



THE ARCHITECTS REGISTRATION BOARD OF JAMAICA
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ARCHITECTS REGISTRATION BOARD THE JAMAICAN INSTITUTE OF ARCHITECTS

PRACTICAL EXPERIENCE AND PROFESSIONAL PRACTICE EXAMINATION SYLLABUS OUTLINE

PRACTICAL EXPERIENCE

JIA Practical Experience Scheme

Practical Experience is an essential complement to academic learning. The fundamental objectives of the Scheme are to ensure that, through 'learning by doing' with responsibility in an established office, those entering the Institute should have:

1. A practical understanding of the procedural, legal and contractual problems of professional architectural practice in Jamaica, which will be tested by the Registration and Education Commission of the Institute.
2. Practical Experience of obligations of the kind entailed in architect-client and employer-employee relationships; and
3. Direct experience, under supervision, of the duties and responsibilities of professional practice which become theirs upon qualification.

The minimum period of practical experience is two (2) years both of which must be **after** the completion of an accredited **professional** architecture degree/diploma/course from a university/architecture school on the approved list of the Registration and Education Commission of the Institute.

A minimum of one year must in all cases be spent in Jamaica in an architect's office under the direct supervision and guidance of a member of the Institute or an experienced registered architect.

JIA Practical Experience Log Book

Each candidate must have his/her practical experience fully recorded in the JIA Practical Experience Log Book.

JIA/ARB PRACTICAL EXPERIENCE AND PROFESSIONAL PRACTICE EXAMINATION SYLLABUS

PROFESSIONAL PRACTICE EXAMINATION

The objective of the Professional Practice Examination is to ensure that a candidate has reached a level of professional competence and has been sufficiently exposed to a degree of practical experience considered reasonable by the Institute to permit practice of the profession of Architecture in Jamaica. The examination consists of three parts, a Case Study, a Written Examination and an Oral Interview.

Case Study

Each candidate must submit a Case Study after he/she has successfully completed the JIA Practical Experience Scheme. The candidate may choose a completed building or renovated works, a partially completed (minimum 50%) large building or a substantial portion of a complex of buildings but must have the approval of the Chairman of the Registration and Education Commission of the Institute.

The Case Study enables the examiners to assess the candidate's ability to critically appraise and investigate a building project and to formulate a report on its background, progress and problems from inception to completion, or present state. Candidates are expected to identify and form conclusions about the successes and weaknesses of the project. The Case Study is **not** a chronological history of the project but an informed appraisal demonstrating the knowledge and experience gained by the candidate. It is not essential for the candidate to have direct involvement with the project.

Written Examination

A Candidate is eligible to sit the written examination **once he/she has successfully completed** the JIA Practical Experience Scheme and has had his/her Case Study approved by the Registration and Education Commission of the Institute.

The written examination is divided into three sections as follows:

- Section 1 Local Planning and Building Law, Regulations, By-Laws, Acts and Procedures.

- Section 2 Building Contracts and Contract Administration (including correspondence and report writing).

- Section 3 JIA Constitution, Conditions of Engagement, Code of Conduct and Recommended Scale of Fees.

JIA/ARB PRACTICAL EXPERIENCE AND PROFESSIONAL PRACTICE EXAMINATION SYLLABUS

Oral Interview

This is the final step taken by the candidate where he/she is given the opportunity to demonstrate to the Registration and Education Commission of the Institute that he/she is of good character and integrity, intends to abide by the Institute's Constitution and Bye-Laws and is a fit and proper person to be made a member of the Institute. The oral interview also affords a marginal candidate another opportunity to assure the Registration and Education Commission of the Institute that he/she is worthy of becoming a member of the Institute.

JIA READING LIST

- Essential Study - should be carefully studied
- Recommended Reading - should have some knowledge of the contents

Exam Section I – Legislation

Essential Study:

GOJ	Architects Registration Act 1987
GOJ/Min of Finance	National Building Code of Jamaica 1992
GOJ/TPD	A Manual for Development 1982
GOJ	The Town and Country Planning Law 1957 & Amendments
GOJ	The Kingston and St. Andrew Building Regulations (1908)

Recommended Reading:

GOJ	The Building Operations and Works of Engineering Construction (Safety, Health and Welfare) Regulations 1968
Bureau of Standards	Jamaica Energy Efficient Building Code Requirements 1990
GOJ	Local Improvements Act
GOJ	The Factories Act 1976
GOJ/NWC	The Kingston and St. Andrew Improvements Reg 1963
GOJ	The Town and Country Planning (St. Ann Parish) Provisional Development Order 1998

Exam Section 2 - Contract Administration

Essential Study:

CIC (formerly JCC)	Standard Form of Building Contract Private Edition with Quantities
CIC (formerly JCC)	Standard Form of Building Contract (Small Works)
CIC (formerly JCC)	Code of Procedure for Selective Tendering

Recommended Reading:

V. Powell-Smith & D. Chappel	Building Contract Dictionary
D. Chappel	Contractual Correspondence for Architects
GOJ/NCC	Policy on Public Sector Procurement
FIDIC	New Contract

JIA/ARB PRACTICAL EXPERIENCE AND PROFESSIONAL PRACTICE EXAMINATION SYLLABUS

Exam Section 3 - Professional Conduct

Essential Study:

JIA	Constitution and Bye-Laws
JIA	Code of Professional Conduct
JIA	Conditions of Engagement and Client/Architect Agreement
JIA	Recommended Scale of Fees

Recommended Reading:

Bob Greenstrat	Legal and Contractual Procedures for Architects
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