



RIAS

The Royal Incorporation
of Architects in Scotland

**Accreditation
in
Conservation Architecture**

Guidance Notes & Application Form

Application for Re-accreditation

Name:

Please return Page 1 and 3 with your application - retain a copy for your records

Instructions and Checklist for Applicants applying for Re-accreditation

As intimated in the application process for Conservation Accreditation, the Incorporation monitors the performance of conservation accredited architects. All accredited individuals must re-apply on a five yearly basis to ensure their continued compliance with the standards set by the Incorporation's conservation assessors group and agreed by RIAS Council.

For each level of accreditation, evidence of recent building conservation experience is vital to ensure that skills and knowledge (both theoretical and practical) are up to date.

As an accredited architect, you are asked to submit written and illustrated evidence of relevant education, training and study as well as project information from within the last 5 years. This is required to demonstrate your continued commitment and development within this specialist field. Please note that the RIAS Conservation Accreditation scheme does not have a Consultants' category. Applicants must be active in building conservation projects.

Members of the RIAS applying for re-accreditation in conservation architecture will be required to pay a fee of £120 inc VAT. This fee is to cover the costs of assessment and is non-refundable.

Non-members will be required to pay a fee of £180 inc VAT per application.

Re-accreditation applications must be limited to 4 pages, and demonstrate ongoing project work in the field of conservation architecture (3 A4 pages) and up to date relevant CPD (1 A4 page). Please note 1 A4 page is 1 side of an A4 page. If the evidence provided is felt by the assessors to be insufficient, building conservation case studies may be called for. The assessment and appeals process will otherwise be the same as for initial accreditation. Please note that failure to submit timeously will result in your removal from the register.

1. Recent work

On a maximum of 3 separate A4 sheets, please provide details of ongoing project work in the field of conservation architecture in which you have had a direct, hands-on role in the design and delivery.

Projects should be from within the last 5 years and selected to illustrate the knowledge, skills and experience gained, including the role(s) taken by you as an accredited architect. The projects cited must not have formed part of your original submission for Conservation Accreditation. An Assessor's feedback form is included on Page 4 and 5 of this document. **It includes the competencies the Assessors will be looking for when assessing your application.** Please structure your submission to reflect this.

2. CPD

On no more than one sheet of A4, please provide evidence of relevant CPD and conservation architecture related activity: special studies, study tours, research, books

and articles read, etc. in the last five years.

Applicant Information

Name	
Date of Membership of RIAS	Membership Number

Declaration - I confirm that the information submitted is accurate	
Signature:	Date:

Payment Options

- £120 inc VAT (**RIAS members**)
- £180 inc VAT (**non-members**)

Payment by Credit or Debit Card

Telephone: RIAS can accept telephone payments. This is the quickest way to pay your subscription. Please telephone RIAS Accreditation Schemes on 0131 229 7545.

Payment by Cheque

I enclose a cheque made payable to the RIAS for: £

RIAS Conservation Accreditation Scheme, 15 Rutland Square, Edinburgh, EH1 2BE



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CONSERVATION ARCHITECTURE RE-ACCREDITATION SCHEME APPLICATION

ASSESSOR'S FEEDBACK FORM

Candidate's name:

Competences:	Demonstrated by...
Evidence of relevant, direct/hands-on experience in the delivery of conservation architecture since accreditation	
Ongoing use of conservation theory as a basis for decision making	
Knowledge gained of materials, construction and repair techniques since accreditation, lessons learned	
Evidence of up-to-date, relevant CPD and continuing interest in and commitment to conservation	

Assessment	Advanced	Accredited
Comment		

I confirm that I have assessed the above candidate and recommend that the candidate:

<input type="checkbox"/>	Has met the required standard for re-accreditation at Advanced level
<input type="checkbox"/>	Has met the required standard for re-accreditation at Accredited level
<input type="checkbox"/>	Has not met the required standard and should submit supplementary information (see below)
<input type="checkbox"/>	Has not met the required standard for accreditation at this time

Request for further information on the submission

This section is only to be used if the candidate is required to provide further information/clarification on the submission. A letter or email will be sent by the RIAS asking the candidate for the information requested by the Assessors.

Please state clearly what is to be communicated to the candidate.

Assessor's Name:

Date: