


Sample Form

1. Enter Candidate Name.

This form must be completed electronically as all data is automatically carried across after entry. Handwritten forms will not be accepted. A sample form can be found at the back of the document.

Please read the following instructions.

1. Before completing this form, please read the 'IMPORTANT NOTE' below.
2. Enter your name at "Candidate Name" and your name will automatically appear on each page.
3. Take a new page for each employer.
4. The relevant contents of each page will be carried forward to the summary page.
5. After you have provided details of all your experience, save the spread sheet.
6. Print out all completed spreadsheets.


Attachment A


National Program of Assessment No. 16 (NPrA 16)

Candidate Name : Simon Smith

IMPORTANT NOTE

1. Please indicate all your work experience in the table provided. You need to state clearly if employment was full time or part time. If your working hours changed from full time to part time (or vice versa) or you were appointed to another position with this employer please provide details in a subsequent 'Position Held' box.
2. Please note the following:
 - Work experience should be listed in sequential date order, beginning with the most recent.
 - Not all NPrA applicants will have been engaged in full time employment. Accordingly, for the purposes of the NPrA, work experience will be calculated in hours. 1660 hours will be deemed to equal 1 year. Only experience in the last 10 years will be recognised.
 - If you have been working with more than one employer at any given point of time you should attach a notation giving precise details of the dates and times of

2. Candidate's name will appear on each page.



Candidate Name	Simon Smith
Employer Name	Bill Brown Architects
Employer's Business	Architect
If Employer/Supervisor is an architect, please provide their registration number #	123
Employer Address	N0.1 Thomson Avenue Turner ACT 2010
Country	Australia

WORK EXPERIENCE : Please refer to the Attachment A Cover Page 'IMPORTANT NOTE' before you fill in this page.

Position Held (You must indicate in a subsequent box if you have held different positions with this employer)	NATURE OF YOUR EXPERIENCE	EMPLOYMENT TYPE (Full Time/ Part Time)	EMPLOYMENT PERIOD (You must indicate Total length of employment by d/m/y. If employment was not full time please indicate the number of days/week and hours/day)	Total working hours
Designer	Design and Drafting	Part Time	From 2/01/2001 To 1/01/2003 Total number of weeks: 90 Number of days per week: 3 Number of hours per day: 3	810
Project_Coordinator	Project coordination	Full Time	From 3/02/2003 To 2/02/2005 Total number of weeks: 90 Number of days per week: 5 Number of hours per day: 8	3600
			From To Total number of weeks Number of days per week Number of hours per day	
				4410

If architect's registration number is not provided, the experience on this page will be calculated as non-architectural experience.

CoverPage Page1 Page2 Page3 Page4 Page5 Page6 Page7 Page8 Page9 Page10 Summary

3. Type in all relevant data of employment. Take a new page for each employer.

aaca

Candidate Name	Simon Smith
Employer Name	Bill Brown Architects
Employer's Business	Architect
If Employer/Supervisor is an architect, please provide their registration number #	123
Employer Address	N0.1 Thomson Avenue Turner ACT 2010
Country	Australia

WORK EXPERIENCE : Please refer to the Attachment A Cover Page 'IMPORTANT NOTE' before you fill in this page.

Position Held (You must indicate in a subsequent box if you have held different positions with this employer)	NATURE OF YOUR EXPERIENCE	EMPLOYMENT TYPE (Full Time/ Part Time)	EMPLOYMENT PERIOD (You must indicate Total length of employment by d/m/y. If employment was not full time please indicate the number of days/week and hours/day)	Total working hours
Designer	Design and Drafting	Part Time	From 2/01/2001 To 1/01/2003 Total number of weeks: 90 Number of days per week: 3 Number of hours per day: 3	810
Project_Coordinator	Project coordination	Full Time	From 3/02/2003 To 2/02/2005 Total number of weeks: 90 Number of days per week: 5 Number of hours per day: 8	3600
				4410

If architect's registration number is not provided, the experience on this page will be calculated as non-architectural experience.

Navigation: CoverPage / Page1 / Page2 / Page3 / Page4 / Page5 / Page6 / Page7 / Page8 / Page9 / Page10 / Summary /

4. The relevant contents of each page will be carried forward to the summary page.

aaca

SUMMARY OF EXPERIENCE					
Candidate Name : Simon Smith					
Employer	Log Sheet	Experience in Australia	Experience in Overseas	Experience in an architects office	Experience in other Office
Bill Brown Architects	1	4410		4410	
Geogina Architects	2		2457		2457
XYZ Architects	3	3375			
	4				
	5				
	6				
	7				
	8				
	9				
	10				
Total in Hours		7785	2457	4410	2457
Total in Years		4.69	1.49	2.66	1.49

Navigation: CoverPage / Page1 / Page2 / Page3 / Page4 / Page5 / Page6 / Page7 / Page8 / Page9 / Page10 / Summary /

5. After you have provided details of all your experience, save the spread sheet.

6. Print out all completed spreadsheets.