



APPLICATION FOR REGISTRATION AS A TRAINER PRACTICE

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

B.1 An Overview - 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 and is currently engaged in the processing of application from other educational organization for validation of Educational Institutes and their Courses of Study in Architecture.

B.2 - In Sri Lanka, Architectural Education is in three folds, defined as extracted from the;

The Gazette of the Democratic Socialist Republic of Sri Lanka

EXTRAORDINARY

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(Published by Authority)

(a) A minimum of Five years (5yr) Full-time academic education at a University recognized by the SLIA as per schedule 10.4 along with a minimum of two years (2yr) post qualifying practical training/experience under a Chartered Architect as set-out in Schedule 10.3.3 and 10.3.4 and Part 3 of the Professional Practice examination with a Viva Voce conducted by the SLIA.

(b) Seven year (7yr) Part time course conducted by an Institution acceptable to the SLIA along with one year (1yr) post qualifying experience under a Chartered Architect as set-out in Schedule 10.3.3 and 10.3.4 and Part 3 of the Professional Practice examination with a Viva Voce conducted by the SLIA.

(c) Any other qualification equivalent to (a) above as set-out in Schedule 10.4.

C. TRAINER PRACTICE

A Trainer Practice is a duly constituted Architectural Practice which is accepted by the SLIA to impart **Training and Practical Experience** to students sitting the SLIA Part I, II, or Part III examination. Practices who intend to train architectural trainees have to be registered with the BAE for this purpose by completing and submitting this prescribed application.

A student/candidate defined herein is a person registered for and/or undergoing an SLIA validated course in Architectural Education or a person who has registered with the BAE to sit the SLIA Professional Practice Part 1, Part II or Part III Examination, who is a Student Member or a Graduate Member of the SLIA acquiring professional experience in a Trainer Practice.

C.1 Practical Training/Experience

Practical experience/training is directed and structured activity in the Practice of Architecture, before and after the receipt of a degree or any other qualification, prescribed by the Council prior to examination for Membership/Registration.

C.2 Practical Assessment

Every applicant for Membership/Registration shall be required to pass an examination at the end of the period of training/practical experience that demonstrates attainment of minimum professional competencies. The initial education and training as set-out above shall conclude with an examination in the comprehensive professional Practice of Architecture

D CATEGORIZATION OF TRAINER PRACTICES

Categories of Trainer Practices are defined by those guidelines adopted by the SLIA Council Session of 2012-2013 and duly published as set-out in the Trainees Experience Record Book (TERB) of March 2014 and also as provided under Clause 10.3.3 and 10.3.4 in the Gazette Extra Ordinary No-1416/10 of 25th October 2005.

Additionally, information is provided under Clause 10.3.3 and 10.3.4 in the Gazette Extra Ordinary No-2041/18 of 17th October 2017.

Accordingly, there are 3 Categories of Trainer Practices defined as follows;

D.1 Category A

An SLIA registered Trainer Practice with a Principal Chartered Architect with minimum of 5 years post charter experience or Government Statutory bodies as specified in the Gazette Extra Ordinary No-1416/10 of 25th Oct, 2005 and having completed minimum of three projects of reasonable complexity from inception to completion covering all phases of architectural services with adequate documentation of the project. *(Which has the capacity to provide the training as specified in TERB)*

A Practice eligible to train **Part III Students**, as acceptable to the Institute.

D.2 Category B

An SLIA registered Trainer Practice with a Principal Chartered Architect with minimum of 3 years post charter experience or Government Statutory bodies as specified in the Gazette Extra Ordinary No-1416/10 of 25th Oct, 2005. *(Which has the capacity to provide the training as specified in TERB)*

A Practice eligible to train **Part II Students**, as acceptable to the Institute

D.3 Category C

An SLIA registered Trainer Practice with a Principal Chartered Architect with minimum of 2 years post charter experience or Government Statutory bodies as specified in the Gazette Extra Ordinary No-1416/10 of 25th Oct, 2005. *(Which has the capacity to provide the training as specified in TERB)*

A Practice eligible to train **Part I Students**, as acceptable to the Institute

E DUTIES AND RESPONSIBILITIES OF TRAINER PRACTICES

- E.1 Identify the Employment Mentor who will supervise daily work to make sure the Trainee achieves the objectives of the professional training. **Employment Mentor** is an experienced and trusted advisor to the student/trainee. The Employment Mentor is the individual who directly supervises and has detailed professional knowledge of the work prepared by the Training undertaking professional experience. The Employment Mentor could be the Principal Architect himself or an employee of the Trainer Practice and should always be a Chartered Architect.
- E.2 Regular Guidance/ comments on Trainees' work during the period of professional Training. The Trainer Practice should refer the "Activity Schedule and Minimum Experience Requirements in the TERB" and ensure that the Trainees get adequate experience to fulfil the requirements.
- E.3 Formalization of the appointment of the Trainee with a job description and letter of appointment as per the prevailing Laws of the country.
- E.4 Make working arrangements to ensure personal safety, conducive working environment and proper supervision during working hours.

- E.5 Systematic professional training which includes first-hand experience and peer group learning of a range of general procedures and tasks.
- E.6 Certify/sign and date the TERB regularly.
- E.7 Delegation of authority to the Employment Mentor to certify and sign the TERB.

The List of Trainer Practices registered by the SLIA is listed in the Annual SLIA Year Book

END OF INTRODUCTION

1.0 INSTRUCTIONS TO TRAINER PRACTICE APPLICANTS FOR THE REGISTRATION OF A TRAINER PRACTICE.

Read the following instructions before filling the Application Form.

- 1.1 **As required by the SLIA Council and as directed by the Professional Affairs Board (PAB), the BAE is required to re-register all the currently registered Trainer Practices and any such in the future, with the application provided herein.**
- 1.2 Although, your Practice may be registered already, please fill-out the application form and submit the same to the BAE on a priority basis.
- 1.3 The Application is a self-assessment of your Practice and its capability and capacity to impart **Training and Practical Experience** to candidates sitting the SLIA Part I, II, or Part III examination by providing the training as specified in Trainees' Experience Record Book (TERB)
- 1.4 **All Trainer Practices are required to identify the Category of Trainer Practice, i.e. Category A, B or C as shown in C.3 a., b. & c. above.**
- 1.5 Any application perfected not conforming to the instructions given will not be considered and is liable to be rejected.
- 1.6 **Applicants should submit a copy of Business Registration Certificate and a copy of current SLIA Practice Registration certificate issued from the ARB.**
- 1.7 **In the registration application for Trainer Practice impart Training and Practical Experience to candidates sitting the SLIA Part I, II, or Part III examination, the representative Chartered Architect/Architectural Mentor or any such Applicants is required to utilize their current ARB Rubber Stamp when signing the application form for registration.**

END OF INSTRUCTIONS

8 Name as appears in the SLIA Practice Registration Certificate	<table border="1" style="width: 100%; height: 20px;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>																																										
9 Business Registration Number/ Certification of Incorporation (If applicable)	<table border="1" style="width: 100%; height: 20px;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p>Photocopy of the Business Registration to be submitted.</p>																																										
10 Name as appears in the Business Registration Certificate	<table border="1" style="width: 100%; height: 20px;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>																																										

11 Names of Principal Architect, Partners or Directors

Name	Position	SLIA Membership Number	ARB Registration Number

12 Name of the Architect Responsible for Training for and on-behalf of Trainer Practice:

Name	<input style="width: 80%;" type="text"/>
SLIA Membership Number	<input style="width: 70%;" type="text"/>
ARB Registration Number	<input style="width: 70%;" type="text"/>

13 Declaration by the applicant representing and on-behalf of Trainer Practice:

I hereby confirm that I have read and understood the responsibilities of Trainer Practices, Duties and responsibilities of employment mentor and other content of the document “TERB” and agree to provide suitable training as specified for SLIA Part I, II and Part III candidates.

Signature of the Principal Architect	ARB Seal for the current year of practice	Date
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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	ALL RELEVANT COPIES OF CERTIFICATES AND DOCUMENTS ARE ATTACHED (7. & 9.)		
3	<u>DATE AND TIME</u> OF THE SUBMISSION OF THE PERFECTED APPLICATION MARKED		
4	<u>NAME OF THE APPLICANT</u> IS AS PER THE <u>BUSINESS REGISTRATION CERTIFICATE</u> OR IS AS PER THE <u>SLIA PRACTICE REGISTRATION CERTIFICATE</u>		
5	<u>BUSINESS POSTAL ADDRESS, TELEPHONE NUMBER, FAX NUMBER, MOBILE NUMBER AND EMAIL ADDRESS HAS</u> BEEN STATED		
6	DECLARATION BY THE APPLICANT COMPLETED BY USING CURRENT ARB RUBBER STAMP		
7	APPLICANT HAS SIGNED BEFORE HIS/HER NAME IN THE REGISTER ON COMPLETION OF SUBMISSION OF THE APPLICANT 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>