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# **Company Profile & Capability Statement**

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**ARA  
ARCHITECTURE**

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Last Updated  
December 2020

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**ARA ARCHITECTURE is a professional architectural practice.**

**Based in Exmouth, Devon, for over 51 years the practice has grown in strength by offering a quality design service mainly within the private sector, leisure, Light Industrial and housing disciplines. Operating throughout the country, we have earned the reputation for quality of design and experienced contract management.**

**The office has a broad base of loyal clients consolidated over its many years in practice, and every project undertaken is under the personal supervision of the Director, assisted by a solid team of technical staff.**

**ARA ARCHITECTURE offers a professional service with high design ideals, but with a conscious awareness of economic realities and time scales to ensure each project is completed to the total satisfaction of the client.**

## **2.0**

## **COMPANY PROFILE**

**NAME OF COMPANY:** ARA ARCHITECTURE

**REGISTERED ADDRESS:** 39 ROLLE STREET EXMOUTH  
DEVON EX8 2SN

TEL. NO: EXMOUTH (01395) 271619  
FAX. NO: EXMOUTH (01395) 270386  
E.MAIL: [info@ara-architecture.co.uk](mailto:info@ara-architecture.co.uk)

**TYPE OF COMPANY:** ARCHITECTURE

**NAME OF DIRECTOR:** M.R. GIGG  
MCIAT CHARTERED ARCHITECTURAL TECHNOLOGIST

**BRIEF DESCRIPTION OF THE PRACTICE ACTIVITIES:** TO CARRY ON BUSINESS AS DESIGNERS

**SCOPE OF THE COMPANY:** ABLE TO CARRY OUT THE ROLE OF DESIGNER

**AREAS OF OPERATION:** THROUGHOUT SOUTHERN ENGLAND, CORNWALL, THE  
MIDLANDS AND WALES

**NAME & ADDRESS OF BANK:** LLOYDS TSB  
184 HIGH STREET  
HONITON  
DEVON

**NAME & ADDRESS OF ACCOUNTANTS:** FRANCIS CLARK LLP  
VANTAGE POINT  
WOODWATER PARK  
PYNES HILL  
EXETER  
DEVON  
EX2 5FD

**NAME & ADDRESS OF P.I. INSURANCE BROKERS:** MILNE FRIEND & PARTNERS  
SUITE 2.5, LEVEL 2  
RENSLADE HOUSE  
BONHAY ROAD  
EXETER, EX4 3AY

**EQUAL OPPORTUNITIES POLICY STATEMENT:** WE ARE AN EQUAL OPPORTUNITIES EMPLOYER AND DO NOT DISCRIMINATE ON THE GROUNDS OF SEX, ETHNIC ORIGIN OR DISABILITY

**ENVIRONMENTAL POLICY STATEMENT:** ARA IS ENVIRONMENTALLY AWARE AND TAKE OUR RESPONSIBILITIES IN THIS RESPECT SERIOUSLY. IT WILL CONDUCT ITS BUSINESS IN SUCH A MANNER THAT IT WILL NOT KNOWINGLY DO, OR CAUSE ANYTHING TO BE DONE, WHICH WILL OR COULD CAUSE DAMAGE TO THE ENVIRONMENT.

**TRAINING POLICY STATEMENT:** WE ARE COMMITTED TO A POSITIVE TRAINING POLICY FOR ALL STAFF

**Q.A. POLICY STATEMENT:** WE ARE ACTIVELY CONSIDERING THE IMPLICATIONS OF BECOMING REGISTERED UNDER BS-EN-ISO-9000

**DISABILITY DISCRIMINATION ACT POLICY STATEMENT:** WE ARE AWARE OF THIS LEGISLATION AND WORK ACTIVELY TO ENSURE COMPLIANCE WITH THE REQUIREMENTS OF THE ACT

**SELECTIVE CLIENT LIST:**

Bourne Leisure  
Butlins Holidays  
FWS Carter & Sons  
Ladram Bay Holiday Park  
Davidson Homes  
Devon & Cornwall Housing Association  
Eagle One Ltd  
Eagle Investments Ltd  
Greendale Business Park  
Greendale Investment Ltd  
Hastoe Housing Association Ltd  
Haven Leisure  
Hill Barton Business Park  
Hospiscare Mid & East Devon  
M.G. Leisure  
Nigel Mansell  
Ocean Physios  
Parkdean Holidays  
The Cottage Hotel, Hope Cove.  
Priory Homes Ltd  
County and Coast Ltd  
Crealy Great Adventure Park (Devon & Cornwall)  
Remedies (Pubs/Nightclubs)  
Sldmouth Hotels Ltd  
West Country Housing Association  
Cornerstone Housing Association  
Woodbury Business Park  
Mid Devon District Council  
Devonshire Homes  
C G Fry Construction Ltd

### **3.0 ENVIRONMENTAL POLICY FOR THE WORKPLACE**

#### **3.1 Generally.**

We are committed to providing a safe and healthy working environment for all employees and visitors, whilst minimising the impact upon the environment.

We will operate in compliance with relevant environmental legislation and where possible use best practice to avoid pollution.

#### **3.2 Specifically.**

- 3.2.1 Environmental concerns and impacts will be a relevant part of all of our decision making and activities.
- 3.2.2 Environmental awareness will be promoted amongst our employees to encourage them to work in an environmentally responsible manner.
- 3.2.3 Waste will be reduced by the use where possible of recycled materials and refurbished equipment.
- 3.2.4 Where possible, recyclable waste such as paper and cardboard will be separated for collection and reuse.
- 3.2.5 Unavoidable waste to be collected by a registered operator.
- 3.2.6 We will limit the heating and lighting used in spaces that are not constantly occupied by switching off appliances when possible.
- 3.2.7 Energy efficiency will be a consideration when purchasing new equipment.
- 3.2.8 We will try and avoid the use of hazardous materials, and seek an alternative when available.
- 3.2.9 The cars belonging to the practice will be chosen where practicable for their fuel efficiency.
- 3.2.10 Public transport will be used in preference to cars where it is effective to do so.
- 3.2.11 Employees will be encouraged to travel to work on foot, bike, or public transport where feasible.

## **4.0 ENVIRONMENTAL POLICY WITHIN OUR DESIGNS.**

### **4.1 Generally**

The products of our designs will have a far greater impact upon the environment than operations within the office.

We are committed to ensuring so far as possible that the results of our designs will have a reduced environmental impact so far as this is possible within the brief.

### **4.2 Specifically.**

- 4.2.1 We will raise the client's awareness of sustainability and environmental protection.
- 4.2.2 We will ensure other members of the design team are aware of the environmental policies of the practice.
- 4.2.3 Where relevant our designs will be supported by a travel plan promoting sustainable travel choices.
- 4.2.4 Sites will be assessed for their ecological value and microclimate to ensure where possible the design protects or enhances the biodiversity and makes best use of the natural features such as sun, wind, and physical features on and around the site.
- 4.2.5 We will encourage the provision of at least a proportion of the energy requirements of the building from renewable sources.
- 4.2.6 We will reduce the use of environment harming products and specify products with an optimum balance between performance and environmental impact.
- 4.2.7 The reduction of site waste will be encouraged and the separation and recycling of waste will, where possible, be promoted.
- 4.2.8 We will ensure that building services are efficient, controllable, and metered, and that full commissioning and operating instructions are provided, to encourage their efficient use.



## **5.0 Anti-Bribery & Corruption Policy**

### **5.1 Introduction**

ARA Architecture values its reputation and is committed to maintaining the highest level of ethical standards in the conduct of its business affairs. The actions and conduct of the firm's staff as well as others acting on the firm's behalf is key to maintain these standards.

The purpose of this document is to set out the firm's policy in relation to bribery and corruption. The policy applies strictly to all employees, directors, agents, consultants, contractors, and to any other people or bodies associated with ARA Architecture, within all regions, areas and functions.

### **5.2 Understanding and recognising bribery and corruption**

Acts of bribery or corruption are designed to influence and individual in the performance of their duty and incline them to act in a way that a reasonable person would consider to be dishonest in the circumstances.

Bribery can be defined as offering, promising or giving a financial (or other) advantage to another person with the intention of inducing or rewarding that person to act or for having acted in a way which a reasonable person would consider improper in the circumstances. Corruption is any form of abuse of entrusted power for private gain and may include, but is not limited to, bribery.

Bribes are not always a matter of handing over cash. Gifts, hospitality and entertainment can be bribes if they are intended to influence a decision.

### **5.3 Penalties**

The Bribery Act 2012 came into force on 1 July 2011. Under that Act, bribery by individuals is punishable by up to ten years' imprisonment and/or an unlimited fine. If the firm is found to have taken part in the bribery or is found to lack adequate procedures to prevent bribery, it too could also face an unlimited fine.

A conviction for a bribery or corruption related offence would have severe reputational and/or financial consequences for the firm.

## **5.4 ARA Architecture Policy**

ARA Architecture will not tolerate bribery or corruption in any form.

The firm prohibits the offering, giving, solicitation or the acceptance of any bribe or corrupt inducement, whether in cash or in any other form:

- to or from any person or company wherever located, whether a public official or public body, or a private person or company;
- by an individual employee, director, agent, consultant, contractor or other person or body acting on the firm's behalf;
- in order to gain any commercial, contractual, or regulatory advantage for the firm in any way which is unethical or to gain any personal advantage, pecuniary or otherwise, for the individual or anyone connected with the individual.

This policy is not intended to prohibit the following practices provided they are appropriate, proportionate and are properly recorded:

- normal hospitality, provided the level of hospitality is restricted to a reasonable level;
- fast tracking a process which is available to all on the payment of a fee; and/or
- providing resources to assist a person or body to make a decision more efficiently, provided that it is for this purpose only.

It may not always be a simple matter to determine whether a possible course of action is appropriate. If you are in any doubt as to whether a possible act might be in breach of this policy of the law, the matter should be referred to a company director.

The firm will investigate thoroughly any actual or suspected breach of this policy, or the spirit of this policy. Employees found to be in breach of this policy may be subject to disciplinary action which may ultimately result in their dismissal.

## 5.5 Key risk areas

Bribery can be a risk in many areas of the firm. Below are the key areas you should be aware of in particular:

**Excessive gifts, entertainment and hospitality:** can be used to exert improper influence on decision makers. Gifts, entertainment and hospitality are acceptable provide they are not excessive.

**Facilitation payments:** are used by businesses or individuals to secure or expedite the performance of a routine or necessary action to which the payer has an entitlement as of right. The firm will not tolerate or excuse such payments being made.

**Reciprocal agreements:** or any other form of 'quid pro quo' is never acceptable unless they are legitimate business arrangements which are properly documented and approved by management. Improper payments to obtain new business, retain existing business or secure any improper advantage should never be accepted or made.

**Actions by third parties for which the firm may be held responsible:** can include a range of people i.e. agents, contractors and consultants, acting on the firm's behalf. Appropriate due diligence should be undertaken before a third party is engaged. Third parties should only be engaged where there is a clear business rationale for doing so, with an appropriate contract. Any payments to third parties should be properly authorised and recorded.

**Record keeping:** can be exploited to conceal bribes or corrupt practices. We must ensure that we have robust controls in place so that our records are accurate and transparent.

## 5.6 Employee responsibility and how to raise a concern

The prevention, detection and reporting of bribery or corruption is the responsibility of all employees throughout the firm. If you become aware or suspect that an activity or conduct which is proposed or has taken place is a bribe or corrupt, then you have a duty to report this.

**Any such incidents should immediately be reported to a company director.**

## **6.0 COMPLAINTS PROCEDURE**

Should a complaint about the practice from a client or other party be received the following procedure is to be followed:-

- 6.1 The complaint is to be recorded in writing and forwarded to the Director Malcolm Gigg.
- 6.2 The Director will assess the correct response and will direct that either a written response is given or an acknowledgement is provided within ten working days followed by a full response once the full details to enable a full response are available.
- 6.3 The full response shall be sent within 30 working days of receipt of the complaint.
- 6.4 If determined necessary the professional indemnity insurers shall be made aware of the situation by the Director.
- 6.5 During investigation of the complaint the client shall be kept abreast of progress.
- 6.6 Every attempt shall be made to resolve matters amicably.
- 6.7 The client shall be offered the opportunity to go to arbitration should a resolution not be forthcoming in a reasonable period of time.
- 6.8 An internal review of the complaint and the reasons for it shall be held upon resolution of the matter in order to improve the service provided.

**NAME:** MALCOLM GIGG (MCIAT)

**POSITION:** DIRECTOR

**QUALIFICATIONS:** MEMBER OF THE CHARTERED INSTITUTE OF  
ARCHITECTURAL TECHNOLOGISTS

CHARTERED ARCHITECTURAL TECHNOLOGIST

**EXPERIENCE:**

1989-1995 Challice & Son Architect's

1995-1997 ARA Architects

1997-1999 (Kyle Stuart) HGB Construction London

1999 to PRESENT

ARA ARCHITECTURE – EXMOUTH

1999-2007 ASSOCIATE

2007-2010 PARTNER

2010 – PRESENT DIRECTOR

Housing Projects

Redevelopment of the Exmouth Docks

For Rockeagle (Eagle One Ltd)

17 phases each phase between approx. £1.5 & £10 million

New House Exmouth

For Nigel Mansell

£2.6 million

9 luxury apartments Exmouth

For David Cosford / Nigel Bremner

£1.2 million

Redevelopment Cedar Shade – Sidmouth  
For Greendale Investments Ltd  
£1.2 million

11 apartments, Exmouth  
Eagle Investments Ltd  
£1.2 million

14 apartments, Exmouth  
Eagle Investments Ltd  
£1.5 million

50 Houses, Exmouth  
Greendale Investments Ltd  
£2.8 million

18 Houses, Woodbury Salterton  
Greendale Investments Ltd  
£1.2 million

12 Houses, Exmouth  
Greendale Investments Ltd  
£1.1 million

Various schemes of  
Low Cost Housing in Devon  
For Cornerstone Housing Association  
£1 - £1.5 million

Low Cost Housing, Exmouth  
£900 k

Various schemes of Social Houses  
East Devon  
Devon & Cornwall Housing Association Ltd  
£60 k - £1 million

14 affordable Flats, Sidmouth  
For E.D.D.C. / C G Frys Ltd  
£1.2 million

Very many other housing developments varying in  
size from single units up to 50 plus.

### Leisure Projects

Swimming Pool and Leisure Complex  
Cofton Country Holidays Ltd  
£2.8 million

Swimming Pool and Leisure Complex  
Ladram Bay Holiday Park  
£1 million

Entertainments Centre, Weymouth  
Bourne Leisure Ltd  
£2.6 million

Entertainments Centre, Exmouth  
The Rank Organisation  
£1.5 Million

Leisure Centre, Woodbury  
For Nigel Mansell  
£1.65 Million

Bowling Alley and Cinema Minehead  
For Butlins Ltd  
£600 k

Many pub & nightclub extensions & refurbishments  
throughout the South West.  
£250 - £1 million

Enclosed Swimming Pools  
Throughout the South West  
For various clients  
£250 k - £1 million

New club, bar, pool & reception, Hayling Island  
£1.6 million

### Commercial Projects

Broughton Park – Chester  
HBG Construction  
£150 million

Warehouse & offices – Honiton  
Rainbow  
£1.5 million

UK Mail Warehouse & Office – Woodbury  
FWS Carter & Son  
£1.5 million

Weddle Swift Warehouse & Office – Woodbury  
FWS Carter & Son  
£1 million

SITA refuse collection & Sorting Warehouse & Offices  
FWS Carter & Son  
£1.5 million

Various Chalet Developments for holiday parks  
throughout the South West & Cornwall  
£100 k - £1 million

Warehousing - East Devon  
A.E. Stuart  
£1.0 million

Recycling centre – East Devon  
A.E. Stuart  
£1 million

Warehousing & Grain Silos  
F.W.S. Carter  
£2.5 million

Hospice Care Hospital/day care Centre  
R D & E Hospital – Exeter  
£1 million

Hospice Care Day Centre – Tiverton  
£600k



**TYPE OF PROJECT  
INVOLVED WITH:**

**NEW BUILD**

Private Dwellings  
Housing Estates  
Filling Stations  
Doctors Surgeries  
Research Centre - R.D. & E Hospital  
Retail Stores  
Light Industrial  
Broughton Shopping Park (Chester)  
Fast Food Retail  
Exmouth Docks Development  
Retirement Homes/Nursing Homes

**ALTERATIONS EXTENSIONS**

Private Dwellings  
Housing Estates  
Filling Stations  
Doctors Surgeries  
Retirement Homes/Nursing Homes  
British Red Cross Centres  
Holiday & Leisure Parks  
Tesco Superstore  
Hospiscare Mid & East Devon  
Crealy Great Adventure Park (Devon)  
Crealy Great Adventure Park (Cornwall)

**CONVERSIONS**

Church Conversions to Residential  
Barn Conversions to Residential  
Hotel Conversions to Nursing Homes  
Army Barracks converted to Red Cross Training Centre  
Redundant Farm Buildings to Self Storage Units  
Redundant Farm Buildings to Physio Therapists Treatment & Rehabilitation Units  
Redundant Farm Buildings to Office Units

**NOTABLE CLIENTS:**

Shell UK Oil  
Abbeyfield Association  
British Red Cross  
Various Doctors Consulting Practices  
R.D. & E. Health Authority  
Mr N. Mansell  
(Woodbury Park Golf & Country Club)  
Haven Leisure  
Butlins  
ParkWorld Holidays  
Devon & Cornwall Housing Association Ltd  
Clinton Devon Estates  
East Devon District Council  
Tesco Stores Ltd  
Mill House Inns  
Rockeagle Homes Ltd  
McDonalds  
Burger King  
Woolworth PLC  
Alders Department Stores  
Sears Group  
Arcadia Group PLC  
MVC (Music & Video Club Ltd)  
Boots  
W.H. Smith  
Hastoe Housing Association  
Rural Housing Trust  
Davidson Homes  
West Country Housing Association  
Ocean Physio  
Greendale Investments  
Greendale Business Park  
Woodbury Business Park  
Hill Barton Business Park  
Remedies (Pubs/Nightclubs)  
Eagle One Ltd  
FWS Carter & Sons Ltd  
Parkdean Holiday Parks  
Cornerstone Housing Association  
Crealy Great Adventure Park (Devon & Cornwall)  
Country and Coast Ltd  
Ladram Bay Holiday Park  
Lord Clinton  
Midas Homes Ltd  
Devonshire Homes  
Midas Construction Ltd  
C G Fry Construction  
East Devon District Council  
Exmouth Dock Company

**NAME:** NICHOLAS THOMAS

**POSITION:** ASSOCIATE DIRECTOR

**QUALIFICATIONS:** WORKING EXPERIENCE OF AUTO CAD LT2  
B-TEC NATIONAL CERTIFICATE IN CONSTRUCTION  
B-TEC HIGHER NATIONAL CERTIFICATE IN CONSTRUCTION

**EXPERIENCE:** 1997 began work as a junior technician in an Architectural Practice.

My duties included:-

- General office duties
- Surveying clear sites and buildings
- Accurate plotting of survey information
- Planning Applications
- Building Regulation Applications

In 2006 moved to ARA Architecture after gaining qualifications to further my experience.

- Preparation of Specifications
- Overseeing projects on Site

Associate Director 2020 – present

**TYPICAL NEW BUILD PROJECTS:-**

- House & Flat Developments
- Nursing/Residential Homes

**TYPICAL CONVERSIONS & ALTERATIONS:-**

- House & Flat Developments
- Retail & other commercial premises
- Nursing/Residential Homes
- Houses in multiple occupation
- Holiday accommodation
- Local Authority Housing
- Barn Conversions

**NAME:** CHRIS ELLERTON

**POSITION:** SENIOR ARCHITECT/PROJECT RUNNER

**QUALIFICATIONS:** ARB RIBA CHARTERED ARCHITECT  
BArch  
Bsc(Hons) Architectural Studies

<b>EXPERIENCE:</b>	1993-1994:	Architectural Assistant at Robin C Jones Chartered Architects Exeter
	1995-1997:	Assistant Architect with Pakatan Reka Arkitek, Kuala Lumpur
	1997-1998:	Assistant Architect at TTG Architects, London
	1998-2000:	Assistant Architect with Owens Galliver Architects, Pangbourne
	2000-2003:	Architect with Owens Galliver Architects, Pangbourne
	2003-2015:	Architect at Kay Elliott, Torquay
	2015-2018:	Architect and Projects Director Asia Pacific for Kay Elliott, Torquay
	2019-present:	Architect, ARA Architecture, Exmouth

**NAME:** TIMOTHY TEUBER

**POSITION:** ARCHITECT

**QUALIFICATIONS:** BA (Hons) Architecture (ARB, RIBA)  
MArch Architecture (ARB, RIBA)  
ARB Architect

**EXPERIENCE:**

2002-2002:	Architectural Assistant, Bradbury Bichard Chartered Architects, Broadstone
2008-2009:	Architectural Assistant, David Wilson Partnership, Barnstaple
2010-2011:	Laser Cutter Technician, UWE (University of the West of England), Bristol
2014-2015:	Landscape Architectural Technician, Redbay Design, Torquay
2015-present:	Architectural Designer, ARA Architecture, Exmouth

TYPE OF PROJECTS INVOLVED WITH:-

**NEW BUILD**

Private Dwellings  
Apartment Buildings  
Housing Estates  
Affordable Housing schemes  
Holiday Park Entertainment Facilities  
Hotels  
Children's Hospice  
Play Parks  
Wind and Solar Farms

**EXTENSIONS & ALTERATIONS**

Private Dwellings  
Holiday Parks  
Office reconstruction and refurbishment  
Restaurant design & layout  
Hospitals

## CONVERSIONS & CONSERVATION

Alterations to grade 2 listed buildings

### NOTABLE CLIENTS

Parkdean Holidays  
The Cottage Hotel  
Eagle One Ltd  
Ladrum Bay Holiday Park  
Mid Devon District Council  
DCH (Housing Association)  
Carters LTD  
Bristol City Council  
Poole Town Council  
Children Hospice Southwest  
NHS (North Devon Hospital)  
Bovis Homes

**NAME:** IAIN GEORGE (ACIAT)

**POSITION:** ARCHITECTURAL TECHNOLOGIST

**QUALIFICATIONS:** WORKING EXPERIENCE OF AUTO CAD 2013  
BAHONS IN ARCHITECUTRAL TECHNOLOGY &  
THE ENVIONMENT

**EXPERIENCE:** September 2001 – July 2005

Student of Plymouth University studying  
Architectural Technology & the Environment

August 2005 – November 2006

I was employed at Comprehensive Design in  
Exeter where I was an Architectural Technologist  
working within the residential sector for large  
housing developments.

November 2006

I moved to ARA Architecture as an Architectural  
Technologist.

In 2013 became an associate member of Chartered  
Institute of Architectural Technologists.

**TYPICAL NEW BUILD PROJECTS:-**

House & Flat Developments  
Nursing/Residential Homes

**TYPICAL CONVERSIONS & ALTERATIONS:-**

House & Flat Developments  
Retail & other commercial premises  
Nursing/Residential Homes  
Houses in multiple occupation  
Holiday accommodation  
Local Authority Housing  
Barn Conversions

**NAME:** JOANNA KECKA

**POSITION:** ARCHITECTURAL TECHNOLOGIST

**QUALIFICATIONS:** Graduated from University of Zielona Gora, Poland

Course: Architecture and Urban Planning  
First-cycle programme – Engineering

Working experience of Revit, AutoCAD, Adobe Suite,  
Photoshop and 3ds max

**EXPERIENCE:** 2013-2020: Architectural Technician at Pick  
Everard, Bristol

2020-present: Architectural Technologist at  
ARA Architecture, Exmouth



**NAME:** MARTYN PIKE

**POSITION:** ARCHITECTURAL TECHNICIAN

**QUALIFICATIONS:** WORKING EXPERIENCE OF AUTO CAD 2013  
B-TEC NATIONAL CERTIFICATE IN  
CONSTRUCTION  
B-TEC HIGHER NATIONAL CERTIFICATE IN  
CONSTRUCTION

**EXPERIENCE:** Started work in 1987 at Challice & Sons Architects in  
Sidmouth – 1994

1994 – 1995 Pellfrichman Architectural Technician

1995 – 1996 Michael Thorne Construction

1996 - 2001 Nu Heat as Architectural Technician

2001 – 2012 Wavin as Project Manager

June 2012

I moved to ARA Architecture as an Architectural  
Technician

TYPICAL NEW BUILD PROJECTS:-

House & apartment Developments  
Nursing homes  
Light Industrial  
Leisure

TYPICAL CONVERSIONS & ALTERATIONS:-

House & Apartment Developments  
Retail & other commercial premises  
Nursing/Residential Homes  
Houses in multiple occupation  
Holiday accommodation  
Barn Conversions

**NAME:** BEN MORRISON

**POSITION:** TECHNICIAN

**QUALIFICATIONS:** CONSTRUCTION TECHNICAL AND  
PROFESSIONAL ADVANCED APPRENTICESHIP –  
3 LEVEL (currently being undertaken)  
A-LEVEL MATHS & ENGLISH LANGUAGE  
AS-LEVEL MATHS & GRAPHICS  
11 GCSE – GRADE A-C

**EXPERIENCE:** 2017 – 2017 WSP, Exeter  
  
2017 – 2017 Graphic Designer Tim Mann, Exmouth  
  
2018 – Present Technician, ARA Architecture,  
Exmouth

TYPE OF PROJECTS INVOLVED WITH:-

NEW BUILD

Holiday Park Entertainment Facilities  
Hotels

EXTENSIONS & ALTERATIONS

Private Dwellings  
Holiday Parks

NOTABLE CLIENTS

Parkdean Holidays  
Manor Hotel

**NAME:** NICOLA BOWYER

**POSITION:** PERSONAL ASSISTANT/SECRETARY/  
OFFICE ADMINISTRATOR/  
OFFICE ACCOUNTANT/RECEPTIONIST

**QUALIFICATIONS:** RSA STAGE I & II TYPING  
RSA STAGE 1 WORD PROCESSING  
RSA STAGE I ACCOUNTANCY

**RELEVANT EXPERIENCE:** Joined ARA Architecture as a secretary in 1988 and became Personal Assistant in 1991.

Responsible for:-

All Office Administration

Audio & Copy Typing  
Including Reports, Specifications &  
Confidential Material

Filing

Receptionist Duties

Ordering of Stationery & Office Supplies

Invoicing & Credit Control

Arranging Meetings

Organising Seminars

## **8.0 INSURANCE**

**DETAILS OF PROFESSIONAL INDEMNITY INSURANCE POLICY & EMPLOYERS  
PUBLIC LIABILITY INSURANCE**