How to Logbook

Guidance Booklet
1. Introduction

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

Review the Procedure for Candidates Booklet to familiarise yourself with the Practical Experience Requirements. The APE + NSCA Briefing document may also be a useful resource.

Throughout the APE 64 Performance Criteria from the NSCA will be examined. The Logbook allows candidates to log experience against 15 Performance Criteria.

2. Performance Criteria in the Logbook

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.

3. 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.

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 .xlsm
Start entering your hours in the log sheets 1-80 (keep in page lay-out 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.
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
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.

Logsheets: Project Details

- Each Logsheet can record information about 1 Project over 3 months.
- For projects that run over 3 months, use additional Logsheets.
Logsheat: 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.
### Competency Summary Sheets

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

#### Part 1 - APE Eligibility Competency Summary

<table>
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<tr>
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<th>Executive Level</th>
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**Sub Total Hrs**: One of the following:

- A minimum of 3,300 hours
- A composite of Experience, Participant and Observer experience with a minimum of 3,300 hours, or 700 hours and at least 30 years of experience

**Experience logged as**:

- A minimum of 700 hours and at least 30 years of experience
- A composite of Experience, Participant and Observer experience with a minimum of 700 hours

**When the 3,300 hours is correctly achieved the Eligibility Status will update**

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**Contacting AACA**

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