



ARCHITECTURAL PRACTICE EXAMINATION (APE)

General Information and Frequently Asked Questions

1. AACAA cannot provide specific advice to candidates on how experience should be logged against the required performance criteria as the context of the experience of each candidate will vary. You should seek advice from your supervising architect or colleagues about how your experience relates to the required performance criteria.
2. Assessment in the Architectural Practice Examination is generally to the level of a complex project.

A complex project is typically a project of medium scale or larger, that requires the application of skills 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.

Not all architectural projects follow this format, or even result in a built outcome, but this is the level of competency that is tested in AACAA programs.

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'.

3. 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
How do I download the logbook	<p>The AACCA Logbook is an Excel document. Ensure you download the latest version of the Logbook from the Publications Page of the AACCA Website.</p> <ul style="list-style-type: none"> - Clear browser history from your computer - Download AACCA 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 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 <p>Refer to Logbook Guidance for further information</p>
I have used up all the pages in my logbook	<p>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.</p> <p>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.</p>
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?	<p>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.</p> <p>AACCA is unable to assist when this happens and candidates will need to download the logbook a new version of the logbook.</p>
From when can I count my post-graduate experience? Is it from the date I received confirmation that I had passed my last subject and thus completed my degree, or is it the date my degree was formally conferred?	Post-graduation experience commences from the date listed on the academic transcript issued by your university.



<p>Is there a mandatory minimum requirement for how many years an applicant must have pre and post qualification?</p>	<p>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.</p>
<p>If my testamur is lost, can I submit a Statement of Results or Academic Transcript?</p>	<p>Yes, you may submit either Statement of Results or Academic Transcript issued by your university.</p>
<p>Can I start logging hours while I am studying or do I have to wait until I complete my Masters?</p>	<p>One year of practical experience is required subsequent to successfully completing an approved qualification in architecture. You may log one year of experience prior to graduation.</p>
<p>I don't have professional experience on 'Complex Projects', can I still complete the Logbook.</p>	<p>It is not a requirement that all the hours recorded in the Logbook are from tasks completed on a 'Complex Project'. However, Parts 2 & 3 of the Architectural Practice Examination will examine candidates under the context of a 'Complex Project'.</p>
<p>Do I have to have my log sheets signed by my supervising architect/employer?</p>	<p>It is no longer a requirement to have your logbook signed off by a supervising architect/employer. The Statutory Declaration signed by applicants attests to the accuracy of the all the documentation being submitted.</p>
<p>The person I've been working under isn't registered. Can I still log my experience?</p>	<p>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.</p>
<p>The person I've been working under is registered overseas but not in Australia. How do I note this in the logbook?</p>	<p>This person is not recognised as an architect in Australia. Therefore, 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.</p>
<p>An architect I worked for has retired and is no longer registered, neither practising or non-practising. What should I put against their registration number?</p>	<p>In these circumstances, you are not able to complete this field. Note, the Statutory Declaration signed by you attests to the accuracy of all documentation submitted.</p>
<p>Can I log overseas experience</p>	<p>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.</p>



<p>If I have logged more than one year experience working for an architect in Australia, can I log more than one year of overseas experience if I want to show completeness of my experience on an overseas project?</p>	<p>You may refer to additional experience overseas in your Statement of Practical Experience in the CV component of your application.</p>
<p>I work for a builder, can I log my hours?</p>	<p>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.</p> <p>Experience gained by candidates when working as an employee of a non-architectural firm must be gained at executive (decision-making) level.</p>
<p>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-practising architect. Can I still consider the hours that I've worked under her supervision in my logbook?</p>	<p>Experience gained not under the supervision of a practising 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.</p>
<p>I don't understand the Performance Criteria, can you please provide me with further explanation?</p>	<p>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.</p> <p>Competency Standards are occupational functions (expressed as Performance Criteria) that a candidate should be able to perform effectively in an ordinary work environment.</p> <p>Candidates are to decide how their individual experience relates to the Performance Criteria.</p> <p>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.</p> <p>You may seek advice from your supervising architect or colleague re specific queries about how your experience relates to the required performance criteria.</p>



<p>How do I log my experience against the Performance Criteria?</p>	<p>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.</p> <p>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.</p> <p>You may seek advice from your supervising architect or colleague re specific queries about how your experience relates to the required performance criteria.</p>
<p>I am confused about the 3 Levels of Experience.</p>	<p>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.</p>
<p>Is there a specific project phase/order attached to the Performance Criteria?</p>	<p>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.</p>
<p>My experience is 10+ years old, can I use it?</p>	<p>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.</p>
<p>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?</p>	<p>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.</p> <p>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.</p>
<p>In the Logbook, what does "Construction Type" mean?</p>	<p>Construction refers to the building typology eg residential refurbishment.</p>
<p>Area of the project: is this referring to the site area or gross floor area</p>	<p>Gross floor area.</p>



<p>If I am working for an architect in Australia but the project is located overseas, should I describe that experience as local or overseas?</p>	<p>Overseas.</p>
<p>Period of the project: is it the period the project commenced until it ends or is it the period of my 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?</p>	<p>Period of Participation.</p>
<p>Cost: What does this mean? or I don't know the cost of the project/the cost of the project is confidential. Can I leave this information out?</p>	<p>This refers to the cost of the project. In circumstances where candidates cannot disclose the cost or do not have access to the information, they should make a note to explain the situation in the Statement of Practical Experience.</p>
<p>I have signed a confidentiality/non-disclosure agreement for one of my projects. Can I log the hours worked on this project? If so, is it acceptable to put 'confidential' in all the project information?</p>	<p>Make a note to explain the situation in the Statement of Practical Experience.</p>
<p>Does AACA have any advice on how an applicant will represent experience if they have had a falling out with employer(s)?</p>	<p>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.</p>
<p>Is there a standard format for the Statement of Practical Experience?</p>	<p>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.</p> <p>Candidates should keep in mind the following when preparing and finalising the Statement of Practical Experience:</p> <ul style="list-style-type: none"> - It is correctly formatted and adequately cross referenced to the Performance Criteria - It clearly identifies the level experience across each project - It includes sufficient project details to allow APE Part 3 Examiners to appreciate the scope of work, its cost, floor area and nature of construction - It demonstrates an understanding of the Performance Criteria - It demonstrates sufficient evidence to support the claimed experience in the Logbook - The title 'architect' is correctly used across the Statement and CV - The registration status of the supervising architect is correct



<p>If some of my experience is self-employed, do I use 3,000 words in my Statement of practical Experience?</p>	<p>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.</p>
<p>In the Statement should I only reference the 15 criteria from the Logbook or should I reference more if my experience covers them?</p>	<p>Candidates should reference additional PCs if demonstrated in their experience.</p>
<p>Is the 2000 word limit approximate or an absolute maximum?</p>	<p>As above.</p>
<p>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?</p>	<p>This is at the candidate's discretion.</p>
<p>I have successfully completed the National Program of Assessment. Do I have to have 12 months experience after completing the NPrA before I apply for the APE?</p>	<p>Candidates who are successful in completing the AACA NPrA Program may apply for the next session of the APE 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.</p>
<p>APE Part 2: The National Examination Paper</p>	<p>Response</p>
<p>What should I study in preparation for the National Examination Paper?</p>	<p>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.</p> <p>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.</p>
<p>Are there any training courses available prior to undertaking the Architectural Practice Examination?</p>	<p>Most Registration Boards offer a briefing session for candidates and there are a number of preparatory programs available for candidates.</p> <p>Details can be obtained by contacting the Boards directly. See here for link to Board websites.</p>



<p>How often is the National Examination Paper held?</p>	<p>There are 2 sessions of the Architectural Practice Examination each year. The National Examination Paper is generally held in April and August each year. Examination dates are published on the AACAA website.</p> <p>Contact the architect registration board in your state or territory should you require further information.</p>
<p>Can I sit the exam on a different date?</p>	<p>No. There are 2 sessions of the Architectural Practice Examination each year.</p> <p>The National Examination Paper dates are published on the AACAA website.</p> <p>Contact the architect registration board in your state or territory should you require further information.</p>
<p>What does the National Examination Paper look like?</p>	<p>The National Examination Paper is an online exam comprising of 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</p> <p>See here for a sample scenario question</p>
<p>How long is the National Examination Paper?</p>	<p>Candidates have 75 minutes to complete the exam. There is no separate allocation of reading time. Candidates must arrive at the exam centre at the time indicated on their letter from the Board.</p>
<p>Where is the exam centre for the National Examination Paper?</p>	<p>You will receive notification of the details of the test centre along with other information on the National Examination Paper from your local Board.</p>
<p>Will I need to bring anything to the examination centre?</p>	<p>You must bring your photo identification. Your Board may require other documents. Candidates will be provided with either a laptop or desktop device to undertake the exam. IT support will be on hand at the test centre to assist with any technical issues. Your personal exam log-on details will be provided by the Invigilators on the day of the exam.</p>
<p>Who supervises the examination?</p>	<p>The exam will be invigilated by Board staff and Exam Centre Staff (where necessary) who will check candidates' photo ID, register candidates on the day and issue log on details. IT support will be available at the centre in the unlikely circumstances that technical assistance is required.</p>



<p>How do I know if I passed the National Examination Paper?</p>	<p>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. Candidate Reports will also be released to the APE Part 3 Examiners).</p> <p>Candidates who have been successful in the exam can apply to sit Part 3 Examination by Interview through their local Board.</p>
<p>APE Part 3: Examination by Interview</p>	<p>Response</p>
<p>Can I know my interview date in advance?</p>	<p>You should contact your local Board for interview details.</p>
<p>How long is the Part 3 Interview?</p>	<p>The interview will run from 45 minutes to one hour.</p>
<p>Who conducts the Part 3 Interview?</p>	<p>Part 3 Examination by Interview is conducted by experienced practitioners.</p>
<p>What sort of questions will I be asked?</p>	<p>Part 3 Examination by Interview focuses on each candidate's experience and knowledge applied in the context of the specified performance criteria from the National Standard of Competency for Architects.</p> <p>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.</p> <p>The interview may test knowledge and experience in both actual and hypothetical situations.</p> <p>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.</p> <p>Candidates' results and feedback from the National Examination Paper will be issued to examiners prior to the interview.</p> <p>See here for the required performance criteria that may be examined in the Architectural Practice Examination and here for the link to general information about the Architectural Practice Examination.</p>
<p>How do I know if I passed Part 3?</p>	<p>Candidates will be notified of the result of Part 3 by the responsible state or territory architects registration board.</p>



If I fail my interview in one State, can I apply for an interview in another State in the same Exam Session?

No. Unsuccessful Candidates may apply for re-admission to undertake Part 3 at the next session or a later date, provided it is within two years of the date of notification of success in Part 2.