



THE UNIVERSITY of EDINBURGH  
Edinburgh College of Art

## **PEDRS – An Introduction to recording your Professional Experience**

### **Purpose of the PEDR**

*"The purpose of the PEDR is to ensure that students passing Part 3 have gained the required professional experience in appropriate locations and of sufficient complexity to demonstrate they have the competency to discharge the duties and responsibilities of a chartered architect. It is also a tool for students to demonstrate compliance with the professional experience regulations and to reflect on what they have learnt during their professional experience" - RIBA PEDR Website.*

In summary it serves as a record of the professional experience a Candidate has gained and a confirmation from their Mentor that the experience recorded is genuine. The Candidate fills in the PEDR (or log sheet) with their Mentor and the Professional Studies Advisor (PSA) validates the experience.

### **How to Sign Up**

The PEDR system is administered by the RIBA on their Professional Experience and Development Record (PEDR) website:

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

In order to record your experience on the PEDR website you must pay the RIBA a subscription. At time of writing (February 2022) the RIBA charged £26.40 including VAT for 13 months of support or £14.40 including VAT for 6 months of support.

You should also be registered with the University of Edinburgh in order that a Professional Studies Advisor can validate and review your PEDRs and comment on their content. To register with the University of Edinburgh you should visit the ESALA Professional Support website:

<http://www.eca.ed.ac.uk/architecture-landscape-architecture/professional-support>

At time of writing (February 2022) the University of Edinburgh charges a £130 registration fee.

This sum assures the Candidate of assistance in preparing for the APEAS Examination in Professional Practice and Management, and validating FOUR RIBA Professional Development and Evaluation Records (PEDRs), within ONE YEAR from Registration.

Should Candidates require additional PEDRs to be validated they will be charged at the same rate (£130 for 4 log sheets) or £40 for each individual log sheet.

Rev. B 6/5/20 - Advice added regarding updated RIBA PEDR website.

Rev.C 18/5/20 – Candidates instructed to download and keep a pdf copy of each signed log sheet

Rev.D 8/6/20 – Candidate's asked to upload Draft Overview with every log sheet submission

Rev.E 28/2/22 - Fees/dates updated.

## Completing Your PEDRs

The RIBA's on-line system of recording your experience was updated in May 2020. The website looks sharper than before but can still be a little clunky.

Note that when you fill in your details and those of your school (ESALA) on the RIBA PEDR website you should put the PSA's contact email as [esala.admin@ed.ac.uk](mailto:esala.admin@ed.ac.uk) This allows our administration department to keep a record of who is submitting log sheets and whether their payments are up to date.

The key when filling in PEDRs is for the Candidate to make their written record as easy to read as possible for the Professional Studies Adviser (PSA) and the Examiners.

To this end you should follow these guidelines:

- Be Concise**            The Examiners are very much of the opinion that 'less is more'. Get your message across as briefly as possible and aim to submit a log sheet of around 6 pages plus attachments.
  
- Be Readable**        It can be tiresome writing up your experience – imagine reading it. Do not let bad grammar, poor spelling and rambling prose stand in the way of the Examiners quickly and clearly understanding your experience.
  
- Include Attachments & Draft Overview**    Upload a total of 3 no. A4 illustrations of the projects you are working on to your log sheets. These are to provide the PSA and Examiner with a feel for the projects you are working on i.e. cottages, theatres, industrial units.  
You should also upload a copy of your Draft Overview. This can be downloaded from the RIBA PEDR website as a pdf. The Overview allows your PSA to assess all of your experience to date and to spot any areas that need addressing.

The record of experience section should state simply and concisely the details of the project that you have been working on i.e. project name & type, value, contract type, design team and a brief description of the job. It should not be a detailed history.

Follow this with your key activities over the quarter. Again, you should keep this concise. Consider using bullet points to reduce the word count.

If you are repeating similar experience from quarter to quarter avoid using 'cut and paste'. Instead you should briefly state your activity as follows: '*Preparation of Tiling Schedules – for more details refer to previous log sheet*'.

In the Activities section you should also include activities outside your regular project-based work; Office Management, CPD, general study, personal reading etc. This helps to give a fuller picture of you as a candidate to the examiners

The Reflective Experience Summary is an opportunity for you to give an overview of your quarter's experience to the Examiners. Record your experience with reference to the RIBA Part 3 criteria (PC1, PC2 etc.) to determine what areas of experience you are lacking in and highlight these in your 'Aims for Next Period of Experience' as items to be addressed. In this way the Examiners can see that you are engaged in fulfilling all the Part 3 criteria. The Reflective Experience Summary should be seen as the key part of the PEDR in which you demonstrate awareness of your experience and how you aim to fill any gaps in your knowledge.

The Student/Employment Mentor Appraisal should be worked on by the Candidate and Mentor together. Again, this should demonstrate awareness by the Candidate of the criteria to be met and highlight how those criteria that have not been met are to be fulfilled in the future.

The Mentors section should demonstrate to the Examiners that the Mentor and Candidate have a strong relationship where the Mentor has an active and critical role in the Candidate's Development. Note that the mentor does not have to restrict their comments to the tiny rectangle of space offered –

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if filled in on a computer this rectangle will enlarge to fit the text or a separate page of Mentor comments can be attached.

When you have completed the experience section of the log sheet *make sure you upload your attachments before inviting your mentor to review your PEDR.* Once your mentor has completed their section and 'signed off' you can click the submit button. Note that there is no longer any need to email your PEDR as a PDF to ESALA.

Once your PEDR has been signed by your PSA you should download and keep a copy of the signed log sheet as insurance against being unable to access the RIBA web site at some point in the future.

### **Timescale**

Your log sheet should be completed, forwarded to your mentor and signed by your mentor within **one month of the experience recorded** i.e. if you record experience from the beginning of January to the end of March your mentor should have signed off your completed log sheet by the end of April. This is a tight turn-around but ensures that you should have feedback from your PSA in advance of you completing your next PEDR.

Note that your PSA will aim to check your log sheet, add comments and sign it off within one month of its submission. Should you experience a delay please contact your PSA directly on [peter.robinson@ed.ac.uk](mailto:peter.robinson@ed.ac.uk)

NB. Refer to the 'Concise PEDR Mark Up.pdf' for guidance on how a PEDR might be filled in using the advice above.

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