



RIAS

The Royal Incorporation
of Architects in Scotland

**Accreditation
in
Conservation Architecture**

Mentoring Scheme Guidance Notes

RIAS Mentoring Arrangement Guidance notes for Mentor and Applicant

The RIAS Mentoring Arrangement was put in place to help individuals interested in obtaining conservation architecture accreditation, but who typically do not have an accredited colleague within their practice to help guide them, or who have set up as a sole practitioner. The interested individual must have a level of conservation architecture experience that they believe brings them close to meeting the criteria required for a conservation accreditation application. They must be a registered architect and RIAS member with no less than 5 years post part 3 experience.

The first point of contact for the candidate who seeks to be mentored will be with the administrator of the RIAS Conservation Accreditation scheme who will issue the individual with the 'Guidance Notes & Application Form' for accreditation in conservation architecture at the accredited level. If the interested individual feels that they are close to meeting the criteria to apply, but either do not quite meet the '5 year post qualification' rule, or require guidance on aspects of their knowledge / theory / experience / skills / personal commitment, they can make a request for a RIAS Mentor.

RIAS Mentors will be accredited and either a RIAS Conservation Assessor or on the RIAS Conservation Committee.

As is the case for the Accreditation process, candidates requesting a Mentor for Accreditation in Conservation Architecture will be required to submit a body of information to be reviewed by the Mentor. This information should include details of the individual's career, qualifications and further areas of study or professional development. This should be supported by case studies and information demonstrating the application of judgement and the individual's particular role. Mentors will also require evidence of current conservation CPD.

Once a suitable Mentor has agreed to take on the case the RIAS administrator will contact the candidate to formally request the following –

- qualifications,
- full employment history,
- relevant employment history of working on historic buildings, including the role performed, and analysis of the conservation objectives
- CPD activity relating to conservation including the extent of background reading and
- a personal statement, not exceeding 5 A4 sheets, describing their interest and understanding of historic building conservation with details of their involvement in relevant activities.

The candidate should be informed that the case studies need not be lengthy, or too formal, but should give an indication of their experience. The Mentor can then guide the candidate on how to adapt these for the formal application process. The individual should be made aware that the information submitted will be akin to a 'dummy' accreditation application, and what is provided will form part of the eventual application.

Once the candidate has compiled the information requested the RIAS administrator will email it to the Mentor for review. The RIAS administrator will provide the Mentor with a 'feedback' form for their use.

The Mentor will then make contact with the candidate to agree the preferred method of communication and a mentoring programme.

The candidate will be informed of gaps in their knowledge and experience and guided on how to achieve this with anticipated timescales. The RIAS administrator should be copied in on all written correspondence and be kept informed of the mentoring process as seen fit by the Mentor.

The Mentor will advise the candidate when they feel the body of work meets the criteria to form an application, but should make the candidate aware that taking part in the mentoring arrangement does not guarantee that the application will be successful.

The Mentor cannot be an assessor of the eventual application. The assessors of the formal application will not be aware that the applicant took part in the mentoring arrangement.

The mentoring scheme is a pilot which will be subject to review.