion	0	0	0

Hours spent on all work stages: Participant 401 Observer 13 Total 414

Activities (Draft Copy)

Office Management

Library	5	Removing out of date folders from library
Organising CPD	3	Set up CPD on Health and Safety

General

Illness, holiday 14

Total 22

Project Details (Draft Copy)

Project Name: The Onion Factory, Edinburgh
Project Description: Refurbishment of an existing food factory to form a night club and restaurant. House Design originally completed feasibility in 2008 and were appointed as architects for the project in 2015 by the Knight Group.
 Value: £2m
 Contract: Scottish Building Contract 2011 with Quantities

Project Tasks:

- Developing series of interior layout studies with mentor.
- Preparing presentation model for discussion with client.
- Attended meeting with client and mentor. Explained the logic behind the various schemes to the client and responded to questions.
- Attended meeting with QS to prepare guide costs for three preferred options.
- Attended pre-planning meeting as observer. Planners provided guidance on acceptability of three schemes.

Work Stages:

C-E		175 hours	Participant
C-E	Activities listed as bullet points - 10 maximum	10 hours	Observer

Project Name: Dulce House, Isle of Mull
Project Description: A 200m2 house for a private client.
 Value: £550K
 Contract: SBCC Standard Building Contract 2011

Project Tasks:

- Prepared window schedule and details associated with window installation.
- Prepared set of drawings for development by Landscape Architect.
- Prepared final kitchen layout drawing for approval by client.
- Developed details for timber cladding at junctions with roof and window openings
- Began work on draft specification. sections included specialist joinery, finishes and sealants.
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Work Stages:

F-H		123 hours	Participant
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Project Name: The Smokie House, Arbroath
Project Description: The refurbishment of an existing storage shed to form a smoked fish restaurant.
 Value: £350K
 Contract: MWD/Scot 2011

Project Tasks:

The project has been on site since October 2015 and is currently running 3 weeks late.

- Attended and wrote up the minutes for three site meetings.
- Developed revised storage area design due to discovery of existing steelwork within old staircase area.
- Responded to site queries from Contractor. Issues included existing steelwork, drainage provision to proposed WC, damp proof course step detail and door threshold.
- Met with mentor, client and QS to agree possible cost savings prior to meeting with Contractor.

Work Stages:

J-K		103 hours	Participant
J-K		3 hours	Observer

Reflective Experience Summary (Draft Copy)

Task performance & learning during this period of experience

PC1 Professionalism

- Advised mentor of my errors in the specification for the Smokie House. Issue resolved.
- Worked autonomously on the Dulce House.

PC2 Clients, users, and delivery of services

- Attended meeting on the Onion Factory. Presented to Client.
- Met with QS and mentor to discuss savings on the Smokie House.

PC3 Legal framework and processes

- Met with Arbroath Planners and Historic Scotland to discuss stone carving to internal wall discovered during opening up works.
- Revised WC arrangement in Smokie House in accordance with guidance from Building Control.

PC4 Practice and management

- Reviewed workload with mentor at monthly office meetings.
- Assisted mentor in calculating fee for potential flat refurbishment job.

PC5 Building procurement

- Involved in advising client on the Onion Factory about benefits of Traditional v Design and Build.

Personal development & role performance evaluation

After six months in the office I feel that I am more confident in working on my own with only minor supervision from my mentor.

Aims for next period of experience

PC1 Professionalism

- Become more organised in recording the time spent on different jobs/activities.

PC2 Clients, users, and delivery of services

- Meet with mentor to run through fee calculation and invoicing in the office.
- Gain better understanding of the services provided to our different clients.

PC3 Legal framework and processes

- Read up on implications of archaeological finds (may be relevant to a new job located in Cramond near the Roman ruins).

PC4 Practice and management

- A Part 1 student is due to start at the office next month. My role will be to introduce her to the different office protocols.

PC5 Building procurement

- Discuss Dulce House tendering process with QS and determine practical target date for going out to tender.

Further skills needed and actions to take to achieve aims

- Timber Detailing - My knowledge of timber detailing is not as strong as it should be. I shall be attending a timber detailing workshop at the TRADA travelling roadshow next month.

Additional student comments, support required from placement provider

The office is extremely busy at present though I can foresee a drop off in activity in the next four or five months. I appreciate the efforts made by my mentor to keep me up to date with developments.

I confirm that I have worked in the above office between the dates stated and that the description of project details, tasks undertaken and learning achieved is accurate.

Signature _____ **Date** _____

In addition to aims and how to achieve listed above

Mentor and candidate to read this section and act upon it.

Student / Employment Mentor Appraisal - Guidance

This agenda is intended to provide a vehicle for discussion, which promotes structured conversation between a student and their employment mentor. Headings are designed to initiate discussion and some aspects may not need to be covered at each appraisal meeting depending on the student's role, responsibilities and interests. Responsibility for producing the 'meeting notes' should lie with the student but the mentor must add their comments & advice, and a final signature.

Agenda Topics:

- Review of workplace experience since last meeting - projects / work stages covered & key achievements / benchmarks gained – reference should be made to previous appraisal meeting notes (if applicable)
- Review of other experience since last appraisal (practice management procedures / internal/external CPD attended / external training / attendance at examination preparation / recall days etc)
- General student requests and discussion – opportunity for student to make requests with the aim of furthering their experience and development of project and business management experience
- Review of Reflective Experience Summary – how are the student's achievements and experiences meeting the requirements of RIBA/ARB Part 3 Criteria?
- Preparation for next 3 months/period of experience – discuss both current/new projects; involvement in management activities; planned CPD; forthcoming event attendance; examination preparation

The employment mentor should then add their comments and advice and a final signature in the box provided.

N.B. This section is written by candidate then discussed with Mentor. Mentor then adds comments in their section below.

Student / Employment Mentor Appraisal

Student Name	Sheet No
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Review of workplace experience: projects; work stages covered; key achievements/benchmarks gained (referenced at previous appraisal meeting) N.B.
1. Onion Factory – Presented directly to client as discussed with mentor in previous quarter.

2. Dulce House – Worked up details using approach agreed with mentor. Details assessed by timber detailing specialist and approved with few alterations.

3. Smokie House – dealt with changes to design caused by issues uncovered on site. Liaised with contractor using site photographs and hand drawn sketches to solve problem without undue delay.

Review of other experience: (referenced at previous appraisal meeting) N.B.

1. Fee Proposals – Discussed fee calculation with mentor following successful bid for the Lobster Pot gastro pub re-design. Fee considerably less than old RIBA fee scale.

2. Timesheets – Reviewed time spent on various projects and identified areas (sketch design) where I spend more time than has been allowed for in fee.

3. Presentation – Presented details of the Dulce House to a group of ESALA students as part of the Architecture Club Night.

CPD completed:

Attended the Cast Iron Society CPD event and learnt about the future of cast iron in building.

General student requests and discussion:

Candidate to list issues to be raised with Mentor

Further site experience would be appreciated. This has been discussed with my mentor.

Review of Reflective Experience Summary: How key achievements and experiences, noted above, lead towards meeting the Part 3 Criteria?

Refer to Reflective Experience Summary.

Avoid duplication by referring to Reflective Experience Summary

Preparation for next 3 months/period of experience – current/new projects; office management; CPD planned; forthcoming event attendance; examination preparation:

• Examination preparation – assessing procurement routes chosen on current jobs against alternatives in Which Contract? Reference book. Candidate to list all relevant activities

TO BE COMPLETED BY MENTOR: Comments and advice

Mentor to make comments on candidate's experience with notes on how any gaps in experience should be addressed. Note that this text box can be expanded to accommodate mentor's comments.

Have you directly employed the student during this period of experience? YES NO

I confirm that the student named above has worked under my direct supervision between the dates stated and that the description of project details and tasks undertaken is accurate.

Mentor Name	Signature	Date
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