

REVIEW OF ACADEMIC EQUIVALENCE (RAE)

FINAL ASSESSMENT OF OVERSEAS ACADEMIC QUALIFICATIONS IN ARCHITECTURE FOR THE PURPOSE OF MEETING THE ACADEMIC REQUIREMENTS LEADING TO THE PROCESS OF REGISTRATION AS AN ARCHITECT.

Explanatory Notes

Please read these Explanatory Notes carefully before completing Application Form RAE

This Application Form is to be used by those who:

- **Have an academic student portfolio as prescribed in Section 7 of the application form* and**
- **are an Australian citizen or permanent resident of Australia; or**
- **have a visa granting permission to work in Australia (without limitation); or**
- **have been requested to obtain an AACA assessment by an Australian university.**

*If you do not have an academic student portfolio as prescribed in section 7 of the RAE application form, refer to the AACA website www.aaca.org.au for information on alternate processes.

1. GENERAL INFORMATION

It is the law in Australia that if you wish to use the title of, and offer services to the public as an architect, you must be registered.

To become eligible to register as an Architect in Australia you are required to have a recognised qualification in architecture of a minimum of five years full-time academic study; undertake a period of practice in Australia; and (where prescribed) pass the AACA Architectural Practice Examination.

If you have overseas academic qualifications in architecture your qualifications must be assessed to determine equivalency with a currently accredited Australian qualification in architecture.

The Architects Accreditation Council of Australia (AACA) is the recognised assessing authority. AACA is not a registration authority; its role is to provide an opinion by facilitating an assessment process. This process is recognised by each of the state and territory registration authorities as a prerequisite to registration. The decision to register applicants is the sole prerogative of the registration authorities.

By submitting your application you:

- a. Declare that all information and documents provided, are true and correct; and

- b. consent to the release of any information provided to a state or territory architects registration authority; and
- c. Acknowledge that the provision of false or misleading information may result in:
 - i That information being provided to a state or territory architects registration authority; and/ or
 - ii A decision by AACA to review any opinion provided relating to your application.

Please Note:

- AACA assesses only completed academic qualifications in architecture.
- AACA only assesses qualifications obtained by course work.
- AACA's assessment does not include work experience or third party comments.
- AACA will only assess complete applications, including provision of an adequate student portfolio at interview. (Further information on your portfolio requirements is provided in Section 9 of these notes.)

The AACA assessment of overseas academic qualifications in architecture for the purpose of meeting the academic requirements leading to the process of registration as an architect in Australia is a two step process.

- A Provisional Assessment or alternatively, a Skills Assessment for Migration Purposes; and

- a final assessment – Review of Academic Equivalence (RAE).

If you have not had a Provisional Assessment or a Skills Assessment for Migration Purposes you should contact AACA for advice on how to proceed.

2. RAE

An AACA assessment of your overseas academic qualifications in architecture through a Review of Academic Equivalence (RAE) is an opinion on the status of your academic qualification in terms of equivalency with a current Australian accredited qualification in architecture.

The RAE is the final assessment of overseas *academic* qualifications through an interview process, in which the interviewers examine in detail the content of the course leading to your qualification to determine the extent to which it delivers the competencies required in an Australian accredited course in architecture. The RAE is undertaken only in Australia.

The RAE assessment is undertaken against *The National Competency Standards in Architecture (NCSA)*.

The applicable NCSA Competencies for RAE candidates are:

UNIT 1 - Design

- 1.1 To create an architectural design through the exercise of knowledge, imagination, judgement and professional responsibility.
- 1.2 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.
- 1.3 To develop a detailed design which is consistent with the design concept.
- 1.4 To resolve a detailed design sufficient to obtain agreement and authorisation to proceed to documentation for its translation into built form.
- 1.5 To continuously comply with the project brief and meet contractual agreements throughout the course of implementation of a design project.

UNIT 3 – Project Management

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

UNIT 4 – Practice Management

- 4.1.4 To comply with the law and regulations governing the conduct of an architectural practice.
- 4.1.5 To observe the standards of conduct expected by the community of a professional in the practice of architecture.

The following documentation containing further information may be accessed from the AACA website, www.aaca.org.au/publications:

- National Competency Standards in Architecture
- Guide for Candidates (NCSA (GC)).

AACA considers RAE applications on a case by case basis. In forming its opinion on the status of an overseas qualification AACA considers the material submitted by the applicant and a range of factors, including the education system in the country from where the qualifications were obtained, the status of the school and the level, structure and content of the program of study undertaken.

A failure to complete all procedural requirements will result in your application being incomplete (see section 3 of these notes).

AACA accepts no responsibility for the judgments made by individuals or third parties that may disagree with its assessment.

If, in addition to your overseas academic qualification, you have completed Australian post-graduate qualifications by coursework in architecture, and you wish to have these qualifications considered, you should also submit the required documentation for these qualifications.

3. COMPLETING THIS FORM

You will need to provide all the information asked for and all documents and necessary fees before your application can be finalised.

Please note: Applications which are incomplete or do not conform to AACA's requirements as set out in these Explanatory Notes cannot be processed and will be returned to applicants without assessment – in particular see Sections 4, 5, 6, 7 and 8 of these notes.

Answer **all** questions in **English**, unless otherwise requested. Initial and date any alterations on the form.

If you have more than two qualifications in architecture, and you wish to have these additional qualifications considered, please provide details of these in the same format as required on the form but provide this information on a separate sheet of paper and sign and date it.

If you need more space to answer questions attach a signed and dated sheet giving the required details.

Please send all required documents and your assessment fee to AACA at the address shown on the application form.

4. ENGLISH PROFICIENCY

English proficiency with the overall band score of 6.5 IELTS or equivalent is required. (Refer to section 3 of Application Form RAE).

5. DOCUMENTS TO BE PROVIDED (with this application)

The documents required are:

- a. the degree certificate or diploma in the original language for each qualification to be assessed
- b. official transcripts of educational courses completed (or student book or mark sheets) in the original language. A transcript is a list of the subjects studied by the individual student each year, the weighting of each subject in hours or credit points, and the marks obtained
- c. evidence of English proficiency
- d. evidence of change of name (where applicable)
- e. evidence of residence status in Australia
- f. evidence of AACA provisional assessment or skills assessment for migration purpose.

To support your application, you will need to provide **certified copies** of all documents listed. (Further information on certification is provided in Section 6 of these notes.) Please do not send the original of these documents or photocopies of certified copies. AACA does not return documents.

Documents not in English must be translated and certified copies attached to the documents from which they have been translated. (Further information on translation requirements is provided in Section 7 of these notes).

All documents provided must be officially issued by the relevant institution or authority. In AACA's experience, it is **unusual for an educational institution or authority not to have records**.

Documentation must be submitted in unbound loose-leaf format. Documentation that is not provided in the required format will be returned without assessment.

Documents relating to work experience or references to or by third parties will not be considered and must not be included in the documentation.

All personal information received by AACA will be handled confidentially.

NB: Section 9 of these notes details documentation that must be provided at interview, including information relating to your student portfolio. All information relating to items: a-f above must be forwarded with your application to AACA.

Your student portfolio must be presented at interview. Do not send your student portfolio with your application.

6. CERTIFICATION

All copies of documents that you send to AACA must be certified by an authorised person.

A certified copy is a copy of an original document that is certified as a true copy by an authorised person.

In Australia, AACA accepts documents certified by Justices of the Peace, legal practitioners, and admission officers at all Australian universities.

If certification is provided as a separate document, you must send **both** the certification and the copy of the document being certified. AACA will not provide an assessment on the basis of certification only.

To have your copies certified you will need to give both the original and the copy of the document to the person certifying the documents. **Each copy of the document must be certified separately, and must show clearly:**

- the words 'certified true copy of the original'
- the signature of the certifying officer, and
- the name and address or provider/registration number (where appropriate) of the certifying officer legibly printed below the signature. It must be possible, from the details provided, for AACA to contact the certifying officer, if necessary.

7. TRANSLATION

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

If the documents are translated in a country outside Australia, the translator must be approved by the authorities in the country where the translation is made. Ask the Australian Embassy, High Commission or Consulate for advice if you are unsure.

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.

Extract translations are not acceptable

8. FEES

Please consult the AACA website www.aaca.org.au for current information about fees. Fees are subject to change without notice and are not normally refundable.

The fee is payable to 'AACA' and is to be paid by one of the following methods:

- a bank cheque drawn by an Australian bank
- a money order issued by Australia Post.

AACA does not accept cash, travellers cheques, payment by credit card or electronic funds transfer. AACA is not responsible for the loss of cash if sent.

A receipt will be issued to acknowledge AACA has received your application.

9. RAE INTERVIEW REQUIREMENTS

The RAE assessment requires you to attend an interview with an RAE Panel. The interview is usually held at the office of the Architects Registration Board in the State/Territory in which you are living.

AACA will notify the relevant Board and request an interview to be arranged. The Board in turn will advise you of the time and place of the interview.

It is important that you bring to the interview:

(a) the **original** degree certificates and transcripts. If you do not provide the original degree certificates and transcripts, the interview will be concluded and you will need to apply for a second interview. An additional fee will apply.

(b) A legible student portfolio containing:

(i) academic work undertaken at undergraduate level, and post-graduate level if applicable. If you no longer have your original academic work, a completed **Statutory Declaration** must be submitted with your application form. It must state that the evidence presented is your own work, and be cross referenced to the pages mentioned in your completed matrix. The portfolio should include the **final design project** and be representative of a number of other subjects of study. It should contain design project work from across the period of study, and **demonstrate the stages in process from sketch design to developed design.**

If you do not present with an adequate legible student academic portfolio, the interview will be concluded and you will need to apply for a second interview. An additional fee will apply.

(ii) Evidence may be presented in digital format:

- where presented, digitally generated designs/animations must be accompanied by legible hard copy/stills.

- where actual projects are presented, these must be provided in the same manner in which they were originally submitted. Any digital presentations must be accompanied by a hard copy for retention by AACA.

- where candidates wish to present digital material, they are responsible for providing their own lap-top, computer and/or data projector.

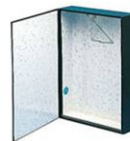
(iii) Additionally, your student portfolio may also include:

- Officially published course outlines or the program handbook applicable to the time you undertook your qualification; outlining or describing individual subjects undertaken as part of the award.
- Awards and/or publications, containing student project work undertaken by you.
- Evidence of study in the discipline area of architecture, at the level of a higher degree; or postgraduate studies in specialist areas of architecture, for example conservation studies.

If you do not have originals of documentation referenced in (iii) above then a Statutory Declaration, or other evidence, ie. a statement from the relevant university on official letterhead, must be submitted with your application stating the documents are **true copies of the originals.**

Please note:

- a. You are required to cross reference the portfolio you present at interview to correspond with the matrix in Section 7 of your completed application form.
- b. Copies of your academic portfolio, or other documents, submitted must be accompanied by a relevant a Statutory Declaration which is cross referenced to the completed matrix.
- c. Your portfolio documents must be provided in (and not exceed) a hard body foolscap box file as shown below.



- d. You are required to bring to the interview one A4 photocopied duplicate set of EVERY document presented to the Assessors at the interview (e.g. degree certificates, course transcripts, projects, drawings, publications, hard copies of digital presentations, etc). You and the Assessors will jointly certify the documentation presented by you. If you do

not provide an exact duplicate set of the documentation presented, the interview will be concluded and you will need to apply for a second interview. An additional fee will apply.

The Assessors will forward the duplicate set to AACA at the conclusion of the assessment process. AACA will retain the duplicate set for such period as AACA considers appropriate. The duplicate set provided may be disposed of at the expiration of the appeal period and would not normally be retained for a period in excess of 12 months.

Your interview will be concluded if:

- You do not bring your **original** degree certificates and transcripts;
- you do not present an A4 photocopied duplicate set of EVERY document to the Assessors at the interview (e.g. degree certificate, course transcript, projects, drawings, publications, and hard copies of digital presentations etc) or;
- you do not present with an adequate legible student academic portfolio.

If the interview is concluded you will need to apply for a second interview. An additional fee will apply.

10. ASSESSMENT OUTCOME

AACA will write directly to you with its decision, normally within three weeks of the interview informing you whether or not, in the opinion of AACA, your qualifications are assessed as academically equivalent to a currently accredited architectural qualification from a recognised school of architecture in Australia, which is the standard required for registration in Australia.

Equivalent Qualification

If your qualifications are assessed as equivalent and you wish to become registered as an architect in any state or territory of Australia you will need to have this assessment accepted by the relevant registration authority. You should also be aware that before being eligible to apply for registration as an architect, you must have completed a period of approved architectural practice and have obtained a pass in the AACA Architectural Practice Examination (APE). Successful RAE candidates may claim relevant Australian practical experience from the date of their arrival in Australia.

Non-equivalent Qualification

If your qualifications are assessed as not equivalent to a currently accredited Architecture qualification in Australian, the subject areas in which you are deficient will be identified so that you may undertake further study in these subjects from a professionally accredited architecture course at an accredited Australian school of architecture, in order to raise your qualification to equivalence. Alternatively you may elect to undertake the National Program of Assessment (NPrA). Information about NPrA can be found at AACA website, www.aaca.org.au.

11. APPEALS

If you disagree with the assessment provided you may appeal to AACA against the outcome. The appeal must be lodged in writing with the Chief Executive Officer of AACA within 28 days from the date of notification of the result. Candidates must state clearly the grounds for appeal. Please consult the AACA website www.aaca.org.au for current information about the appeal fee. Fees are subject to change without notice and are not normally refundable. Further information may be obtained from *Booklet 2: Guide for Candidates (NCSA GC)*, which can be accessed from the Publications section of the AACA website.

12. PENALTIES

If forged, altered, or falsified documents are submitted to AACA at any time, no assessment will be prepared, no refund will be made, and legal action will be considered.

AACA reserves the right to contact educational and government institutions, professional bodies and agencies for additional information and/or verification of the authenticity of the material presented.

13. HOW TO CONTACT AACA

For information or advice on completing this form contact the

Architects Accreditation Council of Australia (AACA)
PO Box 236
Civic Square
CANBERRA ACT 2608
Ph: 02 6230 0506
Email: mail@aaca.org.au

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In-Confidence (when completed)



Application Form RAE

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*Please read the accompanying Explanatory Notes before completing this form. Make sure you provide all information and documents required and sign the declaration at Section 8.
If you require more space to answer questions, attach a signed and dated sheet giving the necessary details.*

Section 1: Your personal details

Preferred title Dr Mr Mrs Miss Ms Other

1. Your family name

2. Given names

3. Any other names you have used (e.g. before marriage etc.)

4. Sex Male Female

5. Date of birth Day / Month / Year 6. Country of birth

7. Your first language

8. Address for correspondence

State/Territory Postcode

9. Telephone numbers Work Home Mobile

10. Email address:

Section 2: Residence Status in Australia

11. What is your residence status

- Australian Citizen/Permanent Resident Yes No If yes, please provide detail
- Temporary resident/Visa Type Yes No If yes, please provide detail
- Date of arrival in Australia Day / Month / Year

12. Do you have an Australian qualification Yes No

Section 3: English Proficiency

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

Test Date of Test Result

Section 4: AACA Skills Assessment or Provisional Assessment

14. Please attach a certified copy of your AACA notification letter for either a Provisional Assessment or a Skills Assessment for migration purposes, and complete the details below:

Date of notification of assessment File Reference Number

Outcome of assessment

Section 5: General School Education

15. In which years did you start and finish your general schooling?

Start

Finish

16. Details of your education prior to entering tertiary studies

	Number of years	Name of qualification or certificate obtained	Country
Primary			
Secondary			
Other			

Section 6: Tertiary Education in Architecture

17. Give details of ALL undergraduate and postgraduate qualifications which you have completed **and which you wish AACA to consider as part of its assessment.**

- 18a. Details of the *first (undergraduate)* qualification you obtained.

Name of your *first* qualification *In English*

In original language

Name of the institution

Full address of the institution

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Normal entry requirement for the course

Date course commenced Date course completed

Normal length of full-time course – years / semesters

Length of time you took to complete the course – years / semesters

Did you study full-time or part-time? Number of hours per week

Was this a coursework program or undertaken by research? Coursework Research Coursework and Research

Was a design thesis, written thesis or major research paper a requirement of the course? Yes No

If so, indicate:
• whether this was a design or written thesis or research paper, and its title
• how this is referenced in the course transcript

Was this thesis / research paper undertaken by you only or jointly with other students Solo Joint

What was the length of time involved in the thesis / research paper?

Was a period of practical experience a compulsory requirement of the course? Yes No

If yes, explain how this was undertaken (ie was a specific period of course time set aside for practical training, or was the practical training undertaken outside of course time) and indicate the length of time involved in the practical training (ie years, months, weeks, or semester hours)



18.b Details of the *second* qualification you obtained (if applicable)

Name of your *second* qualification: *In English*

In original language

Name of the institution

Full address of the institution

Normal entry requirement for the course

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Date course commenced Date course completed

Normal length of full-time course – years / semesters

Length of time you took to complete the course – years / semesters

Did you study full-time or part-time? Number of hours per week

Was this a coursework program or undertaken by research? Coursework Research Coursework and Research

Was a design thesis, written thesis or major research paper a requirement of the course? Yes No

If so, indicate:

- whether this was a design or written thesis or research paper, and its title
- how this is referenced in the course transcript

Was this thesis / research paper undertaken by you only or jointly with other students Solo Joint

What was the length of time involved in the thesis / research paper?

Was a period of practical experience a compulsory requirement of the course? Yes No

If yes, explain how this was undertaken (ie was a specific period of course time set aside for practical training, or was the practical training undertaken outside of course time) and indicate the length of time involved in the practical training (ie years, months, weeks, or semester hours)

Note: If you have more than two qualifications with an architecture content which you wish to have assessed as part of this application, please provide relevant details on a separate sheet, sign and date it and attach it to this form.

Section 7: Academic Portfolio (See Section 9 in the Explanatory Notes for details)

Your academic portfolio **to be presented at interview** must demonstrate the required Competencies, as identified below, using drawings/digital designs, projects, thesis, handbooks/coursework*, publications*. The relevant portfolio documents and page numbers in which Competency Elements are addressed, must be entered below. *applicable to the period of your studies

Context/Elements		
Context 1.1: To create an architectural design through the exercise of knowledge, imagination, judgement and professional responsibility.		
Elements	Drawing/reports	Page numbers
Element 1.1.1 Generate a design concept that can be realised as a building		
Element 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		
Element 1.1.3 Comply with the law and regulations governing planning, building		

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design, procurement and the practice of architecture		
Element 1.1.4 Communicate the design concept clearly		

Context 1.2: 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		
Elements	Drawing/reports	Page numbers
Element 1.2.1 Interpret project brief and decide design objectives and parameters with the client		
Element 1.2.2 Develop a schematic design through a repetitive process of hypothesis, evaluation and re-appraisal		
Element 1.2.3 Communicate the schematic design clearly		
Element 1.2.4 Agree the schematic design proposals with client and interested parties		

Context 1.3: To develop a detailed design which is consistent with the design concept		
Elements	Drawing/reports	Page numbers
Element 1.3.1 Investigate and analyse detailed requirements for organisation of spaces, areas and circulation within and around a building		
Element 1.3.2 Consider options and decide the disposition and assembly of the structural system, construction elements, materials and building component		
Element 1.3.3 Establish requirements for building service system		

Context 1.4: To resolve a detailed design sufficient to obtain agreement and authorisation to proceed to documentation for its translation into built form		
Elements	Drawing/reports	Page numbers
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		
Element 1.4.2 Communicate the detailed design clearly		
Element 1.4.3 Negotiate and agree the detailed design proposal with the client and other interested parties		
Element 1.4.4 Prepare for start of construction documentation		

Context 1.5: To continuously comply with the project brief and meet contractual agreements throughout the course of implementation of a design project		
Elements	Drawing/reports	Page numbers
Element 1.5.1 Resolve, in detail, all components of the design in order to prepare instructions for their construction or supply		

Context 3.1: To confirm objectives and conditions at inception of project		
Elements	Drawing/reports	Page numbers
Element 3.1.1 Establish and evaluate identified requirements, perceptions and priorities		
Element 3.1.2 Establish site conditions		
Element 3.1.3 Assess potential interaction between the project, the environment and the community		
Element 3.1.4 Assess regulatory context		
Element 3.1.5 Consider construction systems and materials options		

Context 4.1: To establish and maintain an architectural practice		
Elements	Drawing/reports	Page numbers
Element 4.1.4 Comply with the law and regulations governing the conduct of an architectural practice		
Element 4.1.5 Observe the standards of conduct expected by the community of a professional in the practice of architecture		

Section 8: Applicant's Declaration

18. I solemnly declare that:

- I have read and understood the information supplied to me in the Explanatory Notes accompanying this application and that the information I have supplied on this form and any attachments is complete, correct and up-to-date;
- I acknowledge that the failure to provide all information required as indicated in the Explanatory Notes will mean that my application is incomplete and that AACA is unable to complete its assessment and will not be able to express an opinion as to the status of my qualification;
- I authorise the AACA to make any enquiries necessary to assist in the assessment of my qualifications and to use any information supplied in this application for that purpose;
- I consent to the release of any information provided to a state or territory registration authority;
- I acknowledge that the provision of false or misleading information may result in
 - that information being provided to a state or territory registration authority; and/or
 - a decision by AACA to review any opinion provided relating to this application.
- I undertake to inform the AACA of any changes to my circumstances (e.g. address) while my application is being considered.

Please note:

- **If forged, altered, or falsified documents are submitted to AACA at any time, the application will not proceed, no refund of fees will be made and the relevant authorities may be notified.**
- 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.
- You are required to evidence, by completing the matrix at Section 7, that you have assembled an adequate legible student portfolio. If this section of the form is not completed your application will be returned.
- Your student portfolio must **not** be forwarded with this application.

Signature

Date

Witness Name

Witness Signature

Date

Section 9: Checklist

Use the following checklist to ensure that all requirements have been met:

- Full personal details and general information provided at – Section 1, 2, 3, 4 & 5
- Certified copy of your qualification papers provided (such as degree certificates, diplomas, certificates) – Section 6
- Certified official transcript of educational courses completed showing subjects, hours and/or credit points and examination results – Section 6
- Official certified evidence provided (*where applicable*) of
 - Evidence of change of name – Section 1
 - Evidence of residency status in Australia/visa type – Section 2
 - Evidence of English proficiency – Section 3
 - Translation in English of all documents originally issued in a language other than English
- Copy of AACA skills assessment or provisional assessment – Section 4
- RAE academic student portfolio assembled in preparation for interview, as indicated in Section 7 of this form
- Relevant Statutory Declaration
- Declaration signed – Section 8
- Payment enclosed

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Send your completed application form together with all the required supporting documentation to:

Architects Accreditation Council of Australia (AACA)
PO Box 236
Civic Square
CANBERRA ACT 2608
Ph: 02 6230 0506

November 2011