

Professional Assessment Qualifications in Architecture

Form

ARCH

THIS FORM IS TO BE USED BY THOSE SEEKING

PROVISIONAL ASSESSMENT OF QUALIFICATIONS IN ARCHITECTURE *OBTAINED OUTSIDE AUSTRALIA* FOR MIGRATION PURPOSES*

OR

VERIFICATION THAT THE QUALIFICATION IN ARCHITECTURE *OBTAINED IN AUSTRALIA* ARE RECOGNISED FOR MIGRATION PURPOSES

OR

PROVISIONAL ASSESSMENT OF QUALIFICATIONS IN ARCHITECTURE *OBTAINED OUTSIDE AUSTRALIA* FOR RESIDENTS OF AUSTRALIA WHO HAVE NOT OBTAINED A PROVISIONAL ASSESSMENT BEFORE ARRIVING IN AUSTRALIA*

EXPLANATORY NOTES

Please read these explanatory notes carefully before completing the application form.

Before you can apply to migrate to Australia under the General Skilled Migration categories, you or your spouse **must** satisfy certain basic requirements.

One of the basic requirements is to **nominate an occupation**, that fits your qualifications and skills, from the skilled occupations list and to have your **qualifications assessed** by the relevant assessing authority for your nominated occupation. More information on the migration process including the skilled occupations list is available in the *General Skilled Migration* booklet produced by the Australian Department of Immigration and Multicultural Affairs.

The Architects Accreditation Council of Australia Inc (AACA) is the relevant assessing authority for the:

Occupation:	ASCO CODE:
Architect	2121-11

If your nominated occupation is 'Architect' you should use this form to obtain an assessment of your qualifications to determine if they are suitable for this occupation. This assessment is known as a **Provisional Assessment**. You will need to apply for this Provisional Assessment whether your qualifications were gained in a country other than Australia or from an Australian university. Instructions on how to apply for an assessment follow.

APPLICANTS FOR MIGRATION

Qualifications in Architecture *obtained outside Australia*

An AACA assessment of the suitability of your overseas qualifications in architecture for migration purposes is a **provisional** opinion on the status of your academic qualification in terms of equivalency with Australian qualifications. In forming an opinion AACA gives careful consideration to a range of factors, including: the education system of the country concerned; the awarding institution; and the length, structure and content of the program of study undertaken.

The assessment reflects the views of AACA, based on the material you have submitted, and following in-depth research using the best available information. AACA accepts no responsibility for the judgments made by individuals or third parties that may disagree with its assessment.

Application for the Provisional Assessment of your overseas qualifications may be made by completing and submitting a Form ARCH to AACA, along with the required documentation and fee.

Qualifications in Architecture *obtained in Australia*

Under migration law, if you are applying to migrate to Australia and you have a qualification in architecture from an Australian school of architecture, you are required to obtain verification that it is a recognized qualification in architecture.

Application for verification may be made by completing and submitting a Form ARCH to AACA, along with the required documentation and fee.

* The assessment of overseas qualifications in architecture is undertaken in two steps:

- 1) **Provisional** – This may be undertaken as part of the migration process or after you arrive in Australia, and
- 2) **Final** – Review of Academic Equivalence (RAE) undertaken in Australia and requiring an interview.

If you arrive in Australia without a Provisional Assessment and you wish to become registered to practice as an architect your first step is to obtain a Provisional Assessment. To do this you must complete and submit a Form ARCH to AACA with the necessary documentary evidence and fee. When you have obtained your Provisional Assessment you may then apply for the Review of Academic Equivalence.

APPLICANTS RESIDENT IN AUSTRALIA

If you have migrated to Australia without a Provisional Assessment and you wish to become registered to practice as an architect you will first need to obtain a Provisional Assessment before you can apply for a final assessment – Review of Academic Equivalence.

Application for the Provisional Assessment of your overseas qualifications may be made by completing and submitting a Form ARCH to AACA, along with the required documentation and fee.

COMPLETING THE FORM

You will need to provide all the information asked for and all documents and necessary fees before your application can be finalised. Incomplete applications cannot be processed and may be returned to you.

Answer **all** questions in **English**, unless otherwise requested.

Initial and date any alterations on the form.

If you have more than two qualifications, please provide details of these in the same format as required on the form but provide this information on a separate piece of paper and sign and date it.

If you need more space to answer questions attach a signed and dated sheet giving the required details.

Please send all required documents and your assessment fee to AACA at the address shown on the application form.

DOCUMENTS YOU SHOULD INCLUDE

To support your application, you will need to provide **certified copies** of all documents listed. (Further information on Certification is provided in the next column under the heading 'Certification'.) Please do not send the original of these documents or copies of certified copies.

All documents not in English must be translated and certified copies attached to the documents to which they refer. (Further information on Translation requirements is provided on the next page under the heading 'Translation of documents into English'.)

Extract translations are not acceptable. The documents required are:

1. The degree or diploma in the original language
2. Official transcripts of the academic record of educational courses completed - or student book or mark sheets - in the original language
3. History of employment experience after graduation, eg. resume or C.V.
4. References relating to professional work experience from employers
5. Evidence of registration/licensure, if any
6. Evidence of change of name (where applicable)

You should try to obtain the required documents from the relevant institution or authority. In AACA's experience, it is unusual for an educational institution or authority not to have records.

If forged, altered, or falsified documents are submitted to AACA at any time, no assessment will be prepared and no refund will be made.

CERTIFICATION

All copies of documents that you send to AACA must be certified by an authorized person.

A certified copy is a copy of an original document which is certified as a true copy by an authorized person.

In countries outside Australia, persons who certify or notarize documents are approved by the authorities of that country. If you are uncertain, the nearest Australian Embassy, High Commission or Consulate can advise you.

In Australia, persons who may certify documents include Justices of the Peace, legal practitioners, and admission officers at all Australian universities.

If a certification is provided as a separate document, you must send **both** the certification and the copy of the document being certified. AACA will not provide an assessment on the basis of certification only.

To have your documents certified you will need to give both the original and the copy to the person certifying the documents. Each copy of the document must be certified separately, and must show clearly

- the words 'certified true copy of the original';
- the signature of the certifying officer; and
- the name and address or provider/registration number (where appropriate) of the certifying officer legibly printed below the signature. It must be possible, from the details provided, for AACA to contact the certifying officer if necessary.

TRANSLATION OF DOCUMENTS INTO ENGLISH

All documents you send to AACA must be translated into English.

If the documents are translated in a country outside Australia, the translator must be approved by the authorities in the country where the translation is made. Ask the Australian Embassy, High Commission or Consulate for advice if you are unsure.

Translators in Australia are listed in the Yellow Pages telephone book and should be accredited by the National Accreditation Authority for Translators and Interpreters (NAATI).

Keep the original English translation for your future use. Send only **certified copies** of the English translation.

FEES

Refer to AACA Website - Information for Prospective Migrants - for current fees. Fees are subject to change without notice and are not normally refundable.

Fees are payable to AACA and should be paid by one of the following methods:

- a bank cheque in Australian dollars drawn by a bank outside Australia that has bank clearance arrangements with an Australian bank
- a foreign draft on an Australian Bank in Australian dollars

- a bank cheque drawn by an Australian bank
- a money order issued by Australia Post

AACA does not accept travellers cheques or payment by credit card. Cash should not be sent by post or courier. AACA is not responsible for the loss of cash if sent by post or courier.

HOW LONG WILL YOUR ASSESSMENT TAKE?

When AACA receives your application you will be sent a receipt to confirm that your documentation and fee have been received. This could take at least fifteen weeks if you are overseas (this allows time for international mail deliveries). If you are in Australia, please allow four weeks.

Once you have received a receipt, **please wait** at least fifteen weeks before contacting AACA about the progress of your assessment. If more information is needed AACA will contact you.

REVIEWS

Should you disagree with the assessment provided, you may request a review. Your request must be in writing and a review fee of AUD\$750 is required. This fee is subject to change without notice. Your request for a review should include the reasons why you disagree with the AACA assessment and any supplementary information or documents that you consider supports your claims. Application for review must be lodged within three months of the date on which the assessment advice is issued.

AGENTS

AACA normally deals directly with applicants seeking an assessment of their overseas qualifications. Privacy provisions prohibit AACA from discussing your application with other people (third parties) unless specifically authorized to do so.

If you want someone such as a family member or other agent to deal with AACA on your behalf, you will need to attach a letter signed by you authorizing this person (by name) to act as your agent.

AFTER YOU RECEIVE A PROVISIONAL ASSESSMENT/VERIFICATION OF YOUR QUALIFICATIONS

For migration applicants with qualifications in Architecture obtained outside Australia

When you have received your Provisional Assessment you will need to include it with your application to migrate to Australia. The assessment is only one of the requirements that will be considered by the Australian migration authorities in your application for migration. Information on lodging your migration application is in the *General Skilled Migration* booklet available from the migration authorities at the Australian Embassy, High Commission or Consulate.

A positive assessment does not guarantee you employment in your occupation in Australia. It is an assessment for **migration purposes only** and as such provides only a opinion on the status of your qualifications.

After you arrive in Australia, if you wish to become registered to practice as an architect you will need to undertake a further assessment – Review of Academic Equivalence (RAE) - to establish whether your qualifications can be **recognized as equivalent** to an approved Australian qualification in architecture. This assessment process requires a personal interview and an evaluation of a portfolio of work completed before and after your architectural studies.

Following the RAE, if your qualifications are recognized as equivalent to an approved Australian qualification in architecture, you may then proceed to fulfill the further requirements for registration.

For migration applicants with qualifications in Architecture obtained in Australia

When you have received verification of the status of your Australian qualifications you will need to include it with your application to migrate to Australia. This process is only one of the requirements that will be considered by the Australian migration authorities in your application for migration. Information on lodging your migration application is in the *General Skilled Migration* booklet available from the migration authorities at the Australian Embassy, High Commission or Consulate.

Verification does not guarantee you employment in your occupation in Australia. It is provided for **migration purposes only** and as such provides only an opinion on the status of your qualifications.

If you wish to become registered to practice architecture in Australia no further assessment of your qualifications is required. After you arrive in Australia you may proceed to undertake the further requirements for registration.

For those who have migrated to Australia without a Provisional Assessment and wish to become registered to practice architecture in Australia

When you have received your Provisional Assessment you will be able to proceed to the final assessment stage – the Review of Academic Equivalence (RAE) – mentioned in the paragraph above.

After the RAE, if your qualifications are recognized as equivalent to an approved Australian qualification in architecture, you may then proceed to fulfill the further requirements for registration.

Further information on assessment procedures is contained in the pamphlet *Architecture in Australia* and on the AACA web site: <http://www.aaca.org.au>

HOW TO CONTACT AACA

For information or advice on completing this form contact the:

Architects Accreditation Council of Australia Inc
PO Box 236
CIVIC SQUARE ACT 2608
AUSTRALIA

Tel: (02) 6230 0506
Fax: (02) 6230 1694

All personal information will be handled confidentially. AACA reserves the right to contact educational and governmental institutions and agencies for additional information and/or verification of the authenticity of the material presented.

If forged, altered, or falsified documents are submitted to AACA at any time, no assessment will be prepared and no refund will be made.

APPLICATION FOR

PROVISIONAL ASSESSMENT OF QUALIFICATIONS IN ARCHITECTURE *OBTAINED OUTSIDE AUSTRALIA* FOR MIGRATION PURPOSES

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Office use only – File number

PLEASE READ THE ACCOMPANYING EXPLANATORY NOTES BEFORE COMPLETING THIS FORM. MAKE SURE YOU PROVIDE ALL DOCUMENTS REQUIRED AND SIGN THE DECLARATION AT SECTION 20.

If you require more space to answer questions, attach a signed and dated sheet giving the necessary details.

Your personal details

Preferred title Mr Mrs Miss Ms Other

1 Your family name

2 Given names

3 Any other names you have used (eg before marriage etc) Family names

Given names

4 Sex Male Female

5 Date of birth day month year / / Age next birthday

Country of birth

6 Your first language

7 Country of permanent residence

8 Address for correspondence Name (see accompanying explanatory notes – Agents)

Address

Postcode

9 Telephone numbers Work () Home ()

10 Are you a resident of Australia? Yes No Date of arrival in Australia (if applicable) day month year / /

Do you have an Australian qualification? No Yes

Your general school education

11 In which years did you start and finish primary and secondary school?

	Primary		Secondary		
Start	month	year	Start	month	year
Finish	month	year	Finish	month	year

12 Details of your education

	Number of years	Name of qualification or certificate obtained	Country
Primary			
Secondary			

Your professional education

13 Give details of ALL undergraduate and postgraduate qualifications which you have completed. If you have more than two (2) qualifications attach a separate sheet giving the additional details.

What is the name of the qualification that you have obtained?

In English

In your own language

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Name of institution

Full address of institution

What was the normal entry requirement for the course?

Normal length of full-time course

Years **OR** Semesters

Normal length of semester

Weeks **OR** Months

What was the length of time which you took to complete the course?

Years Months

Date course commenced

day	month	year
/	/	

Date course completed

day	month	year
/	/	

Did you study full-time or part-time?

Full-time Part-time Hours per week

Other please describe

Was a design thesis, written thesis or major research paper a requirement of the course?

No
 Yes indicate whether:

Design thesis Title

Written thesis Title

Major research paper Title

What was the length of time involved in the design thesis/written thesis, major research paper (ie years, months, weeks or semester hours)?

Was a period of compulsory practical experience a requirement of the course?

No
 Yes What was the length of time involved (ie years, months, weeks or semester hours)?

Your professional education continued

What is the name of the qualification that you have obtained?

In English

In your own language

Name of institution

Full address of institution

What was the normal entry requirement for the course?

Normal length of full-time course

Years

OR

Semesters

Normal length of semester

Weeks

OR

Months

What was the length of time which you took to complete the course?

Years

Months

Date course commenced

day	month	year
/	/	

Date course completed

day	month	year
/	/	

Did you study full-time or part-time?

Full-time

Part-time

Hours per week

Other

please describe

Was this a course work program or undertaken by research?

Course work

Research

Course work and Research

Was a design thesis, written thesis or major research paper a requirement of the course?

No

Yes

indicate whether:

Design thesis

Title

Written thesis

Title

Major research paper

Title

What was the length of time involved in the design thesis/written thesis, major research paper (ie years, months, weeks or semester hours)?

Was a period of compulsory practical experience a requirement of the course?

No

Yes

What was the length of time involved (ie years, months, weeks or semester hours)?

Registration/Licensure details (if applicable)

14 First registration

Name of authority of first registration

Country

Date

day	month	year
/	/	

15 Most recent or current registration

Name of authority of most recent or current registration

Country

Date

day	month	year
/	/	

16 Have you ever been refused a licence or registration, or had a licence or registration withdrawn? No

Yes

Give reason

17 Give the names of any professional bodies of which you are a member?

Professional employment experience

18 Applicants should provide a summary below of their professional employment experience over the last 10 years. If space is insufficient attach a signed sheet.

Please include details of:

- the dates of each period of employment (indicate full-time or part-time)
- the name of the employer, and country location and the nature of the business
- your job title and description
- the nature of your employment, including most important tasks performed or projects completed.

Checklist

Documents which you must include with this application

- 19
- A **certified** copy of your qualification papers (such as degree, diploma, certificate etc)
 - A **certified** official transcript of educational courses completed showing subjects, hours, and examination results
 - Evidence of your professional work experience from graduation to present, and two references from employers or, if self-employed, two references from professional colleagues.

Official evidence where applicable of:

- Original and current registration or licence to practice – **certified**
- Evidence of change of name (if applicable) – **certified**
- **Certified** translation in English of any documents originally issued in a language other than English

Applicant's declaration

20 You must read and sign this declaration

I declare that:

- the information I have supplied on this form and any attachments is complete, correct and up-to-date;
- I undertake to inform the Architects Accreditation Council of Australia Inc (AACA) of any changes to my circumstances (eg address) while my application is being considered;
- I authorise the AACA to make any enquiries necessary to assist in the assessment of my qualifications and to use any information supplied in this application for that purpose; and
- I have read and understood the information supplied to me in the explanatory notes accompanying this application.

Signature

Date

day	month	year
/	/	

How to lodge your application

21 Mail your application form, documents and assessment fee to:

AACA
 PO Box 236
 CIVIC SQUARE ACT 2608
 AUSTRALIA