

## **BORD TAL-WARRANT TAL-PERITI**

# **PROFESSIONAL TRAINING RECORD BOOK**

### The Professional Training Record Book

The purpose of the Practical Training scheme as defined in Article 3(ii) of the Periti Act is to ensure that those entering the profession have had sufficient experience to fit them for their immediate duties and responsibilities. It is based on the premise that “learning by doing” is an essential complement to academic learning, and that certain attitudes and values are best acquired against the practical background of a perit’s office. The Professional Training Record Book is an integral part of this process.

The Professional Training Record Book is being issued in an electronic format to make it easier for candidates to record and keep track of their experience and to enable each candidate to identify in which areas they still require training.

The Professional Training Record Book identifies five main areas of training activities:

- A. Design/Contract Documents;
- B. Architectural Design;
- C. Engineering Design;
- D. Construction Administration;
- E. Other Activities.

As from the day after graduation day, a minimum one calendar year of training must be undertaken in accordance with the provisions of the Periti Act, translated to a minimum Total Hours of Experience of 2000 hours. Of these,

- (i). a minimum of 500 are to be allocated to Section A activities;
- (ii). a minimum of 450 hours for candidates graduating in March and 50 hours for candidates graduating in MEng for Section B activities;
- (iii). a minimum of 450 hours for candidates graduating in MEng and 50 hours for candidates graduating in March for Section C;
- (iv). a minimum of 600 hours to Section D activities; and
- (v). a minimum of 400 hours to Section E activities.

The balance of the hours to make up the total of 2000 hours may be allocated to activities in any section at the candidate’s discretion.

Furthermore, every section is divided in various items. These items have also been transmitted with a minimum of total hours, thus aiding the candidate to allocate an amount of hours to every item within its Section.

**Section A** with an allocation of a minimum of 500 hours is being divided into:

- 200 hours allocated to items 1 – 3
- 100 hours allocated to item 4
- 100 hours allocated to Items 5 – 8
- 100 hours allocated to item 9

**Section B** with an allocation of 450 / 50 hours is being divided into:

- 450 hours allocated on any of the items for M Arch Graduates
- 50 hours allocated on any of the items for M Eng Graduates

**Section C** with an allocation of 450 / 50 hours is being divided into:  
450 hours allocated on any of the items for M Eng Graduates  
50 hours allocated on any of the items for M Arch Graduates

**Section D** with an allocation of 600 hours is being divided into:  
200 hours allocated to Item 1  
200 hours allocated to Item 2 – 3  
200 hours allocated to Item 4

**Section E** with an allocation of 400 hours allocated to Items 1, 2 and 3

#### Guidelines for Candidates

1. It is the responsibility of the candidate to ensure that experience is obtained in all the required experienced categories.
2. Fill in the Candidate Information page of the logbook. A separate sheet must be filled in for each “employer” for whom the candidate works during the experience period.
3. On the Project Information sheet list the top ten projects on which you have worked during the training period clearly indicating your role on the project. If more information needs to be provided please attach additional sheets.
4. On the Record’ sheet enter the month/year in question. The numbers at the top of the Record’ sheets refer to the project numbers on the Project Information sheet. Enter the number of hours spent working on the specific activities listed on each project.

#### Guidelines for Employers/Supervisors

1. Supervisors must be warranted periti who have held a warrant for a minimum of five years and who must be personally responsible for directing the candidate’s work.
2. Although the responsibility for ensuring that experience is obtained in all the required areas is the candidate’s, Employers/Supervisors should endeavour to provide every opportunity to candidates to obtain as wide a range of experience as possible, and enable them to fulfil the requirements of the Professional Training Record Book.
3. Supervisors shall review the Record sheet prepared by the Candidate to ensure correctness and sign (including warrant number and rubber stamp) and date the Record sheet within two weeks of the end of the month in question.