

Directive for PRACTICE DOCUMENTS

During the study, the student will compile practice document in which professional experience is documented. The results of the reporting procedure are an important tool for the professional experience coordinator, the heads of the study programs and the assessors in order to assess (also in the interim period) the nature of the work, the practical situation and the individual development of a student both quantitatively and qualitatively. The criteria for these assessments, in terms of content, can be found in the external curriculum and the accompanying appendix 1: final qualifications.

The practice documents are submitted digitally as a PDF document via www.avbwerkt.nl. The PDF document must fulfil the following criteria:

- The size of the PDF document is **A4**.
- The number of pages **may not exceed 50 A4 pages**.
- The files may not exceed **15 MB**.
- All components of the practice documents must be submitted in **1 file**.

The professional experience is assessed in the spring each year. The deadline for submitting the practice document is announced each year, often the date is in mid-April.

The practice document contain the following components per year:

- **Cover page**
- **Practice forms for the academic year to be assessed**
At least 1 per year. The form(s) contain information about the workplace or workplaces, which makes a quantitative assessment of the professional experience possible
- **Assessment form of the previous academic year.**
- **Employer's declaration, at least 1 per year**
- **Curriculum Vitae**
- **Portfolio, a description of the activities per year.**
Information about the work carried out, which makes a quantitative assessment of the professional experience possible.
- **Practice report about the current academic year.**
A reflection on the professional experience and a personal development plan.
- **Information about the courses related to professional experience.**

You also use the practice document in the interim examinations T1, T2, T3 and T4 every year. Examiners can also ask for information on the practice during these interim examinations, in particular about the relationship between your professional experience and the internal curriculum.

Cover page

Name student
Degree programme
Academic year
Mentor (this is not the professional experience coordinator)
Telephone
Email
Date

ASSESSMENT FORM

Professional experience is assessed every year in April.
After the assessment, you can download the assessment form as a PDF document in Alluris and add it to your practice documents for the following year. First year students have not yet had an assessment of the practice and therefore do not add an assessment to the practice documents.

EMPLOYER'S DECLARATION

The employer's statement is a mandatory part of the practice documents and contains all projects of the student's work. With this statement, the employer gives permission for the projects to be included in the portfolio and declares that the student has indeed participated in these projects. You submit an employer's statement per employer per academic year. You can download this statement as a word document from www.avbwerkt.nl

PRACTICE FORMS

The practice forms are part of the practice documents. A quantitative assessment of a student's professional practice is based on the information entered on the practice form. This form contains information about, among other things, the work situation, the appointment and the position, the range of duties and the types of plans and projects.

Completing and submitting this form is a necessary part of the assessment of the professional experience and indispensable for awarding the corresponding credits. If the practice form is not submitted, the right to credits for the relevant calendar year will lapse.

The quantitative assessment is carried out by the professional experience coordinator.

At the beginning of each academic year, when changing employer or with a new contract with your employer, you fill in an online practice form, send it online to your employer / mentor for approval and send it after approval from your employer online to the Academy. You also add these forms to your practice documents. The practice documents contain at least four practice forms at the end of the study.

CURRICULUM VITAE

With, among other things, training and possibly work experience from the time before the academy study.

This information serves as background information and gives a somewhat broader picture of the student.

PORTFOLIO. Description of activities per academic year

During the academic year, each student keeps an overview of the activities performed. This overview is primarily intended to allow students to gain insight into their own development. It enables them to continuously test their own performance and to link it to the desired development and the requirements of the study program. The overview offers the professional experience coordinator the opportunity to measure the student's development in the interim. The overview of activities should be seen as a collection of materials and documents that provide evidence of the development achieved and the knowledge, skills and insights acquired ("proof of ability").

A maximum of 50 pages A4 per year.

The advice is to make the practice documents double-sided so that images in A3 format can also be displayed.

In the practice documents, all activities per academic year are mentioned, with the following information being given:

- Project Name.
- The activities performed by the student.
- role and responsibility of the student in the process / in the team.
- Number of days worked on the project.

A maximum of 5 projects that are relevant * are described in more detail and provided with visual material. The following information is provided for these projects:

- Project Name
- role and responsibility of the student in the design / design process / team
- Number of days worked on the project
- program and location
- client
- project architect / designer
- size of the organization project team
- external contacts of the student in the team
- In which phase activities were carried out:

Professional qualification	Phase
5. Entrepreneurship	00 Assignment
	01 Initiative
	02 Project definition
6. Design	03 Structural design
	04 Preliminary design
	05 Final design
7. Preparation realisation phase	06 Technical Design
	07 Price and contract formation
8. Supervision, implementation and execution	08 Implementation-ready design
	09 Implementation/ management

- Explanation of the work carried out.
- Relationship to the learning outcomes of the external curriculum: which professional qualifications and at which level have been achieved with the work carried out.
- Illustration with visual material. Out of this, a maximum of one A4 is devoted to the project as a whole, as an overview. The other images, drawings, photos, descriptions, and suchlike, show the work of the student during the project. It is, therefore, explicitly not about a project presentation of a firm, but about the **work that the student carried out** during the project.

- * Relevant projects are those in which you, as student, made an interesting contribution and in which you carried out work that contributed to the acquisition of the professional qualifications, as described in appendix 1 of the external curriculum, the learning outcomes.

PROFESSIONAL EXPERIENCE REPORT

During the study, the student will be asked to write a report once a year on his professional practice, the study and, in particular, the link the student has made between his or her own professional practice and study. This report is added to the practice documents of the current academic year. The report fulfils a crucial role. Whereas the practice form and the description of the work carried out offer insight into the quantitative and qualitative nature of the work carried out, and offers the assessors the opportunity to assess the value of the work related to the learning outcomes of the external curriculum, the report above all gives the opportunity for reflection. The student shows the cohesion within the work, the cohesion between the professional experience and Academy, and the development in the work. In essence, the report is directly related to the final qualifications that belong to the practice component. Please see the external curriculum. This report is also meant to map out a plan of attack for the continuation of the study program, linked to the intended developments in the professional practice. This personal development plan indicates at which point the student finds himself in his study at a given moment and which professional qualifications the student has yet to obtain or which professional qualifications he has obtained to an insufficient degree. The report is assessed as part of the practice document by an external committee once every year.

The report consists of a clearly readable text that is approximately 2 A4 pages long. The answers to the questions below are incorporated into that text.

Regarding the work described in the portfolio / the plans presented:

- Which discoveries/findings have you made while working on the plans?
- How is the client's request solved and are you satisfied with that solution? Is the solution simple, sound, innovative, daring or something similar? Or: why are you actually showing this plan?
- To what extent do you feel responsible for the total plan quality, the idea or concept, the details, the execution, the internal coordination and the external contacts respectively?
- To what extent were you able to act independently in various phases?
- What kind of insight do the plans give into the successful completion, from assignment to realization, of a planning process?
- What type of insight do the plans give into the relationship between a client, or as the case may be, the program set, and the social environment, the available money and the chosen architectural means.

And furthermore:

- Work is carried out at the Academy itself on your intellectual and artistic development by tackling your discipline (architecture, urbanism, landscape architecture) separately and seeing it within the context of other art forms, social questions etc. In practice, as a designer you must deal with clients, money, public participation, time, etc. How would you assess your skills in this regard?
- On which points related to your design and professional skills have you made progress?
- On which points have you not made progress, although you do actually want to? Does this workplace offer you the opportunity to develop those points?
- In general, do you believe that your workplace offers you enough interesting design assignments and development opportunities? If this is not the case, what do you envision?
- Can you work on topical issues at your workplace and can you work in a way whereby your disciplinary skills as architect, urban planner or landscape architect, are relevant?
- Is there cohesion between your practice work and your work at the Academy? Does one influence the other, or not?



- To what extent do you think you are able to properly solve an assignment from beginning to end as a designer? If that is not yet 'one hundred per cent' the case, what do you still need to do?

Information on courses and assignments related to practice

In the third year you follow the module Design & Management and in the fourth year Design & Entrepreneurship. Add the assessments and the results (pdf presentations) of these modules.