

NATIONAL PROGRAM OF ASSESSMENT No 18 (NPrA 18)

Explanatory Notes

Please read these Explanatory Notes carefully before completing Application Form NPrA 18.

The NPrA 18 application form consists of two Sections. You must provide all the information asked for in Sections 1 & 2 of the NPrA application form 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 18 will not be accepted before 21 November 2011 or after the closing period of 12 noon, 9 December 2011.

ABOUT THE NPRA

The National Program of Assessment (NPrA) provides an opportunity for those who have substantial skills and experience in the architectural profession but do not have a formal qualification in architecture, or whose qualification has not been assessed as equivalent to an accredited qualification, to undertake an assessment to determine whether their skills evidence equivalence to a recognised Australian architecture qualification.

The NPrA is recognised by all Australian registration authorities as an alternative to successful completion of an accredited professional Australian qualification in architecture. Successful NPrA Candidates may apply for the Architectural Practice Examination (APE). They must successfully undertake the APE before applying to a State or Territory registration board to become registered as an architect.

The National Program of Assessment is centrally co-ordinated by AACA. AACA empanels a group of three Assessors from the approved list of nominated Assessors to set and assess each individual Program.

Currently one Program is offered per year. Candidates accepted into the Program are required to complete a project Submission within six 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 architectural Project. NPrA Candidates must respond to the Project Brief, by addressing particular Performance Criteria in the context of the *National Competency Standards in Architecture*; their responses (Submissions) being in the form of a Report and companion drawings.

NPrA Candidates work alone in responding to the Project Brief and are afforded one opportunity to ask questions of the Assessors on the Project Brief following its distribution.

Timeframe:

Applications for NPrA will be received by AACA between 21 November and noon on 9 December 2011.

Candidates will be advised of their eligibility by 27 January 2012.

The Program Document, including the Project Brief, will be distributed on 14 February 2012.

Candidates' Questions on the Project Brief must be emailed to AACA in the prescribed format and must be received in the AACA office by 12 noon on 9 March 2012. The Assessors' responses to all questions will be dispatched to all Candidates on 27 April 2012.

Candidates admitted to NPrA 18 may withdraw by notice in writing at any time up until 12 noon on 11 May 2012. 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 7 September 2012.

2. Competency Evidence

A Candidate's Submission must address each of the NCSA 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 their Report and companion design drawings (Submission).

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 evidenced by Candidates in their NPrA Submissions is attached to these notes.

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

Monitors are appointed by AACA to oversee the conduct of each NPrA Candidate, i.e. to prepare a progress profile, certify authorship, and report accordingly to AACA at the time of the Candidate's lodgement of their Submission. The Monitor's role is **not** one of mentor. **No guidance or constructive criticism will be provided by Monitors nor should it be sought.**

6. Assessment

A panel of Assessors will be appointed by AACA to examine the Candidates' Submissions and will return its findings to the Registrar of the AACA.

The Assessors recommend whether or not there is sufficient evidence of achievement of the required standards of competence in the Candidates' responses made to the applicable NCSA Performance Criteria.

7. Appeals

Unsuccessful 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, in the prescribed format.

8. Extension of time

Applications for extension of time for lodgement of Submissions or an appeal will only be considered for reasons of ill health or other exceptional circumstances. Workplace commitments or travel (whether for professional or personal reasons) will not be accepted as valid reasons for extension. Applications for extension made on medical grounds **must** be supported by medical certification.

CANDIDATURE

9. Eligibility

It is expected that NPrA Candidates will be capable of demonstrating an ability to make judgements and decisions at a level appropriate to enable successful Candidates to apply for the Architectural Practice Examination (APE).

The NPrA process is designed to test Candidates' competency in architecture on the basis of their acquired knowledge and experience. Essential to that is the Candidates' abilities to make assumptions, exercise judgement, and make decisions.

Prospective Candidates are encouraged to self-assess their ability to adequately address the Competencies applicable to the NPrA, a list of which is attached to these notes.

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 both Sections of the NPrA Application Form, ie Sections 1 and 2 – and mail them, with the required fee, to the Registrar, AACA, PO Box 236, CIVIC SQUARE, ACT, 2608. Completed applications must be received

in the AACA office between 21 November 2011 and 12 noon on 9 December 2011.

All NPrA fees are subject to annual review and may change. The total fee for the current Program is \$5,500.00.

The NPrA is offered in **two** parts.

Application Part 1: Eligibility

Each Candidate is assessed for eligibility to undertake the NPrA. Application must be accompanied by payment of \$1,500.00 application fee via a Money Order or bank cheque made payable to 'AACA'. Fees paid by Candidates who are determined as ineligible or Candidates who do not take up the offer to undertake the Program will not be refunded. Eligibility is for NPrA 18 only, not to future Programs.

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 27 January 2012. The balance of \$4,000.00 payable by 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 10 February 2012.

11. Quota

The number of Candidates may be limited to 20. Candidates will be admitted in order of receipt of complete applications.

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. AACA does not return documents.

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)

- Sections 1 and 2 of the application form fully completed. Section 2 **MUST** be completed electronically, printed out and submitted in hard copy.

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 18.*
2. *That all of the information and documents I have provided as part of or in support of my application for admission to NPrA 18 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 18.*
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 18 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 \$1,500 payable to 'AACA' 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 Point 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 of fees will be made.

Please forward documents in unbound loose-leaf 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. AACA accepts documents certified by Justices of the Peace, legal practitioners, and Admission Officers at all Australian universities.

14. Translation

All documents you send to AACA, if issued in another language, 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). You should 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

October 2011

**National Competency Standards in Architecture
(NCSA)**

relevant to the

National Program of Assessment

Guide to terms

The NCSA requires architects upon registration to have demonstrated competence through performance in a range of architectural roles and tasks. Knowledge, comprehension, application, analysis and synthesis are attributes or types of intellectual behaviour which are required by the performance criteria set out in this document.

The following key terms are used in this edition of the NCSA.

Competency	The ability to perform activities within the profession of architecture to the standard expected upon registration.
Unit of Competency	The four Units of Competency are Design, Documentation, Project Management and Practice Management. Each Unit comprises Elements of Competency that 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	A description of the professional setting within which architects perform and where the Units of Competency are related to the comprehensive process of producing architecture.
Element of Competency	This is a discrete activity that a competent architect must be able to perform.
Performance Criteria	There are 149 evaluative statements, which specify the performance required to demonstrate competency.
Design Concept	This 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, the design concept evolves into a Schematic Design.
Schematic Design	This is the design concept 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 Detailed Design.
Detailed Design	This is an expansion of the Schematic Design and creation of preliminary construction details. It includes investigation and selection of materials and finishes, establishing equipment layouts and preliminary design of built-in furniture and fittings for client approval. The architect receives more detailed consultant advice and undertakes a detailed cost analysis.
Independent Practitioner	In this document an independent practitioner is one who has the competencies to complete the design, documentation and management of an architectural project. The independent practitioner will have the competencies expected of one leading a practice group of not more than five persons.
Complex Architectural Project	<p>A complex architectural project may involve single or multi-level construction and require highly specialised knowledge and skills. It may be 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; difficult in the planning and co-ordination of sophisticated construction systems, larger spans requiring specialised or innovative structural solutions, materials, building services and fittings; and challenging in site configuration and existing features.</p> <p>It will involve an understanding of the impact of the building on the natural and built environment and require an informed response to the urban or rural context and the physical, topographical and climatic context.</p> <p>A small building can be complex in the organisation of its components and functional requirements, for example, a residence. Alternatively, a building can be large in area but simple in its make up and performance needs eg an airplane hangar.</p> <p>The realisation of a complex architectural project generally 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 the project is dependent on an appropriate practice structure and adequate professional and financial resources for its achievement.</p>

Unit 1

Design

An architectural 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 from design concept through to schematic and detailed design.

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.

Upon registration, an architect is required to demonstrate an ability to design a complex architectural project.

Context 1.1

To create an architectural design through the exercise of knowledge, imagination, judgement and professional responsibility

Element	Performance Criteria
1.1.1 Generate a design concept that can be realised as a building	01 The design concept demonstrates an analysis of and response to the design brief, user intent and built purpose
	02 The design concept demonstrates a considered response to the physical location and addresses the relevant wider issues of urban or rural context
	03 The design concept demonstrates the exercise of critical choice, aesthetic judgement and creative imagination
	04 The design concept demonstrates a clear and coherent design approach
	05 The design concept demonstrates sensitivity to the ordering, sequencing and articulation of three-dimensional form and spatial content is evident
	06 The design concept demonstrates an understanding of architectural history and building traditions
	07 The design concept demonstrates an understanding of relevant social, cultural and environmental issues
	08 The design concept demonstrates an appreciation of economic factors, building systems and materials
1.1.2 Recognise the need to sustain the natural and the built environment, and the needs and aspirations of building users and the community, in the formulation of a design concept	09 The design concept demonstrates respect for the natural environment and awareness of the issues of sustainability
	10 The design concept demonstrates an assessment and understanding of the impact of the project on building users and community
	11 The design concept demonstrates an understanding of issues of national and regional planning and their relationship to local demography and resources
	12 The design concept demonstrates the observation of society's values influencing health, safety, welfare and use of the built environment
1.1.3 Comply with the law and regulations governing planning, building design, procurement and the practice of architecture	13 The development of the design concept demonstrates knowledge of the ethical basis, laws and statutes that regulate the practice of architecture
	14 The design concept demonstrates compliance with the law, relevant codes, regulations and industry standards for development, design, construction and services
1.1.4 Communicate the design concept clearly	15 The development of the design concept utilises freehand drawings, diagrams, other graphic techniques and modelling (physical and/or computer simulated) to explore three-dimensional form and relationships
	16 The design concept is described through drawings and/or three-dimensional representation, computer simulation or other visual and/or written techniques

To formulate an architectural design in response to a project brief, sufficient to obtain endorsement of overall objectives and design concept by a client and other interested parties

Element	Performance Criteria
1.2.1 Interpret project brief and decide design objectives and parameters with the client	17 The architectural design demonstrates a critical response to budget and time frame based on an analysis of the project brief
	18 The architectural design demonstrates a consideration of the feasibility of the project brief and a review of alternative options
	19 The architectural design demonstrates a critical response to spatial and functional requirements and relationships, including access
	20 The architectural design demonstrates an investigation of the interests of building users and reconciles those interests with the project brief
	21 The architectural design demonstrates an investigation of human, social, environmental and contextual issues
	22 The architectural design demonstrates the implications of physical, technical, cost and regulatory constraints
	23 The architectural design demonstrates the process of collaboration and integrates sources of specialist information and expertise
1.2.2 Develop a schematic design through a repetitive process of hypothesis, evaluation and re-appraisal	24 The schematic design demonstrates that the program has been analysed, priorities evaluated, problems defined, strategies formulated and a theoretical design approach considered
	25 The schematic design is progressively investigated, emerging issues researched, experiential, material and aesthetic options considered and alternatives explored, tested and refined
	26 The schematic design satisfies the project brief, site analysis, user requirements, design parameters, and identifies constraints
	27 The schematic design is validated by technical considerations, integrating structure, construction technologies and service systems into a functionally effective whole
	28 The schematic design is informed by theoretical considerations, and intellectual and aesthetic judgement
1.2.3 Communicate the schematic design clearly	29 The development of the schematic design utilises freehand drawings, diagrams, other graphic techniques and modelling to explore three-dimensional form and relationships
	30 Describe the schematic design through drawings and/or three-dimensional representation, computer simulation or other visual and/or written techniques
1.2.4 Agree the schematic design with the client and interested parties	31 The schematic design proposals are evaluated and tested to enable agreement on selection and commitment to the development of a preferred design
	32 The design approach, concept and conditions are articulated to inform a client and other interested parties
	33 Client expectations and limitations are reconciled, differences resolved, consequences recognised, alternatives ordered and responsibility for decisions assumed
	34 The agreement of client to proceed to the detailed design stage is obtained

Context 1.3

To develop a detailed design which is consistent with the design concept

Element	Performance Criteria
1.3.1 Investigate and analyse detailed requirements for organisation of spaces, areas and circulation within and around a building	35 The detailed design determines specific spatial requirements and relationships for building occupancy and functions
	36 The detailed design investigates internal and external patterns of circulation and project implications are assessed
	37 The detailed design demonstrates the integration of construction and technical systems in the spatial arrangement
	38 The detailed design interprets, assesses and incorporates information and recommendations provided by consultants, specialists and manufacturers
1.3.2 Consider options and decide the disposition and assembly of the structural system, construction elements, materials and building components	39 The detailed design investigates and evaluates the choice of structural system, based upon an understanding of structural principles and their application
	40 The detailed design investigates and evaluates construction elements based upon an understanding of technical performance and the requirements of building standards
	41 The detailed design is assessed for consistency with design concept
	42 The detailed design investigates and evaluates materials and building components based upon an understanding of their physical properties- strength, performance and durability
	43 The detailed design demonstrates a considered judgement of the visual and contextual qualities of the structural system, construction elements, materials and building components
	44 The selection of building materials is consistent with, and appropriate to, the structural and construction system proposed and details of assembly are technically proficient
	45 The selection of fittings, fixtures and finishes is suitable for the purpose, cost and assembly
1.3.3 Establish requirements for building service systems	46 Specialists are consulted as necessary
	47 The active and passive service systems selected for thermal comfort, lighting and acoustics are suitable for the occupation, function and environmental parameters
	48 The mechanical and electrical, hydraulic and transportation systems selected are suitable for the occupation, function and environmental parameters and appropriate to time constraints
	49 Specialists are consulted as necessary
	50 Appropriate technical and mechanical systems and equipment is integrated with the schematic design

Context 1.4

To resolve a detailed design sufficient to obtain agreement and authorisation to proceed to documentation for its translation into built form

Element	Performance Criteria
1.4.1 Progressively finalise all decisions relating to the assessment of specialist information, design detail, material choice and building costs and management strategies	51 The detailed design demonstrates the consideration and resolution of each aspect of the project brief
	52 The detailed design demonstrates that all building elements are sufficient and appropriate for construction intentions and environmental sustainability
	53 The detailed design demonstrates consistency between the proposed building elements, construction systems, project budget and time constraints
	54 The detailed design demonstrates the integration of specialist information and expertise
	55 The detailed design demonstrates continuing consideration of the interests of building users, the community and other relevant groups
1.4.2 Communicate the detailed design clearly	56 The development of the detailed design utilises freehand drawings, diagrams, other graphic techniques and modelling to explore three-dimensional form and relationships
	57 The detailed design is described through drawings and/or three-dimensional representation, computer simulation or other visual and/or written techniques
1.4.3 Negotiate and agree the detailed design proposal with the client and other interested parties	58 Clear and accurate professional advice is provided on the detailed design response to each aspect of the project brief
	59 The reasons for any departure from the project brief are explained and agreed
	60 All other outstanding issues are resolved in readiness for commencement of the construction documentation
1.4.4 Prepare for start of construction documentation	61 A strategy and program for construction documentation are adopted
	62 The requirement for any additional specialist consultants is identified and their scope of work defined

Context 1.5

To continuously comply with the project brief and meet contractual agreements throughout the course of implementation of a design project

Element	Performance Criteria
1.5.1 Resolve, in detail, all components of the design in order to prepare instructions for their construction or supply	63 The detailed design demonstrates a clear and coherent design approach has been maintained
	64 Decisions made are timely and conform to the agreed contractual and administrative program
	65 The ongoing contribution of consultants and suppliers is co ordinated

Unit 3 Project Management

Project Management processes of creating, maintaining and monitoring systems that must achieve timely, efficient and cost effective delivery of the architectural project.

Project Management may establish project teams, the development of client and project team agreements, the identification and implementation of appropriate contractual administration and compliance monitoring regimes, and project record keeping.

Upon registration, an architect is required to demonstrate project management competencies at a level which could be undertaken in the circumstances of an independent practitioner.

Context 3.1 To confirm objectives and conditions at inception of project

Element	Performance Criteria
3.1.1 Establish and evaluate identified requirements, perceptions and priorities	84 Project requirements are established, evaluated and assessed and priorities allocated
	85 Project budget and time constraints are confirmed following an analysis of the project brief and factors affecting delivery
	86 The project brief is monitored and assessed against the budget, program and external factors
3.1.2 Establish site conditions	87 The limitations of the site and its environs are investigated, identified and opportunities recorded
	88 Site access and utility connections are identified and considered
	89 Specialist input is identified and obtained
	90 The options for re-use and life cycle costing and, where relevant, the conservation of existing buildings and infrastructure are considered
3.1.3 Assess potential interaction between the project, the environment and the community	91 The implications of environmental factors are investigated, assessed and reported
	92 The implications of cultural factors are investigated, assessed and reported
	93 Opportunities for engagement with community participation processes are investigated and recommendations made
3.1.4 Assess regulatory context	94 The implications of the law, relevant codes, regulations and industry standards are identified, understood and assessed
3.1.5 Consider construction systems and materials options	95 Construction systems, service systems and material options consistent with the project brief and the design objectives are considered



NPrA 18 Application Form Section 1

NATIONAL PROGRAM OF ASSESSMENT (NPrA)

APPLICATION FOR ADMISSION TO NPrA 18 – 2012

Please read the accompanying Explanatory Notes before completing this form. Make sure you provide all the information and documents required, complete and print out Section 2 of this form, and sign the declaration on page 5.

Your personal details

Preferred title Mr Mrs Miss Ms Other

1. Family name

2. Given names

3. Date of birth

Day	/	Month	/	Year
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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

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

Residency Status

11. If you were not born in Australia, you will need to provide evidence of your resident status in Australia, such as your 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	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">Day</td> <td style="width: 33%; text-align: center;">Month</td> <td style="width: 33%; text-align: center;">Year</td> </tr> <tr> <td style="text-align: center;">/</td> <td style="text-align: center;">/</td> <td style="text-align: center;">/</td> </tr> </table>	Day	Month	Year	/	/	/
Day	Month	Year					
/	/	/					
Result							

Work Experience

13. In Section 2 of the NPrA Application Form 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	Application 2	Application 3
Year	Year	Year
NPrA Number	NPrA Number	NPrA Number
Candidate Number	Candidate Number	Candidate Number
Application outcome	Application outcome	Application outcome
<input type="checkbox"/> Accepted	<input type="checkbox"/> Accepted	<input type="checkbox"/> Accepted
<input type="checkbox"/> Rejected	<input type="checkbox"/> Rejected	<input type="checkbox"/> Rejected

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

Application 1	Application 2	Application 3
<input type="checkbox"/> Withdrawal	<input type="checkbox"/> Withdrawal	<input type="checkbox"/> Withdrawal
<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Unsatisfactory

Candidate's Declaration

Please note:

- If forged, altered, or falsified documents are submitted to AACA at any time, the application will not proceed and no refund of fees will be made.
- AACA reserves the right to contact educational and governmental institutions and agencies for additional information and/or verification of the authenticity of the material presented.

15. I declare that

- I have read and understood the information supplied to me in the Guidance Notes accompanying this application.
- I undertake to inform the Architects Accreditation Council of Australia (AACA) of any changes to my circumstances (eg address and/or other contact details) while my application is being considered;

Signature

Date

Checklist

16. To apply for NPrA 18 – include the following documents:

- Sections 1 and 2 of the NPrA Application Form. Note: Section 2 must be completed electronically (**NOT** handwritten), then printed out and submitted in hard copy.
- 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)
- Completed Statutory Declaration (See Guidance Notes accompanying this form)

17. Include:

- The Application Fee of \$1500 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

October 2011