



## GUIDE TO THE BEROEPSERVARINGPERIODE (BEP - INDEPENDENT ROUTE)

This document is intended for participants taking the **independent route** for the Professional Traineeship (BEP). It contains information on your BEP and on managing your personal page on the portal.

### CONTENTS

Master's diploma .....	1
Work .....	2
Mentor .....	2
PPP .....	2
Logbook.....	2
Modules.....	3
Exemption .....	3
Committee .....	3
Application for professional traineeship .....	3
Costs .....	3
Personal page .....	4
How does it work? .....	5

### MASTER'S DEGREE

To participate in the professional traineeship, you must have graduated from a recognized (usually master's) study programme in architecture, urban design, landscape architecture or interior architecture. To prove this, your application must include a certified copy of your diploma. **Note:** Only paper diplomas can be assessed, so have a copy of your diploma certified by your university. A digitally certified copy as issued by DUO contains insufficient information on your discipline. The

Bureau Architectenregister can also certify your diploma; please make an appointment for this and come by with your original diploma. All communication regarding diplomas is with them as well.

## WORK

To participate in the professional traineeship, you must work at least 20 hours a week, either in paid employment or as a self-employed person. If you work 32 hours a week, the professional traineeship takes approximately two years to complete. The professional traineeship period will be extended proportionally if you work less than 32 hours a week. If you work less than 20 hours a week, you cannot participate in the professional traineeship. The '*Employment Statement*' form is available at the tab 'templates and manuals', under 'templates'.

NB: Please clearly indicate if you change jobs. In that case you should also write it in your timeline. and upload a **new employment statement**.

## MENTOR

Before entering the program, you must find a mentor **from your own discipline** to supervise and coach you throughout your professional traineeship. Your mentor may be an experienced and registered colleague within your office or organization, but he or she may also work elsewhere. Your mentor has been registered in the Register of Architects **for at least three years**.

The '*Mentor Statement*' form is available at the tab 'templates and manuals', under 'templates'.

NB: Should the collaboration with a mentor be terminated, change this on your personal page. The previous mentor will need to complete an **evaluation form** (available at the same tab) which you can upload for your next meeting. Remember also to ask **your new mentor** for a **mentor statement** which you should also upload. If applicable, your new mentor will also need to complete an **evaluation form** for the remaining period prior to your next meeting.

## PPP

To take part in the professional traineeship, you must draw up a Personal Progress Plan (PPP). In your PPP you indicate with which projects you will reach the required standards of the Professional Traineeship Regulation. **Please use the PPP form provided**. This form is available at the tab 'templates and manuals', under 'templates'. Read the '*Instructions for the Personal Progress Plan (PPP)*' carefully; this is also available at the tab 'templates and manuals', under 'manuals'.

## LOGBOOK

During your professional traineeship you record your experiences in your logbook. **You arrange them per end term**, by reference to the different projects you worked on. This is the most important document the committee uses to assess your progress, so make sure you upload it in time! For each end term you also include a short reflection, to clarify what you learned, whether your views have changed, etc.

Use a format that is easy for you to update and fill, and easy to read for the committee. Make sure you keep it compact: **no more than 2 projects or 4 pages per end term, and upload a PDF which doesn't exceed 25 MB.**

The extended 'Directions for keeping a logbook' are available at the tab 'templates and manuals', under 'manuals'. Please **follow these directions carefully**, so you know how to set up your logbook. If you don't comply with these directions the committee will not be able to assess your Professional Experience adequately!!

## MODULES

In preparation of 'lifelong learning', following modules is obligatory during your Professional Traineeship. You are expected to follow at least 1 module per year. You can choose a module yourself: trainings, workshops or courses you need to deepen or broaden your knowledge. On the page '[modules](#)' you'll find several providers and modules. Please note that most modules are in Dutch. If you want to verify whether a training event, workshop or course is eligible as a module, please request approval at the tab 'request approval module'.

Enter the modules you followed in your PPP. Upload certificates or other proof of participation on your personal page. Expand and reflect on the modules in your logbook.

## EXEMPTION

Exemptions are only given for the entire professional traineeship period. If (and only if) you are in possession of a non-European diploma in combination with a certified professional traineeship you could be eligible for exemption.

## COMMITTEE

For each discipline committees have been composed, that assess the progress of every candidate. You are always assessed by a committee of your own discipline. 'Your' committee will follow you throughout your entire professional traineeship. All committees are independent and advise the Bureau Architectenregister. They **don't assess the aesthetic qualities** of your work, but the quality of your professional traineeship.

## APPLICATION FOR PROFESSIONAL TRAINEESHIP

You can apply for the Professional Traineeship at [architectenregister.nl](http://architectenregister.nl). After you have been accepted as a Professional Traineeship participant, your account will be activated. You can then log in and access your personal page.

## COSTS

For the independent (individual) route you pay a fixed fee for the entire trajectory, including the meetings with the committee. For participants who start in 2020, the total cost for the independent

route will be € 1.200; when paid in instalments the cost will be € 410 per instalment (the fee is exempt from VAT). When you apply for your first meeting you will receive an invoice.

Possible costs for modules are for your own account.

In 2021 the total cost will be € 1.260, or, if you pay in 3 instalments, € 430 per instalment.

NOTE: if you cancel a planned meeting within a month of the agreed date we are obliged to charge you € 160. Read more about it in our [conditions of payment](#).

## PERSONAL PAGE

After logging in, you can access your personal page and a menu:

### Personal data

Here you can check your personal data as entered when you applied. At the bottom of the page you find a button 'edit', which you press to enter any changes. Make sure your data are always up to date.

Note: 'Billing method for annual fee' and the corresponding bank account number cannot be edited. This billing method is only applicable after you've registered. For all due payments during your BEP and for the first payments when you're registered you'll receive an e-mail containing the corresponding invoice and payment link. At 'ascription invoice' you can enter the name of your own company or your employer if the invoice should not be in your own name.

### Beroepservaring

Here you find all correspondence with us. You can also view your meeting reports.

In addition to this you can also find all BEP-related data here, such as information about your mentor, your employer, dates of your meetings, etc. Please keep these data up-to-date.

### Meetings

At this tab you can apply for your meetings and you can find the dates of all your planned meetings.

Note: Please only apply for a next meeting after you have finished your previous meeting. Only relevant applications will be dealt with. You can enter a month of your preference. We advise you to apply for your first meeting 3-6 months after you started working, so you will really have some experience to discuss with the committee.

### Documents

Here you can upload all necessary documents for each meeting. Make sure you upload all your documents at least 2 weeks before the date of your meeting so the committee will be able to study them and prepare for your meeting. Please use the forms and manuals you find at the tab 'templates and manuals'.

Uploaded documents can't be removed. If you want to change anything you'll have to upload a new document. You can upload as many documents as you like, but the committee will only use the most recent version of a document.

Here you can also enter the modules you followed and upload the corresponding certificates.

## **Request approval module**

If you would like to follow a non-accredited module you can apply for approval here. Press 'new', give a short description of the module, add a link and other necessary information and press 'save'. We will also react here, so check regularly for our approval.

## **Templates and manuals**

This tab contains all templates and manuals necessary for your BEP. Use the forms and read the manuals carefully! **Templates and manuals are updated regularly; make sure you use the latest version for each meeting!**

## **Invoices**

This is where you can check and download all invoices we sent you.

## **HOW DOES IT WORK?**

Once you have started working and have entered your professional traineeship, after 3-6 months you apply for your first meeting. You will be assessed by a committee of your own discipline. You provide your committee with information through your PPP and your logbook. It is in your interest if the committee can prepare well: compose your documents according to the specifications, make sure to communicate clearly, and upload in time!

Each meeting will take place in the same way. It takes approximately 50 minutes. During this time the committee will ask you about the work experience you recorded in both your PPP and your logbook. Your mentor will also be addressed. Meetings can also take place via Skype, depending on the circumstances. Two weeks after each meeting you will find the meeting report and the overview of your progress on your personal page.

Should the committee not be completely convinced that you have achieved all end terms, you will be asked to upload additions to your logbook or you will be invited to an additional meeting. When you have concluded your final meeting successfully you will receive a certificate stating you completed your professional traineeship. You can then apply for registration in the Architects' Register.

## **First meeting**

For your **first** meeting you need to upload:

- Employment statement;
- Mentor statement;
- PPP;
- Your logbook;
- Certificates of modules you followed.

NOTE: Upload all documents as PDF and make sure they don't exceed 25 MB.

You will receive an invitation for your first meeting and an invoice by e-mail. Make sure all your documents are available for the committee at least 2 weeks before your meeting. **Your PPP and your logbook have to be set up according to the requirements you find in 'Directions for the PPP' and 'Directions for keeping a logbook'.**

After your first meeting you will find the meeting report and the overview of your progress per end term on your personal page. When you're well over halfway your BEP trajectory you can apply for your interim meeting.

### **Interim meeting**

For your **interim meeting** you have to supplement and upload the following documents:

- PPP (**supplemented** in such a way that changes and additions are clear to the committee, for example by adding colour or other markings to the additions);
- Logbook (**supplemented** in such a way that changes and additions are clear to the committee, for example by adding colour or other markings to the additions);
- Your mentor's evaluation
- Certificates of modules you followed.

Make sure these documents are uploaded **2 weeks before your meeting**.

### **Final meeting**

For your **final meeting** you have to supplement and upload the following documents:

- PPP (**supplemented** in such a way that changes and additions are clear to the committee, for example by adding colour or other markings to the additions);
- Logbook (**supplemented** in such a way that changes and additions are clear to the committee, for example by adding colour or other markings to the additions);
- Your mentor's final evaluation
- Certificates of modules you followed.

Make sure these documents are uploaded **2 weeks before your meeting**.