



RIAS

The Royal Incorporation
of Architects in Scotland

**Accreditation
in
Conservation Architecture**

Guidance Notes & Application Form

Advanced Level

Name:

Please return Page 1, 3 and 4 with your application - retain a copy for your records

Instructions and Checklists for Applicants at Advanced Level

Applications are invited from practising architects:

- who have been Accredited for at least five years, or with over fifteen years of detailed conservation experience and an extensive portfolio, or hold AABC accreditation as a practising architect (CA, consultant category does not qualify), who wish to be recognised as senior conservation architects.

Applications must consist of:

- the completed application form, and
- brief statement of approach, case studies, CPD as detailed below.
- applications must be sent either electronically or in unbound paper format.
- completed applications must be no more than 14 sides of A4 (20 sides of A4 if applying directly at 'Advanced' level) inclusive of application form, statement of approach, case studies and CPD.

Please note that the RIAS Conservation Accreditation scheme does not have a Consultants' category. Applicants must be active in building conservation projects.

Section 1

Brief statement of approach including a statement describing why the applicant considers himself/herself to be suitable for consideration for the advanced level.

Section 2

Case studies, text, photographs, drawings.

Three (five if applying directly at 'Advanced' level) case studies from substantially completed projects, in which applicants have had a direct, hands-on role in the design and delivery. At least one (three if applying directly for 'Advanced' level) of these should be from within the last five years and selected to illustrate the knowledge, skills and experience gained, including the role(s) taken by the applicant, mistakes made, lessons learned, conclusions drawn, etc.

Section 3

CPD detailing relevant conservation related CPD records for the past 5 years including time devoted to education and / or project work, courses, conferences, master-classes etc. attended and books, charters, standards, reports, articles, etc. read.

No appendices to be included. Any additional information over and above the requested amount will not be considered and may result in the application being rejected.

Applicant Information

1. Name		
2. Date of Birth	3. Qualifications	
4. Date of Membership of RIAS	5. Membership Number	
6. Membership of other related bodies		
Name of organisation		Date from
7. Names and addresses of two independent referees (i.e. co-professionals or fellow architects, but not from within the same practice) Referees will be contacted at the discretion of the RIAS and approached through the Secretary.		
Name	Address	
8. Employment History		
Employer	Date from	To
<i>Please continue on a separate sheet if necessary</i>		

9. I confirm that the information submitted is accurate and complete

Signature:

Date:

Payment Options

- £180 inc VAT (RIAS members)
 £270 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

PLEASE TICK APPROPRIATE CHECKLIST BELOW

Upgrade to Advanced Level Application

Tick box

Minimum five years accreditation in Conservation Architecture	
Completed application form	
Electronic or unbound application	
<ul style="list-style-type: none">• Statement of approach	
<ul style="list-style-type: none">• 3 case studies (at least 1 within last 5 years)	
<ul style="list-style-type: none">• CPD records (for past 5 years)	
<ul style="list-style-type: none">• Applications (inclusive of all of the above) no more than 14 sides of A4	
Fee for £180 inc VAT (RIAS members) / £270 inc VAT (Non-members)	

Applying directly for Advanced Level Application

Tick box

Minimum 15 years detailed conservation experience	
Completed application form	
Electronic or unbound application	
<ul style="list-style-type: none">• Statement of approach	
<ul style="list-style-type: none">• 5 case studies (3 within last 5 years)	
<ul style="list-style-type: none">• CPD records (for past 5 years)	
<ul style="list-style-type: none">• Applications (inclusive of all of the above) no more than 20 sides of A4	
Fee for £180 inc VAT (RIAS members) / £270 inc VAT (Non-members)	

IMPORTANT INFORMATION

The panel of assessors have been asked to look for specific information when assessing your application. Your application should be concise, clear and focused to answer the competencies required.

An Assessor's feedback form is included on Page 6 and 7 of this document. **It includes the Competencies the Assessors will be looking for when assessing your application.** Please structure your submission to reflect this.

You may want to structure your Case Studies as set out below –

- Historical narrative
- State of repair
- Brief
- Design approach
- Work executed
- Lessons learned
- Define personal involvement

Please read the Guidance Notes on Pages 8 - 10 of this document carefully before making your application.



RIAS

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CONSERVATION ARCHITECTURE ACCREDITATION SCHEME

ASSESSOR'S FEEDBACK FORM

Candidate's name:

Competences:	Demonstrated by...
General experience as an architect and relevant general experience in conservation architecture	
Understanding of conservation theory as a basis for decision making	
Knowledge of materials, construction and repair techniques	
Ability to analyse and design appropriate alterations, interventions, etc.	
Experience of preparing reports, conservation plans, detailing, specification writing, work on site and delivering projects.	
Interest /commitment: books, lectures, conferences and other CPD	

Assessment	Advanced	Accredited
Comment		

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

	Has met the required standard for Advanced level
	Has met the required standard for Accredited level
	Has not met the required standard and should submit supplementary information (see below)
	Has not met the required standard for accreditation at this time

Request for further information on the submission

This section is 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:

GUIDANCE NOTES

Introduction

Conservation architecture entails work to existing buildings or new work which has a significant impact on an existing building or its setting. There is a presumption that conservation architecture is primarily concerned with listed buildings. However, its objectives are economic and environmental as well as purely cultural. Conservation architecture is concerned with making old buildings useful and sound as well as with the retention of their historical qualities for the benefit of future generations. The skills and the professional judgement required to repair, restore, adapt and extend old buildings well - knowledgeably, creatively, sometimes boldly sometimes self-effacingly - are fundamentally those of a good architect.

However, a conservation architect requires particular knowledge and skills beyond those of the architect engaged only with new work. Some of these skills may be learned through education and formal training. Conservation architecture also requires the sort of understanding gained from experience in practice, usually through informal apprenticeship and working in proximity to more experienced practitioners. The first prerequisite is a real interest in architectural history, traditional building techniques and conservation theory.

RIAS Accreditation in Conservation Architecture Scheme

RIAS accreditation in conservation architecture is available to practicing architects who can demonstrate experience, knowledge, personal commitment and sound conservation skills in the implementation of case studies. Accreditation will recognise skills attained and applied to building conservation projects and the ongoing personal and professional commitment to the advancement of conservation architecture.

Application for Accreditation

This process is designed to identify those architects who possess the necessary knowledge, skills and experience to be accredited in conservation architecture. Architects with a genuine interest, usually within five to ten years of registration are invited to apply to be accredited by the RIAS.

Accreditation will be by a process of peer review by two assessors selected by the RIAS at least one of whom will be an accredited architect. The information presented in the individual's application will be confidentially assessed against six core 'competencies' agreed by the RIAS Conservation Committee (see page 6). The Competencies shown on the Assessor's feedback form are based on the *ICOMOS Guidelines for Education and Training in the Conservation of Monument, Ensembles and Sites*; these are agreed as the basis of assessment of applicants' experience as part of the Home Countries Protocol. Applicants will be accredited at one of two levels "Accredited" and "Advanced". The applicant should decide at what level they feel eligible to apply for, based on the requirements set out in the application and guidance notes.

Applicants are asked to submit written and illustrated evidence of their own choosing of their education, training, career history, relevant study, knowledge, special interests and projects in order to demonstrate that they have the necessary theoretical and practical knowledge, skills and experience to be accredited.

For each level of accreditation, evidence of recent experience, in the form of case studies, is vital. When applying for advanced level accreditation to ensure that knowledge is up to date the

following should be submitted -

- Applying to upgrade from accredited to advanced - at least one case study should have been carried out in the last five years.

- Applying directly at advanced level - at least three of the five case studies described should have been carried out within the last five years

Please see “Instructions and Checklists for Applicants” for detailed information on the application requirements. Applications will be considered on the basis of the initial application. However, assessors may request further information and/or call applicants to an interview.

As leaders in the field, it is anticipated that architects accredited in conservation architecture will contribute to the furtherance of the RIAS accreditation scheme and the dissemination of knowledge amongst architects, the construction profession, clients and stakeholders.

Upgrading

Accredited architects may re-apply to upgrade to ‘Advanced’ five-years or more after their initial accreditation.

Fees

Practising members of the RIAS applying for accreditation in conservation architecture will be required to pay a fee of £180 (inc. of VAT) for their application. This fee is to cover the costs of assessment and is non-refundable. Architects who are not members of the RIAS will be required to pay a fee of £270 (inc. of VAT).

Application Appeal Process

If an applicant is not recommended for accreditation they will be deferred with the option of either re-submitting or providing additional information. Assessors may recommend deferral if, for example, they are seeking better information, more appropriate case studies or clarification of the applicant’s role in a project. Six months will be given as a time limit to submit. If no information is supplied within this time, the application will be closed. If information is submitted and the application is subsequently refused the applicant will be advised on the panel’s reasoning.

Applicants who are refused accreditation may appeal formally in writing. A new assessor will be asked to review the original application. If this assessor agrees with the recommendation of the original assessors, the decision to refuse accreditation will stand. If the new assessor disagrees with the original recommendation, a review panel to include the first assessors, the new assessor and the Secretary will be convened to reach a final decision. The applicant may be required to attend for interview. A further appeal may be directed to the RIAS President. The President’s decision will be final.

Professional Practice

This accreditation relates to individuals, not businesses or practices. No accredited architect should allow a practice to use his or her accreditation inappropriately.

In accordance with the ARB professional code of conduct, architects should only undertake professional work for which they are able to provide adequate professional, financial and technical competence and resources. An accredited architect in conservation architecture

should not take on any conservation work they are not qualified to do.

Any RIAS accredited architect subject to a complaint in connection with their conservation work will be invited to attend an interview with a panel, following which their accreditation will be reviewed. The panel will advise on the retention, suspension or cancellation of accreditation. Members whose accreditation is suspended or cancelled may appeal to the President. The decision of the President of the RIAS will be final.

CPD, Monitoring and Five Yearly Renewal Process

The Incorporation will monitor the performance of its conservation accredited architects. All accredited individuals will be invited to 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. Once accredited RIAS members will be expected to retain active RIAS membership.

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.

Suggested Reading List

RIAS Illustrated Architectural Guides

British Standard BS 7913:2013 *Guide to the conservation of historic buildings*

Historic Scotland Technical Advice Notes, Various

Historic Scotland Guide for Practitioners, Various

Historic Scotland Research Reports, Various

Pevsner Architectural Guides: *The Buildings of Scotland*

Pevsner Architectural Guides: *The Buildings of England*

Bernard M Feilden: *Conservation of Historic Buildings*, 3rd Ed. Elsevier, 2005

Glen L Pride, *Dictionary of Scottish Building*, The Rutland Press & Historic Scotland, 1996

James Semple Kerr, *The Conservation Plan*, 5th Ed. The National Trust of Australia, 2000

M Walker and P Marquis-Kyle *The Illustrated Burra Charter: good practice for heritage places Australia ICOMOS*, 2004

Websites

www.buildingconservation.com

www.historic-scotland.gov.uk

<https://historicengland.org.uk/>

<http://www.english-heritage.org.uk/>

www.hlf.org.uk

www.ahfund.org.uk

www.international.icomos.org

www.understandingconservation.org

www.docomomo.com

www.ahss.org.uk