

APPLICATION FOR A POST OF PRACTICAL TRAINING COUNSELLOR SLIA/BOARD OF ARCHITECTURAL EDUCATION (BAE)

A. INTRODUCTION TO THE SRI LANKA INSTITUTE OF ARCHITECTS (SLIA)

Sri Lanka Institute of Architects (SLIA), from its inception, plays a key role in providing opportunities for architectural education in Sri Lanka. The SLIA has instrumentally guided the development of this education, thus keeping with the objectives of the Institute as provided for in the Sri Lanka Institute of Architects' Law No. 1 of 1976, and the Sri Lanka Institute of Architects Amendment Act No. 14 of 1996.

Some of the key objectives provided for in these acts related to education are;

- to promote and advance the study, practice and application of, and research on architecture and its kindred subjects and the arts and sciences connected therewith:
- to organize, supervise and control the admission, professional education and training of persons desiring to qualify as Architects, to prescribe or approve courses of study for qualifying for the membership of the Institute, and to conduct or provide for the conduct of such courses and examinations:

B. ARCHITECTURAL EDUCATION IN SRI LANKA

The SLIA has guided the early development of the current Architecture programme at University of Moratuwa from a vocational programme at the Institute of Practical Technology at Katubedda to a fully-fledged Degree Programme. The institutes, Sri Lanka Institute of Architects, Royal Institute of British Architects (RIBA) and the Commonwealth Association of Architects (CAA) concurrently have recognized and accredited the courses of Architecture offered by the Department since 1985.

As a continuance of the accepted policy and further enhancing of opportunities for architectural education in the country, the SLIA from 1986 has organized courses leading to the Parts I & II of the Sri Lanka Institute of Architects Examination which later (1999) evolved in to the current City School of Architecture (CSA).

SLIA conducts the Part III of the Sri Lanka Institute of Architects Examination and organizes a Lecture Programme for the same. The Lecture Programme is conducted directly by the **Board of Architectural Education (BAE)** of the SLIA. The part-time modular based lecture Programme, attended by the eligible candidates is further strengthened by a series of seminar workshops. Membership of the SLIA is recognized by the Government of Sri Lanka as a professional qualification for professional appointments in the Public Sector. The SLIA, through the BAE has commenced its own accreditation system starting from 2012.

C. PRACTICAL TRAINING

It is recommended that Architectural Trainees obtain their practical experience under a Registered Trainer Practice, which ensures the Trainer Practice has the ability, and also the capability and capacity to duly deliver appropriate practical training adequately during the Trainees' employment period.

Professional experience through employment enables Trainees to learn from observing and participating in architectural practice, and to develop professional skills by working under the supervision of a Chartered Architect/ Employment Mentor with specified experiences.

The training has to be systematic and focusing on identifying core competencies which are to be developed by Trainees. In order the training be useful and meets the set objectives, the Trainer Practices themselves should be of a standing that is capable of delivering the expected and most appropriate training qualitatively &adequately through their organizational set ups. However, it is understood and known there is a vast diversity in Architectural Practices. While such diversities can contribute to give a vibrant experience it also can cause some students to miss-out on certain key competencies.

The Training Experience Record Book (TERB) aims at laying down guidelines and procedures to ensure students of architecture gain useful and relevant experience at their work places. The key players involved in the training of architectural students are,

- Trainer Practices
- Employment Mentor
- School of Architecture
- Professional Studies Advisor
- Practical Training Counsellors

Each of the above personnel/ organizations has specific roles to play. The idea of having so many involved in the training is to ensure that the training becomes comprehensive. Such a comprehensive monitoring mechanism is expected to ensure producing competent and self-confident architects.

The Membership Enrolment Committee and/or the Examination Committee of the BAE will evaluate the adequacy of training records submitted through the Practical Training Counsellor to check the eligibility of the Trainee for admission, either to a membership or to sit an examination conducted/monitored by the BAE.

Part I and Part II of the Sri Lanka Institute of Architects Examination (or qualifications exempted thereof) – The Student should register with BAE by applying for a relevant membership category of SLIA (Student/Graduate) as soon as the student starts following a course of studies leading to these examinations.

Part III of the Sri Lanka Institute of Architects Examination – The Student should register with BAE as a Candidate/Trainee for Practical Training Counselling (for full time training after Part I or Part II or their exemptions). They should also apply for relevant membership category in case if they don't have a SLIA Membership. The TERB published by the BAE will be issued only to those Trainees registered as explained above.

During the period of obtaining professional training experience, whilst the status of the Trainee is that of an employee first and foremost, the Trainee should also be learning new skills and developing the professional abilities within a structured setting. Getting the most out of the professional experience depends on how well the Trainee manages the relationship between himself, his office and the appointed Practical Training Counsellor/professional studies advisor. Professional experience requires certain duties and responsibilities to be observed by the Trainee in the workplace.

Practical Training Counsellors are assigned to students to advise and guide them through their training period. The Practical Training Counsellor is the link between trainees and the BAE. They are required to assess the adequacy of the training through personal interaction with the trainees within the guidelines set by the BAE. The Practical Training Counsellor shall advise the trainees on how to improve their experience and broad base their knowledge and exposure in the practice of architecture.

END OF INTRODUCTION

POST OF PRACTICAL TRAINING COUNSELLOR

Terms of Reference (TOR):

Under the direction of, in concurrence with, in consultation and coordination with, the Chairman of BAE, *to include but not limited to the TOR listed below;*

1.0 DUTIES AND RESPONSIBILITIES OF THE PRACTICAL TRAINING COUNSELLORS

- 1.1 Meeting the Trainees assigned to him/her once a month at the SLIA. The Practical Training Counsellors meeting with the Trainees would be held generally from 5.30 p.m. onwards on a pre-scheduled date that would be informed to the Trainees by BAE in advance.
- 1.2 Maintaining the attendance of Trainees for Practical Training Counselling on the register provided by the BAE, at the end of each counselling session.
- 1.3 Arranging and alternative appointment on a convenient day within the same calendar month in the event if a Trainee is not able to attend the regular counselling session for an acceptable reason.
- 1.4 Informing the BAE in advance of cancellation of counselling sessions if he/she can't attend on a pre-scheduled date.
- 1.5 At the counselling meetings, discuss with the Trainee and also check the Trainees' Experience Record Book (TERB) to monitor adequacy of training, completeness of records and confidence of the Trainee on the training obtained.
- 1.6 Conduct the counselling session interactively as a group discussion paying attention not only to the Trainees' individual training "issues", but collectively to each Trainee's "issues" in the group, thereby ensuring the Trainees gain extensive knowledge and understanding, limited not only to an "issue" but to a variety of "issues" and experiences of various trainer practices.
- 1.7 Advising the Trainee on ways to improve his/her experience. The Trainee is responsible for following the advice given.
- 1.8 Scrutinizing the log sheets (Monthly Record) and summary sheets (Annual Record) and forward them to the BAE monthly with a Report. As periodic assessment of the quality and extent of training received by each Trainee, the Practical Training Counsellor shall record each Trainee's deficiencies in the Quarterly Record for follow-up by the Employment Mentor. The Employment Mentor shall certify the veracity of the information provided by the Trainee.

- 1.9 A late submission shall be accepted by the Practical Training Counsellor only if it is supported by a letter of excuse citing the reasons for the delay in submission. Employment Mentor shall certify the letter of excuse.
- 1.10 Keeping in record the contact numbers of the Trainees who are assigned to him/her.
- 1.11 The Practical Training Counsellor shall not accept TERB or its record sheets sent by a Trainee through a third party. Trainees should be strongly advised not to submit training record sheets directly to the BAE. Record sheets must be accepted only during counselling sessions.
- 1.12 The Practical Training Counsellor is expected to guide Trainees on their request, on preparation of Case Study Reports, PCPA and Professional Essays etc. as partial fulfilment of examination requirements.
- 1.13 Check transferring the Weekly Records to Monthly Record and then to the Annual Record and comment on Monthly and Annual Records.
- 1.14 Timely completing of the required parts of the Quarterly Reports and Annual Report of the TERB with necessary recommendations.
- 1.15 Any other relevant duties as directed by the Chairman-BAE.

2.0 THE PRACTICAL TRAINING COUNSELLORS SHALL BE AWARE OF THE FOLLOWING:

- 2.1 Training requirements for obtaining Graduate Membership and sitting SLIA Professional Practice Examinations. (Given in the TERB).
- 2.2 Comprehensive training requirements for overseas qualified and/or overseas trained personnel. (Given in the TERB)
- 2.3 Conditions applicable to the use of the TERB (Given in the TERB)

3.0 GENERAL COUNSELLING GUIDELINES (AS APPLICABLE) – DO

- 3.1 Encourage communication among students.
- 3.2 Create a friendly atmosphere; however, maintain the dignity of the Counsellor and BAE.

- 3.3 Advise on correcting mistakes or shortcomings.
- 3.4 Advise and encourage improving communication skills.
- 3.5 Encourage and direct students to refer relevant documents.
- 3.6 Encourage students to raise questions.
- 3.7 Encourage learning through peer discussions at counselling sessions.
- 3.8 Be available even if a personal problem is raised. Maintain confidentiality in dealing with such situations. Direct students to necessary advisers or resource persons when in need.
- 3.9 Check the daily diary and question the veracity of the information.
- 3.10 Check the authenticity of the documentary submissions in the TERB.
- 3.11 Check whether the TERB documents are signed by the Mentor.
- 3.12 Ensure that the currently applicable rubberstamp of the Mentor is placed.
- 3.13 Obtain letters of excuse as appropriate for any late submission and forward to BAE.
- 3.14 Direct students to gain the required experience.
- 3.15 Be punctual – If a Counsellor is getting late, he/she has to inform Manager-BAE by SMS or email.
- 3.16. If a Counsellor cannot attend on the due date, he/she should inform Manager-BAE at least 6 hours prior to counselling time.

4.0 GENERAL COUNSELLING GUIDELINES (AS APPLICABLE) – DON'T

- 4.1 Criticize and bring disrespect to the supervising Architect/Mentor or the Practice.
- 4.2 Comment on any other students.
- 4.3 Request drawings and documents of the Architect/Mentor or the Practice.
- 4.4 Contact Mentors / supervising architect unless through the BAE.
- 4.5 Engage in personal insults of the students.

- 4.6 Compare students in the presence of others.
- 4.7 Make use of confidential information that you get to know at counselling for your advantage or to any other's disadvantage.

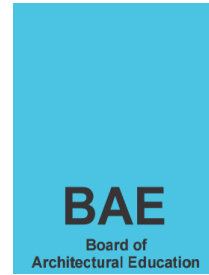
5.0 ELIGIBILITY REQUIREMENTS:

- 5.1 More than 10 years of post-Charter Architectural practice experience as a Project Architect or in a similar role of responsibility.
- 5.2 Less than 70 years of age by 31st of December 2018
- 5.3 Experience in carrying-out the full scope of architectural consultancy service in private and / or public sectors, in the capacity of a Project Architect or in a similar role of responsibility.
- 5.4 Minimum of 5 years of experience as an Architectural mentor (or supervisor/advisor) for SLIA Part III students in the Capacity of a Project Architect or in a similar role of responsibility.
- 5.5 Ability to attend and conduct counselling sessions at the SLIA at least for 2 days per month from 5.30 p.m. onwards, minimum 3 hrs a day (for about 12 students per day)

6.0 EMPLOYMENT INFORMATION AND REMUNERATION

- 6.1 Appointment as a Practical Training Counsellor will be on contract basis for 2 years.
- 6.2 A monthly fee of LKR 15,000/- (Fifteen Thousand only) for each month of counselling will be paid to each selected Counsellor.
- 6.3 A List of students with after Part I*and/or after Part II*qualifications, allocated will be provided to each selected Counsellor. (* or other qualification exempted from it).
- 6.4 Necessary further instructions and information will be available in the TERB and "Guidelines for Counsellors".

END OF TOR-DUTIES AND RESPONSIBILITIES GENERAL GUIDELINES EMPLOYMENT INFORMATION AND REMUNERATION



PTC

**APPLICATION FOR A POST OF PRACTICAL TRAINING COUNSELLOR
SLIA/BOARD OF ARCHITECTURAL EDUCATION (BAE)**

Use block letters to fill this application

1	Name with Initials:	Dr./Mr./Mrs./Miss.																				
2	Name in Full:																					
4	Gender:		Male	<input type="checkbox"/>	Female	<input type="checkbox"/>																
5	Name of Practice (currently employed or owned)																					
6	Postal Address: (for correspondence)																					
7	Telephone: Office																					
	Residence																					
	Mobile																					
8	Email Address:																					
9	National Identity Card Number:																					
10	Year of Birth:																					
11	SLIA Membership Category:		Fellow	<input type="checkbox"/>	Associate	<input type="checkbox"/>																

12 Year of Registration as an Associate Member

13 ARB Registration: Number Registered for 2018

14 Status of Employment (state the position) Owner Employee

15 Nature of Practice:

Individual

Sole Proprietorship

Partnership

Limited Liability Company

Other

16 Brief note on the nature of official work attended/being attended:

17 Confirm your availability to be employed at and the SLIA as mentioned in the TOR:

18 Experience after obtaining Corporate membership of SLIA Total Years:

	Period: (No. of Years/ months)	From: (year/month)	To: (year/month)	Brief Description
SLIA Council, Boards & Committees				
Other Agencies/ Practices				

19 Experience as a Mentor (Supervising/advising a Trainee) – If any

Practice/Organization	Period: (No. of Years/months)	From: (year/month)	To: (year/month)

20 Declaration by the applicant:

I certify that I have read and fully understood the TOR and duties & responsibilities of a Practical Training Counsellor.

All information given, and evidence provided on this form is correct/true according to the best of my knowledge.

Signature of the Applicant	Current ARB Rubber Stamp	Date
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Application For a Post of Practical Training Counsellor –

END OF APPLICATION

CHECK-LIST TO BE FILLED BY SLIA BAE OFFICE

	NAME OF TRAINER PRACTICE (as given in the application)		
		Yes ✓	No ✓
1	APPLICATION RECEIVED BY THE BAE FROM: ON		
2	<u>DATE AND TIME</u> OF THE SUBMISSION OF THE PERFECTED APPLICATION MARKED		
3	<u>POSTAL ADDRESS, TELEPHONE NUMBER, FAX NUMBER, MOBILE NUMBER AND EMAIL ADDRESS HAS</u> BEEN STATED		
4	DECLARATION BY THE APPLICANT COMPLETED		
5	APPLICANT HAS SIGNED BEFORE HIS/HER NAME IN THE REGISTER ON COMPLETION OF SUBMISSION OF THE APPLICATION TO SLIA		
	<p>Checked by: MANAGER- BAE</p> <p>Signature & Date Stamp:</p>		

END OF APPLICATION CHECK-LIST

<u>FOR OFFICE USE ONLY</u>	
1	<p>The Application conforms to all the requirements in the check list.</p> <p>Signature: Manager, BAE</p> <p>Date (Place date stamp)</p>
2	<p>Application is forwarded to the Education Standard Committee(ESC) by the Secretary, BAE</p> <p>Signature: Secretary, BAE</p> <p>Date</p>
3	<p>Recommendation for eligibility by the Education Standard Committee;</p> <p>Applicant is: Eligible <input type="checkbox"/> Not Eligible <input type="checkbox"/></p> <p>Signature of ESC member:</p> <p>Remarks or Instructions if any:</p> <p>Signature: Chairman, ESC</p>
4	<p>Approved by the Board of Architectural Education at the Meeting held on:</p> <p>Signature: Chairman, BAE</p> <p>Date</p>
5	<p>Ratified by the Council of the SLIA at the Council Meeting held on:</p> <p>Signature: President, SLIA</p> <p>Date</p>