



How to fill in the Logbook



1. Performance Criteria in the Logbook

The AACA Logbook + Statement of Practical Experience form the eligibility application for those applying to the AACA Architectural Practice Examination Examination (APE).

The Part 1 Logbook + Statement of Practical Experience will form a basis for the Part 3 Interview by Examination as supporting evidence of current knowledge and experience.

Before Starting the Logbook familiarise yourself with how the National Standard of Competency for Architects (NSCA) relates to the APE. Candidates must log professional experience across performance criteria [mapped](#) across the APE.

Review the [Procedure for Candidates Booklet](#) to familiarise yourself with the Practical Experience Requirements.

Architect Registration Boards offer Briefings for Candidates. Contact your local [Board](#) for information. The [APE + NSCA Briefing](#) document may also be a useful resource.

Element 1 – Design: Project Briefing

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

1.4 Identification of factors that may impact on client project requirements and objectives.

Element 2 – Design: Pre-Design

2.1 Identification, analysis and integration of information relevant to siting of project.

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

Element 3 – Design: Conceptual Design

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

Element 5 – Documentation: Detailed Design

5.3 Evaluation and integration of regulatory requirements.

Element 6 – Documentation: Documentation

6.1 Identification and adoption of a strategy, program and process of documentation integrated through all project stages to enable project delivery.

6.2 Continuing coordination and integration of information and project material from relevant consultants, specialists and suppliers.

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

6.4 Timely completion and communication of accurate and comprehensible documents that will include, as required, drawings, models, specifications, schedules and other relevant modes of information.

6.8 Project documentation is in accordance with, and appropriate to, the project contract and project procurement procedure.

Element 7 – Project Delivery: Procurement

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

Element 8 – Project Delivery: Construction Stage

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.

2. Understanding Levels of Experience

Candidates may log hours against the Performance Criteria as either Executive, Participant or Observer.

See the [Procedure for Candidates Booklet](#) for more information.

3. Logbook FAQs

How many sheets are in the Logbook?

There are 80 sheets in the Logbook in which experience can be recorded. Each Sheet can have one project and cover 3 months at a time.

The Logbook cannot be extended to more than 80 sheets. Applicants will need to consider how they structure their Logbook to ensure the 80 sheets are sufficient to record the minimum required hours.

Do I need it 'signed-off'?

The logbook no longer requires sign-off. Instead, a Statutory Declaration is submitted by the applicant.

I don't have professional experience on 'Complex Projects', can I still complete the Logbook?

It is not a requirement that the hours recorded in the Logbook be from tasks completed on a 'Complex Project', however, it should be considered that Parts 2 & 3 of the APE will examine candidates under the context of a 'Complex Project'.

4. Downloading the Logbook

The AACA Logbook is an Excel document. Ensure you download the latest version of the Logbook from the [Publications Page](#) of the AACA Website.

- Clear browser history from your computer
- Download AACA Logbook
- Enable Macros (MAC users: If the 'drop down' tabs are not displaying when you select a field, go to 'page layout' from 'view' on the toolbar).
- Save logbook as xlsx
- Start entering your hours in the log sheets 1-80 (keep in page layout view)
- The summary sheets will calculate automatically when you have logged all your hours
- Go to View in the menu bar across the top and click "normal" not page layout

Note: The log sheets are password protected and cannot be edited. If you try to edit or delete log sheets, the calculations and formulas embedded in the log sheets will be deleted and this will affect the Competency Summary Sheet and the formatting of your log book.

Do's and Don'ts

1. Use only numerical characters to enter hours. Do not copy past digits.
2. Do not use the formula bar to enter values in cells on any sheet.
3. Do not delete any sheet. If sheets are deleted a new logbook must be used to enter values.
4. Do not edit values on 'Executive', 'Participant', 'Observer' and 'Competency Summary' sheets.
5. Final tally of score is displayed on 'Competency Summary' sheet. This is automatically generated and cannot be edited manually.

ID Form

Enter the following details:

- a. Full Name
- b. Address
- c. Phone No. Home
- d. Phone No. Work
- e. Phone No. Mobile
- f. Email
- g. State/Territory
- h. Candidate picture

Grey boxes are fillable

Insert a photo using the insert tab in the top navigation ribbon

Navigate between sheets

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How to fill in the Logbook – January 2021

Experience Summary Sheets

- This Sheet will auto-fill as hours are logged against the Performance Criteria in the Logsheets 1-80
- There are separate sheets for each Level of Experience, i.e. Executive, Participant, and Observer.

Summary sheets for each Level of Experience will auto-fill from the hours logged in Logsheets 1-80

How to fill in the Logbook – January 2021

Logsheets: Project Details

- Each Logsheets can record information about 1 Project over 3 months.
- For projects that run over 3 months, use additional Logsheets.

Input Project Details in Grey Boxes.

Logsheets: Logging hours

Enter the following details:

- a. Employer
- b. Supervising Architect Registration No (where applicable)
- c. Project
- d. Project Location
- e. Area
- f. Construction
- g. Cost
- h. Period
- i. Year
- j. Enter hours against each competency in columns L, M and N.

Repeat this step for as many as 80 sheets in a single logbook.

AACA

PROJECT BASED LOG SHEET NCSA LB&S

Candidate

State/Territory

Sheet No. **1**

Employer

Supervising Architect

Registration No.

ROLE	Project		Project Location	MONTHS Use additional sheet for subsequent months		
	Area	Construction		1	2	3
Executive	Cost	Period	Year			
Participant		From				
Observer						

MANDATORY EXPERIENCE

Element	Description	Executive	Participant	Observer
Element 1.2	Establishment, analysis and evaluation of client project requirements and objectives.			
Element 1.4	Identification of factors that may impact on client project requirements and objectives.			
Element 2.1	Identification, analysis and integration of information relevant to siting of project.			
Element 2.2	Application of principles controlling planning, development and design for the project site.			
Element 3.4	Design response and progress assessment of relevant legislation, codes and			

Executive hrs for 1.2

Participant hrs for 1.2

Input hours against the suitable Level of Experience underneath the relevant Month.

Executive hrs for 3.4

Participant hrs for 3.4

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Ready | Chart1 | ID Form | Competency Summary | Executive | Participant | Observer | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 4


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Competency Summary Sheets

- This sheet will auto-fill from the hours logged in the Log Sheets

THIS IS A SUMMARY SHEET AND CANNOT BE ALTERED.

Version 5 - February 2017



Candidate: _____
 State/Territory: _____
 Eligibility Status: **Requirements NOT ACHIEVED**

Part 1 - APE Eligibility Competency Summary

Element	Executive Level	Participant Level	Observer Level	Element Hours	40 Hrs Composite	40 Hrs Executive
1.2						
1.4						
2.1						
2.2						
3.4						
5.3						
6.1						
6.2						
6.3						
6.4						
6.8						
7.1						
8.3						
8.4						
8.5						
Sub Total Hrs						

Candidates are required to have: **Total Hours** _____

- A minimum of **3300 hours**, with

Experience logged as:

A. All at Executive Level
 At least 40 hours of architectural experience in each of the Performance Criteria

OR

B. A composite of Executive, Participant, Observer experience with:

I. At least 40 hours of architectural experience in each of the pre-requisite competencies - the 15 Eligibility Criteria (PCs 1.2, 1.4, 2.1, 2.2, 3.4, 5.3, 6.1, 6.2, 6.3, 6.4, 6.8, 7.1, 8.3, 8.4, 8.5).

II. At least 40 hours of architectural experience at Executive level at least FIVE of the 15 Eligibility Criteria.

No. of Elements Achieved	Meets Requirements
-	
-	
-	
-	
-	✓

Value within range (5 icons)

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Contacting AACAA



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