



# Experienced Practitioner Assessment Overseas Practitioners

## Guide for Applicants

This program provides an alternate 'fast-track' pathway to registration in Australia for overseas qualified architect practitioners with experience at the executive level in complex projects and are not eligible for registration under existing mutual recognition agreements.

Successful completion of this program allows applicants to bypass the Architectural Practice Examination (APE) and apply directly for registration as an architect with their state or territory architects registration board.

Assessment of applications is conducted via an administrative review for eligibility verification, followed by a panel-based Competency Assessment Interview.

This guide is for overseas-qualified architect practitioners.

Overseas qualified architect practitioners should use this [application form](#).

## 1. Introduction

Applicants must demonstrate an applied understanding of the required Performance Criteria from the [National Standard of Competency for Architects](#) (NSCA). Through a portfolio of Complex Projects\*, applicants will demonstrate appropriate experience and practice of architecture at an Executive Level (principal decision-maker), as well as capacity to exercise professional skill as an architectural practitioner in Australia. Applicants must be familiar with relevant Australian contracts, regulations and legal requirements, as required across the specified Performance Criteria.

Applicants submit a Professional Portfolio of 4-6 built work Complex Projects\*, their CV, two professional references and mapping of their project work to the Performance Criteria from the NSCA using the supplied template. These documents become the Assessable Items. Applicants also submit relevant academic and registration documents, included in the Supporting Items.

*\*Complex Project: Typically a project of medium scale or larger that requires the skill and knowledge to deliver the resolution and integration of complicated aspects including but not limited to: siting, planning, structure, services, materials, composition and configuration. A complex project is demanding in its ordering and organisation of multiple occupancy and/or special purpose user requirements and requires the integration of cultural, social, environmental and technical issues.*

*Generally, single dwelling residential projects would not be considered a complex project.*

Assessment of applications is conducted via an administrative review for eligibility verification, followed by a panel-based Competency Assessment Interview.

When reviewing the requirements from the NSCA website, note that the requirements are referred to as 'Overseas Architect Assessment' (OAA), as the previous name for this program.

## 2. Eligibility

- a. Minimum 5-year (or equivalent) professional qualification/s in architecture
- b. 7-years relevant professional postgraduate experience with a minimum of 3 years providing architectural services on complex projects practising at Executive Level (Principal decision-maker)
- c. 12 months relevant professional experience in Australia within the last 3 years
- d. Resident in Australia
- e. English language proficiency.

### 2.1 Eligibility Definitions

Ensure you read the following section that explains the eligibility requirements. Should you still be unsure of any eligibility requirements, contact the AACA.

- a. **Minimum 5-year (or equivalent) professional qualification/s in architecture** – applicants must hold a professional qualification in

architecture issued overseas that was obtained via coursework over a minimum period of 5 years full-time study or equivalent. Note: some qualifications include a compulsory period of practical experience; this does not contribute to the minimum period of study.

Local practitioners holding an accredited Australian architectural qualification should see the alternate [guide](#) and application form for Local Practitioners.

- b. Relevant professional experience** – 7 years post-graduation experience, including 3 years providing architectural services on complex projects operating at the executive (principal decision-maker) level. This level of experience should be indicated in the applicant's CV.

Applicants should provide **evidence of previous or current registration / licensure**, if held. It is recognised that registration is not a prerequisite to the practice of architecture in some countries.

- c. 12 months relevant professional experience in Australia within the last 3 years.** This experience should be indicated in the applicant's CV.

- d. Resident in Australia** - supply proof of residency, such as either:

- High quality scan of photo identification page of Australian passport or
- Permanent or relevant temporary visa as issued by Department of Immigration and Border Protection.

- e. English Proficiency** – required if the qualification was undertaken in a language other than English, or English is not the applicant's first language. Evidence of English proficiency may be:

- IELTS Test Certificate with overall band score of 6.5 or above
- Letter from current employer stating that the applicant has a standard of English appropriate for professional practice in architecture.

### 3. Assessment Process

- a. Submission is lodged electronically** by applicant.

- b. Eligibility Verification.** All submitted documentation is reviewed to confirm all eligibility and submission criteria have been met.

- c. Panel-based Competency Assessment Interview.** A face-to-face interview will be conducted with two experienced architect Assessors to discuss the applicant's Assessable Items and determine the extent to which the required NSCA Performance Criteria are met and the applicant's ability to practice to the standard expected of a practising architect in Australia.

Applicants are required to bring one printed copy of their Assessable Items to the interview. No additional documentation is to be presented at the interview.

The interview will generally be one hour in duration and is generally held at the Architect Registration Board in the State or Territory where the applicant wishes to apply for registration. Interviews for applicants in NSW are generally held at the AACA Office.

- d. Outcome.** Following the conduct of the Panel Interview, applicants will receive an Outcome Letter that states the outcome of the assessment.
- Successful Applicants will be eligible to apply to their Architect Registration Board for registration as an architect.
  - Unsuccessful Applicants will receive advice related to the NSCA Performance Criteria that they were unable to demonstrate and will be advised as to what pathway remains open to them for registration. This may be completion of the National Program of Assessment (NPRA) and/or the Architectural Practice Examination (APE). Unsuccessful applicants are not eligible to re-apply through the Experienced Practitioner Assessment Program.
- e. Lodging a grievance.** Applicants may lodge a grievance in writing with the AACA within 21 days of the date of notification of the Outcome. Applicants must clearly state the grounds of any grievance. A grievance may only relate to procedural matters. Causes external to the assessment will not normally constitute acceptable grounds for a grievance.

## 4. Submission Requirements

Applications for the Experienced Practitioner Assessment - Overseas Practitioner program are submitted electronically via email to AACA via [mail@aaca.org.au](mailto:mail@aaca.org.au). Hard copy applications will not be accepted. All documents should be provided as pdfs with the applicant's surname in the document title.

Where specified, documents must be certified and if any of the documents are not in the English language they must be translated. See the Guidance document, Section 7. Certification and Translation of Documents for further information.

No documentation will be accepted where an applicant represents themselves as an Architect for any work completed in Australia, as this may be a breach of Architect Acts in each state or territory. Refer to the Guidance document noted in Section 6 '[The Regulation of the Architect Profession in Australia – An Overview](#)' for further information.

The AACA and architectural registration boards reserve the right to request further supporting documentation from applicants if required.

Only the items described in this section will be accepted by AACA.

### 4.1 Application Form

See the PDF [Application Form](#)

The Application Form contains the following sections:

1. Personal Details
2. General School Education
3. Tertiary Education in Architecture
4. Architect Recognition
5. Statutory Declaration
6. Submission Checklist.

### 4.2 Supporting Items

Supporting documents to be submitted as individual .pdf documents:

1. **Academic Documents** – for each qualification .pdf certified copies in

original language and in English when applicable:

- Degree Certificate/Testamur
- Academic Transcript

OR

- Outcome Certificate from previous AACA qualifications assessment. *Applicants that have previously completed any stage of the AACA Overseas Qualifications Assessment (Provisional Assessment, Final Assessment, Combined Assessment, Review of Academic Equivalence (RAE), Review of Graduate Equivalence (RGE)) or Migration Skills Assessment may submit their Outcome Certificate (irrelevant of whether the outcome was positive or negative) and pay a reduced fee.*

**2. Proof of Residency** – .pdf copy of either:

- Permanent or relevant temporary visa as issued by the Department of Immigration and Border Protection
- High quality scan of Australian Passport at photo identification page.

**3. Evidence of registration/licensure** (if applicable) – .pdf certified copies to be supplied in original language and in English when applicable

- Evidence of initial registration
- Evidence of current registration

**4. English Proficiency** – if required:

- IELTS Test Certificate with overall band score of 6.5 or above OR
- Letter from current employer stating that the applicant has a standard of English appropriate for professional practice in architecture.

**5. Proof of Name Change** – .pdf certified copy, if applicable.

## 4.3 Assessable Items

Assessable items, compiled in to a single A4 PDF document (maximum file size 50mb):

- 1. Current CV** (maximum 4 A4 pages).
- 2. 2 References** (maximum 2 A4 pages each) – from persons who can comment on the applicant’s professional capacity to operate to the standard expected of an architect in Australia, one of whom must be an architect currently registered in Australia. Contact details of referees providing the written references must be supplied within the reference as they may be contacted.
- 3. Project Portfolio** – (maximum 2 A4 pages per project) of 4-6 Complex Projects (built work only) demonstrating fulfillment of the relevant Performance Criteria of the NSCA. Projects should be chosen to best demonstrate the extent to which the required NSCA Performance Criteria are met, indicating the application of knowledge and skills in architectural practice and the applicant’s ability to practice to the standard expected of a practising architect in Australia.

The complex projects included in the portfolio may be from either overseas or Australia. Where applicants do not have an example of a complex built work project in Australia, they are to provide a single example of project work completed in Australia in addition to the 4-6 complex projects referenced above.

For each Project referenced in the Portfolio, include the following information:

- Project Name and number (numbered 1 through to 4, 5 or 6 as necessary)
- Location (including suburb, city, state, and country)
- Building Type
- Estimated Cost
- Project date of completion
- Statement outlining applicant's role in the project\*
- Brief description of the project
- Detailed description of applicant's executive level responsibilities (as linked to the required NSCA Performance Criteria)#.
- Relevant drawings, diagrams or images (noting the limitation of 2 A4 pages per project).

*\* Where applicable, applicants may note their job title for overseas projects included in their portfolio as 'architect', should they have been recognised as an architect in that country. For Australian based projects where an applicant has worked at the Executive Level, an applicant may not refer to themselves as an architect or similar, but can consider using any of the following as may best fit for their role in the project: 'project leader', 'team leader', 'design leader'.*

*# There is no requirement for an applicant to attempt to describe how they have met each performance criteria as they have mapped in the NSCA Performance Criteria Checklist to each project. Applicants must be prepared to discuss their executive level responsibilities and mapping to the Performance Criteria as part of the interview.*

- 4. NSCA Performance Criteria Checklist.** Using the [one page checklist](#) supplied by AACA, indicate which projects from the applicant's portfolio map to each of the NSCA Performance Criteria. Minimum of one project must be mapped to each Performance Criteria. Applicants must demonstrate the application of knowledge and skills in architectural practice for each performance criteria.

## 5. NSCA Performance Criteria

Full details of the National Standard of Competency for Architects (NSCA) and the required level of performance is described at the website: <http://competencystandardforarchitects.aaca.org.au/about>.

Note that this assessment was previously called the 'Overseas Architect Assessment' (OAA) and is still referred to as such on the NSCA website.

### 1. Design: Project Briefing

1.1 Preparation and endorsement of an agreement between client and Architect. This agreement will clearly communicate terms, services to be provided, and fees appropriate for the scale and type of project.

1.2 Establishment, analysis and evaluation of client project requirements and objectives.

1.3 Assessment of project budget and timeframe against project requirements and objectives.

1.5 Knowledge of different procurement processes available and evaluation of the impact these have on the project.

## 2. Design: Pre-Design

2.2 Application of principles controlling planning, development and design for the project site.

2.3 Evaluation of factors influencing and impacting on project cost.

2.5 Attainment of approval from client of project budget and timeframe.

## 3. Design: Conceptual Design

3.4 Design response incorporates assessment of relevant legislation, codes and industry standards.

## 4. Design: Schematic Design

4.8 Analysis of schematic design in regard to cost planning and timeframe to comply with client and project requirements.

4.9 Obtain approval for the design from client and/or relevant stakeholders.

## 5. Documentation: Detailed Design

5.7 Resolution of project design to address budget and time constraints.

## 6. Documentation: Documentation

6.3 Incorporation of the project requirements and objectives in accordance with Project Brief and approved Detailed Design.

6.7 Establishment of quality assurance systems to ensure consistency and completeness of project documentation in accordance with the requirement for the project brief, project timeframe and project budget.

## 7. Procurement

7.1 Identification of available procurement methods and assessment of relevance and application to the project.

7.2 Selection of procurement method incorporates assessment of the impact on all phases of project including design, documentation and project delivery.

7.3 Selection of procurement method incorporates assessment of the impact on contractual arrangements between all project stakeholders.

7.4 Selection of procurement method incorporates assessment of the impact on selection, contracting and scope of work of consultants and specialist service providers.

7.6 Knowledge and application of all administration and principles for the selected procurement method and associated contracts.

## 8. Project Delivery: Construction Stage

- 8.1 Selection process for appropriately qualified contractors is in accordance with procurement method and project contract.
- 8.3 Identification and application of the process and administration systems needed to fulfil all obligations under project contract.
- 8.4 Construction progress and quality is systematically reviewed and monitored as required under the contract provisions.
- 8.5 Identification and application of all relevant processes required for certification of monetary claims, project variations, extensions of time, project instructions or other administrative responsibilities under the contract provisions.
- 8.7 Identification and application of appropriate and consistent systems for record keeping and maintenance of document revisions.
- 8.8 Ensure that warranties, schedules, as built documentation, certificates, approvals and other project information are completed and handed to the client and relevant authorities as required under the contract.

## 9. Practice Management

- 9.1 Knowledge and implementation of appropriate practice model to ensure efficient, effective and ethical professional service.
- 9.6 Knowledge and application of professional ethics and ethical practices in respect to practice management and provision of professional service.
- 9.7 Knowledge of legal and regulatory requirements and obligations in regard to architectural practice, practice management and registration as an architect.

## 6. Useful Information

[National Standard of Competency for Architects](#)

[Industry Profile: The Profession of Architecture in Australia](#)

[Regulation of Architects in Australia – An Overview](#)

[Architects' Model Statutory Code of Professional Standards and Conduct](#)

[Relevant State and Territory Architect Registration Boards](#)

## 7. Certification and Translation of Documents

### Certification

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

For documents certified overseas, applicants contact the closest Australian High Commission, Australian Consulate or Australian Embassy for details of people who can certify documents in that country.

For documents certified in Australia, the AACA only accepts certification by: Justices of the Peace, legal practitioners, and admission officers at all Australian universities.

To have copies certified both the original and the copy of the document must be seen by the person certifying the documents.

Each page of the document must be certified separately, and must clearly



show:

- the words 'certified true copy of the original'
- the signature of the certifying officer
- the name and address or provider/registration number (where appropriate) of the certifying officer legibly printed below the signature.

### Translation

All documents submitted to the AACA must be translated into English if the original copy is in another language. A complete translation of each document must be provided. The AACA does not accept partial or extract translations.

Labels and annotations contained in diagrams and sketches (or similar) used in the project portfolio that are not in English are not required to be translated if they do not affect the understanding of the content.

For documents translated in a country outside Australia, authorities in the country where the translation is made must approve the translator. The International Federation of Translators [www.fit-itf.org](http://www.fit-itf.org) provides a list of associations.

For documents translated in Australia, the AACA accepts translations by translators accredited by the National Accreditation Authority for Translators and Interpreters (NAATI). See [www.ausit.org](http://www.ausit.org) for a list of members.

## 8. Fee

Fee for this program is currently AUD \$2,500

The reduced fee for applicants who have previously had their overseas qualification/s assessed by AACA is \$1,000. See Submission Requirements – Supporting Items 4.2 to see if this may be applicable to you.

Applicants are required to make full payment prior to submission of the application. A copy of the transaction receipt must be included with the application.

Once an application has been submitted fees are not refundable.

From 1 December 2017, AACA only accepts online credit card payments, by VISA or MASTERCARD.

Payment can be made through the Forms and Fees page on the AACA website. All credit card transactions will be subject to 2.5% surcharge. Applicants will receive an email confirmation and payment receipt after payment is successfully made.

Payment details are protected during transmission using 256-bit SSL encryption. AACA does not store any part of the credit card number, expiry date or CCV number on our server.

If you have any questions regarding online payments, please email us to [mail@aaca.org.au](mailto:mail@aaca.org.au) or call us on (02) 8042 8930 (within Australia) or +61 2 8042 8930 (outside Australia).

## 9. How to Submit

Applications are to be submitted via email to [mail@aaca.org.au](mailto:mail@aaca.org.au).

Applicants may use a file-hosting service (i.e. Dropbox) and supply a link to documents in their submission email.

Applicants must provide all requested information and documents before applications can be considered.

Applicants will receive an email acknowledgement, normally within 2 business days of submission.

## 10. Timeframes

Applications are generally finalised within 8 to 12 weeks. Timeframes are dependent upon the submission of all necessary documentation and the availability of the assessors for the conduct of the interview.

### Contacting AACA



Architects Accreditation Council  
of Australia (AACA)  
PO Box A2575  
Sydney South 1235  
Australia



(02) 8042 8930



[mail@aaca.org.au](mailto:mail@aaca.org.au)



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