



**EAST AFRICA INSTITUTE OF ARCHITECTS**

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**INTERNSHIP TRAINING SCHEME**  
***(Rules & Guidelines)***

As Adopted by Council  
January 26<sup>th</sup> 2013  
Arusha Tanzania

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## Section 1: Objectives & Rules

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### Objectives

The main objectives of the East Africa Institute of Architects (EAIA) Internship Training Scheme (ITS) are to ensure:

- i. a harmonized approach to practical training of post qualification graduate architects in the East African Community.
- ii. that through learning by doing' with responsibility in an architectural office, those entering the profession should have a practical understanding of all aspects of professional architectural practice in the Partner States of the East African Community.
- iii. That graduate architects grasp the importance of their legal and ethical responsibility as arises from the relationship between the architect and all stakeholders.
- iv. that graduate architects with the appropriate academic knowledge and qualifications are properly prepared to be tested in professional examinations to be sat in any of the Partner States as pre-requisites for formal registration with the respective registration Boards.

### Rules.

1. The minimum period of internship training is two years, both of which must be after the proper completion of a professional architectural degree course and the award of the appropriate qualification. (can one year after the first tier count?)
2. Internship training shall be under the supervision of a registered, experienced and practicing architect in the East African Community.
3. The Supervising Architect shall present their trainee(s) for the professional exam. This shall be done through a letter of recommendation to the Professional Examination examiner.
4. A period of less than six months continuous duration in an architect's office will not be accepted as part of the required two years practical training. However, if under the circumstances listed below, the trainee is unable to have six months continuous duration in one office, the supervising architect shall second them formally to an appropriate office.
  - i. Force majeure
  - ii. Market Force
  - iii. Illness of the intern, or supervising architect  
(discretion clause)
5. A Board at its discretion may admit for a professional exam, a trainee with the requisite experience but with less than six months duration in any one office, if such trainee has other

valid reasons out of their control or that of the supervising architect, which constrained the accumulation of the required timeframe.

- 6.** Part-time employment of less than 20 hours per week is inadequate for internship training purposes and is therefore not acceptable as part of the minimum two years practical training.
- 7.** Normal leave should be counted as working time.
- 8.** Freelance work or experience as a principal is NOT acceptable as part of the requisite two years although any such experience is well worth drawing to the Professional Practice Examiner's attention as additional experience.
- 9.** Insofar as internship training work may involve activities other than those set out in the Practical Training Record, the additional activities should be entered in one or more of the five blank spaces in Section 3 of the Record under concise and unambiguous headings.
- 10.** Taught postgraduate courses will NOT count for the purposes of this Scheme.
- 11.** Internship training must be fully recorded on the approved EAIA Practical Training Record sheet.
- 12.** The Practical Training Record must be signed monthly by the Supervising Architect.
- 13.** A supervising architect shall immediately notify the EAIA when they employ or release a trainee in their office.

## **Section 2: Guidance notes for graduate architects.**

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### **1. Links with the Registration Boards / Regulators**

The status of an internship trainee is that of an employee. However, the Registration Board with jurisdiction over the area in which the intern is employed shall monitor this internship through a member of its staff known as the Internship Training Adviser. The Adviser will keep in touch by various means and may visit the office at least once during the year. The trainee shall take the initiative to:

- a. Notifying the responsible Registration Board of the office address and any subsequent change, and be assigned an Internship Training Adviser, and
- b. Send the Practical Training Record sheets to the Adviser for inspection and signature every three months.
- c. Keep in touch with the Adviser, especially if the trainee thinks that they are not getting the right experience.

### **2. Planning the practical training.**

In planning their practical training, the trainee shall bear in mind that the rules and time limits are simply minimums intended to guide the pattern of training that are likely to prove most effective, but it is the Registration Board, or where these powers are delegated, the professional examination examiner, who will decide whether your practical training has been adequate'..

### **5. The range of professional activities**

During the minimum two year period the trainee should seek opportunities whenever possible to participate in or at least observe the following activities:

- a. Meeting with clients, including discussions of the brief, procurement and project drawings.
- b. Preliminary site investigations, meetings with officers of statutory bodies.
- c. Preparation or design and production drawings,
- d. Preparation of specifications and schedules.
- e. Meetings with contractors, quantity surveyors, other consultants and specialists.
- f. Pre-contract job management
- g. contract procedures,
- h. Correspondence and reports.
- i. Site visits and inspection of building works
- j. Site meetings and minute taking
- k. Post-completion procedures, defects liability inspections and final accounts; and
- l. Office procedures, programming and organization.

Not all these activities are always available in one office, but the trainee should aim to exploit for educational ends the particular kinds of experience which the office is able to provide and to make up the inevitable gaps by working in a contrasting kind of office where they need to.

Employment as a technician will not satisfy the requirements of a supervised year in an architect's office under flute 2 of the Scheme. Such employment may, however, be accepted for the first year of practical training if it involves activities appropriate to the Record.

The EAIA Internship Training Scheme expects a trainee to work in a responsible manner as though personally accountable to the client, even though the employer may have the ultimate responsibility..

## Section 3: How to complete the Practical Training Record.

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### *Guidance Notes to the Trainee.*

#### **Section 1. Trainee Particulars**

Enter your own name and that of your employer.

Enter the correct period of practical training (e.g. months 1-6, months 7-12, etc.)

Enter the calendar month and year. Only one sheet will normally be used for each month.

#### **Section 2: Role**

Enter a tick in line with the appropriate activity listed, and in the column which best indicates your level of involvement (i.e. as an observer gaining experience at second hand, or a participant gaining experience at first hand).

#### **Section 3: Activities**

The Record lists twenty-five activities most generally found in an architect's office, all of which could be covered during the practical training years. Five spaces allow for the entry of special headings to identify additional activities in which you might be involved, especially in associated professional offices. The activities should be defined in a concise, unambiguous way.

#### **Section 4: Duration**

Enter the duration of the activities in line with the description and in the appropriate column. Duration will normally be expressed as hours per, month and will probably be a summary of your diary entries. Activities of less than one hour's duration may be indicated by a tick. The record lists two main categories. Either non-project experience (e.g. office R and D work, administration and organization work, not directly related to one building project) or project experience. The latter is subdivided into the four main phases of a building project.

<b>Project phase</b>	<b>Plan of work stage</b>
Pre-design	A, B
Design	C,D,E
Production information	F,G
Contract administration	H,J,K,L,M

#### **Section 5: In collaboration**

Enter a tick in the appropriate column if the activity described was carried out in collaboration with other parties having an interest in the project.

The sheet lists client organization, consultant engineer (e.g. structural or services), consultant surveyor (e.g. building, land, quantity) and contractors organizations, as possible interested parties. There is also room to add one additional heading.

#### **Section 6: Project details**

The monthly Record sheet table calls for the total of time spent under various activity headings, without distinguishing the projects involved. To compensate for this it is necessary to write in

details of the projects overleaf. You should give details of building projects (e.g. building type, contract type, value and phase of completion).

### **Section 7: Points of special interest**

This will normally be an abstract from diary entries and allows entry of a fuller description of the activities for the month. Should there be any peculiar circumstances which affect the activities or if they should have noteworthy points of special interest then these matters should be entered, The entries in this section will be of consideration value to the Professional Practice Examiner and should list problems encountered and responsibilities undertaken.

### **Section 8: Office practical training Supervisor**

Enter the name of the person acting as your Supervising Architect. The Supervising Architect should be asked to sign the completed sheet at the end of each month, following discussion with you as to your progress.

Trainees should be exposed to a wide range of standard documents relating to building and construction activities, contractual issues, construction law, the practice of architecture, architects' activities, activities of allied professionals, etc. as published by professional bodies / organisations from within and outside the Partner State.

### **Analysis**

When you have undertaken sufficient practical training periods, and you are ready to submit your Practical Training Record for the Examination in Professional Practice, complete the analysis sheet. This requires you to enter details of successive employments and also to list any further experience which, although not admissible under the EAIA Internship Training Scheme, will be of interest to Professional Practice Examiners (e.g. pre-course employment in an office, casual employment overseas. postgraduate research, private commissions etc.).

### Outline plan of work

Stage	Purpose of work and decisions to be reached	Tasks to be done	People directly involved	Commonly used terminology
<b>A. Inception</b>	To prepared general outline of requirements and plan failure action	Set up client organization for briefing. Consider requirements, appoint architect	All client interests architect	Briefing
<b>B. Feasibility</b>	To provide the client with an appraisal and recommendation in order that he may determine the form of which the project is to proceed, ensuring that is feasible, functionally, technically and financially.	Carry out studies of user requirement, site conditions, planning, design, and cost, etc. as necessary to reach decisions.	Clients representatives architects, engineers and QS according to nature of project.	
<b>Stage C begins when the architect's brief has been determined in sufficient details</b>				
<b>C. Outline</b>	To determine general approach to layout, design and construction in order to obtain authoritative approval of the client on the outline proposals and accompanying report.	Develop the brief further, carry out studies on user requirements, technical problems, planning, design and cost, as necessary to teach decisions.	All client interests architects, engineers QS and specialists required.	Sketch plans
<b>D. Scheme Design</b>	To complete the brief and decide on particular proposals, including planning arrangement appearance, constructional method, outline specification, and cost, and to obtain all approvals.	Final design development of the brief full design of the project by architect, preliminary of cost plan and full explanatory report, submission of proposals for all approvals.	All client interests architects, engineers QS and specialists and all statutory and other approving authorities.	
<b>Brief should not be modified after this point</b>				
<b>E. Detail Design</b>	To obtain final decision on every matter related to design, specification, construction and cost.	Full design of every part and component of the building by collaboration of all concerned complete cost checking of designs.	Architects, QS, engineers and specialists, contractor (if appointed)	Working drawings
<b>Any further change in location, size shape, or const after this time will result in abortive work</b>				
<b>F. Production Information</b>	To prepare production information and make final detailed decisions to carry out work.	Preparation of final production information i.e. drawings schedules and specifications.	Architects, engineers and specialists, contractor (if appointed)	

G. Bills of Quantities	To prepared and complete all information and arrangements for obtaining tender.	Preparation of Bills quantities and tender documents	Architects, QS, contractor (if appointed)	
H. Tender Action	Action as recommend in relevant Statutory Procedures	Action as recommend in relevant Statutory Procedures	Architects, QS engineers. Contractor client.	
J. Project Planning	To enable the contractor to programme the work in accordance with contract conditions, brief site inspectorate and make arrangements to commence work on site.	Action in accordance with the EAIA Practical training Record	Contractor, sub – contractors	Site operations
K. Operations on Site	To follow plans through to practical completion of the building.	Action in accordance with the EAIA Practical training Record	Architects engineers, Contractor, contractors, sub – contractors, QS, client	
L. Completion	To hand over the building to the client for occupation, remedy any defects, settle the final account, and complete all work in accordance with the contract.	Action in accordance with the EAIA Practical training Record	Architects, engineers contractors, QS, client	
M. Feedback	To analyze the management, constriction and performance of the project.	Analysis of job records inspections of completed building studies of building in use.	Architects, engineers, QS contractors, client	Feedback

## Section 4: Sample Internship Logbook

### Practical Training Record.

<b>Name of Trainee:</b>							
<b>Employer:</b>							
<b>Employer Address:</b>							
<b>Internship Training Period:</b>	Month 1-6		Month 7-12		Month 13-18		Month 18-24
<b>Date:</b>	Month:				Year:		
<b>Role:</b> <i>(please tick)</i>	Participant			Observer			

ACTIVITIES									
Item	Areas of Professional Experience	Description	Duration (Hrs per month)	In collaboration with: <i>(Please tick whether its</i> 1. Client organization. 2. Structural Engineer, 3. M & E Engineer 4. Surveyor 5. Contractor's organization 6. Specify other					
				1	2	3	4	5	6
1	Practice Management	Forms of Association: Benefits and extent of liability; taxes							
2	Practice Management	Office Management							
3	Practice Management	Job management							
4	Procurement	Procurement Systems & Procedures							
5	Procurement	Marketing Strategies & Procedures							
6	Procurement	Preparation of Expressions of Interest (EOI)							
7	Procurement	Preparation of proposals							
8	Procurement	Architectural Competitions							
9	Procurement	Forms of Contract: Types, procedures & applicability							
10	Procurement	Contractual Obligations and Responsibilities of the architect							
11	Procurement	Professional Indemnity Insurance							
12	Procurement	Architects Fees & Fee negotiation							
13	Predesign	Brief preparation / development							
14	Predesign	Site survey / report							
15	Predesign	Building survey / report							
16	Predesign	Feasibility Studies							
17	Predesign	Office programming							
18	Predesign	Procurement strategy							
19	Design	Concept development							
20	Design	Meetings with client/consultants							
21	Design	Meetings with consultants							
22	Design	Drawings / reports /models							
23	Design	Environmental analysis /tests							
24	Design	Cost awareness and control							
25	Design	Quality Assurance & Management							



**PROJECT DESCRIPTION NOTES:**

Project Details:	
Points of Special Interest to Intern:	
Office Supervisor's Comments	
Office Supervisor: Signature: Date:	