AACA

ARCHITECTURAL PRACTICE EXAMINATION

FREQUENTLY ASKED QUESTIONS

Candidates should familiarise themselves with the following documents:

- *National Standard of Competency for Architects APE matrix* shows the required Performance Criteria for the Architectural Practice Examination and the PCs tested in each Part of the Exam
- *Procedures for Candidates* provides an overview of the Architectural Practice Examination
- *Logbook Guidance* and link to the *Logbook of Experience in Architectural Practice*

APE Part 1 Logbook & Statement of Practical Experience	Response
I've used up the 80 pages in my 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 pages are sufficient to record the minimum required hours. Candidates could condense the logbook to reflect the minimum 3,300 hours by trying to use most recent projects. It is best to frame the logbook around the projects that will form part of the Statement of Practical Experience.
Can I re-order the pages of my logbook	Sequential date order of the log sheets is not mandatory.
Is there a password for the Log Sheets so that I may unlock them for my editing purposes?	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 logbook.
The person I've been working under isn't registered… can I still log my experience?	Candidates can log experience as an employee in a building design firm, or an employee in a firm in an allied field in the construction industry, or in relevant government agencies, or gained independently in a self-employed capacity. However, experience gained by candidates when working independently or working as an employee of a non-architectural firm must be gained at executive (decision making) level.
If some of my experience is self-employed do I use 3,000 words in my Statement of practical Experience?	If some or all logged experience is not under the supervision of an architect, candidates can write 3000 words (maximum) in the Statement of Practical Experience.
The person I've been working under is registered overseas	This person is not an architect in Australia. Experience gained not under the supervision of an architect (ie experience

but not in Australia. How do I note this in the logbook?	gained as an employee in a building design firm, or an employee in a firm in an allied field in the construction industry, or in relevant government agencies, or gained independently in a self-employed capacity must be gained at executive (decision making) level.
How do I log my overseas experience?	You can log relevant periods of overseas experience in your Logbook submission as long as they fall under the required Performance Criteria of the NSCA. Candidates must log 12 months experience on completion of their qualification in architecture – 12 months of the overall logged experience must be in Australia.
I don't have professional experience on 'Complex Projects', can I still complete the Logbook.	It is not a requirement that all the hours recorded in the Logbook are from tasks completed on a 'Complex Project'. However, it should be considered that Parts 2 & 3 of the Architectural Practice Examination will examine candidates under the context of a 'Complex Project'.
I work for a builder, can I log my hours?	Practical experience may be gained as an employee of an architectural firm under the supervision of an architect, or as an employee in a building design firm, or an employee in a firm in an allied field in the construction industry, or in relevant government agencies, or gained independently in a self-employed capacity. Experience gained by candidates when working as an employee of a non-architectural firm must be gained at executive (decision making) level.
I don't understand the Performance Criteria, can you please provide me with further explanation?	The Performance Criteria are self-explanatory. The National Standard of Competency identifies the primary activities that are fundamental to practice of architecture and in relation to which an architect is expected to demonstrate competence in the delivery of professional services. Competency Standards are occupational functions (expressed as Performance Criteria) that a candidate should be able to perform effectively in an ordinary work environment. The National Standard of Competency for Architects (NSCA) sets out functions important to the profession of architecture, rather than simply measuring knowledge in isolation from skills, or time spent in formal education. Candidates are to decide how their individual experience relates to the Performance Criteria.
My experience is 10+ years old, can I use it?	Experience over ten years old cannot be logged; however, you can include experience obtained more than ten years prior to application to the Architectural Practice Examination in your summary CV which forms part of your Statement of Practical Experience.

Does the full-time equivalent of 8 weeks refer to the length of time you worked on a particular project? Or is it referring to a min of 8 weeks employment to be able to count hours from that workplace?	As a general Rule, work experience less than the equivalent of 8 weeks full time duration may not be credited. This is because in order to obtain genuine work experience to achieve competency in a performance criteria, the AACA considers a candidate should work on a PROJECT for a reasonable period of time. Assessors in your State will decide on a case by case whether they will accept periods of less than eight weeks on a project based upon as assessment of each candidate's logbook and statement of practical experience as a whole.
How do I log my experience against the Performance Criteria?	It is up to candidates to decide how they will allocate their relevant experience against the required performance. Candidates should view the performance criteria in the context of the four units and nine elements of competency and then allocate experience against the required performance criteria accordingly. We cannot provide specific advice on how experience should be logged against the required performance as the context of the experience of each candidate will vary. You may seek advice from your supervising architect or colleague re specific queries about how your experience relates to the required performance criteria.
Is there a specific project phase/order attached to the Performance Criteria?	Each candidate decides how to map their experience. There is no project or phase order requirement as it may differ across work places and projects.
In the Logbook what does "Construction Type" mean?	Construction refers to the building typology eg residential accommodation wing refurbishment.
Area of the project: is this referring to the site area or gross floor area	Gross floor area
I want to consider some of my experience as a participant or an observant and the person who is observing/mentoring me is a non-practicing architect. Can I still consider the hours that I've worked under her supervision in my log book?	This person is not an architect in Australia. Experience gained not under the supervision of an architect (ie experience gained as an employee in a building design firm, or an employee in a firm in an allied field in the construction industry, or in relevant government agencies, or gained independently in a self-employed capacity must be gained at executive (decision making) level.
Period of the project: is it the period the project commenced until it ends or is it the period of my participation?	Period of Participation

What if the project is still under construction but I will no longer be working with the company so I have no idea when it will complete?	
I am confused about the 3 Levels of Experience.	**Executive** - experience gained as the principal decision-maker on a project. **Participant** - experience gained as a team member or operative working under the instruction or supervision of a responsible person. **Observer** - experience gained by careful observation of procedures and practices carried out by others.
Do I have to have my log sheets signed by my supervising architect/employer?	It is no longer a requirement to have your logbook signed off by a supervising architect/employer – the Statutory Declaration attests to the accuracy of the all the documentation being submitted.
Does AACA have any advice on how an applicant will represent experience if they have had a falling out with employer(s)?	Employers no longer have to sign off on a candidate's logbook – candidates submit a Statutory Declaration attesting to the accuracy of all the documentation submitted.
Can I log overseas experience	You can log up to 12 months overseas experience in the APE logbook. However, you must log a minimum of 12 months of relevant experience in Australia.
Can I start logging hours while I am studying or do I have to wait until I complete my Masters?	One year of practical experience is required subsequent to successfully completing an approved qualification in architecture. You can log one year of experience prior to graduation.
Is there a mandatory minimum requirement for how many years and applicant must have pre and post qualification?	Candidates must have a minimum of 12 months experience subsequent to successfully completing this qualification in architecture; candidates must have 12 months of logged experience in Australia.
Is there a standard format for the Statement of Practical Experience?	The Statement of Practical Experience should be well considered and clearly expressed as it will be discussed in the Part 3 Interview. It is important that this statement encompasses the candidate's overall experience and is clearly linked to your logged experience.
What is the minimum time an applicant can declare they worked without supervision to allow them to utilise the higher word limit for their statement?	This is at the candidate's discretion.
If someone is completing an NPRA assessment (where they do not have formal qualification) does the above affect? Do they need hours post the assessment?	Candidates who are successful in completing the AACA NPrA Program may apply for the APE straight away. These candidates may log hours used for entry to the NPRA providing they meet the requirements of: a minimum of 3,300 hours of experience that ranges over all 15 Performance Criteria; and 12 months of logged experience in Australia.

APE Part 2: The National Examination Paper	Response
What should be studied in preparation for the Architectural Practice Examination?	The scenarios upon which the questions are based are written by practising architects based on situations found across the range of practice in architecture. The scenarios test one or more Performance Criteria that may be tested in Part 2 of the Architectural Practice Examination. Part 3 Examination by Interview focuses each candidate's experience and knowledge applied in the context of the specified performance criteria from the National Standard of Competency for Architects. See here for the required performance criteria that may be examined in the Architectural Practice Examination and here for the link to general info about the Architectural Practice Examination.
Are there any training courses available prior to undertaking the Architectural Practice Examination?	Most Registration Boards offer a briefing session for candidates and there are several preparatory programs available for candidate. Details can be obtained by contacting the Boards directly. See here for link to Board websites.
How often are the Architectural Practice Examination Part 2 exams held?	Part 2 of the Architectural Practice Examination, the National Examination Paper, is generally held twice yearly: the first Tuesday in April and the last Tuesday in August. Contact the architect registration board in your state or territory to check the dates for application and submission of logbooks.
What does the National Examination Paper look like?	The National Examination Paper comprises 9 scenarios: Each scenario has 5 multiple choice questions Each multiple choice question has one correct answer Each multiple choice question is worth one mark Correct answers score as one mark – incorrect answers score as zero marks See here.
How long is the National Examination Paper?	Candidates have 75 minutes to complete the exam (which includes ten minutes reading time); you must arrive at least 30 minutes before the start time.
Where is the exam centre for the National Examination Paper?	Once your Logbook and Statement of Practical Experience has been assessed and accepted by the Board you will receive notification of the details of the test centre. Your personal exam log-on details will be provided by the Invigilators on the day of the exam.
Will I need to bring anything to the examination centre?	Just bring your photo identification. Your personal exam log-on details will be provided by the Invigilators on the day of the exam. Candidates will be provided with either a laptop or desktop device to undertake the exam and IT support will be

	on hand at the test centre to assist with any technical issues.
Who supervises the examination?	The exam will be invigilated by Board staff who will check candidates' photo ID on the day. IT support will be available at the centre in the unlikely circumstances that technical assistance is required.
How do I know if I passed the National Examination Paper?	You will receive your results directly from the Boards generally within 3 weeks of the date of the National Examination Paper. All candidates will receive feedback based on the Performance Criteria. Candidates who have been successful in the exam can apply to sit Part 3, Examination by Interview through their local Board.
APE Part 3: Examination by Interview	**Response**
How long is the Part 3 Interview?	The interview will run from 45 minutes to one hour.
Who conducts the Part 3 Interview?	Part 3 Examination by Interview is conducted byThe examiners from APE Part 3 are experienced practitioners.
What sort of questions will I be asked?	Candidates are examined on their range of work and experience and are expected to be familiar with topical professional issues. The Interview also considers candidates' responses to practice situations that may be outside their personal experience. The Interview may test knowledge and experience in both actual and hypothetical situations. Candidates may be examined across a variety of procurement issues and should be able to demonstrate competence in contracts that may be administered by an architect.