

Competency Based Assessment in Architecture

A GUIDE FOR CANDIDATES

for the AACA

**Architectural Practice Examination (APE)
Review of Academic Equivalence (RAE)
National Program of Assessment (NPrA)**

incorporating

NCSA 01 The National Competency Standards in Architecture

Copyright

© Architects Accreditation Council of Australia

Copyright of this material is owned by the Architects Accreditation Council of Australia.

You may download, display, print and reproduce this material in whole or part, subject to acknowledgement of the source, for your personal, non commercial use or use within your organisation. Apart from any use as permitted under the Copyright Act 1968, all other rights are reserved.

Except as permitted above you must not copy, adapt, publish, distribute or commercialise this material without the permission of the Architects Accreditation Council of Australia.

Requests for further authorisation should be directed to the AACA Registrar, E-mail address: registrar@aaca.org.au.

For further information please refer to the Copyright Act 1968 (Commonwealth) at:

http://www.austlii.edu.au/au/legis/cth/consol_act/ca1968133

Bibliography

First Edition published 2000

Updated Version published September 2003

Updated Version published November 2005

**© Architects Accreditation Council of Australia (AACA)
Updated November 2005**

A GUIDE FOR CANDIDATES

PREAMBLE

1 COMPETENCY BASED ASSESSMENT

2 COMPETENCE OF AN ARCHITECT

3 THE ARCHITECTURAL PRACTICE EXAMINATION (APE) (Category 1, 2, and 3 Applicants)

3.1 Part 1: Eligibility

- 3.1.1 The Process
- 3.1.2 The Log Book
- 3.1.3 Statement of Practical Experience
- 3.1.4 Practical Experience
- 3.1.5 Period of Practical Experience
- 3.1.6 Mandatory Practical Experience – Prescribed Competencies
- 3.1.7 Levels of Experience

3.2 Part 2: The National Examination Paper

- 3.2.1 The Objective
- 3.2.2 The Process

3.3 Part 3: Examination by Interview

- 3.3.1 The Objective
- 3.3.2 The Process
- 3.3.3 Part 3 Examination
- 3.3.4 Supplementary Examination (Part 3)
- 3.3.5 Eligibility for Re-admission
- 3.3.6 Preparation

3.4 Grievances and Appeals

- 3.4.1 Grievances
- 3.4.3 Appeals

4 THE REVIEW OF ACADEMIC EQUIVALENCE (Category 2 Applicants)

4.1 Eligibility

4.2 Applicable Competency Standards

4.3 The Process

4.4 Appeal and Grievances

- 5 THE NATIONAL PROGRAM OF ASSESSMENT (NPrA)**
(Category 3 Applicants)
 - 5.1 Eligibility**
 - 5.2 Applicable Competency Standards**
 - 5.3 The Process**
 - 5.4 Form of Submission**
 - 5.5 Assessment**
 - 5.6 Appeal and Grievances**
- 6 FEES**
- 7 NCSA 01 THE NATIONAL COMPETENCY STANDARDS IN ARCHITECTURE**

PREAMBLE

Applicants for Competency Based Assessment (CBA) are assessed in relation to NCSA 01 The National Competency Standards in Architecture adopted by the Architects Accreditation Council of Australia (AACA) in September 1993 (Revised 2001).

The Architects Accreditation Council of Australia is a national body formed by the Registration Authorities of each State and Territory for the consideration of matters of common concern or interest. The main objective of this Council is recognition, accreditation and co-ordination of acceptable academic standards and registration practices, in the interest of national and international professional reciprocity in architecture.

The purpose of NCSA 01 The National Competency Standards in Architecture is to establish the benchmark standard of competence required for admission to registration as an architect in Australia.

Registration of an architect is the formal act that recognises acceptable standards of competence and conduct and results in the name of the applicant being placed on a Register of Architects.

An architect is expected to be competent in the design, organisation and construction of buildings, which could be undertaken in the circumstances of sole practice. An architect must also be able to contribute to resolution of the design, integrated technology and methods of procurement of complex buildings.

Because the purpose of registration and certification of the title 'architect' is to serve the public interest, the standards of competence required reflect consumer expectation of the activities architects should be relied upon to perform competently.

Whilst NCSA 01 The National Competency Standards in Architecture defines core competencies required for registration, architects are also expected to achieve competence in areas of individual specialisation additional to mandatory registration requirements.

AACA has the responsibility of facilitating the process of competency assessment and the maintenance of The National Competency Standards in Architecture on behalf of the profession. AACA is not, however, a registration authority and can only make recommendations to the various Registration Authorities regarding their assessment of competence in respect of eligibility for the purposes of registration. The decision to register lies solely with the Registration Authorities while admission to membership of the Royal Australian Institute of Architects (RAIA) is the prerogative of the Institute.

AACA endorses the professional responsibility of tertiary institutions for the determination of course structure and teaching methods and supports these institutions in their assertion of independence in such matters.

1 COMPETENCY BASED ASSESSMENT

'NCSA 01 The National Competency Standards in Architecture', which identifies the standards of performance expected of an architect, is the primary document used in the process of Competency Based Assessment (CBA). (This document is included at Section 7.)

These Standards apply to all applicants for registration as architects in Australia. Applicants fall into the following three distinct categories:

Category 1 Those with a professional qualification in architecture from an accredited Australian tertiary institution or other overseas qualification formally accredited by AACA.

CBA requirement – undertake the Architectural Practice Examination (APE) after a period of practical experience. (For further details see Section 3.)

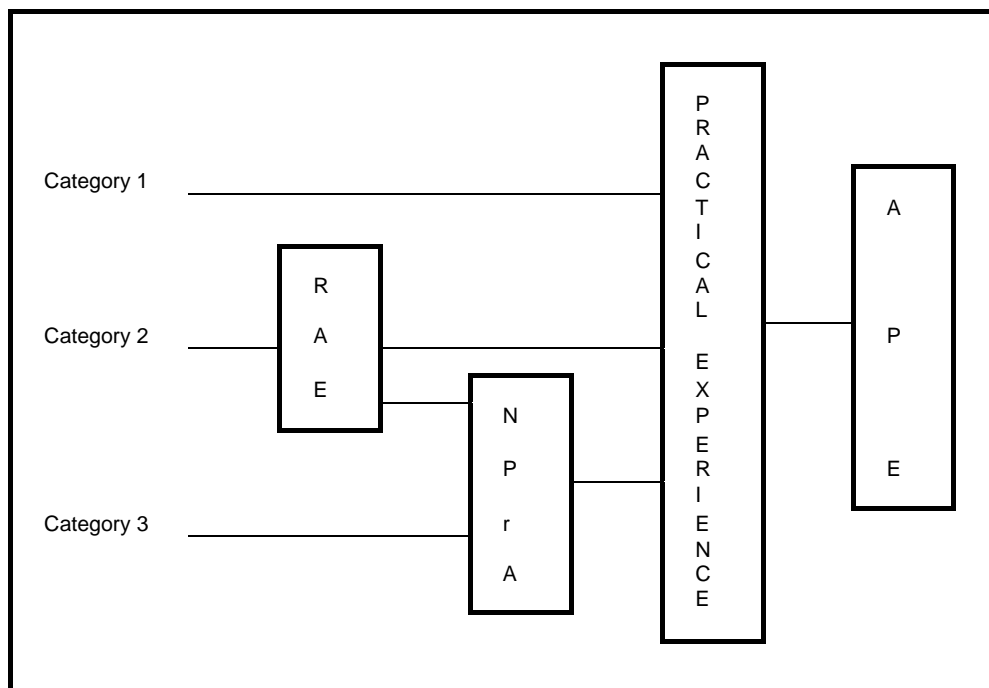
Category 2 Those with an overseas professional qualification in architecture which is not formally accredited by AACA.

CBA requirement – submit to a Review of Academic Equivalence (RAE) and if deemed equivalent undertake the Architectural Practice Examination (APE) after a period of practical experience. (For further details see Section 4.)

Category 3 Those with no professional qualification in architecture but with considerable experience in architectural practice and/or related fields.

CBA requirement – undertake the National Program of Assessment (NPrA) and if successful, and after a period of practical experience, undertake the Architectural Practice Examination (APE). (For further details see Section 5.)

DIAGRAM OF PROCESS



2 COMPETENCE OF AN ARCHITECT

An architect must be competent, that is, be able to perform those actions, which are declared to be necessary by the architectural profession and accepted as such by the community within which the architect operates. These actions have been written as standards of performance - competencies. They are not absolute, they may change as community values shift and as the profession reflects upon itself: they must therefore be subject to regular review.

The competency standards methodology as evolved in Australia adopts a particular format and set of language conventions. These are defined as the Australian Standards Format. Adapting these definitions to the architectural profession, they become:

Competency:

the ability to perform the activities within the profession of architecture to the standard expected in practice.

Unit of Competency:

a collection of Elements of Competency which are sufficiently related to each other to be considered as a single block of connected activities. Units are groups of activities, which are likely to become the focus of specialisations amongst experienced practitioners.

There are four identifiable Architectural Units: **Design, Documentation, Project Management and Practice Management**. All individual Elements are located under these Unit headings.

Contexts:

descriptive imperatives of the professional setting within which the performance is enacted and within which the Units of Competency are related to the comprehensive process of producing architecture.

Element of Competency:

a discrete activity that a competent architect must be able to perform.

Performance Criteria:

evaluative statements which specify the required level of performance.

3 THE ARCHITECTURAL PRACTICE EXAMINATION (APE)

CATEGORY 1, 2, AND 3 APPLICANTS

The APE is conducted in three (3) parts:

Part 1:	Eligibility
Part 2:	National Examination Paper (NEP)
Part 3:	Examination by Interview

Parts 1 and 2 must be undertaken in the same jurisdiction. Part 3 may be undertaken in another jurisdiction; where a candidate is offered a Supplementary Examination to Part 3, the Supplementary must always be undertaken in the same jurisdiction as the original Part 3.

APE Candidates are required to complete the APE within two (2) years of the date of notification of success in Part 2 of the APE.

Candidates, who are unsuccessful in Part 2, may re-sit at the next or subsequent Examination, without being required to resubmit for Part 1, providing they are sitting within 2 years from the date of first notification of being unsuccessful in Part 2. However, updated Log Sheets and Statement of Practical Experience should be provided along with a Statutory Declaration attesting to the accuracy of all documentation submitted.

Candidates, wishing to re-sit Part 2, after the two-year period has elapsed, are required to provide an updated Log Book and a revised Statement of Practical Experience indicating experience gained since the original submission was made. A Statutory Declaration must also be provided.

3.1 PART 1: ELIGIBILITY

To be eligible for admission to the APE applicants must:

- (a) be eligible for Category 1 candidature and present certification in confirmation,
- OR
- (b) have fulfilled all the requirements of Category 2 or 3 and present certification in confirmation
- AND**
- (c) have completed a minimum of two years' practical experience in an architectural or other approved office under the direction of an architect.¹

¹ *An employer who is registered as an architect may be the supervising architect; alternatively the supervising architect may be another architect in the practice.*

Note: If an applicant has gained the required experience other than under the direction of an architect, the applicant will be required to provide, in addition to a Log Book and Statutory Declaration, an expanded Statement of Practical Experience providing an adequate description of the experience obtained.

- (d) have gained one of those two years' of practical experience subsequent to
 - . successfully completing an accredited qualification in architecture or
 - . successfully completing the National Program of Assessment

NOTE: An applicant who has

- . *seven years' practical experience within the last 10 years*
 - *including three years in an architectural office under the direction of an architect – one year of which must be in Australia, AND*
 - *including 3000 hours of logged experience at the prescribed levels in the seven Prescribed Elements of Competency*

may elect to apply for the APE upon successful completion of an accredited qualification in architecture from an Australian school of architecture, or upon successful completion of the National Program of Assessment.

- (e) have gained one year, of the two years required practical experience, in Australia
- (f) have maintained an AACA Log Book in which practical experience for the required period is documented against each of the Prescribed Elements of Competency addressed in the APE
- (g) provide a Statement of Practical Experience of a maximum 2000 words describing experience gained in each of the Contexts addressed in the APE.

3.1.1 The Process

Application for the APE is made to the relevant State/Territory Architects Registration Authority along with a satisfactorily completed Logbook and Statement of Practical Experience. The Registrar of the relevant Authority advises applicants of their acceptance (or rejection) and of the dates on which the APE will be held in their jurisdiction.

The application must be supported by a Statutory Declaration attesting to the accuracy of all the documentation submitted.

3.1.2 The Log Book

The objective of the Logbook is to provide information to the Assessors², in a reliable form, which demonstrates that Candidates have satisfied the Mandatory Practical Experience (set out in 3.1.6) for admission to the Architectural Practice Examination.

3.1.3 Statement of Practical Experience

The objective of the Statement is to provide Assessors with information on the Candidate's practical experience (which ideally should be certified by the employer/supervising architect), and presented in a logical sequence that indicates the scope of work undertaken by Candidates in each of the Prescribed Elements of Competency. This is in order to provide a basis for Assessors to explore the nature and level of experience in the Examination by Interview. The work of the two years, immediately preceding the Architectural Practice Examination application, should be emphasised.

² In some jurisdictions 'Assessors' might be known as 'Examiners'.

The Statement should be type written on A4 sized sheets (maximum 2000 words) and presented in chronological order of experience.

Where the experience referred to has been gained, with or through an employer, each relevant page of the Statement should indicate the employer's name, and the supervising architect's name and registration number.

Where the experience has been gained by the Candidate acting independently, it will not be accepted unless validated in accordance with Footnote 1.

The Statement should be well considered, precisely expressed and be cross-referenced to the Prescribed Elements of Competency.

Sufficient project details should be provided to allow the Assessors to appreciate the scope of work, its cost, floor area and nature of construction.

The Statement should include an indication of the Candidate's role and level of responsibility in the particular project stage that has been identified. Candidates should select from their experience the projects, or project, that in their view best illustrate the application of the Prescribed Elements of Competency.

3.1.4 Practical Experience

Practical Experience shall be gained in the various categories identified in the NCSA01/LB Log Book in the practice of architecture, or in a technical capacity on building or allied work, approved by the responsible State/Territory Architects Registration Authority. At least 18 months of the minimum two year period shall be gained in the practice of architecture under the direction of an architect (except in circumstances relating to Footnote 1).

3.1.5 Period of Practical Experience

The required period of practical experience may be the summation of several periods in different offices. Periods less than the full-time equivalent of eight (8) weeks continuous duration, in an architect's office, or in circumstances set out in Footnote 1 or less than the full-time equivalent of four (4) weeks continuous duration in a technical capacity on building or allied work, will not be credited.

Candidates should have adequate knowledge of current Australian practice gained in recent experience.

3.1.6 Mandatory Practical Experience – Prescribed Competencies

Candidates are required to have experience in each of the seven (7) Elements of Practice of the following Prescribed Competencies:

Context 2.2 Element 2.2.2
Element 2.2.4

Context 3.1 Element 3.1.2
Element 3.1.4

Context 3.2 Element 3.2.3
Element 3.2.5

Context 3.3 Element 3.3.1

3.1.7 Levels of Experience

Three (3) levels of experience have been identified:

Executive: Defined as experience gained as the principal decision-maker on a project.

Participant: Defined as experience gained as a team member or operative working under the instruction or supervision of a responsible person.

Observer: Defined as experience gained by careful observation of procedures and practices carried out by others.

A total minimum of 3000 hours of logged **architectural** experience is required in the mandatory seven (7) elements.

(NB. This is based on the requirement that at least 18 months of the minimum 2 year period be spent in the practice of architecture and is particularly identified as a guide to part-time employees.)

It is acceptable that logged experience may be:

(a) all at Executive level

OR

(b) a composite of:

- (i) a minimum of 40 hours at Executive level
- (ii) a maximum of 160 hours in each of Elements 3.2.3 and 3.3.1, the only two Elements in which Observer experience is accepted
- (iii) the balance at Participant level.

3.2 PART 2: THE NATIONAL EXAMINATION PAPER (NEP)

3.2.1 The Objective

The objective of the National Examination Paper is to provide a reliable and valid test of knowledge and application of NCSA 01 The National Competency Standards in Architecture.

3.2.2 The Process

The Examination takes the form of a one-hour 'closed book' multiple-choice question paper. The Examination is conducted in each State and Territory by the responsible Architects Registration Authority to a time table that is compatible with the Examination program in that State or Territory.

Candidates are notified in writing of the result ('pass' or 'fail') by the responsible Architects Registration Authority in the State or Territory in which they undertook the Examination. Unsuccessful candidates will be notified in writing of areas of deficiency (competency and topic areas).

It is necessary for Candidates to pass this Examination as a condition of admission to Part 3, the Examination by Interview.

As the NEP is an externally set examination, AACA is unable to make copies of examination papers available to Candidates once they have been submitted. Unsuccessful Candidates in the NEP will be informed of areas of weakness.

3.3 PART 3: EXAMINATION BY INTERVIEW

3.3.1 The Objective

The objective of the Examination by Interview is to enable the Assessors, by discussion with the Candidate, to confirm that the Candidate has demonstrated adequate knowledge and/or experience of all NCSA 01 The National Competency Standards in Architecture.

3.3.2 The Process

Candidates are examined on their range of work and experience by two experienced practitioners. The Examination may traverse all of the Contexts, Elements and Performance Criteria of NCSA 01 The Competency Standards in Architecture. The purpose of this Examination is to assess Candidates' knowledge and experience with reference to the documentary submission as well as to NCSA 01 The National Competency Standards in Architecture. The Assessors will take an overall view of Candidates' training and ability to deal with situations in a mature professional manner.

The Assessors will decide whether, on balance, Candidates possess skills and abilities that will inspire that trust and confidence, which is fundamental to professionalism.

The Examinations will be conducted as interviews between fellow members of the profession. The Candidates will be expected to be familiar with topical professional issues and must be prepared to discuss them. Often in interviews the manner of responding can be as important as the content of the response. It is recognised that professional interviews are often tense and Assessors are aware that Candidates may be nervous and inexperienced in these situations. The Assessors will attempt to put Candidates at ease before commencing to deal with the substantive issues in the Interview.

The duration of an Examination by Interview should be generally about one hour.

Candidates will be free to ask questions, make comments or raise issues as opportunities present themselves. They may refer to notes, diaries or other documentation that they consider may be relevant during the course of the Interview.

3.3.3 Part 3 Examination

Candidates will be notified of the result of Part 3 of the Examination by Interview by the responsible State/Territory Architects Registration Authority.

If the Assessors in Part 3 are satisfied the Candidate meets the objective set out in section 3.3.1, the Candidate will be invited to apply for Registration.

If the Assessors in Part 3 are not satisfied the Candidate meets the objective set out in section 3.3.1, the Candidate will be advised in writing that they have been unsuccessful. The written advice to unsuccessful Candidates will include the areas in which weaknesses were identified.

Where appropriate, Assessors in Part 3 may identify unsuccessful Candidates to be invited to undertake a Supplementary Examination, including the situation where the Assessors are unable to come to a decision on the outcome of the interview. Candidates will be provided with written advice indicating the areas of weakness that concern the Part 3 Assessors.

3.3.4 Supplementary Examination (Part 3)

Candidates do not automatically qualify for a Supplementary Examination by Interview. Admission to a Supplementary Examination is by invitation only. A fee will apply. The Supplementary Examination will be conducted in the same form as the Part 3 Examination by two Assessors not previously involved with the assessment of the Candidate.

Candidates invited to submit for a Supplementary Examination by Interview will be required to notify the responsible State/Territory Architects Registration Authority that conducted Part 3 of their intention to accept the invitation. Acceptance of the invitation to undertake a Supplementary Examination must reach the responsible State/Territory Architects Registration Authority not later than six (6) weeks after the notification of the invitation to resubmit. The Supplementary Examination must be taken within six (6) months of notification of the result in Part 3, at the discretion of the responsible State/Territory Architects Registration Authority.

Candidates who are unsuccessful in a Supplementary Examination will have to re-apply to sit the Part 3 Examination. They will not be eligible for re-admission for the Part 3 Examination for a minimum period of twelve (12) months from the date on which the results of the Part 3 Examination were first notified.

3.3.5 Eligibility for Re-admission

Unsuccessful Candidates in Part 3 in an Architectural Practice Examination will not be eligible for re-admission to the Part 3 Examination for a minimum period of twelve (12) months from the date on which the results of the Examination were notified. This measure is aimed at encouraging Candidates to gain further practical experience.

Candidates applying for re-admission to the Examination will be required to submit the earlier Log Book and to demonstrate the experience gained subsequent to the date of the previous Examination by the submission of updated Log Sheets. A Statutory Declaration attesting to the accuracy of the documentation submitted will also be required. They will be exempt from Part 2 provided they complete the entire Architectural Practice Examination within two (2) years of the date of notification of success in Part 2.

3.3.6 Preparation

NCSA01/REF/G A Reference Guide for Candidates

Some important aspects of architectural practice that are examinable are outlined in NCSA01/REF/G A Reference Guide for Candidates which should be read together with NCSA 01 The National Competency Standards in Architecture. (This document is included at Section 7.)

3.4 GRIEVANCES AND APPEALS

3.4.1 Grievances

- (a) Candidates aggrieved by any outcome of any Part of the Architectural Practice Examination must lodge their grievance in writing with the relevant State/Territory Architects Registration Authority within 21 calendar days of the date of notification of the result to which the grievance relates.
- (b) Candidates must clearly state the grounds of any grievance. Causes external the Examination will not normally constitute acceptable grounds for a grievance or any subsequent appeal.

- (c) A grievance or any subsequent appeal arising from the outcome of Parts 1 or 2 of the Examination may only relate to procedural matters. A grievance or subsequent appeal arising from the outcome of Part 3 or the Supplementary Examination may relate to the outcome of that Examination and any procedure applied.
- (d) The grievance will be referred to the State or Territory Convenor. Where an aggrieved Candidate is personally known to the Convenor a Senior Assessor may be substituted.
- (e) Upon receiving a notice of grievance the Convenor (or Senior Assessor where substituted) may take whatever action is appropriate to resolve the grievance.
- (f) The Convenor may recommend, to the State/Territory Architects Registration Authority, that the Candidate be re-examined. Where a Candidate is to be re-examined the outcome of the contested Part of the Examination to which the grievance relates will be ignored.
- (g) In attempting to resolve a grievance, the Convenor may consult with, or seek the advice from, the Convenor of any other State or Territory or a person nominated by the National Convenor. Any person consulted by the Convenor must not participate in any appeal process pursuant to paragraph 3.4.2 (b).
- (h) Anything said or done by the Convenor and the Candidate, arising from or relating to the resolution of a grievance, shall be confidential and not admissible in any legal proceedings. The provisions of Section 131 of the *Evidence Act (Commonwealth)* apply to any communication or documentation arising from or relating to the resolution of a grievance and for this purpose any communication or document shall be considered an attempt to negotiate a settlement of the grievance.
- (i) Where a grievance cannot be resolved by the Convenor within 14 days, the Convenor shall: certify that attempts have been made to resolve the grievance; certify that those attempts have been unsuccessful; and advise the Candidate, the relevant State/Territory Architects Registration Authority, and the National Assessment Panel (NAP) of the AACA accordingly.

3.4.2 Appeal

- (a) Within 14 calendar days of receipt of notice of advice from the Convenor that the grievance cannot be resolved, the aggrieved party may lodge notice of appeal to the NAP addressed to the Registrar of the AACA with payment of any prescribed fee and stating clearly the grounds of appeal.
- (b) Upon receiving an appeal the Registrar will forward the appeal and all relevant documents to the members of the NAP of the AACA who will promptly review all the material provided and determine the appeal.
- (c) In determining the appeal the NAP will act in good faith and consider all matters of relevance to ensure that proper processes have been applied and may inform itself, in any manner it considers appropriate. The NAP may give such directions as are necessary to facilitate the timely finalisation of the appeal.
- (d) In determining an appeal the NAP may:
 - (i) recommend to the relevant State/Territory Architects Registration Authority that the appellant be re-examined without any consideration of the earlier Examination which is the subject of the appeal;

OR

- (ii) recommend to the relevant State/Territory Architects Registration Authority that the result of the Examination to which the appeal relates be set aside and/or that the result of the Examination which was the subject of the appeal be varied;

OR

- (iii) recommend to the relevant State/Territory Architects Registration Authority that the appeal be dismissed. Where an appeal is dismissed the result of the Examination which was the subject of the appeal is affirmed.

Candidates considering an appeal from any decision of AACA should obtain legal advice. The AACA will seek to recover any costs it occurs in defending any legal proceedings arising from any of its decisions.

4 THE REVIEW OF ACADEMIC EQUIVALENCE (RAE)

CATEGORY 2 APPLICANTS

4.1 ELIGIBILITY

Applicants for Competency Based Assessment in Category 2, who have a provisional assessment of academic equivalence from AACA, must have this reviewed to confirm **the status of their qualification and eligibility for the Architectural Practice Examination (APE)**.

4.2 APPLICABLE COMPETENCY STANDARDS

All Contexts of Unit 1 Design; Context 2.1 of Unit 2 Documentation; and Context 3.1 of Unit 3 Project Management.

4.3 THE PROCESS

The Review of Academic Equivalence takes the form of an interview in the State or Territory in which the applicant is resident and involves assessment of the **professional tertiary qualifications** in terms of the applicable NCSA 01 The National Competency Standards in Architecture (4.2).

It is important therefore, that applicants bring to the interview, a portfolio of academic work as this is a review of academic equivalence, not of work experience.

A panel, comprising a minimum of two architects, acting on behalf of AACA, conducts the interview. Notification of the result of interview is forwarded to applicants by AACA on receipt of a report from the interviewing panel.

4.4 APPEAL AND GRIEVANCES

Candidates may appeal to AACA against the outcome of a Review of Academic Equivalence. The appeal must be lodged in writing with the Registrar of AACA, with payment of any prescribed fee, within 28 calendar days from the date of notification of the result.

Candidates must state clearly in writing the grounds for the appeal. Causes external to the Assessment will not normally constitute acceptable grounds for appeal.

The National Assessment Panel (NAP) of AACA will review all cases promptly basing its decision on reasons stated by the Candidate, reports from Assessors and any further evidence provided by either the Candidate or the Assessors or both. If the Panel finds in favour of a Candidate, it will either:

- (a) ignore the outcome of the contested assessment and call for a re-assessment of the Candidate without charging an assessment fee,
- OR
- (b) where, in the opinion of the Panel, the evidence clearly warrants it, overturn the result of the contested assessment.

If the Panel upholds the Assessors' original decision and dismisses the appeal, Candidates may again appeal in writing to the Registrar, AACA, within 28 calendar days of receiving the response from the Panel. This second appeal is considered by AACA Executive, the role of which is to ensure due process has been followed and not to re-assess the performance of the Candidate.

Candidates considering an appeal from any decision of AACA should obtain legal advice. The AACA will seek to recover any costs it occurs in defending any legal proceedings arising from any of its decisions.

5 THE NATIONAL PROGRAM OF ASSESSMENT (NPrA)

CATEGORY 3 APPLICANTS OR CATEGORY 2 APPLICANTS WHO ELECT TO UNDERTAKE THE NPrA.

5.1 ELIGIBILITY

- (a) *Academic Requirement* - Pass in Year 12 or accepted equivalent OR a minimum of Year 10 plus a minimum of 2 years full-time (or part-time equivalent) tertiary study;

AND

- (b) *English Requirement* - Year 12 standard or accepted equivalence (i.e. an overall score of 6.5 on the IELTS scale or other recognised equivalent, e.g. TOEFL);

AND

- (c) *Work Experience* - A minimum of 7 years work experience (architectural, planning, building, or other related fields); 3 of the 7 years must be in an architect's office. A minimum of 1 year of the 3 must be in an architect's office in Australia.

A partially completed qualification is not recognised as work experience.

- (d) *Permanent Resident of Australia.*

NB: NPrA Candidates who have been unsuccessful in two successive previous Programs are required to have gained a minimum of a further three years work experience before they will be accepted into any future Program. This requirement applies equally to Candidates who have failed to submit in two successive previous Programs.

Candidates who have officially withdrawn, within the prescribed period, or have been granted official deferment, will be exempt from this requirement.

Where candidature is refused on the grounds of eligibility, the applicant may seek review of the determination upon the submission of additional evidence.

5.2 APPLICABLE COMPETENCY STANDARDS

All Contexts of Unit 1 Design; Context 2.1 of Unit 2 Documentation; and Context 3.1 of Unit 3 Project Management.

5.3 THE PROCESS

The National Program of Assessment is centrally co-ordinated by AACA. AACA will empanel a group of three Assessors from the approved list of nominated Assessors to set and assess each individual National Program. Currently one program is offered per year. Candidates accepted into the program are required to complete a project submission within 6 months of the date of commencement. Submissions must be accompanied by a Statutory Declaration certifying that the work submitted is the Candidate's in both concept and production. Notification of results is forwarded to Candidates at the completion of the assessment period.

5.4 FORM OF SUBMISSION

Each submission will comprise:

1. Master set made up of
 - (a) One A4 type-written report; and
 - (b) One full set of A1 drawings – maximum of six A1 size sheets; and
 - (c) One set of the A1 drawings referenced in (b), reduced to A3 size, bound into the A4 report referenced in (a).
2. Copies
Three further sets of the A4 report; each of which must also have bound into it a set of the reduced A3 size drawings.

All submitted material is retained by AACCA and Candidates should therefore retain a copy of their submission for their own records.

5.5 ASSESSMENT

Submissions received in fulfilment of a National Program of Assessment (NPrA) are assessed by those appointed by AACCA to set the program. The Assessors determine whether or not there is sufficient evidence of achievement of the required standards of competence in the responses made to the applicable Performance Criteria.

5.6 APPEAL AND GRIEVANCES

Candidates may appeal to AACCA against the outcome of a National Program of Assessment. The appeal must be lodged in writing with the Registrar of AACCA, with payment of any prescribed fee, within 28 calendar days from the date of notification of the result. Candidates must state clearly the grounds for the appeal and in particular stipulate whether the appeal relates to:

- a) the outcome of the assessment, in which case the subject matter would relate to the deficiencies identified by the Assessors;

OR
- b) the procedures applied in the assessment process;

OR
- c) both a) and b).

To ensure the integrity of the assessment process and to ensure the independence of an Assessor, information as to the identity of Candidates is not provided to any Assessor (either the Assessors who undertake the initial assessment or the independent Appeal Assessor appointed by the National Assessment Panel to assess appeals). Assessments by any Assessor or an independent Appeal Assessor are based solely on the written information provided by Candidates. Accordingly it is imperative that when submitting an appeal Candidates provide all necessary information in writing.

Candidates are advised that:

causes external to the assessment undertaken as part of the program will not normally constitute grounds for appeal. For example, insufficient time, due to personal or other reasons, is generally not considered valid reason for an appeal;

the appeal is not an opportunity to provide further submission of material which should have been presented in the original submission, or to provide entirely new material;

the appeals process should not be construed as an opportunity of gaining, in effect, an extension of time beyond that provided for in the initial submission period. Any written submission in support of an appeal may, however, bring to the attention of the independent Appeal Assessor, material, which in the opinion of the Candidate, may have been overlooked, mistaken or otherwise misinterpreted in the original assessment;

the submission of solicited testimonials from practicing architects on behalf of a Candidate is inadmissible.

Candidates considering an appeal from any decision of AACCA should obtain legal advice. The AACCA will seek to recover any costs it occurs in defending any legal proceedings arising from any of its decisions.

Where the appeal relates to procedures applied in the assessment process

Where the appeal relates to procedures applied in the assessment process, the Executive of AACCA will review the material provided by the Candidate and determine the aspects of an appeal that relate to the procedures applied in the assessment process.

The decision of the Executive in relation to procedures applied in the assessment process shall be final.

The determination of aspects of an appeal that relate to procedures applied in the assessment process will precede the determination of other matters to which the appeal relates.

Where the appeal relates to the outcome of an assessment

Where the appeal relates to the outcome of an assessment, the National Assessment Panel will appoint an independent Appeals Assessor. The role of the independent Appeal Assessor is to adjudicate the appeal of an assessment, on the written material provided by the Candidate in support of the appeal and the documents relating to the original assessment.

The independent Appeal Assessor will furnish a report to the NAP, which will in turn forward a copy of the report and recommendations to the Executive.

The decision of the Executive shall be final.

6 FEES

Details of the fees, which apply to the above procedures, may be obtained from the AACA Web Site.

7 NCSA 01 THE NATIONAL COMPETENCY STANDARDS IN ARCHITECTURE

The NCSA 01 The National Competency Standards in Architecture follows.

**Competency Based Assessment
in Architecture**

**THE NATIONAL COMPETENCY STANDARDS
IN ARCHITECTURE**

Copyright

© Architects Accreditation Council of Australia

Copyright of this material is owned by the Architects Accreditation Council of Australia.

You may print and reproduce this material in whole or part, subject to acknowledgement of the source, for your personal, non commercial use or use within your organisation. Apart from any use as permitted under the Copyright Act 1968, all other rights are reserved.

Except as permitted above you must not copy, adapt, publish, distribute or commercialise this material without the permission of the Architects Accreditation Council of Australia.

Requests for further authorisation should be directed to the AACA Registrar, E-mail address: registrar@aaca.org.au

For further information please refer to the Copyright Act 1968 (Commonwealth) at:

http://www.austlii.edu.au/au/legis/cth/consol_act/ca1968133

Bibliography

First Edition published 1993

Updated Version published September 2001

**© Architects Accreditation Council of Australia (AACA)
September 2003**

THE NATIONAL COMPETENCY STANDARDS IN ARCHITECTURE

PREAMBLE	5
GLOSSARY OF TERMS	6
UNIT 1 DESIGN	7
Contextual Reference – A Complex Building	
Context 1.1	7
Element 1.1.1	7
Element 1.1.2	7
Element 1.1.3	8
Element 1.1.4	8
Context 1.2	8
Element 1.2.1	8
Element 1.2.2	9
Element 1.2.3	9
Context 1.3	9
Element 1.3.1	9
Element 1.3.2	10
Element 1.3.3	10
Context 1.4	11
Element 1.4.1	11
Element 1.4.2	11
Element 1.4.3	11
Context 1.5	12
Element 1.5.1	12
UNIT 2 DOCUMENTATION	13
Contextual Reference – A Building of Moderate Complexity	
Context 2.1	13
Element 2.1.1	13
Context 2.2	13
Element 2.2.1	13
Element 2.2.2	13
Element 2.2.3	14
Element 2.2.4	14
Context 2.3	14
Element 2.3.1	14

UNIT 3	PROJECT MANAGEMENT	15
	Contextual Reference – A Building of Moderate Complexity	
	Context 3.1	15
	Element 3.1.1	15
	Element 3.1.2	15
	Element 3.1.3	15
	Element 3.1.4	15
	Element 3.1.5	16
	Context 3.2	16
	Element 3.2.1	16
	Element 3.2.2	16
	Element 3.2.3	16
	Element 3.2.4	16
	Element 3.2.5	17
	Element 3.2.6	17
	Context 3.3	17
	Element 3.3.1	17
	Element 3.3.2	17
	Context 3.4	18
	Element 3.4.1	18
	Element 3.4.2	18
UNIT 4	PRACTICE MANAGEMENT	19
	Context 4.1	19
	Element 4.1.1	19
	Element 4.1.2	19
	Element 4.1.3	19
	Element 4.1.4	20
	Element 4.1.5	20

PREAMBLE

Applicants for Competency Based Assessment (CBA) are assessed in relation to NCSA 01 The National Competency Standards in Architecture adopted by the Architects Accreditation Council of Australia (AACA) in September 1993. (Updated 2001).

The Architects Accreditation Council of Australia is a national body formed by the Registration Authorities of each State and Territory for the consideration of matters of common concern or interest. The main objective of this Council is recognition, accreditation and co-ordination of acceptable academic standards and registration practices, in the interest of national and international professional reciprocity in architecture.

The purpose of NCSA 01 The National Competency Standards in Architecture is to establish the benchmark standard of competence required for admission to registration as an architect in Australia.

Registration of an architect is the formal act that recognises acceptable standards of competence and conduct and results in the name of the applicant being placed on a Register of Architects.

An architect is expected to be competent in the design, organisation and construction of buildings, which could be undertaken in the circumstances of sole practice. An architect must also be able to contribute to resolution of the design, integrated technology and methods of procurement of complex buildings.

Because the purpose of registration and certification of the title 'architect' is to serve the public interest, the standards of competence required reflect consumer expectation of the activities architects should be relied upon to perform competently.

Whilst NCSA 01 The National Competency Standards in Architecture defines core competencies required for registration, architects are also expected to achieve competence in areas of individual specialisation additional to mandatory registration requirements.

AACA has the responsibility of facilitating the process of competency assessment and the maintenance of NCSA 01 The National Competency Standards in Architecture on behalf of the profession. AACA is not, however, a registration authority and can only make recommendations to the various Registration Authorities regarding their assessment of competence in respect of eligibility for the purposes of registration. The decision to register lies solely with the Registration Authorities while admission to membership of the Royal Australian Institute of Architects (RAIA) is the prerogative of the Institute.

AACA endorses the professional responsibility of tertiary institutions for the determination of course structure and teaching methods and supports these institutions in their assertion of independence in such matters.

GLOSSARY OF TERMS

Contextual Reference: establishes the scale and complexity for the application of the various Units of the NCSA 01 The National Competency Standards in Architecture.

A Complex Building: one that involves elements of high rise and/or large span requiring specialised or innovative structural solutions and/or one of low rise requiring highly specialised knowledge and exhibiting one or more of the following characteristics: demanding in its ordering and organisation of multiple occupancy and/or special purpose user requirements in terms of people and vehicular circulation; complicated in its spatial articulation; complex in the planning and co-ordination of complex construction systems, materials, building services and fittings; challenging in site configuration and existing features. The impact of a complex building on the natural and built environment is significant and requires an informed response to the urban or rural context and the physical, topographical and climatic context.

The realisation of a complex building requires specialist input for the resolution of structural and technical design components and special purpose provisions, and the collaboration of an experienced professional team for the preparation of project documentation and contract administration. The procurement of a complex building is dependent on an appropriate practice structure and adequate professional and financial resources for its achievement.

A Building of Moderate Complexity: one that involves elements of low or medium rise and/or medium span, utilises a standard structural solution, is straightforward in terms of both people and vehicular circulation, moderately demanding in its ordering and organisation of user requirements and creative in its spatial articulation. It requires the planning and co-ordination of conventional construction systems, building services and finishes. The site configuration and existing features are undemanding and the impact of the building on the natural and built environment is limited.

The realisation of a building of moderate complexity requires advice from consultants on structural and technical issues, a practice structure and financial resources adequate for the management of a project of medium scale and an experienced project leader to supervise preparation of documentation and administration of the project.

Conceptual Design: involves the exploration of ideas and options inspired by analysis of all the given facts, contextual issues and constraints and is informed by precedent and personal architectural philosophy. Drawing from a range of ideas and facts and the application of judgement, conceptualisation evolves into a Schematic Design.

Schematic Design: the Conceptual Design advanced to a level of legibility sufficient to gain client approval, receive consultant advice and provide the basis for the preparation of a reasonable estimate of cost. Client approval at the end of this phase leads to preparation of the Design Development.

Design Development: an expansion of Schematic Design and creation of preliminary construction details. Investigation and selection of materials and finishes, establishing equipment layouts and preliminary design of built in furniture and fittings for client approval. Receive more detailed consultant advice and undertake a detailed cost analysis.

Competency: the ability to perform activities within the profession of architecture to the standard expected in practice.

Unit of Competency: a collection of Elements of Competency which are sufficiently related to each other to be considered as a single block of connected activities. Units are groups of activities, which are likely, amongst experienced practitioners, to become the focus of specialisations.

Context of Competency: descriptive imperatives of the professional setting within which the performance is enacted and within which the Units of Competence are related to the comprehensive process of producing architecture.

Element of Competency: a discrete activity that a competent architect must be able to perform.

Performance Criteria: evaluative statements, which specify the performance required to denote competence.

Contextual Reference – A Complex Building

Generic Statement:

Although listed separately for convenience and reference, the Elements of design constitute a system, a set of incidents, which are dynamically related. The Elements are given in the sequence in which they often occur, but they may merge, repeat and inform one another throughout the design process and cannot be considered or assessed in isolation.

A design evolves through exploration and reappraisal of a range of ideas and propositions that lead progressively to the eventual resolution of a coherent design proposal. Evidence of this progressive process must be demonstrated in each of the successive stages of Design as described in Unit 1.

Context 1.1 To create a design which is capable of realisation, through the exercise of knowledge, imagination, judgement and professional responsibility.

ELEMENT 1.1.1 GENERATE A SPATIAL AND MATERIAL CONCEPT WHICH CAN BE REALISED AS A BUILDING.

Performance Criteria:

1. The concept is based on analysis of and response to the design brief and is devised to satisfy user intent and fit the built purpose.
2. The concept responds to the physical location and addresses the relevant wider issues of urban or rural context and environmental concerns.
3. The concept demonstrates the exercise of critical choice, aesthetic judgement and creative imagination.
4. The underlying architectural philosophy of the architect is expressed.
5. Sensitivity to the ordering, sequencing and articulation of three-dimensional form and spatial content is evident.
6. The concept is informed by an understanding of the history of architectural thought and traditions of buildings and construction and by relevant current social and environmental concerns.
7. The concept demonstrates an appreciation of economic considerations, sound technical knowledge, and efficiency in the use of building systems and materials.

ELEMENT 1.1.2 COMMUNICATE ALL ASPECTS OF A CONCEPTUAL DESIGN CLEARLY AND WITHOUT AMBIGUITY.

Performance Criteria:

8. The design is described through drawings and/or three-dimensional representation, computer simulation or other visual techniques.
9. Graphic and model making techniques are used in the development and communication of design concepts.
10. Visual representations are supported by a written report.

ELEMENT 1.1.3 RECOGNISE THE NEED TO SUSTAIN THE NATURAL AND THE BUILT ENVIRONMENT, THE NEEDS AND ASPIRATIONS OF BUILDING USERS AND THE COMMUNITY, IN THE FORMULATION OF A CONCEPTUAL DESIGN.

Performance Criteria:

11. The impact of the design concept upon the environment and the community is assessed and heeded.
12. An understanding of issues of national and regional planning and their relationship to local demography and resources is demonstrated.
13. Respect for the natural environment and awareness of the issues of sustainability are demonstrated in the conceptual design.

ELEMENT 1.1.4 COMPLY WITH LAWS AND REGULATIONS GOVERNING PLANNING, BUILDING PROCUREMENT AND THE PRACTICE OF ARCHITECTURE.

Performance Criteria:

14. Knowledge of laws and statutes that regulate the practice of architecture is demonstrated.
15. The requirements of society, as expressed in laws and regulations governing health, safety, welfare and use of the built environment are observed.
16. Compliance with relevant codes, regulations and industry standards for development, design, construction and services is demonstrated.

Context 1.2	<i>To formulate an initial response to a project brief sufficient to obtain endorsement, of overall objectives and concept, by a client and other interested parties.</i>
--------------------	--

ELEMENT 1.2.1 INTERPRET CLIENT BRIEF AND DECIDE DESIGN OBJECTIVES AND PARAMETERS.

Performance Criteria:

17. Key aspects of the project brief are identified and interpreted.
18. Budget and time frame are established following an analysis of the project brief.
19. The feasibility of the project brief is considered with the client and alternative options reviewed.
20. Space, and functional requirements and relationships are established and issues of access understood.
21. The interests of building users, the community and other relevant groups are investigated and reconciled with the project brief.
22. Human, social, environmental and contextual issues are researched and addressed.
23. The implications of physical, technical, cost and regulatory constraints are identified and assessed.

24. The process of collaboration in the development of a conceptual design, sources of specialist information and expertise, when to seek advice and how to use advice, are understood.

ELEMENT 1.2.2 DEVELOP A SCHEMATIC DESIGN TO INTERPRET OBJECTIVES THROUGH A REPETITIVE PROCESS OF HYPOTHESIS, EVALUATION AND RE-APPRAISAL.

Performance Criteria:

25. The program is analysed and priorities evaluated, problems defined, strategies formulated and a theoretical design approach considered.
26. Freehand drawings, diagrams and modelling (physical and/or computer simulated) are used to explore three-dimensional form and relationships in the development of a schematic design in response to the project brief.
27. The schematic design is progressively investigated, emerging issues researched, experiential, material and aesthetic options considered and alternatives explored, tested and refined.
28. The schematic design satisfies the project brief, site analysis, user requirements, design parameters, and identifies constraints.
29. The processes of technical design and the integration of structure, construction technologies and service systems, into a functionally effective whole, are validated.
30. Theoretical considerations, and intellectual and aesthetic judgement, inform the design.

ELEMENT 1.2.3 AGREE DESIGN PROPOSALS WITH CLIENT AND INTERESTED PARTIES.

Performance Criteria:

31. Schematic design proposals are evaluated and tested to enable agreement on selection and commitment to the development of a preferred design.
32. Design approach, concept and conditions are articulated by graphic, three-dimensional or other means, to inform a client and other interested parties.
33. Ideals and limitations are reconciled, differences resolved, consequences recognised, alternatives ordered and responsibility for decisions assumed.
34. Agreement of client is obtained to proceed to the Design Development stage.

Context 1.3 <i>To develop a design proposal from an initial concept.</i>

ELEMENT 1.3.1 INVESTIGATE AND ESTABLISH REQUIREMENTS FOR AREAS, ORGANISATION OF SPACES AND CIRCULATION WITHIN AND AROUND A BUILDING.

Performance Criteria:

35. Specific spatial requirements and relationships for building occupancy and functions are determined.

36. Internal and external patterns of circulation and access are researched and the implications for design, construction and services assessed.
37. Integration of construction and technical systems into the spatial arrangement is demonstrated through technical drawings.
38. Information and recommendations provided by consultants, specialists and manufacturers are interpreted, assessed and incorporated.

ELEMENT 1.3.2 CONSIDER OPTIONS AND DECIDE THE DISPOSITION AND ASSEMBLY OF THE STRUCTURAL SYSTEM, CONSTRUCTION ELEMENTS, MATERIALS AND BUILDING COMPONENTS.

Performance Criteria:

39. Construction systems are investigated, and the advantages, disadvantages, building standard requirements and cost implications evaluated and consistency with design objectives assessed.
40. The choice of structure, construction system and materials derives from an understanding of structural theory and construction systems and their application to the design of built environments.
41. Physical properties of strength, performance and durability and the visual and contextual qualities of building components and materials are appropriate for realisation of the final design concept.
42. Selection of building materials is consistent with, and appropriate to, the structural and construction system proposed and details of their assembly are technically proficient.
43. The selection of fittings, fixtures and finishes is suitable for the purpose, cost and assembly.
44. Specialists are consulted as necessary.
45. Design intent is maintained.

ELEMENT 1.3.3 ESTABLISH REQUIREMENTS FOR BUILDING SERVICE SYSTEMS.

Performance Criteria:

46. Active and passive service systems for thermal comfort, lighting and acoustics are suitable for the occupation, function and environmental parameters.
47. Mechanical and electrical, hydraulic and transportation systems are suitable for the occupation, function and environmental parameters and appropriate to time constraints.
48. Specialists are consulted as necessary.
49. Effective integration of technical and mechanical systems and equipment with the schematic design is achieved.

Context 1.4	<i>To resolve a schematic design sufficient to obtain agreement and authorisation to proceed to documentation for its translation into built form.</i>
--------------------	---

ELEMENT 1.4.1 PROGRESSIVELY FINALISE ALL DECISIONS RELATING TO THE ASSESSMENT OF SPECIALIST INFORMATION, DESIGN DETAIL, MATERIAL CHOICE AND BUILDING COSTS AND MANAGEMENT STRATEGIES.

Performance Criteria:

50. Each aspect of the schematic design is considered and finalised and is consistent with the project brief.
51. All building elements are sufficient and appropriate for construction intentions and environmental sustainability.
52. Building elements and construction systems proposed are consistent with project budget and appropriate for time constraints.
53. Areas requiring additional expertise are identified and specialists consulted as necessary.
54. Interests of building users, the community and other relevant groups are re-confirmed.

ELEMENT 1.4.2 NEGOTIATE AND AGREE THE SCHEMATIC DESIGN PROPOSAL WITH CLIENT AND OTHER INTERESTED PARTIES.

Performance Criteria:

55. Clear and accurate professional advice on the design response to each aspect of the project brief is provided.
56. The extent to which the schematic design fulfils the brief is reviewed and reasons for any departure from the brief are explained.
57. All outstanding issues are resolved in readiness for commencement of the construction documentation.

ELEMENT 1.4.3 PREPARE FOR START OF CONSTRUCTION DOCUMENTATION.

Performance Criteria:

58. Strategy and program for construction documentation are adopted.
59. Other design specialist consultants for the project are determined and their respective contributions to the realisation of the project defined.

Context 1.5	<i>To continuously comply with the brief and meet contractual agreements throughout the course of implementation of a design project.</i>
--------------------	--

ELEMENT 1.5.1 RESOLVE, IN DETAIL, ALL COMPONENTS OF THE DESIGN IN ORDER TO PREPARE INSTRUCTIONS FOR THEIR CONSTRUCTION OR SUPPLY.

Performance Criteria:

60. Design intent is maintained throughout.
61. Decisions are timely and conform to the agreed contractual and administrative program.
62. The contribution of specialist designers and suppliers throughout the course of project delivery is co-ordinated.

UNIT 2 DOCUMENTATION

Contextual Reference – A Building of Moderate Complexity

Design Documentation: Construction Documentation: Post-Contract Documentation

Generic Statement:

Documentation prepared for the construction and contract management of a building project, including architectural drawings, specifications and schedules, must conform with relevant codes and industry standards.

The compliance of documentation, supplied by consultants, with codes and regulations is to be verified.

The consistency of all project documentation (in the selection and disposition of building elements, components, finishes and fittings) with design objectives and budgetary constraints must be demonstrated.

Context 2.1 *To communicate information, throughout the course of determining a brief and throughout the conceptual design, design development, documentation and construction phases of the engagement.*

ELEMENT 2.1.1 THE REQUIREMENTS FOR DESIGN DOCUMENTATION ARE INCORPORATED WITHIN UNIT 1, DESIGN, UNDER ELEMENTS 1.1.2, 1.2.3, 1.4.1 AND 1.4.2

Context 2.2 *To generate documentation of a building project so that it can be costed, built and completed in accordance with the brief, time frame, cost and quality objectives.*

ELEMENT 2.2.1 ESTABLISH A DOCUMENTATION PROCESS.

Performance Criteria:

63. Participants in the documentation process are identified.
64. Documentation types and procedures are determined.
65. Time schedules, for the completion of documentation, are established.
66. Monitoring and checking protocols are agreed.

ELEMENT 2.2.2 PREPARE ARCHITECTURAL DRAWINGS WITH REGARD TO THE LOCATION, EXTENT OF BUILDING ELEMENTS, COMPONENTS, FINISHES, FITTINGS AND SYSTEMS.

Performance Criteria:

67. Materials, products and systems are selected in accordance with the design intent.
68. Drawings are produced which are timely, accurate, complete and comprehensible to architects, consultants, building contractors and approving authorities.
69. Drawings from consultants are reviewed and co-ordinated.

70. Client approvals are obtained for design changes, which evolve during contract documentation.

ELEMENT 2.2.3 PREPARE ARCHITECTURAL SPECIFICATIONS AND SCHEDULES.

Performance Criteria:

71. Specifications and schedules are produced which are timely, accurate, complete and comprehensible to architects, consultants, contractors and relevant authorities.
72. Specifications and schedules nominate type, quality and performance standards with regard to selected materials, finishes, fittings, components, systems and special items.
73. Specifications declare the type and extent of work of separate building trades and sub-contractors.
74. Specifications, schedules and drawings are cross-referenced and co-ordinated.
75. Specifications and schedules from consultants are checked for consistency with architectural documentation.

ELEMENT 2.2.4 CO-ORDINATE THE DOCUMENTATION OF THE PROJECT.

Performance Criteria:

76. Architectural and consultants' drawings, specifications and schedules are checked and confirmed as consistent and compatible with each other, with the design intent and with quality, cost and time parameters.
77. All drawings, specifications and schedules are consistent with the type of building contract and/or procurement procedure which has been selected for the project.

Context 2.3	<i>Before, or at the completion of a building project, to provide for effective occupancy and as research input for future operational use.</i>
--------------------	--

ELEMENT 2.3.1 PREPARE AS-BUILT RECORD DOCUMENTS.

Performance Criteria:

78. Documents are produced which accurately record the location and extent of building elements and services as completed, including changes which have occurred during the construction process.

UNIT 3 PROJECT MANAGEMENT

Contextual Reference – A Building of Moderate Complexity

Context 3.1 To confirm objectives and conditions at inception of project.

ELEMENT 3.1.1 ESTABLISH AND EVALUATE IDENTIFIED NEEDS, PERCEPTIONS AND PRIORITIES.

Performance Criteria:

79. Project needs are established, evaluated, assessed and allocated priorities.
80. Budget and time frame are confirmed following an analysis of the project brief and constraints upon its delivery.
81. The brief is monitored and assessed against the budget, the program and external factors.

ELEMENT 3.1.2 ESTABLISH SITE CONDITIONS, SITE RELATED REQUIREMENTS AND LIMITATIONS AND EXISTING FACILITIES.

Performance Criteria:

82. Opportunities and limitations of the site and its environs, which may influence site development in relation to the project, are systematically investigated, identified and reported.
83. Limitations of site access are identified and access to utilities considered.
84. Specialist input is identified and obtained.
85. Options for re-use and life cycle costing are considered and where relevant the conservation of existing buildings and infrastructure are considered.

ELEMENT 3.1.3 ASSESS POTENTIAL INTERACTION BETWEEN THE PROJECT, THE ENVIRONMENT AND THE COMMUNITY.

Performance Criteria:

86. Cultural factors relating to the project are researched and their influence and implications reported.
87. Community participation processes are understood and recommendations made.
88. Relevant environmental issues relating to the site and its location are identified and reported.

ELEMENT 3.1.4 ASSESS APPLICABLE CODES, REGULATIONS AND LEGISLATION.

Performance Criteria:

89. Applicable codes and standards of regulating bodies are identified, understood and incorporated.

ELEMENT 3.1.5 ESTABLISH CONSTRUCTION SYSTEM AND MATERIALS OPTIONS TO MEET CLIENT NEEDS.

Performance Criteria:

90. Construction and service systems and material choices are consistent with the project brief and the realisation of the design objectives.

Context 3.2 <i>To establish an appropriate procurement method and complete contractual arrangements with all participants.</i>

ELEMENT 3.2.1 ESTABLISH TERMS OF AGREEMENT WITH CLIENT.

Performance Criteria:

91. Scope of services to be provided and fee for professional services are clearly identified and communicated to the client.
92. A contract of engagement is selected which is appropriate to the scale and nature of the project and the scope of services to be provided.

ELEMENT 3.2.2 ESTABLISH PROJECT PROCUREMENT OPTIONS.

Performance Criteria:

93. A range of procurement options is considered, and their advantages and disadvantages relative to the needs and priorities of the project understood.
94. Project opportunities and constraints are assessed, key issues identified and recommendations made to the client.

ELEMENT 3.2.3 PREPARE PRELIMINARY PROJECT EVALUATIONS, PROGRAMS AND FEASIBILITY STUDIES.

Performance Criteria:

95. A building cost analysis is undertaken, which reflects an understanding of development, design, documentation and construction costs, duration and sequencing of project approval and construction processes.
96. Client time, costs and quality requirements and limitations are recognised and balanced against needs and priorities.
97. Project scope is clearly defined.

ELEMENT 3.2.4 ESTABLISH RECORDING, COMMUNICATION, PROJECT ADMINISTRATION AND MONITORING SYSTEMS.

Performance Criteria:

98. Recording and information systems are established to satisfy all requirements of the contract of engagement and to ensure the flow of information, instructions, approvals and agreements in accordance with specific contractual requirements and for communication with the client.

ELEMENT 3.2.5 ESTABLISH AND CO-ORDINATE SPECIALIST CONSULTANTS, CONTRACTORS AND SUPPLIERS.

Performance Criteria:

- 99. The need for particular specialists is determined.
- 100. The scope of specialist services is specified and briefs prepared.
- 101. Selection of specialists and fee arrangements are negotiated and client agreement secured.

ELEMENT 3.2.6 PREPARE AND CONCLUDE CONTRACTUAL AGREEMENTS AND NEGOTIATIONS FOR PROCEEDING WITH PROJECT CONSTRUCTION.

Performance Criteria:

- 102. Types of construction contracts are recognised and assessed relative to the project and recommendations made to the client.
- 103. Ethical tendering practices are followed to assist in the establishment of a contract.
- 104. Tenders are analysed, compared and evaluated prior to selection.
- 105. Contractor qualifications are evaluated prior to selection.
- 106. The terms and conditions of the contract are understood by all parties, are negotiated if necessary, and finalized.

Context 3.3 To provide contract administration for the construction of a project.

ELEMENT 3.3.1 ADMINISTER THE CONSTRUCTION CONTRACT.

Performance Criteria:

- 107. An administrative process is established and maintained to ensure progressive fulfilment of requirements of contract documents.
- 108. Progress of project construction is systematically monitored and compliance with the contract provisions and budget established.
- 109. Progress claims, variations and extensions are evaluated and certified.
- 110. Conflicts are resolved and final instructions issued.
- 111. Defects are identified and rectification by the builder monitored.

ELEMENT 3.3.2 MONITOR COMPLIANCE WITH CONTRACT DOCUMENTS AND REQUIREMENTS OF RELEVANT REGULATORY AUTHORITIES.

Performance Criteria:

- 112. Authority approvals are obtained as required.
- 113. Project status is reported regularly to the client and any variations to the program, budgets and quality are addressed.

114. Final compliance with contract documents by all parties and requirements of regulatory authorities are verified.

Context 3.4 *Before, or at the completion of the project, to document responsibilities and assemble information for future operational use.*

ELEMENT 3.4.1 ASSEMBLE PROJECT MAINTENANCE AND OPERATION MANUALS.

Performance Criteria:

115. Warranties, maintenance agreements, certificates and approvals are obtained.
116. Maintenance and operation manuals are prepared.
117. Client responsibilities at hand-over are identified and advised.

ELEMENT 3.4.2 UNDERTAKE POST OCCUPANCY EVALUATION AND ASSESS FOR FUTURE OPERATIONAL USE.

Performance Criteria:

118. Feedback is systematically acquired, analysed, reviewed and disseminated to monitor client satisfaction and project performance and provided input for improvement of future projects.

UNIT 4 PRACTICE MANAGEMENT

Contextual Reference – A Building of Moderate Complexity

Context 4.1 To establish and maintain an architectural practice.

ELEMENT 4.1.1 DEFINE PRACTICE OBJECTIVES AND ESTABLISH STRUCTURE AND STRATEGIES FOR THEIR ACHIEVEMENT.

Performance Criteria:

119. Knowledge of alternative practice models is exhibited i.e. sole practice, partnership, company, joint-venture, secondary consultancy, networking.
120. An appropriate practice structure is established in response to anticipated scope and demand for professional services.
121. A business plan is developed and a performance review strategy established.
122. Professional, technical and financial resources are adequate and appropriate for the practice structure and strategies adopted.
123. Engagement procedures are defined.
124. Client satisfaction is monitored.

ELEMENT 4.1.2 ESTABLISH AND MAINTAIN PRACTICE MANAGEMENT SYSTEMS.

Performance Criteria:

125. A management system is established to report, monitor and review financial performance of the practice (office income, expenditure, capital and overheads).
126. Accounting procedures are established and maintained (for audit, taxation, insurance and salary purposes).
127. Specialist consultants are appointed as necessary.
128. Administrative systems and quality management standards are established and applied to facilitate efficient and timely provisions of professional services.
129. All systems are regularly analysed and reviewed.
130. Data collected from empirical observations, from other architects, consultants, government authorities, clients, existing buildings, and technical and scientific literature is assembled for storage and retrieval.

ELEMENT 4.1.3 DEPLOY AND MANAGE STAFF.

Performance Criteria:

131. Criteria for staff requirements are developed in accordance with identified needs.
132. Staff responsibilities are clearly defined and understood by all staff.
133. Personnel records are maintained to ensure efficient administration of the terms and conditions of employment.

134. Provision is made for staff to undertake professional development.

ELEMENT 4.1.4 OBSERVE LEGAL AND REGULATORY OBLIGATIONS IN THE CONDUCT OF AN ARCHITECTURAL PRACTICE.

Performance Criteria:

- 135. An understanding of the legal constraints affecting an architectural practice, as a business entity and as an employer, is demonstrated and observed.
- 136. Legal and statutory obligations governing accounting and financial matters (civil liabilities and indemnities) are complied with.
- 137. An understanding of common law and duty of care provisions, and an understanding of the laws of contract and tort, as they relate to the practice of architecture, are demonstrated.
- 138. An understanding of copyright law and the protection of intellectual property, is demonstrated.
- 139. The need for specialist financial, legal, professional and other advice is recognised as necessary at times.

ELEMENT 4.1.5 IN THE PRACTICE OF ARCHITECTURE, OBSERVE THE STANDARDS OF CONDUCT EXPECTED OF A PROFESSIONAL BY THE COMMUNITY.

Performance Criteria:

- 140. An understanding of the legal responsibilities of an architect, with regard to registration, practice and building contracts is demonstrated.
- 141. An understanding of professional ethics as they apply to the practice of architecture is demonstrated and ethical practice observed.
- 142. The Standards of Professional Conduct for Architects, as defined in the Model Architects Act Legislative Guidelines, are complied with.

Updated Version, September 2001