

Host Practice

Memorandum of understanding between:

- a student or graduate of an RIBA recognised school of architecture
and
- an architects' or co-professional practice
or
- a UK university.

Aims of Host Practice

- To provide support to part 1 and part 2 architecture graduates who wish to undertake practical experience and develop their professional career, but have been unable to identify suitable work placements.
- To put students and graduates in contact with both their peer group, and a national network of practices and universities interested in addressing the shortage of work placement opportunities.
- To introduce individuals to practices who are prepared to host limited numbers of graduates in their office, engaged in activities related to the practice of architecture e.g. competitions, private commissions, and research - but not as employees of that practice.
- To permit those graduates to make limited use of practice facilities, and be offered an overview of practice activities, without this overview involving unpaid employment or payment below prevailing regional rates.
- To introduce graduates to universities who have identified suitable research projects related to the practice of architecture, and may offer research fellowships to suitable candidates, without this participation involving unpaid employment or payment below prevailing rates in the HE sector.
- To develop a national template for graduates, practices, and universities to work together and provide worthwhile professionally related opportunities in times of economic recession.

Host Practice is a new initiative, with simple parameters within which participants operate. Agreement to these is essential to ensure hosts and the hosted graduates develop good relationships.

It is therefore suggested that graduates should:

- attend an interview with potential Host Practices to determine mutual suitability
- accept that the practice's decision in terms of who is selected for this initiative is final
- submit a work programme acceptable to the hosting practice; this will make a proposal for how each working day and week is organised, and what projects will be undertaken, specifying key dates for completion of these
- subscribe to the accepted routines and standards of the practice, in terms of punctuality, regular and consistent hours of attendance, dress code, respect for others and their opinions, and all relevant health and safety and human resources protocols
- have reasonable access to practice facilities such as computer, telephone, fax, and printing within the terms defined by that practice
- notify the practice well in advance of proposed days off, or holidays; notify the practice in the event of illness or accident.

- declare that, where relevant, they are entitled to and claiming , jobseekers' allowance
- commit to the host practice for a minimum term of 3 months
- without stating a reason, have the facility to terminate their relationship with the hosting practice at 14 days notice
- agree confidentiality requirements with the practice

Practices should:

- arrange an interview with interested graduates to determine mutual suitability
- agree that graduates will not be expected to engage in any unpaid work for the practice
- agree that should the opportunity to offer paid work to graduates hosted in the practice arise, this will be at regional rates consistent with those paid to part 1 and part 2 graduates in 2009
- if employment is offered, consider the relationship of this to the criteria for practical experience eligible for recording on the RIBA's PEDR, particularly in relation to the duration and type of work offered
- by agreement, permit hosted graduates access to practice facilities, and participation in any scheduled office based CPD events
- by agreement, offer hosted graduates professional mentoring and consultation
- by agreement, offer hosted graduates the opportunity to shadow practice projects
- commit to the hosted graduate for a minimum term of 3 months
- without stating a reason, have the facility to terminate their relationship with the hosted graduate at 14 days notice
- agree confidentiality requirements with the graduates.

Universities should:

- arrange an interview with interested graduates to determine mutual suitability
- agree that graduates will not be expected to engage in any unpaid work for the university
- agree that should the opportunity to offer paid work to graduates hosted in the university arise, this will be at rates consistent with the HE sector in 2009
- if employment on a suitable research project is offered, consider the relationship of this to the criteria for practical experience eligible for recording on the RIBA's PEDR, particularly in relation to the duration and type of work offered
- by agreement, permit hosted graduates access to university facilities, and participation in any scheduled university based CPD events
- by agreement, offer hosted graduates academic mentoring and consultation
- by agreement, offer hosted graduates the opportunity to shadow other university research projects
- commit to the hosted graduate for a minimum term of 3 months
- without stating a reason, have the facility to terminate their relationship with the hosted graduate at 14 days notice
- agree confidentiality requirements with the graduate.