

# Architectural Practice Examination (APE)

## *Online Briefing for Candidates*

*This briefing contains a summary of information.*

*Potential Candidates are encouraged to seek further detail on the APE from our website at [www.aaca.org.au](http://www.aaca.org.au)*

# Registration as an Architect

In each State and Territory of Australia it is a legal requirement that any person using the title *architect* or offering architectural services to the public as an *architect*, must be registered with the Architect Registration Board in that jurisdiction

# APE General Information

- The APE is a competency based process. The Exam is based upon the AACCA NCSA \*
- The APE is conducted in 3 parts:
  - **Part 1:** Eligibility
  - **Part 2:** National Examination Paper
  - **Part 3:** Examination by Interview

\* [www.aaca.org.au>publications](http://www.aaca.org.au/publications)

# APE General Information (continued)

- Parts 1 and 2 of the APE must be undertaken in the same jurisdiction
- Part 3 may be undertaken in another jurisdiction
- APE Candidates are required to complete the APE within 2 years of the date of notification of success in Part 2

# APE General Information

(continued)

- Candidates are required to make a Statutory Declaration certifying that all the information presented in their submission documentation is true and correct

N.B.

- A person who wilfully makes a false Statutory Declaration is, under legislation, guilty of a punishable offence
- An APE Candidate who is found guilty of this offence may jeopardise their eligibility for registration

# APE Process

## ➤ Part 1 –Eligibility

Candidates must satisfy the following criteria:

- Hold an **approved** academic qualification in architecture or equivalent
- Complete an **approved** period of architectural practical experience  
(Experience must be under the supervision of an *architect* or in a self-employed capacity)

# APE Process (continued)

## ➤ Part 1: Approved Academic Qualifications

- A list of approved Australian academic qualifications is available on the AACCA website\*
- Australia currently has Mutual Recognition Agreements with New Zealand, Singapore and Hong Kong regarding approved academic qualifications

\*[www.aaca.org.au/architect registration > recognised architecture qualifications](http://www.aaca.org.au/architect-registration/recognised-architecture-qualifications)

# APE Process (continued)

## ➤ Part 1 – Submission Requirements

### **Logbook:**

Candidates must submit an electronic *Logbook* detailing their practical experience:

- Minimum of **3000** hours of architectural practical experience must be logged
- One year of practical experience must be subsequent to successfully completing an **approved** architectural qualification and one year must be undertaken in Australia

### **Statement of Practical Experience:**

This Statement must accompany the *Logbook* submission

# APE Process (continued)

## ➤ Part 2 – National Examination Paper (NEP)

- The NEP is held biannually, in April and August
- It is a multiple choice 'closed book' scenario style paper of 1 hour duration
- Candidates will be notified in writing of the result ('pass' or 'fail')
- Unsuccessful Candidates will be notified in writing of areas of weakness
- A sample NEP is available on the AACCA website\*

\*[www.aaca.org.au>publications](http://www.aaca.org.au/publications)

# APE Process (continued)

## ➤ Part 3 – Examination by Interview

- On successful completion of Part 2, Candidates are eligible to undertake Part 3. The whole process must be completed within the prescribed timeframe
- The interview may traverse all of the units, contexts, elements and performance criteria of the NCSA
- The interview is not restricted to discussion on the Candidate's *Logbook* and *Statement of Practical Experience*, it can explore knowledge in both actual and hypothetical situations

# **APE Process** (continued)

## ➤ **Part 3 - Examination by Interview** (continued)

- Candidates are notified of the result for Part 3 in writing ('pass' or 'fail')
- Candidates are advised in writing of areas of weakness
- Successful APE Candidates are eligible to apply for registration in any Australian jurisdiction

# Re-sit

## ➤ Part 2

- Unsuccessful Candidates in Part 2 are eligible for re-admission to subsequent rounds within the prescribed timeframe
- Application for re-admission must be accompanied by an active *Logbook* and an updated *Statement of Practical Experience*
- Candidates may only re-sit Part 2 in the same jurisdiction in which they submitted for Part 1

# Re-sit (continued)

## ➤ Part 3

- Unsuccessful Candidates are eligible to re-sit Part 3 at the next session or subsequent sessions providing it is within 2 years of the date of notification of success in Part 2
- Candidates are required to submit an active *Logbook* and an updated *Statement of Practical Experience*

## Further Detail for APE Process: Electronic Logbook

- The information contained in the *Logbook* plays a vital role in the assessment of eligibility of the Candidate for admission to the APE
- Candidates will need to insert the registration number of their supervising *architect* for each project on each log sheet
- It is the responsibility of all Candidates to obtain architectural experience in the *7 Mandatory Prescribed Elements of Competency*

# 7 Mandatory Prescribed Elements of Competency

These are as listed:

## Context 2.1

- **Element 2.1.2:** Prepare architectural drawings with regard to the location, extent of building elements, components, finishes, fittings and systems
- **Element 2.1.4:** Co-ordinate the documentation of the project

## Context 3.1

- **Element 3.1.2:** Establish site conditions
- **Element 3.1.4:** Assess regulatory context

## Context 3.2

- **Element 3.2.3:** Prepare preliminary project evaluations, programs and feasibility studies
- **Element 3.2.5:** Establish requirements for, and co-ordinate, specialists

## Context 3.3

- **Element 3.3.1:** Administer a standard form construction contract

# Practical Experience Requirements

## Period of Practical Experience:

- A minimum of 3000 hours of architectural experience is required in the *7 Mandatory Prescribed Elements of Competency*
- It is acceptable that logged experience may be
  - All at **Executive** level
  - or
  - A composite of **Executive, Participant** and **Observer** level experience

# Practical Experience Requirements

(continued)

- At least 40 hours of architectural experience in each of the *7 Mandatory Prescribed Elements of Competency* Elements 2.1.2, 2.1.4, 3.1.2, 3.1.4, 3.2.3, 3.2.5 and 3.3.1
- At least 40 hours of architectural experience at **Executive** level in each of at least three of the *Mandatory Prescribed Elements of Competency*
- No more than 160 hours of experience at **Observer** level in each of elements 3.2.3 and 3.3.1. Elements 3.2.3 and 3.3.1 are the only two *Mandatory Prescribed Elements of Competency* in which **Observer** level experience is accepted

# Further Detail for Levels of Experience

The three levels of experience are as listed:

- **Executive:** Defined as experience gained as the principal decision-maker on a project
- **Participant:** Defined as experience gained as a team member or operative working under the instruction or supervision of a responsible person
- **Observer:** Defined as experience gained by careful observation of procedures and practices carried out by others

# Further Detail for Statement of Practical Experience

- The *Logbook* is to be accompanied by the Candidate's *Statement of Practical Experience*
- The *Statement of Practical Experience* should be well considered, precisely expressed and be cross-referenced to the *Mandatory Prescribed Elements of Competency*
- Project photographs are not to be included
- The work of the two years immediately preceding the APE application should be emphasised

# Further Detail for Statement of Practical Experience (continued)

- Experience older than 10 years is not recognised
- The *Statement* must comprise a maximum of 2000 words and be presented in chronological order of experience. Self-employed Candidates may use up to 3000 words for their *Statement*.
- Where experience has been gained in an architectural practice the name and registration number of the supervising *architect* must be included on each page

# Documentation

Further Information about the APE examination rules and procedures can be obtained from the AACCA website:

[www.aaca.org.au](http://www.aaca.org.au)

The link to the *Publications page* is of particular interest as it contains:

- *The National Competency Standards (NCSA)*
- *Guide for Candidates (NCSA GC)*
- *Log Book of Experience in Architectural Practice (NCSA LB)*
- *Electronic Log Sheets (NCSA LS)*
- *Reference Guide for APE Candidates (NCSA REF/G)*
- *Sample Examination Paper and Answers*