



# Reference Templates

## Employer reference

Note for candidates: a separate reference on company headed paper must be provided by each employer where work comprising supporting material was undertaken. Supporting material without a reference of authorship will not normally be considered by ARB's examiners.

The reference should state:

I have seen all the drawings, documents and other evidence to be submitted by

<insert full name of candidate>

and scheduled below as supporting material for the ARB prescribed examination and confirm:

Either - where all evidence is entirely the candidate's individual work - the following documents and evidence scheduled with the application to the ARB prescribed examination by the candidate as supporting material are entirely the candidate's own work. Annotate the schedule of the work clearly identifying each and every piece of work that constitutes own work:

<annotate the schedule of the work clearly identifying each and every piece of work undertaken in your practice>

And/Or - where all evidence represents the output of a team in which the candidate was a member - the following documents and evidence scheduled with the application to the ARB prescribed examination by the candidate as supporting material represents the output of a team in which the candidate

was a member. Annotate the schedule of the work clearly identifying each and every piece of work that constitutes teamwork:

<annotate the schedule of the work clearly identifying each and every piece of work that constitutes teamwork>

The candidate's own specific contribution to the collaborative work included. Comment briefly, if appropriate, on the nature of the candidate's contribution to collaborative work.

<comment briefly, if appropriate, on the nature of the candidate's contribution to collaborative work>

Signature:

Date:

Name and job title:

This reference must be signed by the supervising architect or person in an equivalent position of responsibility.