

RIBA 

# RIBA Chartered Practice

A mark of quality



1834–2009

# RIBA Chartered Practice

RIBA Chartered Practice accreditation is applicable for any size of practice. Whether you are a sole practitioner, medium sized business or large practice, it is designed to help you improve your business effectiveness and performance. Being a Chartered Practice provides a quality assurance to potential clients and the wider construction industry. Accreditation to the scheme confirms that your business is committed to excellence in design and service delivery; something that may give an RIBA Chartered Practice the edge over the competition

RIBA Chartered Practices are the only members to be endorsed and promoted by RIBA Client Services. RIBA Client Services works directly with clients and Chartered Practices to accurately match the project requirements to meet the needs of each client with the expertise of the relevant Chartered Practice/s.

“Success in architecture comes from good client relations and having the business acumen to strengthen that bond. Becoming a Chartered Practice can help you to reappraise your business and become more client focused – a key advantage in any organisation.”

**Jane Duncan, Director, Jane Duncan Architects  
RIBA Chartered Practice**

# RIBA Chartered Practice accreditation will:

- **Help you to improve your business effectiveness and performance**

Access and share the latest knowledge, research and information as well as considerable promotional and marketing benefits, including a wide range of business support services to help you stay ahead of the competition

- **Actively work to match your service with new clients and projects**

The RIBA promotes your practice through its Client Services. In 2008, the RIBA Client Services received over 6,000 enquiries from clients who were referred to the most appropriate RIBA Chartered Practices to best cater for their needs

- **Assure potential clients of your quality, design excellence and service**

Appointing a practice is a key decision, and clients appreciate the reassurance of a trustworthy third-party accreditation from bodies such as the RIBA

By advertising your practice as RIBA accredited, your organisation will have an edge over the competition

- **Sustain your organisation through economic difficulties**

The effect of the global financial crisis and its impact on the architectural profession is the RIBA's top concern. Helping members and practices emerge stronger from the recession is of vital importance

As the recession continues, there has never been a more vital time to be part of the RIBA - the collective voice of architecture and the built environment

The RIBA Chartered Practice scheme exists to raise the standards of the profession. It encourages not only the highest levels of design capability, but better working practices and improved customer services

# RIBA Chartered Practice benefits and services

Every company, whether large or small, no matter what the profession, understands the importance of appropriate marketing to attract new business and raise its profile

Only RIBA Chartered Practices will be endorsed and promoted by the RIBA, as well as benefiting from the following:

- **Use of the RIBA Chartered Practice insignia on letterheads, signboards and other promotional materials;** a mark of your quality signalling your practice is RIBA accredited
- **Client nominations from the RIBA Client Service Team;** unbiased, personalised nominations service used for free by over 6,000 clients in 2008. The service only nominates RIBA Chartered Practices
- **Entry in the Online RIBA Chartered Practice Directory;** fully searchable online; featuring in the directory provides the opportunity to showcase your portfolio in the UK and Internationally
- **Entry in the specialist RIBA Sector Reviews** with an opportunity to publish your projects in key areas. These reviews are distributed to key stakeholders within each sector
- **Entry in the RIBA Chartered Practice Printed Directories;** a national directory of RIBA Chartered Practices distributed for free to targeted clients
- **Enhanced and discounted RIBA Yellow Pages Advertising;** with tens of thousands of searches for architects and architectural services a month, the RIBA is well positioned to ensure Chartered Practices receive greater exposure than the rest
- **Discounted website development;** 'RIBA Microsite' is a flexible website development tool offered to RIBA Chartered Practices through partner supplier Acefolio – an excellent opportunity for new practices to have credible web presence
- **Receive the Chartered Practice Newsletter** exclusive to RIBA Chartered Practices; the newsletter is a topical publication providing updates on the industry, the RIBA and potential clients
- **Promote your practice at major exhibitions and conferences;** throughout the UK and Internationally
- **Receive discounts;** on the use of RIBA meeting rooms, presentation suites and venue hire

# RIBA Chartered Practice benefits and services

## Access a range of business support services

RIBA Chartered Practice accreditation demonstrates to potential clients that you operate efficient business management systems and appropriate risk management procedures

The RIBA offers a range of services to support its members which maximise business effectiveness and performance. These include:

- **RIBA Chartered Practice Business Benchmarking Service;** compare your performance against the profession and your peers, giving you an objective assessment of areas critical to your success and allowing you to identify new business areas, staff training issues and best practice
- **Legal, Technical and Regulatory Guidance;** free telephone consultation with over 20 practice consultants with specialist knowledge on a range of issues covering copyright, debt recovery, VAT, disability design issues, building regulations, planning, IT, QA, contract and employment law. Applicable to Chartered Members and Associate Members within the Practice only
- **RIBA Quality Management Toolkit;** quality assurance guidance designed to assist architectural practices of all sizes
- **The RIBA Environmental Policy Guide;** designed to help practices reduce their carbon footprint, improve recycling and reduce reliance on packaging and better understand the potential effects of their designs
- **Downloadable Health and Safety Policy Template;** based on the general needs of a typical architects' practice
- **Receive Discounts** on a range of personal insurance policies and services designed to meet architects' needs
- Encourage recruitment and retention of quality staff, and be acknowledged as a good employer, with the use of the **Employment Policy Guidelines and Model Employment Contracts**

## Receive preferential rates on a range of business services, including:

- Access accurate and realistic construction cost information and estimates based from the UK's most comprehensive building cost database BCIS (Building Cost Information Service)
- Build and maintain an effective website and exploit your portfolio online with discounts to website development and maintenance service
- Stay up-to-date with the latest UK and international competitions with a free subscription to the RIBA Competitions Hotline newsletter
- Organise business visas and immigration details for employees with specialist advice from Global Visas
- Find your next employee with discounted rates for job adverts with RIBA Appointments

**Taking advantage of the savings on just one of these services can be worth more than the annual Chartered Practice registration fee**

# RIBA Chartered Practice benefits and services

## **Assure potential clients of your quality, design excellence and service**

Keeping your business at the cutting edge and ensuring you take advantage of new opportunities means staying abreast of developments in the profession. At the RIBA, we offer a number of services aimed at helping RIBA Chartered Practices stay completely up-to-date:

- Access to a range of **RIBA email bulletins**, covering Practice and International issues, CPD and more
- Access **invaluable practice guidance** through the members only section of **www.architecture.com**
- Share your **thoughts and debate issues with fellow RIBA members** and staff through the lively online **discussion forum - RIBAnet**
- Access to the latest knowledge and research information through the RIBA Practice department
- Free use of the RIBA Library with access to Europe's largest collection of architecture books, publications, drawings and manuscripts
- Use of the RIBA Library's loan collection; Allowing you to borrow books on the history and practice of architecture, the built environment and landscape design
- Tap into electronically networked technical library resources and full-text journals
- Receive discounts on RIBA Library products, reproduction fees and bookings
- Exchange information and inspiration on topics relating to architectural research. Strengthen the connection between research, the practice and potential clients through the RIBA online community wiki- RIBApedia
- Access an extensive resource of relevant products and services through the Product Selector Directory

# RIBA Chartered Practice benefits and services

## **Sustaining your organisation through economic difficulties**

The RIBA is working hard to provide advice and information to combat the effects of an economic downturn as well as exploring new opportunities to promote RIBA Chartered Practices to prospective clients

- **The RIBA Recession Survival Kit;** provides Chartered Practices with invaluable guidance from the RIBA, specialist experts, colleagues and government bodies to help you survive the recession and flourish when the economy recovers. This tool can be found in the Members only area of **[www.architecture.com](http://www.architecture.com)** and is updated on a regular basis
- **The RIBA's presence at a wide range of events,** and **extensive press coverage,** means that the institute and its members achieve high profile exposure

- As well as increased promotion for RIBA Chartered Practices, we are developing new benefits and services to complement those you already have access to including; the **RIBA Knowledge Communities facility;** an exclusive online professional networking and knowledge resource for members, practices and potential clients
- **RIBA Client Services** is working hard to continually improve the client referral service offered and identifying new client targets to work more closely with. By working with us, you too can ensure that your practice is promoted in the most effective way to potential clients. Set up a meeting today - Client Services number is 020 7307 3700

# Becoming an RIBA Chartered Practice

To become an RIBA Chartered Practice, your office will need to meet the below criteria- if registering more than one office each separate practice will need to demonstrate the following:

- At least one of your full- time principals (director or partner) must be an RIBA Chartered Member
- All of your architectural work must be supervised by a Chartered Architect
- At least 1 in 8 of all staff employed in your practice must be on the ARB register, or an Associate Member of the RIBA or a CIAT member with RIBA Affiliate Membership
- At least 1 in 10 of all staff employed in your practice must be an RIBA Chartered Member or Associate Member
- Your practice must have a current and appropriate professional indemnity insurance policy
- Your practice must operate an appropriate Quality Management System
- Your practice must operate an appropriate Health and Safety Policy
- Your practice must have a written employment policy in place which addresses the principles of the RIBA policy statement on employment
- Your practice must have an appropriate Continuing Professional Development (CPD) framework in place
- Your practice should be working towards the development of a written Environmental Management Policy and its application to the business operation of the practice by 1st July 2010. Find help online at **[www.architecture.com](http://www.architecture.com)**

# RIBA Chartered Practice subscriptions

Band 1 - £110		
1	1	1

Band 2 - £145		
2-5	1	1

Band 3 - £190		
6-8	1	1
9-10	2	1

Band 4 - £270		
11-16	2	2
17-20	3	2
21-24	3	3
25-30	4	3
31-32	4	4
33-40	5	4
41-48	6	5
49-50	7	5

- Number of staff in your office
- Minimum Number of ARB Registered Architects and/or CIAT RIBA Affiliate and Associate Members
- Minimum Number of RIBA Chartered Members

Band 5 - £395		
51-56	7	6
57-60	8	6
61-64	8	7
65-70	9	7
71-72	9	8
73-80	10	8
81-88	11	9
89-90	12	9
91-96	12	10
97-100	13	10
101-104	13	11
105-110	14	11
111-112	14	12
113-120	15	12
121-128	16	13
129-130	17	13
131-136	17	14
137-140	18	14
141-144	18	15
145-150	19	15
151+	1 in 8	1 in 10

See example overleaf

# RIBA Chartered Practice subscriptions

## Example

Band 4 - £270		
25-30	4	3

If you have 25-30 members of staff in your office, RIBA Chartered Practice will cost you £270 (Band 4). In addition, at least four members of staff must be ARB Registered Architects and/or CIAT RIBA Affiliate and Associate Members and three of those four must also be RIBA Chartered Members


### Part-time and full-time staff/employees

Each member of staff:

- working less than 5 hours a week should not be counted when calculating the total number of staff

- working between 5 and 25 hours a week should be counted as part-time, ie. 0.5 person when calculating the total number of staff
- working more than 25 hours a week should be counted as full-time, ie. 1 person when calculating the total number of staff

When calculating your band add together all full-time and part-time staff as indicated above. Totals should then be rounded up to the nearest whole number (ie 5.5 staff equals band 3)



“11.04 Architects value the Chartered Practice scheme, in particular the RIBA’s promotion of Chartered Practices within their Directories, and on their web site. Of particular value is their promotion of our international experience.”

**Chris Roche, Architect/ Director, 11.04 Architects Ltd**  
**RIBA Chartered Practice**

# What is RIBA Chartered Practice Accreditation worth?

## Return on investment

Benefit for Chartered Practices	Definition of Benefit	Estimate Saving as a Member = £1620
Business Benchmarking	Enables you to compare your performance against your profession and peers. Analyse your financial performance, identify new business areas, staff training issues and best practice	worth up to £800
Legal, Technical and Regulatory Guidance	Allows you free telephone consultation with over 20 practices with specialist knowledge on a range of issues covering contract law copyright, debt recovery, VAT, disability design issues, building regulations, planning, IT, QA and employment law. Practices can make a number of calls over the year. Applicable to Chartered Members and Associate Members within the Practice only	worth up to £100 per call
Free Listings in RIBA Directories and Sector Reviews	Practice listings in RIBA Directories widely distributed to clients. Listings in other similar industry directories can be expensive	worth up to £200
Preferential rates in Yellow pages and on Yell.com	With tens of thousands of searches for architects and architectural services a month, the RIBA is well positioned to ensure Chartered Practices receive greater exposure than the rest	worth up to £50
Building Cost Information Service	Access accurate and realistic construction cost information and estimates based from the UK's most comprehensive building cost database at a reduced cost	worth up to £120
RIBA Quality Management Toolkit	A self help tool designed to assist architectural practices of all sizes	worth up to £150
The RIBA Environmental Policy Toolkit	Environmental guide designed to help practices reduce their own carbon footprint, improve recycling, reduce reliance on packaging and better understand the potential effects of their designs	worth up to £100
Job Adverts with RIBA Appointments	Discounted rates for job adverts	worth up to £100



## Declaration

Please complete all sections. Your application cannot be processed if incomplete. If you need further clarification of any of the details in this declaration please visit:

[www.architecture.com/charteredpractice](http://www.architecture.com/charteredpractice)

- 1 I declare that this is a full time architects' office and accept responsibility for all information held by the RIBA and published about this office for the RIBA Register of Chartered Practices 2009/10.
- 2 I declare at least one of the full-time principals (Director or Partner) in the architects' practice is a Chartered Member of the RIBA and is also registered with the Architects Registration Board (ARB).
- 3 I declare that all architectural work is under the personal supervision of an RIBA Chartered Architect and that arrangements are in place to ensure work is covered in the event of the Architect's absence.
- 4 I declare that at least 1 in 8 of all staff employed in the architects' practice is a registered architect (on ARB register) or an Associate Member of the RIBA or a Chartered Architectural Technologist (CIAT Member) with RIBA Affiliate membership.
- 5 I declare that at least 1 in 10 of all staff employed in the practice is a Chartered Architect (i.e. Chartered Member of the RIBA).
- 6 I declare that the list on side 1 or attached sheet is of architectural staff in employment at this architects' office.
- 7 I confirm the number of ARB Registered Architects, CIAT RIBA Affiliates, RIBA Chartered Members and RIBA Associate Members in this office are of the required amount to meet the eligibility criteria.
- 8 I declare that this office holds Professional Indemnity Insurance (PII) cover which satisfies the Architects Registration Board's guidelines for PII, is appropriate for the work undertaken by the practice and that the policy does not expire within the next month.
- 9 I declare that a Quality Management System is operational, relevant to the size of practice.
- 10 I declare that an appropriate Health & Safety Policy is operational.
- 11 I declare that an appropriate Employment policy is in place which addresses the principles of the RIBA Policy statement on employment.
- 12 I declare that the practice either already has or is working towards the development of a written Environmental Management Policy and its application to the business operation of practice by 1st July 2010.

- 13 I declare there is a management system in place to ensure that architects in this office adhere to the RIBA Code of Professional Conduct and comply with Continuing Professional Development obligations.
- 14 I accept that 5% of Chartered Practices will be randomly monitored to verify that the above criteria are maintained and will co-operate fully if this practice is selected.
- 15 I accept that should this architects office cease to meet all of the above criteria that the office will be removed from the RIBA Register of Chartered Practices and that no refund will be due.

Signed Principal/Executive Company Director

\_\_\_\_\_

Date \_\_\_\_\_

Print name \_\_\_\_\_

ARB number \_\_\_\_\_

RIBA number \_\_\_\_\_

**Please return to**  
**Membership Services,**  
**RIBA Register of Chartered Practices,**  
**Royal Institute of British Architects,**  
**66 Portland Place, London W1B 1AD**

## Data Protection

In compliance with the Data Protection Act, the information collected on this form will be kept on a database and an excerpt will be used to compile the office online details. The data will also be used in listings publications, and for automatic processing with regards to annual membership and architectural information dissemination.

Please tick the relevant box if you wish to receive RIBA practice information and selected mailings about useful products and services

I consent to receive information about RIBA services

I consent to receive information from selected commercial partners

Please tick the box

If would like to receive more information and take part in the RIBA Future Trends Survey which monitors business and employment trends affecting the architects profession

I would like to take part in the RIBA Business Benchmarking Service which is free of charge only to RIBA Chartered Practices

VAT registration no: 232 3518 91

Registered charity no: 210566

Guidance on preparing an environmental policy is available at:  
[www.architecture.com/RIBAMembership/JoinTheRIBA/Practices/RIBACharteredPractices/](http://www.architecture.com/RIBAMembership/JoinTheRIBA/Practices/RIBACharteredPractices/)

**For information about becoming an  
RIBA Chartered Practice please contact:**

RIBA Membership Services team  
on +44 (0)20 7307 3800 or email  
membership.services@inst.riba.org



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