


Sample Form

1. Enter Candidate Name.



NPrA Application Form
Section 2

NATIONAL PROGRAM OF ASSESSMENT No. 18 (NPrA 18)

Candidate Name :

Simon Smith

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.

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Instructions for completing this form

1. Before completing this form, please read the "Important Notes" 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 spreadsheet.
6. Print out all completed spreadsheets and submit to AACA as part of your NPrA18 application.

Important Notes:

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. Work experience should be listed in sequential date order, beginning with the most recent.
3. 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. Work experience prior to 2002 cannot be considered.
4. If you have been working with more than one employer at any given point in time you should attach a notation giving precise details of the dates and times of that engagement and cross reference that information back to this form.

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



Candidate Name	Simon Smith
Employer Name	Bill Brown Architects
Employer's Business Click here →	Architect
If Employer/Supervisor is an architect, please provide their registration number #	123
Employer Address	No 1 Thomson Avenue Turner ACT 2010
Country Click here →	Australia

WORK EXPERIENCE : Please refer to the 'IMPORTANT NOTES' set out in the cover page before you complete this document.

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	Click here ↓ Part Time	From 01-Jan-02 To 01-Jan-04 Total number of weeks: 90 Number of days per week: 3 Number of hours per day: 3	810
Project_Coordinator	Project coordination	Click here ↓ Full Time	From 03-Feb-04 To 02-Feb-06 Total number of weeks: 90 Number of days per week: 5 Number of hours per day: 8	3600
		Click here ↓ 	From To Total number of weeks: Number of days per week: Number of hours per day:	
				4410

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

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

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Candidate Name	Simon Smith		
Employer Name	Bill Brown Architects		
Employer's Business	Click here →	Architect	
If Employer/Supervisor is an architect, please provide their registration number #	123		
Employer Address	No 1 Thomson Avenue Turner ACT 2010		
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				4410

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

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

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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		3150		3150
XYZ Architects	3	3875			
	4				
	5				
	6				
	7				
	8				
	9				
	10				
Total in Hours		8285	3150	4410	3150
Total in Years		5	1.9	2.66	1.9

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6. Print out all completed spreadsheets.