



Form NPrA

NATIONAL PROGRAM OF ASSESSMENT (NPrA)

Guidance Notes

Please read these Guidance Notes carefully before completing Application Form NPrA.

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

Applications for NPrA 16 Program will not be accepted before 30th of November 2009 or after closing period of 12 noon, 11th December 2009.

About the NPrA

If you wish to become registered as an architect in Australia and if you do not have a formal qualification in architecture or your qualification has not been assessed as equivalent to an accredited qualification, but you have substantial skill and experience in the architectural profession, you may apply to undertake the National Program of Assessment (NPrA). The NPrA is recognised by all Australian registration authorities as an alternative to successful completion of an accredited professional Australian qualification in architecture.

Following success in the NPrA you will be required to successfully undertake the Architectural Practice Examination (APE) before applying to a State and Territory registration board to become registered as an architect. Candidates are required to demonstrate the possession of skills (competencies) taken specifically from *The National Competency Standards in Architecture – NCSA*.

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.

Notification of results is forwarded to Candidates at the completion of the assessment period.

Information for the Program

1. The Program

The Program takes the form of a complex Project, the responses to which must address particular competencies in the context of the *National Competency Standards in Architecture* and be in the form of a report and companion drawings.

Candidates will be advised of their eligibility by **10 February 2010**.

Programs will be distributed on **16 March 2010**.

Eligible Candidates will be afforded one opportunity to ask questions of the Assessors following the distribution of the Program. Questions must be emailed in **MS Word format (they must not be in Adobe Acrobat - PDF OR any other locked format)** and must be received in the AACA office by **12 noon on 09 April 2010**. Email address for questions is npra@aaca.org.au. The Assessors' responses to all questions will be dispatched to all candidates on **14 May 2010**.

Candidates admitted to NPrA 16 may withdraw by notice in writing at any time up until **12 noon on 28 May 2010**. Candidates withdrawing within this timeframe will be refunded a proportion of their fees. After that date *no refunds will be made*. Requests for deferral will not normally be considered.

Candidates' project responses (submissions) must be received in the AACA office by **12 noon on 17 September 2010**.

2. Competency Evidence

A Candidate's submission must address each of the Performance Criteria relevant to the NPrA. The evidence of competency will therefore be based on responses of the Candidate to the stated Performance Criteria as demonstrated in the report and companion design drawings. This may be in

written or graphic form within the report or by cross reference to the set of accompanying drawings.

3. National Competency Standards in Architecture

The current edition of the document *The National Competency Standards in Architecture – NCSA*, is accessible via the AACA website: www.aaca.org.au. Not all Performance Criteria are relevant to the NPrA. A full set of the Performance Criteria to be fulfilled by Candidates for the NPrA will be included with the project brief.

4. Form of Submission

Submissions must be in bound hard copy format. Alternative format, eg email, fax, disk or other electronic format, is not acceptable.

Each submission will comprise:

One Master set made up of:

(a) One A4 typewritten report;

AND

(b) One full set of A1 drawings, looseleaf – maximum of six A1 size sheets;

AND

(c) One set of the A1 drawings referenced in (b), reduced to A3 size, and bound into the A4 report referenced in (a).

Three further sets comprised of the A4 report and the drawings reduced to A3 size, as indicated in (c) above.

All submitted material will be retained by AACA. Candidates should retain a copy of their submission for their own records.

5. Monitors

Each Candidate will be assigned a Monitor, who is appointed by AACA. The role of Monitors is to oversee the conduct of NPrA Candidates, ie to monitor progress, certify authorship, and report accordingly to AACA at the time of submission. The role is not one of mentor. No guidance or constructive criticism will be given or should be expected.

6. Assessment

A panel of Assessors will examine the work submitted by Candidates and will return its findings to the Registrar of the AACA.

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

7. Appeals

Candidates may appeal to AACA against the outcome of a National Program of Assessment. The appeal must be lodged in writing to the Registrar of AACA and received in the AACA office within 28 calendar days from the date on the letter notifying the result. An appeal fee will apply.

Causes external to the assessment of the program will not normally constitute acceptable grounds for appeal. For example, insufficient time due to personal or other reasons is not considered valid reason for appealing the outcome of the assessment.

Candidates must state clearly the grounds for the appeal. This should be in the form of a written statement.

8. Extension of time

Applications for extension of time within the terms of submission or the lodging of appeal will only be considered for reasons of ill health or other exceptional circumstances. Those made on medical grounds will have to be supported by medical certification.

Candidature

9. Eligibility

To enrol for the National Program of Assessment, a Candidate must satisfy academic, English language, work experience and residency requirements as follows:

(a) Academic requirement – Pass in Year 12 or accepted equivalent OR minimum of Year 10 plus a minimum of two years full time (or part time equivalent) tertiary study.

(b) English Language Requirement – Year 12 standard or accepted equivalent (ie an overall score of 6.5 on the IELTS scale or other recognised equivalent, eg TOEFL).

(c) Work experience – Minimum of 7 years work experience in the last 10 years (architectural, planning, building or other related fields); 3 of the 7 years must be in an architect's office. A minimum 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) Australian Citizenship or Permanent Resident of Australia and residence in Australia throughout the Program.

NB: Previous NPrA Candidature – NPrA Candidates who have been unsuccessful in two successive Programs, will be required to gain a minimum of three further years of work experience before re-applying. This requirement will be imposed equally on Candidates who have either been unsuccessful with their submission **OR** who have failed to submit. Candidates who have officially withdrawn (within the prescribed withdrawal period), or who have been granted official deferral will be exempt.

10. Applications and Fees

Candidates must complete Form NPrA, including Appendix A, and mail it to the Registrar, AACA, PO Box 236, CIVIC SQUARE, ACT, 2608. Completed applications must be received in the AACA office between **30 November 2009 and 12 noon on 11 December 2009**.

All NPrA fees are subject to annual review. The current total fee for the Program is \$4,500.00.

The NPrA is offered in 2 parts.

Application Part 1: Eligibility

Each candidate is assessed for eligibility to undertake the NPrA. Application must be accompanied by payment of \$1,000.00 Application Fee via a Money Order or bank cheque made payable to AACA. Fees paid by Candidates who are determined to be ineligible **or** Candidates who do not take up the offer to undertake the program will not be refunded. Eligibility is for NPrA 16 only and it is not able to be deferred to a future program.

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

Application Part 2: The Program

Notification of candidates' eligibility will be dispatched no later than **10 February 2010**. The balance of \$3,500.00 via a Money Order or bank cheque must accompany the written acceptance of a place in the Program and must be received in the AACA office by **12 noon on 26 February 2010**.

11. Quota

The number of Candidates is generally limited to 20, admitted in order of receipt of application.

12. Documents to be provided with your application

To support your application, you will need to provide:

- (a) **Certified copies** of all documents listed. (Further information on Certification is provided under the heading 'Certification'.) Please do not send the original of these documents or copies of certified copies.

The documents required are :

- a certified copy of your secondary level graduation certificate(s)
- a certified copy of your secondary level results (units taken and grades) including marking systems/methods
- a certified copy of your tertiary level graduation certificate(s) (if applicable)
- a certified copy of your tertiary level results (units taken and grades) including marking systems/methods (if applicable)
- if you were born in Australia, a certified copy of your birth certificate or passport.
- if you were not born in Australia, a certified copy of your permanent resident / citizenship status
- notification of English level proficiency, as set out in the application form (if applicable)
- "Attachment A" of the application form fully completed (this form **MUST** be completed electronically, printed out as a hard copy and submitted with the application form).

Academic component: If you commenced, but did not complete a course of study, please indicate on the application form the level of study you attained.

- (b) A **Statutory Declaration**, in which the following clauses are inserted in accordance with the law applicable in the State or Territory in which the Statutory Declaration is to be executed (ie the jurisdiction in which you reside):

1. *That I am a citizen / permanent resident of Australia and that I will be resident in Australia during the period of the NPRa 16.*
2. *That all of the information and documents I have provided as part of or in support of my application for admission to NPRa 16 are true and correct and have not been altered in any way.*
3. *That I am the sole author of the original documents submitted in support of my application for admission to the NPRa 16*

(a) Form NPRa

(b) Attachment A.

4. *I consent to the release of any information sought by AACA to verify any information related to my application for admission to the NPRa 16 from any agency or individual.*
5. *I consent to disclosure by AACA and any Architect Registration Board constituted by a law of an Australian State or Territory to disclose and publish information concerning or relating to me relevant to my NPRa application.*

- (c) **Payment** of the Application fee of \$1,000 payable by bank cheque or money order ONLY.

Note: If all the required information and documentation is not received with your initial submission, your application will not be accepted and all documentation will be returned.

You must sign and date the candidate's declaration at Section 15 of the application form. AACA reserves the right to contact institutions and employers for additional information or verification of the information presented.

If forged, altered, or falsified documents are submitted to AACA at any time, your application will not be processed and no refund will be made.

Please forward documents in unbound looseleaf format. Documentation that is not provided in this format may be returned without assessment.

13. 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 that is certified as a true copy by an authorized person. Persons who may certify documents include Justices of the Peace, legal practitioners, Admission Officers at all Australian universities and other persons authorised to witness Statutory Declarations.

14. Translation

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

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.

15. Contact with AACA

Contact details for AACA are:

Architects Accreditation Council of Australia (AACA)
PO Box 236
Civic Square ACT 2608

Telephone: (+61 2) 6230 0506
Facsimile: (+61 2) 6230 7879
Email: mail@aaca.org.au



NATIONAL PROGRAM OF ASSESSMENT (NPrA)

APPLICATION FOR ADMISSION TO NPrA 16 – 2010

Please read the accompanying explanatory notes before completing this form. Make sure you provide all documents required, sign the document at Section 15, complete and include Attachment A.

Your personal details

Preferred title Mr Mrs Miss Ms Other

1. Family name

2. Given names

3. Date of birth
Day / Month / Year

4. Sex Male Female

5. Address for correspondence

Postcode

6. Telephone Work Home

Mobile

7. Facsimile Work Home

8. Email address Work

Home

Your Secondary Education

9. Provide details of highest level of secondary studies undertaken and attach documentary evidence (e.g Junior Certificate, Senior Certificate, School Report)

Name of Studies or Examination
(e.g.Senior, GCE, HSC, 'A' Level)

Name of School or Centre

Address of School or Centre

Postcode

Country

Year

from

to

Month	Year
/	

Month	Year
/	

Your Tertiary Education

10. Provide details of all tertiary level studies, attempted or completed and attach documentary evidence (e.g Certificates, Diplomas, Degrees, Academic Records)

I. First Tertiary Qualification

Course/Award

Name of Institution

Address of Institution

Postcode

Country

Actual Length of Study

from

to

Month	Year
/	

Month	Year
/	

Normal Length of Course (Years)

Type

Full Time Part Time Full Time & Part Time

Completed?

Yes No

Your Tertiary Education Continued

II. Second Tertiary Qualification

Course/Award

Name of Institution

Address of Institution

Postcode

Country

Actual Length of Study from to
Month / Year Month / Year

Normal Length of Course (Years)

Type Full Time Part Time Full Time & Part Time

Completed? Yes No

III. Third Tertiary Qualification

Course/Award

Name of Institution

Address of Institution

Postcode

Country

Actual Length of Study from to
Month / Year Month / Year

Normal Length of Course (Years)

Type Full Time Part Time Full Time & Part Time

Completed? Yes No

If you have more than three qualifications attach a separate sheet giving the additional details.

Residency Status

11. Please provide evidence of your resident status in Australia, such as your Australian Birth Certificate, Australian Citizenship Certificate or relevant pages of your passport showing your personal particulars and Australian residency visa.

English Proficiency

12. If English is not your first language, or your course was not taught in English, please indicate level of proficiency in English language (e.g. an overall band score of 6.5 IELTS (or equivalent); or certification from an employer or educator that your knowledge of written and spoken English is adequate for professional communication) and attach certification.

Test /
Certification

Date of Test /
Certification

Day	Month	Year
/	/	/

Result

Work Experience

13. On Attachment A provide details of work experience gained in the last 10 years (NB: A minimum of 7 years work experience in architectural, planning, building, or other related fields is required; 3 of the 7 years must be in an architect's office and a minimum 1 year of the 3 must be in an architect's office in Australia).

- Exact dates from commencement to conclusion of each period of experience
- Name of employer * and nature of employment
*you **MUST** cite the architect registration number for all supervising architects for the 3 year period claimed in an architect's office
- Type of Business
- Nature of Experience
- Position held and whether Full Time or Part Time.

It is essential that you ensure these details are accurate and able to be verified.

Previous Application for NPrA

14. If you have previously **applied** for admission to the NPrA, please complete the following:

Application 1

Year	<input type="text"/>
NPrA Number	<input type="text"/>
Candidate Number	<input type="text"/>

Application
outcome Accepted
 Rejected

Application 2

Year	<input type="text"/>
NPrA Number	<input type="text"/>
Candidate Number	<input type="text"/>

Application
outcome Accepted
 Rejected

Application 3

Year	<input type="text"/>
NPrA Number	<input type="text"/>
Candidate Number	<input type="text"/>

Application
outcome Accepted
 Rejected

If you were **admitted** to a previous NPrA, please indicate the outcome:

Application 1 Withdrawal
 Unsatisfactory

Application 2 Withdrawal
 Unsatisfactory

Application 3 Withdrawal
 Unsatisfactory

Candidate's Declaration

15. I declare that I have read and understood the information supplied in the Guidance Notes and Application Form for admission to the NPRa 16 for 2010.

Signed

Date

Day / Month / Year

Checklist

16. Include the following documents with your application form:

- Certified copy of your secondary level graduation certificate(s)
- Certified copy of your secondary level results (units taken and grades) including marking systems/methods
- Certified copy of your tertiary level graduation certificates such as diploma, degree, etc
- Certified copy of your tertiary level results (units taken and grades) including marking systems/methods
- Certified copy of evidence of Australian resident status (Australian Birth Certificate or Passport, Australian citizenship or Permanent Resident of Australia)
- Certified copy of evidence of English language proficiency, as set out in the application form (if applicable)
- Attachment A (completed). Must be completed electronically **NOT** handwritten
- Completed Statutory Declaration (See Guidance Notes accompanying this form)

17. Include:

- The Application Fee of \$1000 made payable to AACA (by bank cheque or money order **ONLY**)

How to lodge your application

18. Mail your application form, documents and assessment fee to :

The Registrar
Architects Accreditation Council of Australia (AACA)
PO Box 236, Civic Square ACT 2608

September 2009