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Review this handbook before submitting an Application for an Experienced Practitioner Assessment (EPA).

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1. OVERVIEW

This program provides an alternate “fast-track” pathway to registration as an architect for graduates of Australian accredited architecture programs, [or overseas qualified experienced practitioners who are not eligible for registration in Australia under existing mutual recognition agreements] with relevant experience at executive level in complex projects*.

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.

For more information and to apply please visit the AACA website.
2. INTRODUCTION

Applicants must demonstrate an applied understanding of the required Performance Criteria in the 2021 National Standard of Competency for Architects (NSCA). Through a Portfolio of Complex Projects*, applicants must demonstrate relevant 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 within all scales of projects.

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 comprise the Assessable Items. Applicants must also submit relevant academic and registration documents 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.

The realisation of a complex architectural project requires an understanding of the significance of specialist input for the resolution of structural and technical design components and special purpose provisions if and where they occur; procurement options and an understanding of resources required for effective resourcing of project specialist input, and the collaboration of an experienced professional team for the preparation of project documentation and contract administration.

Single dwelling residential projects would not be considered as a complex project. Any residential project with less than 4 dwellings would only be eligible in exceptional circumstances and involving a substantial variety and complexity of consultants.
3. ELIGIBILITY

A professional qualification in architecture that allows the graduate to register as an architect in the country of origin.

Seven (7) years relevant professional postgraduate practical experience, with a minimum of three (3) years providing architectural services on complex projects*, practising at Executive Level (principal decision-maker).

12 months relevant professional practical experience in Australia, within the last three (3) years.

Permanent or temporary residency in Australia.

2.1 Eligibility Definitions

a. For applicants with Australian qualifications (Local Applicants):

Minimum five (5) year (or equivalent) professional qualification/s in architecture: Applicants must hold an Australian accredited professional qualification in architecture. See here for the list of accredited programs.

For applicants with overseas qualifications (Overseas Applicants):

Minimum five (5) year (or equivalent) professional qualification/s in architecture - Applicants must hold a professional qualification in architecture issued overseas that was obtained via coursework.

The professional qualification/s allows a person to register as an architect in the country of origin. 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.

Some qualifications include a compulsory period of practical experience; this does not contribute to the required minimum period of coursework.

b. Seven (7) years relevant professional post graduate practical experience* including three (3) years of architectural services on complex projects, operating at the executive (principal decision-maker) level. Refer to the definition of executive below.

Work experience gained prior to the completion of the five (5) years of professional study does not count towards the
required seven (7) years of post-graduation practical experience.

c. Twelve (12) months relevant professional practical experience** within the last three (3) years in architectural services operating at the executive (principal decision-maker) level in Australia.

An executive (primary decision making) role may include reporting back to the director or other senior staff members, especially in a larger firm.

**The experience should be:
1. Indicated in applicant’s CV (Resume).
2. Based on the equivalent of full-time work hours.

d. Resident in Australia:

Submit evidence of residency:

High quality scan of photo identification page of Australian passport or Permanent or relevant temporary visa as issued by the Australian Department of Home Affairs.

e. For Overseas Applicants:

Submit evidence:

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:

- International English Language Testing System (IELTS) Test Certificate with overall band score of 6.5 or above, issued within the last three years, or

Letter from current employer stating that applicant has a standard of English appropriate for professional practice in architecture.

If you are unsure of your eligibility after reading this section, contact the AACA.
### 4. ASSESSMENT PROCESS

<table>
<thead>
<tr>
<th>a. Submission:</th>
<th>Submission is lodged electronically by applicant.</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Eligibility Verification:</td>
<td>All submitted documentation is reviewed to confirm that all eligibility and submission criteria have been met. Applicants are required to submit a comprehensive application addressing all the required items and are given one opportunity to revise their application documents following an initial assessment review and feedback by AACA. Unsatisfactory applications will be deemed UNSUCCESSFUL. Note that application fees are NON-REFUNDABLE.</td>
</tr>
<tr>
<td>c. Panel-based Competency Assessment Interview:</td>
<td>A face-to-face or online interview will be conducted with two experienced assessors to discuss the applicant’s Assessable Items and determine the extent to which the required 2021 NSCA Performance Criteria from the National Standard of Competency for Architects are met and the applicant’s ability to practice to the standard expected of a practising architect in Australia. Applicants must provide a photo ID and have their Assessable Items, as submitted to AACA, available at the Interview. The Interview will generally be 45 minutes – 60 minutes in duration and is conducted face-to-face or online. If conducted face-to-face, it is usually held at the Architects Registration Board in the State or Territory where the applicant wishes to apply for registration.</td>
</tr>
<tr>
<td>d. Outcome:</td>
<td>Following the completion of the Competency Assessment Interview, applicants will receive a written advice stating the Outcome of the Assessment:</td>
</tr>
<tr>
<td></td>
<td>• Successful applicants will be eligible to apply to their Architects Registration Board for registration as an architect.</td>
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<td>o On request, a Migration Skills Assessment letter can be issued for the purpose of immigration to Australia under the Australian Government Skilled Migration Program for the occupation ‘Architect’, ANZSCO code 232111.</td>
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<tr>
<td></td>
<td>• Unsuccessful applicants will be advised of the NSCA Performance Criteria where they were unable to demonstrate the required competency and will be advised as to what pathway remains open to them for registration. Unsuccessful applicants are not eligible to re-apply through the Experienced Practitioner Assessment Program.</td>
</tr>
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5. SUBMISSION REQUIREMENTS

Only the items listed in this Guide will be accepted by AACA.

Applications are submitted electronically. Hard copy applications will not be accepted. All submitted documents must be provided in pdf format.

Documents not in the English language must be translated. Refer to Section 7. Translation of Documents.

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 the Architect Acts in each state or territory. Refer to the Guidance document noted in Section 6.

Useful Information: ‘Regulation of the Architectural Profession’ for further information.

The AACA reserves the right to request further supporting documentation from applicants. If forged, altered or falsified documents are submitted to AACA at any time, the application will not proceed, fees are NON-REFUNDABLE and the relevant authorities will be notified.

4.1 Online Application Form

The online form contains the following sections:

1. Personal Details
2. General School Education
3. Tertiary Education in Architecture
4. Assessable Items
5. Supporting Items

4.2 Supporting Items

Supporting documents are to be attached in accordance with the instructions on the online form in pdf format (all scans of originals in colour with a resolution of 300 dpi or more):

1. Academic Documents: for each qualification copies in original language and in English when applicable:
   - Degree Certificate/Testamur
   - Academic Transcript*

*An Academic transcript is a list of all units completed for the qualifications, including the weighting of each
unit in credit points and/or contact hours and the marks obtained by the applicant.

If an original certificate cannot be provided, AACA may accept a letter from the institution confirming the applicant’s documentation.

**For Overseas Applicants:**

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:** copy of either:
   - Permanent or relevant temporary visa as issued by the Australian Department of Home Affairs
   - High quality colour scan of Australian Passport at photo identification page.

**For Overseas Applicants:**

Evidence of registration/licensure (if applicable): copies to be supplied in original language and in English when applicable

**English Proficiency:** if required - copies of:
   - IELTS Test Certificate with overall band score of 6.5 or above issued within the last three years OR
   - Letter from current employer stating that applicant has a standard of English appropriate for professional practice in architecture.

3. **Proof of Name Change:** copy, if applicable

4. **Proof of identification:** Three documents for identification (two photo IDs), for example, a scan of passport, ID card, Driver license, social security card, VEVO notification, or IELTS web portal access

5. **Statutory Declaration:** A signed and witnessed statutory declaration using template.

| 4.3 Assessable Items | The following Assessable Items, compiled in a single A4 pdf file (maximum file size 50mb). All scans of originals in colour with a resolution of 300 dpi or more: |
1. **Current CV (Resume):** (maximum 4 A4 pages) in chronological order (timeline instead of project based).

   **For Overseas Applicants:**

   CV (Resume) to include a statement indicating how applicant has adapted their overseas experience with an applied understanding of Australian professional standards, codes and regulations.

2. **Two References:** (maximum two A4 size pages for each reference) – from persons who are able to comment on the applicant’s professional capacity to operate to the standard expected of an architect in Australia within the last three years, one of whom must be a practising architect currently registered in Australia. Contact details of referees providing the written references must be supplied within the reference as they may be contacted. One reference is required from a referee within the applicant’s current architectural practice, and the second reference must be from a referee from a different organisation. The second reference could be provided by a consultant, builder or client who was involved in one or more of the Portfolio projects. Referees are required to comment on the applicant’s:

   - Professional capacity to operate to the standard expected of an architect in Australia.
   - Project Portfolio of complex projects prepared specifically for this EPA assessment:
     - note the projects where the referee worked with the applicant.
     - executive level role in the projects.
   - Professional experience with specific reference to the performance criteria from the 2021 National Standard of Competency for Architects (NSCA) against which the Experienced Practitioner Assessment (EPA) is mapped.

3. **Project Portfolio:** (maximum two A4 size pages per project) of a minimum of four and a maximum of six complex* built-work projects demonstrating application of the relevant Performance Criteria of the 2021 NSCA. (Refer to the definition of complex projects* in Part 1. Introduction).

   Projects should be chosen to best demonstrate the extent to which the required Performance Criteria are met, indicating the application of knowledge and skills in architectural practice which is the standard expected of a practising architect in Australia.
For each Project included in the Portfolio, applicants must include the following information:

- Project Name and number (numbered 1 through to 4, 5 or 6 as applicable).
- Name of architectural practice/organisation applicable to the project.
- Location (including suburb, city, state, and country).
- Building Type.
- Estimated Cost.
- Project date of completion (month and year).
- Period (by month and year) of applicant’s involvement with the Project at the Executive level.
- A title (such as Project Leader, Design Leader, Senior Architectural Assistant, etc.) and a simple description.
- Brief project description indicating the size, function, client brief, procurement method and siting of the building.
- Detailed description of applicant’s executive level role on the project. The detailed description must include explicit comments about the applicant’s role to demonstrate application of the required 2021 NSCA Performance Criteria. PCs do not have to be addressed individually but must be summarised and grouped under the four units of competency in the NSCA.
- Images (including photos of the built outcome) used to convey a visual representation of the complex project (noting the limitation of two A4 pages per project). *Detailed drawings or diagrams are not required.*
- Two sample Portfolio layouts are provided as a guide. Applicants may create their own layout, but must comply with the following requirements:
  - The maximum word count is 500 words
  - Minimum font size for readability on screen is 14 pts
  - 50-75% textual description is expected, and the remainder can be dedicated to relevant images

**Notes – Project Portfolio:**

a. The complex projects* included in the Portfolio may be from either Australia or overseas. Where an applicant does not have an example of a complex built work project in Australia, they must include the required four complex built work projects from overseas and
supplement this with one or two Australian project examples (not necessarily complex in nature) where the applicant has been operating at the executive (principal decision-maker) level.

b. The **complex project** experience in at least four projects should not be older than ten years. Older projects may be submitted for two additional projects.

c. Where applicable, applicants may note their job title for overseas projects included in their Portfolio as ‘architect’, where they have been registered as an architect in that country, and they held that role for the entire Project. For Australian based projects where an applicant has worked at the executive level, an applicant cannot refer to themselves as an architect or similar but may consider using any of the following terms as may best describe their role in the project: ‘project leader’, ‘team leader’, or ‘design leader’.

d. For smaller scale projects that may not meet the description of ‘complex project’, within the two pages assigned to the project, the applicant must include their detailed justification as to why the selected project should be considered as complex and retained in the Portfolio of complex projects.

e. Single residences and other projects that do not meet the definition of complex projects may be submitted as a fifth or sixth Portfolio project in addition to the four complex projects.

f. One or two projects that have at least passed the DA stage or are under construction may be submitted in the Portfolio, however the majority of projects (four projects out of six) must have been built.

g. Applicants do not have to have worked under the supervision of a registered architect.

4. **NSCA Project Matrix**: Using the template provided in the online form, indicate which projects from the applicant’s Portfolio map to each of the 2021 NSCA Performance Criteria. A minimum of one project must be mapped to each Performance Criteria. Applicants must demonstrate the **Application of Knowledge and Skill** in architectural practice for each Performance Criteria.
6. PERFORMANCE CRITERIA

All Performance Criteria are to be met by the applicant at the Competency profile Candidate for Registration in the 2021 NSCA:

**Unit of Competency:**

PRACTICE MANAGEMENT AND PROFESSIONAL CONDUCT

1 | Demonstrate understanding of the regulatory requirements and obligations pertaining to practice as an architect, including legislation, professional codes of conduct, and obligations for continuing professional development and professional indemnity insurance.

2 | Be able to identify practice resources and apply practice methods and quality assurance systems within an ethical practice management framework to comply with and facilitate efficient, consistent and timely delivery of architectural services.

3 | Demonstrate understanding of the principles of project planning, considering implications for Country, environmental sustainability, communities, stakeholders and project costs.

4 | Be able to apply principles of project and staff planning and resource costs to establish realistic and achievable timeframes.

5 | Demonstrate understanding of the essential elements of a client architect agreement across the range of procurement methods; and be able to explain appropriateness of different agreements in relation to scale and type of project, including alternatives for partial services and the engagement of secondary and sub-consultants.

6 | Demonstrate understanding of appropriate processes for reporting and varying the scope of services provided by an architect.

7 | Apply and follow processes for clear and consistent communication with clients and relevant stakeholders throughout the project, including obtaining approvals from clients and stakeholders.

8 | Be able to implement culturally responsive and meaningful engagement processes that respect the importance of Country and reciprocal relationships with Aboriginal and Torres Strait Islander Peoples across architectural services.

9 | Demonstrate understanding of contemporary and emerging building procurement methods. This involves identifying the most appropriate form of delivery for a project, including associated risks,
mitigation and adaptation strategies, and integrating appropriate construction contracts and consultancy contracts and/or agreements.

10 | Demonstrate understanding of the whole life carbon implications of procurement methods, materials, components and construction systems.

11 | Be able to assess, recommend and/or select an appropriate procurement process, with consideration for its impact on all phases of a project – including design, documentation and project delivery – and provide advice to the client in terms of the level of scope of service for consultants.

12 | Provide independent, culturally responsive and objective advice in accordance with relevant building codes, standards, technical specifications and guidelines, and planning regulations, including climate change implications, across all aspects of architectural practice.

13 | Be able to identify and apply strategies, programming and processes for documentation through all project stages to facilitate project delivery, as appropriate to selected procurement processes.

14 | Be able to identify and apply construction services provisions and/or construction administration systems needed to fulfil all obligations appropriate to the procurement process in accordance with the terms of the agreement.

15 | Comply with legal and ethical obligations relating to legislated requirements in relation to copyright, moral rights, authorship of cultural knowledge and intellectual property requirements across architectural services.

16 | Be able to apply risk management and mitigation strategies – including safety in design, project risk, requirement for resilience from the impacts of climate change and appropriate insurances – across architectural services.

**Unit of Competency:**

**PROJECT INITIATION AND CONCEPTUAL DESIGN**

17 | Have an understanding of Aboriginal and Torres Strait Islander Peoples’ aspirations to care for Country and how these inform architectural design.

19 | Be able to identify, analyse and evaluate client project requirements and objectives using qualitative and quantitative methods and, where required by the terms of engagement, to assist cost estimators in determining project feasibility/viability.

20 | Be able to assess project budget and timeframe against project requirements and objectives, relevant legislation, statutory planning requirements, building codes and standards.

21 | Be able to apply project budgets, or work with quantity surveyor to establish project budgets, based upon
understanding of cost planning, value management and factors influencing project cost relevant to the project type and scale.

22 | Identify and manage risks arising from real or perceived conflict of interests.

23 | Be able to prepare a return brief for approval by the client and relevant stakeholders in response to a client brief and any areas of deviation or non-compliance.

24 | Be able to prepare and analyse project development options in response to a project brief – its objectives, budget, user intent and built purpose, risk and timeframes, including environmental sustainability considerations.

27 | Understand how to embed the knowledge, worldviews and perspectives of Aboriginal and Torres Strait Islander Peoples, shared through engagement processes, into the conceptual design in a meaningful, respectful and appropriate way.

32 | Be able to apply planning principles and statutory planning requirements to the site and conceptual design of the project.

33 | Be able to investigate, coordinate and integrate sustainable environmental systems – including water, thermal, lighting and acoustics – in response to consultants’ advice.

34 | Communicate conceptual design proposals and associated information to client, stakeholders and communities using appropriate and culturally responsive methods appropriate to different audiences.

35 | Be able to assess operational and embodied carbon implications of materials, components, construction systems and supply chains (including transport) to achieve net zero whole life carbon when developing design concepts. This includes integrating relevant consultant expertise and advising on the impact of chosen materials, components and systems on carbon outcomes.

**Unit of Competency:**

| 37 | Be able to produce timely, accurate, complete and comprehensible documentation of the design so that it can be constructed. |
| 38 | Be able to work within budget and time constraints while maintaining the defined project design intent. This includes participating in value management processes where engaged to do so. |
| 39 | Be able to integrate the material selection, structural and construction systems established in the conceptual design into the detailed design and documentation. |
| 40 | Be able to resolve and present a coherent detailed design solution within necessary timeframes to obtain client and stakeholder approvals. |
| 41 | Be able to coordinate and integrate input from specialists and consultants into the detailed design and documentation. |
42 | Be able to prepare planning applications that comply with planning regulations.

43 | Be able to collaborate with nominated contractors early in the documentation process to identify key construction methodology opportunities and constraints.

44 | Maintain effective and clear communication in the coordination of relevant consultants, manufacturers and suppliers as required under the terms of engagement.

45 | Be able to nominate and integrate quality and performance standards with regard to selected materials, finishes, fittings, components and systems, considering the impact on Country and the environment, and the whole life carbon impact of the project. This includes integrating life cycle assessments and other expertise and advice from consultants.

46 | Be able to produce project documentation that meets the requirements of the contract and procurement process and complies with regulatory controls, building standards and codes, and conditions of construction and planning approvals.

47 | Be able to complete and communicate on-time, accurate documents for relevant stakeholders, including drawings, models, specifications, schedules and construction documentation.

**Unit of Competency:**

**DESIGN DELIVERY AND CONSTRUCTION PHASE SERVICES**

48 | Be able to select and implement project administration systems, based upon an assessment of the selected procurement method and its implications on project delivery.

49 | Be able to implement project team structures necessary to deliver a full suite of professional services or partial services appropriate to the selected procurement process.

50 | Be able to continue engagement with relevant Aboriginal and Torres Strait Islander Peoples throughout all stages of the project and its delivery in a meaningful, respectful and appropriate way.

51 | Be able to provide advice to clients and lead (or contribute to) the process of selecting a qualified contractor in accordance with the agreed procurement method and construction contract.

52 | Be able to apply the principles and mechanisms implicit in the selected procurement method and associated construction contract(s), based on an understanding of the implications of differing contractual relationships.

53 | Be able to provide advice to clients on the impact of a selected procurement method on cost, time, life cycle implications and quality control during the construction phase.

54 | Be able to monitor construction progress and quality as required under the provisions of the construction contract, which may include site visits.
55 | Be able to apply appropriate and consistent systems for record keeping, document control and revision status during the construction phase.

56 | Be able to apply appropriate and consistent systems for identification of defects, rectifications and approval of substitutions.

57 | Be able to apply relevant processes required for certification of monetary progress claims, project variations, extensions of time, project instructions, and requests for information, practical completion or other administrative functions explicit in the selected procurement method and associated construction contract.

58 | Complete documentation – including specifications, drawings, schedules, reports, certification and approvals – and other project information for issue to the client and relevant authorities, as required under the construction contract and relevant building and planning codes.

59 | Understand and mitigate risks associated with preparing and recording documentation.

60 | Apply appropriate methodologies for undertaking post occupancy evaluations and life cycle assessment where required under terms of engagement.
7. USEFUL INFORMATION

<table>
<thead>
<tr>
<th>Links</th>
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<tbody>
<tr>
<td>2021 National Standard of Competency for Architects (NSCA)</td>
</tr>
<tr>
<td>2021 NSCA Explanatory Notes and Definitions</td>
</tr>
<tr>
<td>Industry Profile: The Profession of Architecture in Australia</td>
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<tr>
<td>Regulation of Architects in Australia – An Overview</td>
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<tr>
<td>Regulation of the Architectural Profession</td>
</tr>
<tr>
<td>Architects’ Model Statutory Code of Professional Standards and Conduct</td>
</tr>
<tr>
<td>Relevant State and Territory Architect Registration Boards</td>
</tr>
</tbody>
</table>

8. TRANSLATION, AGENTS, FEES, AND SUBMISSION

**TRANSLATION OF DOCUMENTS**

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 accredit the translator. The International Federation of Translators 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). Refer to the website for a list of members.
FEE

Please refer to the AACA website for application fees.

For Overseas Applicants:

Applicants who have previously had their overseas qualification/s assessed by AACA are entitled to a reduced fee. Refer to Section 4. Submission Requirements – Supporting Items 4.2 or confirm with AACA before submitting payment.

All fees are quoted in Australian dollars (AUD). Fees are NON-REFUNDABLE once an application has been submitted.

AACA only accepts online credit card payments by VISA or MASTERCARD. All credit card transactions will be subject to a surcharge.

Follow the instruction in the online form. Applicants will receive an email confirmation and payment receipt after payment has been successfully made.

Payment details are protected during the 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.

SUBMISSION

Applications are lodged on the AACA website.

TIMEFRAMES

Applications are generally finalised within 15 weeks. Timeframes are dependent upon the submission of all required documentation, in accordance with the requirements of this Guide, and the availability of appropriately experienced assessors for the conduct of the Competency Assessment Interview.

Once an application has been receipted by AACA, an AACA Assessment Team member will communicate with the applicant during the Assessment Process.

ASSISTANCE & FEEDBACK

For further assistance, and if applicants have any feedback please contact AACA at mail@aaca.org.au.

Appeals will only be considered at the completion of the Assessment. Applicants may lodge an appeal in writing with the AACA within 21 days of the date of notification of the Outcome.

Applicants must clearly state the grounds for any appeal. An appeal may only relate to procedural matters. Causes external to
the Assessment will not normally constitute acceptable grounds for an appeal. The appeal process is as follows:

1. AACA acknowledges receipt of the appeal.

2. The AACA may request the interview assessors to provide a response to the matters raised by the applicant regarding the conduct of the Interview.

3. For some complaints the CEO may consult with the AACA National Advisory Panel (the expert technical panel that provides advice to the CEO on AACA Assessment Programs) considers:
   - AACA procedures for the Experienced Practitioners Assessment
   - Complaint lodged by the applicant
   - Any other relevant documentation

A determination is made as to whether the applicant does have grounds for an appeal, in which case the Outcome of the Interview is put aside, and an additional Interview will be arranged at no cost to the applicant with different assessors. Alternatively, if the appeal is dismissed, the initial Interview Outcome stands.

Generally the outcome of an appeal is advised within 28 days of the receipt of the complaint.
9. PORTFOLIO EXAMPLES

EXAMPLE 1

**Project 1**  RAAF 36/37 Squadron Headquarters  with  XXX Architects

<table>
<thead>
<tr>
<th>Location</th>
<th>Richmond NSW, Australia</th>
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</thead>
<tbody>
<tr>
<td>Building Type</td>
<td>Office and Workplace accommodation</td>
</tr>
<tr>
<td>Est. Cost</td>
<td>$12 million</td>
</tr>
<tr>
<td>Procurement</td>
<td>Fully documented lump sum tender</td>
</tr>
<tr>
<td>Completion</td>
<td>October 2005</td>
</tr>
<tr>
<td>Involvement time</td>
<td></td>
</tr>
<tr>
<td>Role</td>
<td>Project Director - DLP</td>
</tr>
</tbody>
</table>

**Project Description/ Summary**

The Squadron Headquarters building at RAAF Richmond provides workplace accommodation and shared support facilities for 2 squadrons in a secure, cost effective and environmentally advanced design. High tech building management electronics sit comfortably with low tech construction techniques. Environmental imperatives of daylight and natural ventilation are fully explored without compromising operational security.

**Practice Management and Professional Conduct 1-16**

Attend in office professional development sessions
Develop office documentation resources, manage practice QMS
Regularly update project costing plan to track profitability, programme and staffing.
Consider procurement methods for construction, affect on the delivery and risks, and engagement of consultants (secondary vs sub-consultants), confirm with client
Monitor project invoicing to delivery status and responding to project manager
Prepare and submit variation claims for additions to architectural scope outside agreement. Consideration of Greenstar in project initial briefing
Achieve client sign off at project milestones to agreed program
Risk management and mitigation
Codes, standards, planning regs and climate change impact considered throughout all phases

**Project Initiation and Conceptual Design 17-27**

Country: Darug. Caring for Country through sustainable, healthy design
19 - 24, 32 - 35
EXAMPLE 2

Project 1  RAAF 36/37 Squadron Headquarters  with XXX Architects

Check for compliance with brief, legislation and code requirements.
Run user group sessions, prepare return brief for approval by client, identifying risks
Facilitate and lead Greenstar workshops and Integrated Design consultancy team.
Prepare conceptual and schematic design options with particular regard to maximising passive design and mixed mode ventilation strategies while responding to Air Force heritage and cultural imperatives, planning principles and statutory requirements.
Develop materiality, FFE and construction methodology to satisfy requirements of Greenstar. Research ‘green’ products.
Prepare detailed information for cost assessment by QS. Modify design where required to meet client budget.
Regular design development communication with client representative.

Detail Design and Construction Documentation  37 - 47
Submit Detailed Design Report and revisions to client for approval and within program. Coordinate all consultants inputs.
Manage sub consultants (including Landscape, Security, Dangerous Goods and DDA ). Work within time and budget constraints, continually monitoring to programme.
Develop conceptual design, construction and Greenstar methodologies into construction documentation.
Prepare lump sum construction documentation for tender.

Design Delivery and Construction Phase Services  48 - 60
Engagement with Darug Country people
Carry out tender evaluation and make recommendation to the client (in communication with Project Manager).
Attend site during construction phase dealing with RFI’s, EOTs, shop drawings, inspections, substitutions, defects and practical completion.
Assist in assessment of builders variation claims.
Successfully rebut builders claim for rework.
Assist the client by assessing and managing builder through the defects liability period.
10. SUBMISSION CHECKLIST FOR APPLICANTS

Please note that the Checklist below is not an exhaustive list provided to assist the applicant and does not represent a substitute for the information contained in the EPA Guide for Applicants. It includes common issues encountered during the Eligibility Assessment of EPA applications and must be completed by the applicant.

All scans of original documents must be submitted in colour and high quality (300 dpi), and must include the edges of the document.”

All required templates are available on the AACA website.

SUPPORTING ITEMS

Academic Documents:
☐ Academic documents - Academic qualification and transcript is submitted. The academic transcript is a transcript of marks and subjects completed on a year by year or semester by semester basis:
  □ Degree or Qualification / Testamur
  □ Academic Transcript

Proof of Residency:
▪ High quality scan of photo identification page of current Australian passport; or
▪ Permanent or relevant temporary visa as issued by Australian Department of Home Affairs; or
▪ Citizenship certificate together with either current driver’s licence OR expired passport.

Evidence of Overseas Registration as an Architect / Licensure – if applicable. Overseas applicants only:
☐ Certificate of past and/or current registration to be supplied in original language (and in English when applicable).

English Proficiency – Overseas applicants only:
☐ Letter from employer stating the applicant has a standard of English appropriate for professional practice in architecture; or
☐ IELTS English language test with a minimum score of 6.5 (or equivalent language test).

**Statutory Declaration** – (template):
☐ Name and registration number are legible.
☐ Position description does not contain the term ‘Architect’*.
* Please refer to the AACA document *Regulation of the Architectural Profession* for further information regarding the protection of the title ‘Architect’ within the different Australian states and territories.

**Proof of Name Change:** copy, if applicable.

**Proof of identification:** Three documents for identification (two photo IDs), for example, a scan of passport, ID card, Driver license, social security card, VEVO notification, or IELTS web portal access.

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**ASSESSABLE ITEMS**

The following documents are reviewed by AACA and then TESTED during the Competency Assessment Interview:

**Current CV (Resume):**
☐ Current CV (Resume) (maximum 4 x A4 pages) in chronological order (timeline instead of project based):
  ▪ The CV (Resume) is a list of workplaces attended since graduation in chronological order, and it must include completed projects.
  ▪ Applicants cannot refer to themselves as ‘Architects’ or providing ‘architectural services’ for work completed in Australia*.
  ▪ Applicants have worked for more than 7 years post-graduation.
  ▪ Applicants have more than 12 months full time relevant work experience in Australia.

**References:**
☐ Two References (maximum two A4 size pages for each reference) – from persons who can comment on the applicant’s professional capacity to operate to the standard expected of an Architect in Australia within the last three years, one of whom must be a practising architect currently registered in Australia:
  ▪ 1 x referee is an Australian registered architect.
  ▪ Contact details of referees are supplied within the reference letter. (Usually in header or footer)
• The two referees are not from the same organisation.
• Referee is not related to the applicant.
• Reference is not more than 3 years old (refers to work undertaken within the last 3 years).
• Referees refer to specific portfolio projects (including project names) in their reference.
• The registered architect referee must refer to the 2021 NSCA Performance Criteria.
• Referees do not refer to the applicant as an ‘Architect’ or the applicant providing or having provided ‘architectural services’* in their reference.

Portfolio:
☐ (Maximum two (2) A4 size pages per project) of a minimum of four (4) and a maximum of six (6) complex built-work projects demonstrating application of the relevant 2021 NSCA Performance Criteria:
• A minimum of four (4) x complex projects are included.
• Projects are numbered.
• The four (4) x complex projects have been completed within the last ten (10) years
• Of the four (4) x complex projects at least three (3) are fully built and one (1) project has at least gone past the Planning Application stage.
• Each Portfolio project is not more than two (2) x A4 pages in length.
• Project completion date is included.
• The applicant’s role on each project (team leader, Design leader, project leader, etc) is included.
• Detailed description of the applicants’ involvements in the project stages is provided (use of the term ‘I’ instead of ‘We’)

NSCA Project Matrix (template):
☐ Using the template provided, indicate which projects from the applicant’s Portfolio map to each of the 2021 NSCA Performance Criteria.
• Minimum of one project must be mapped to each Performance Criteria.
• Project names correspond to the project names in the Portfolio.
11. INTERVIEW GUIDE

To understanding the focus of the program and preparing for the interview, see the refer to the following two statements:

“Through a Portfolio of Complex Projects*, applicants must demonstrate appropriate the expected 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 within all scales of projects”.

“A face-to-face or online Interview will be conducted with two experienced assessors to discuss the applicant’s Assessable Items and determine the extent to which the required 2021 NSCA Performance Criteria are met and the applicant’s ability to practice to the standard expected of a practicing architect in Australia”.

Overview

There is insufficient time in a 1-hour Interview for the assessors to discuss each and every required 2021 NSCA Performance Criteria. Having reviewed an applicant’s Assessable Items (CV (Resume), two (2) x references, Project Portfolio and NSCA Project Matrix) prior to the Competency Assessment Interview, the assessors will have decided on particular areas of focus for the Interview. The Interview discussion may change focus as the interview progresses, dependent on the applicant’s responses.

It is important that every applicant demonstrates the appropriate knowledge of relevant Australian contracts, regulations and legal requirements, as required across a number of the 2021 NSCA Performance Criteria within all scales of projects.

If applicants are unsure of their knowledge of these matters, consideration should be given to completing additional professional courses prior to an EPA application. Positive feedback has been received regarding the focus and coverage of the Practice of Architecture Learning Series (PALS) course and the
Practicing ARCHitecture (PARC). AACA does not formally endorse these courses but understands that they can be helpful to practitioners by familiarising themselves with Australian and local requirements.

**Preparation**

Further administrative details relevant to the interview are:

- Applicants must provide a photo ID (either driving licence or passport) and have their Assessable Items ready for the Competency Assessment Interview. If conducted face to face, Applicants are required to bring one printed copy of their Assessable Items to the interview. If conducted online, applicants may either bring a printed copy or view a pdf copy on screen. Interviews are 45 – 60 minutes duration. Occasionally the Interview will start a little late if the interview before has run over-time. An understanding of these timings is appreciated.

- Two experienced practitioner assessors will conduct the interview – they will introduce themselves at the start of the interview. Prior to scheduling the interview, AACA undertakes a conflict-of-interest assessment to ensure there is no potential conflict of interest between the assessors and the applicant.

- The interview is NOT an opportunity for the presentation of additional material. Material which was not included in the submitted Assessable Items will not be considered in the Interview.

- Assessors are directed not to advise applicants of their recommend Outcome during or after the interview.

- AACA will endeavour to provide Outcomes to Applicants, via email, within 5 working days after the Interview. Occasionally there are unavoidable delays, and the issue of the Outcome may take longer.

Most EPA interviews are conducted online via Zoom. If you have not used Zoom yet yourself, we recommend installing it before the scheduled appointment and to familiarise yourself with the technology (microphone, video and how to mute, chat window). You can download the Zoom client for meetings [here](#).

**Protocol for Zoom interviews**

1. **General requirements:**
• Invitations (via email) including a link to join the Interview are sent 1 or 2 days in advance of the scheduled appointment. Please forward this email to yourself before accepting as the email might disappear. We recommend writing down the meeting ID, or copy and paste the link, so you can join the meeting directly via Zoom (instead of via your browser).
• In advance to the Interview, participants should install Zoom, check their internet connection as well as camera and microphone. The use of a headset is recommended.
• An applicant must provide a mobile phone number prior to the Interview.
• Everyone must participate from a quiet room.
• The use of a computer or laptop is required. Interviews cannot be conducted via a mobile phone or other mobile device. The submitted documents must be ready for discussion during the Interview.

2. The interview:

• Applicants must join the Interview in on time. An applicant must wait in the virtual waiting room until admitted to the Interview as scheduled.
• The applicant presents his/her ID to the interview host by holding it up to their camera for a screen shot.
• No other person can be in the same (physical) room for the duration of the Interview and no virtual background can be used.
• No other electronic devices, including mobile phones, are to be in operation during the Interview, except in case of a technical drop-out.
• No personal notes or other reference material (hardcopy or electronic) are to be consulted during the Interview.
• The applicant’s face must be well lit (not backlit).
• The applicant must always remain visible on screen, otherwise the Interview will be terminated.
• The assessors will ask the applicant to leave at the end of the interview.
• What if there are technical issues during the interview?
  o The assessors have been briefed on protocol in the event of a technical issue during the online interview.
- If the technical issues are interrupting the effectiveness of the Interview, the Assessors will pause the Interview and will instruct the Applicant accordingly. As a last resort, participants will be asked to exit the meeting and re-join.
- If interruptions total less than 10 minutes, the time will be added to the end of the scheduled finish time, so a 60+10 minute Interview is achieved.
- If interruptions total more than 10 minutes the assessors will terminate the Interview. In this event AACA will reschedule the Interview to a later date.