1.0 INTRODUCTION

The level three design project Units are planned to build on the experience gained during your Rhodoc Diploma Course. In order to successfully manage and carry out a complex process such as Interior Design one needs to gain a knowledge and understanding of the essential character of the activity. During your Diploma experience you gained the initial theoretical knowledge and basic insights about designing, to start to become a competent professional practitioner. It is now necessary to build on your experience by applying your knowledge and creativity to actual design projects.

The Diploma Handbook and the recommended reading lists provide the starting points for your researches and references. You are expected now to select a design project which can meet the aims and objectives of the Unit. In this first project you are advised to avoid being over-ambitious and to choose a project where you have ready access to detailed information. Choose to work on a task where you have indicated a personal interest and feel that you can contribute good ideas and demonstrate your creative ability.

For example, a friend or employer may have a specific current or recent assignment where you might have access to all or some of the following elements: a site/buildings; working drawings; clients; specialist services consultants; building inspectors, etc. Clearly you must seek the appropriate agreement of those concerned to use any information gained for your project work. You must also recognise that use of professional time has financial implications and great care must be taken to avoid wasting anyone's time. Such contacts and experiences gained in project work can lead to future employment and this should be borne in mind in all your dealings: always leave good impressions behind and remember to give credits and thanks where due.

In the event that you are unable to select a suitable source/title for your project work, you should contact your tutor. Rhodoc will provide, where necessary and requested, an appropriate brief (see pages 10 and 13 of the Course Handbook) but if this option is requested you should be reminded that a penalty of 4 points will be applied in the assessment of the Unit.

In this Unit you will propose, progress and then present your project. Progress, after the approval of the project, will normally follow a three stage plan:
1. Research - collection of all necessary and available information needed to progress the work.
2. Design Development - the work leading to a completed design solution.
3. Presentation of your design proposal - a professional presentation of your proposal supported by all relevant data and evidence.

NB This Unit, together with Unit RB2, is double-weighted: i.e. it is worth 2 units towards the total requirement of 7 units, with the Log Book worth a further 0.5 unit.
Remember at all times that your Course Log Book must be maintained as an essential assessable element of your course.

Your course and your tutors will not provide you with a set of designer’s rules but you will be provided with an opportunity to develop your knowledge, skills and awareness that constitute your own potential as a designer. You will have been introduced throughout your Rhodoc course experience to the accepted conventions of your chosen design field. Always bear in mind that these conventions are not fixed but are constantly developing in response to the many influences of a rapidly changing world (technology, scientific knowledge, ethical attitudes, social and economic developments, fashion and the many influences on aesthetic judgements at any point in time).

2.0 UNIT REQUIREMENTS

Requirements of the Unit to be read with the syllabus for the Unit (see pages 14 and 15 of the Course Handbook):

2.1 Evidence of research into the needs of the selected project (the client being either real or supposed); client needs; site options (including plans of the existing site/buildings), concluding with an outline statement of intent and a programme to complete the project. Present your findings in an A4 typed report format, with illustrations/diagrams as appropriate. This report must include your "client's" brief.

You should include in your report full evidence of your identification of the problems set out in the "client's" brief, and full development of ideas to meet the brief in visual form with explanatory notes and critical self-evaluation. This evidence should show your logical and progressive exploration of the problems identified, together with your creative explorations of possible outcomes. Your report must include notes of your background reading and research of relevant material for the project, including technical/trade publications and electronic sources.

The course programme allocates a possible total of 15 weeks for this Unit. NB. care needs to be taken to allow for action required to secure approval from Rhodoc/London Metropolitan University of your proposals for the next project. The formal point for this approval will be the tutorial contact in Week 11 of your course (unless approval has already been achieved in the initial setting up period and you wish to proceed as originally intended. There is no assessment penalty applied for changes or developments to your proposals at this stage). Normally a period of six weeks is needed to achieve the required approval.

The format/nature of the material prepared should be appropriate to the selected project and will include work in both colour and black & white.
2.2 It is important to show how you have identified the key design issues of your selected project and how you have resolved them. Technical working drawings and details with schedules and outline specifications need to show sufficient information to give a clear intention of both layout and construction for costing and manufacture.

Your outline budget and time costings are to be included. There must be complete general arrangement drawings and not less than four complete working detail drawings. All drawings must be in co-ordinated "A" sizes with cross-references between drawings.

2.3 Presentation of your design proposal is required at the conclusion of the Unit period. You may use any suitable visual means that fully convey and explain the proposal in a form that is clear and understandable. This can include rendered plans and elevations, axonometric projections, perspectives, collages, photo-montages, computer generated images and animation, three-dimensional models etc can all be employed. Professional standards of presentation are expected and the work submitted for assessment must be original work. The quality of the visual impact and clarity of the design proposal are considered important.

3.0 RECOMMENDED READING

Set books, listed below, and as appropriate to the individual project being undertaken.

*It is to be stressed that the Rhodec/London Met programme leads to a UK degree and that the recommended reading lists are prepared with this in mind. It is important that students outside the UK supplement their reading with texts appropriate to their local circumstances, particularly in such areas as Building and Fire Safety Regulations.*

Design Projects RB1 & RB2

<table>
<thead>
<tr>
<th>Author</th>
<th>Title</th>
<th>Publisher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goslett, D.</td>
<td>Professional practice of design (1983)</td>
<td>Batsford</td>
</tr>
<tr>
<td>Ashcroft, R.</td>
<td>Construction for interior designers</td>
<td>Longman</td>
</tr>
<tr>
<td>Gill, R.</td>
<td>Manual of rendering with Pen and Ink</td>
<td>Thames&amp;Hudson</td>
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<tr>
<td></td>
<td>B.S.1192: Building Drawing Practice</td>
<td>Institution</td>
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<tr>
<td>Tutt &amp; Adler</td>
<td>The new metric handbook</td>
<td>ArchitecturalPress</td>
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<tr>
<td>Sanford-Hohauser</td>
<td>Architectural and interior models</td>
<td>Van Nostrand</td>
</tr>
</tbody>
</table>

3
4.0 PROJECT ASSESSMENT

Your work will be assessed independently by at least two Rhodec tutors against the six criteria for the Unit. (See page 15 of the Course Handbook for details of the assessment criteria). The assessment will take place at the conclusion of the project and will take full account of the evidence provided by the logbook. The assessments will take place on the defined dates of your programme in the offices of Rhodec in Brighton. Failure to meet the date specified for your assessment will have a serious effect on your degree grade unless there are mitigating circumstances (please see note on Assessment Deadlines and Mitigating Circumstances, both on page 10 of the Course Handbook). The work presented must be original work, together with your confirmation of authorship. See page 9 of this handbook. You are advised to ensure that you keep copies of all materials submitted for assessment.

The grades awarded will be moderated by a University-appointed external examiner, who is responsible for the final outcome of your assessment grade.

CHECK LIST FOR ASSESSMENT CRITERIA

4.1 Is there evidence of well considered choice of client and project site to match your project aspirations? Is the project effectively planned and organised to meet the needs of your project and its outcomes?

4.2 Have you correctly identified appropriate project research to support your design proposals? Is your analysis of the issues arising from the "client" brief thorough and appropriate? Have you carried out accurate and appropriate site investigations, with effective information recorded in drawings?

4.3 Have the issues arising from your evaluation of the brief been fully developed and explored? Are the decisions you have made in selecting design proposals to meet the brief sound and positive? How good is the quality of your design thinking?

4.4 Is the detailing of your design work well considered and resolved? Has appropriate care and attention been given to the specification of design details relevant to the client’s brief and your intentions?
4.5 Does your log book record give a full and evaluative report on the progress of the project and your responses to difficulties and successes encountered en route?

4.6 Does your design proposal answer the approved brief? Is the visual presentation clear and easily understood? Does the presentation material have a unified style and impact? Are all aspects of communication sufficient to be clearly understood by a third party on their own? Are you satisfied that the material presented represents your best efforts and commitment?

5.0 MONITORING OF PROJECT WORK PROGRESSION AND FEEDBACK TO STUDENTS OF PERFORMANCE

Your personal programme of work is set out against the course/calendar and programme on pages 1, 2 and 3 of the Course Handbook. The weeks of study are operated from the confirmed entry date. The first two weeks are concerned with the entry briefing and induction to the course. This period will bring you into contact with the Rhodoc staff in Brighton and your course tutor.

You may at any time send messages, seek support and guidance from the listed contact details of either Rhodoc staff in Brighton or your tutor. We will contact you as soon as possible after we receive your message.

The third week sees the formal start of the first project. The details of this project will have been finalised and approved in the initial setting up period of six weeks prior to the formal start date of your studies. It should therefore be possible to get a prompt start to your degree course studies. The first formal tutorial contact required by the programme is the start of week seven. At this point you are required to advise your tutor of all progress made and any issues arising. Your log book forms an important part of these tutorial contacts.

It is important to ensure that all programmed dates are met as the University External Examiner will be monitoring individual progress. You should also ensure that you retain in your possession at all times good quality copies of work, including logbooks. Use wherever possible electronic communication, as this ensures fastest possible delivery and return. However, all final/end-of-project assessment must be of original work and must be sent to the Rhodoc Brighton Office where all end-of-project assessments are made. (Please note that failure to meet the stated date for assessment has a serious effect on your degree grading; you are advised to ensure that you read and understand the assessment regulations.)

The second formal tutorial contact occurs at the start of week 11. Please note that this is also the point at which approval for your proposals for Major Design Project RB2 will be agreed. At this point it is possible to review and if necessary revise your proposal for the next Unit Project (giving six weeks to allow for formal
University approval, before the end of this Unit). Please consult your tutor should you wish to use this opportunity to revise your plans.

During week 16 you should complete your project work for the Unit. You are strongly advised to allow adequate time for checking all elements of your work (use the assessment criteria as a checklist). Then dispatch your work to Rhodec in Brighton for assessment (making sure you keep a good quality copy for yourself).

During week 17 the tutors will assess all the work in your entry group. It is advisable to be available for contact should any clarification be required. Grades awarded have to be formally approved by the University Examination Board and students will be informed as soon as possible after the assessment.

During week 18 assessed work will be returned together with the tutor's 'unconfirmed' feedback.

Week 19 is for the development of the working brief and programme for the second design project, which formally starts in week 20. Tutorial contact points are at weeks 24 & 28 with the project completion in week 33 and the assessment in 34. Week 28 is the last chance to review your choice of dissertation.

Please note that throughout the course it is important to maintain your log book record of progress. The tutors and the external examiner will expect to see well maintained records. Tutors welcome contact between formal contact points and will respond to communications as soon as possible after receipt. Any difficulties encountered in making contact should be reported to the Brighton Office of Rhodec.
6.0 RB1 DESIGN PROJECT PROPOSAL: PRO FORMA

RHODEC INTERNATIONAL/LONDON METROPOLITAN UNIVERSITY
B.A. Single Honours Degree by Distance Learning in Interior Design

Name:
Registration Number:
Date submitted:
Date Approved:
Approved by:

1. PROJECT TITLE AND DESCRIPTION

2. RATIONALE (Explain why you have chosen this subject and give a brief outline of its proposed nature and scope)
3. INFORMATION SOURCES (Indicate who would be the supplier of "client information": e.g. site and/or building plans, and all other identified sources of information and reference)

Guidance Note: You should contact your tutor, without delay, if you experience difficulty in acquiring any of the above data required to complete your project.
4.  7.0 STATEMENT OF AUTHORSHIP

Design Project RB1

I hereby do solemnly declare that:

The work presented in this project has been carried out by me.

Except where specific reference is made, this project contains no material, written, drawn or rendered by computer, which has been published elsewhere or extracted in whole or in part from a project by which I have qualified for or been awarded another degree or diploma.

No other person's work, either written, drawn or rendered by computer, has been used without due acknowledgement.

This project has not been submitted for the award of any degree or diploma in any other tertiary institution.

The work I have presented does not breach any existing copyright.

I undertake to indemnify London Metropolitan University and Rhodoc International against any loss or damage arising from breach of the foregoing obligations.

Signed

Name

Registration Number

Date