



Experienced Practitioner Assessment Local Practitioners

Guide for Applicants

This program provides an alternate fast-track pathway to registration for graduates of Australian accredited architecture programs with relevant experience at executive level in complex projects.

Experienced local practitioners seeking registration as an architect may undergo assessment to determine eligibility to apply directly to the Architect Registration Board for registration as an Architect.

Read this guide carefully and download the [application form](#).

1. Introduction

The pathway offers practitioners the opportunity to demonstrate professional competency to a panel of his or her peers as an alternative to sitting the Architectural Practice Examination (APE) for registration as an Architect. Applicants must demonstrate an applied understanding of the Performance Criteria from the [National Standard of Competency for Architects](#) (NCSA). Through submission of a portfolio of complex projects*, demonstration of appropriate experience and practice of architecture at executive level (principal decision maker), as well as capacity to exercise professional skill as an architectural practitioner in Australia, practitioners may be eligible to apply directly to the Architects Registration Board for registration as an Architect.

The process requires applicants to submit a Professional Portfolio (limited to 4-6 projects) and CV. These documents become the Assessable Items. Applicants also submit relevant academic documents and professional references. Assessment of applications are conducted via a desk-based Eligibility Verification, followed by a Panel Interview by architect assessors.

**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.*

Generally, single dwelling residential projects would not be a complex project.

2. Eligibility

- a. **Minimum 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.
Experienced practitioners that hold architectural qualifications gained outside of Australia should see the alternate [guide](#) and application form for Overseas Practitioners.
- b. **Relevant professional experience** – 7 years post-graduation experience, including 3 years providing architectural services on complex projects under the supervision of an architect or in a self-employed capacity operating at the executive (principal decision maker) level. This must include 12 months relevant professional experience in Australia within the last 3 years. This experience should be indicated in the applicant's CV.
- c. **Resident in Australia** – supply proof of citizenship or permanent residency (copy of front page of Australian passport or birth certificate; permanent or relevant temporary visa as issued by [Department of Immigration and Border Protection](#)).

3. The Assessment Process

- a. Submission is lodged electronically to the Architect Registration Board in the State or Territory that the applicant intends to register.
- b. Eligibility Verification - Verification of qualification/s and experience.
- c. Panel Interview – In an interview with two experienced Architect Assessors the applicant’s Assessable Items are discussed to determine the extent to which the required NSCA Performance Criteria are met and that the applicant is able to practice to the standard expected of a practising architect in Australia. The interview is generally 1 hour in duration and is held at the offices of the Architect Registration Board in the relevant State or Territory.
- d. Outcome - Following the conduct of the interview, applicants will receive an Outcome Letter from the ARB that states the outcome of the assessment.
 - Successful applicants will be eligible to apply to the ARB for registration as an architect.
 - Unsuccessful Applicants will receive advice related to the NSCA Performance Criteria that they were unable to demonstrate and will be advised as to what pathway remains open to them for registration. This may be completion of the National Program of Assessment (NPRA) and/or the Architectural Practice Examination (APE). Unsuccessful applicants are not eligible to re-apply through the Experienced Practitioner Assessment Program.

4. Submission Requirements

Applications for the Experienced Practitioner Assessment - Local Practitioner program are submitted electronically via email to the Architect Registration Board in the State or Territory that the applicant intends to register. Hard copy applications will not be accepted. All documents should be provided as pdfs with the applicant’s surname in the document title.

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 Architect Acts in each state or territory. Refer to the Guidance document noted in Section 6 ‘[The Regulation of the Architect Profession in Australia – An Overview](#)’ for further information.

The AACA and architectural registration boards reserve the right to request further supporting documentation from applicants if required.

4.1 Application Form

See the PDF [Application Form](#)

The application form contains the following sections:

- Applicant details
- Accredited Australian architecture qualification details
- Statutory Declaration
- Submission checklist

4.2 Supporting Items

Supporting documents to be submitted as individual .pdf documents:

1. **Academic Document** – certified transcript of accredited Australian qualification in architecture.
2. **Proof of Residency** – .pdf copy of either:
 - Proof of residency as issued by the Department of Immigration and Border Protection; or
 - High quality scan of Australian Birth Certificate; or
 - High quality scan of Australian Passport at photo identification page
3. **Proof of Name Change** – certified document, if required.

4.3 Assessable Items

Assessable items, compiled in to a single A4 PDF document (maximum file size 50mb):

1. **Current CV** (maximum 4 A4 pages).
2. **2 References** (maximum 2 A4 pages each) – from persons who can comment on the applicant’s professional capacity to operate to the standard expected of an architect in Australia, one of whom must be an architect currently registered in Australia. Contact details of referees providing the written references must be supplied within the reference as they may be contacted.
3. **Project Portfolio** – (maximum 2 A4 pages per project) of 4-6 Complex Projects (built work only) demonstrating fulfillment of the relevant Performance Criteria of the NSCA. Projects should be chosen to best demonstrate the extent to which the required NSCA Performance Criteria are met, indicating the application of knowledge and skills in architectural practice and the applicant’s ability to practice to the standard expected of a practising architect in Australia.

The complex projects included in the portfolio may be from either overseas or Australia. Where applicants do not have an example of a complex built work project in Australia, they are to provide a single example of project work completed in Australia in addition to the 4-6 complex projects referenced above.

For each Project referenced in the Portfolio, include the following information:

- Project Name and number (numbered 1 through to 4, 5 or 6 as necessary)
- Location (including suburb, city, state, and country)
- Building Type
- Estimated Cost
- Project date of completion
- Statement outlining applicant’s role in the project*
Brief description of the project
- Detailed description of applicant’s executive level responsibilities (as linked to the required [NSCA Performance Criteria](#))#.
- Relevant drawings, diagrams or images (noting the limitation of 2 A4 pages per project).

** Where applicable, applicants may note their job title for overseas projects included in their portfolio as ‘architect’, should they have been recognised as an architect in that country. For Australian based projects where an applicant has worked at the Executive Level, an applicant may not refer to themselves as an architect or similar, but*

can consider using any of the following as may best fit their role in the project: 'project leader', 'team leader', 'design leader'.

There is no requirement for an applicant to attempt to describe how they have met each performance criteria as they have mapped in the NSCA Performance Criteria Checklist to each project. Applicants must be prepared to discuss their executive level responsibilities and mapping to the Performance Criteria as part of the interview.

4. NSCA Performance Criteria Checklist. Using the [one page checklist](#) supplied by AACA, indicate which projects from the applicant's portfolio map to each of the NSCA Performance Criteria. Minimum of one project must be mapped to each Performance Criteria. Applicants must demonstrate the application of knowledge and skills in architectural practice for each performance criteria.

5. NSCA Performance Criteria

Full details of the National Standard of Competency for Architects (NSCA) and the required level of performance is described at the website:

<http://competencystandardforarchitects.aaca.org.au/about>.

Note that this assessment was previously called the 'Overseas Architect Assessment' (OAA) and is still referred to as such on the NSCA website.

1. Design: Project Briefing

1.1 Preparation and endorsement of an agreement between client and Architect. This agreement will clearly communicate terms, services to be provided, and fees appropriate for the scale and type of project.

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

1.3 Assessment of project budget and timeframe against project requirements and objectives.

1.5 Knowledge of different procurement processes available and evaluation of the impact these have on the project.

2. Design: Pre-Design

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

2.3 Evaluation of factors influencing and impacting on project cost.

2.5 Attainment of approval from client of project budget and timeframe.

3. Design: Conceptual Design

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

4. Design: Schematic Design

4.8 Analysis of schematic design in regard to cost planning and timeframe to comply with client and project requirements.

4.9 Obtain approval for the design from client and and/or relevant stakeholders.

5. Documentation: Detailed Design

5.7 Resolution of project design to address budget and time constraints.

6. Documentation: Documentation

6.3 Incorporation of the project requirements and objectives in accordance with project brief and approved detailed design.

6.7 Establishment of quality assurance systems to ensure consistency and completeness of project documentation in accordance with the requirement for the project brief, project timeframe and project budget.

7. Project Delivery: Procurement

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

7.2 Selection of procurement method incorporates assessment of the impact on all phases of project including design, documentation and project delivery.

7.3 Selection of procurement method incorporates assessment of the impact on contractual arrangements between all project stakeholders.

7.4 Selection of procurement method incorporates assessment of the impact on selection, contracting and scope of work of consultants and specialist service providers.

7.6 Knowledge and application of all administration and principles for the selected procurement method and associated contracts.

8. Project Delivery: Construction Stage

8.1 Selection process for appropriately qualified contractors is in accordance with procurement method and project contract.

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.

8.7 Identification and application of appropriate and consistent systems for record keeping and maintenance of document revisions.

8.8 Ensure that warranties, schedules, as built documentation, certificates, approvals and other project information are completed and handed to the client and relevant authorities as required under the contract.

9. Practice Management

9.1 Knowledge and implementation of appropriate practice model to ensure efficient, effective and ethical professional service.

9.6 Knowledge and application of professional ethics and ethical practices in respect to practice management and provision of professional service.

9.7 Knowledge of legal and regulatory requirements and obligations in regard to architectural practice, practice management and registration as an architect.

6. Useful Links

[National Standard of Competency for Architects](#)
[Industry Profile: The Profession of Architecture in Australia](#)
[The Regulation of the Architect Profession in Australia](#)
[Architect's Model Statutory Code of Professional Standards and Conduct](#)

7. Certification of Documents

An authorised person must certify all copies of documents submitted. A certified copy is a copy of an original document that is certified as a true copy by an authorised person.

For documents certified in Australia, certification may be undertaken by: Justices of the Peace, legal practitioners, admission officers at all Australian universities and other persons listed in respective Oaths Acts in the State or Territory where the application is made. Certification from any other persons is not accepted.

To have copies certified both the original and the copy of the document must be seen by the person certifying the documents. Each page of the document must be certified separately, and must clearly show:

- the words 'certified true copy of the original';
- the signature of the certifying officer; and
- the name and address or provider/registration number (where appropriate) of the certifying officer legibly printed below the signature.

8. Fees

See the AACA [Forms and Fees](#) web page for the current fee.

The fee is payable to the local Architect Registration Board. **Do not pay the fee to AACA.**

Contact the local ARB for advice about how to make the required payment.

Applicants are required to make full payment with the application.

9. How to Submit

Applications are to be submitted electronically directly to the local Architect Registration Board.

Applicants may use a file-hosting service (i.e. Dropbox) and supply a link to documents in their submission email.

Applicants must provide all requested information and documents before applications can be considered.

10. Timeframes

Applications will generally be finalised by the local ARB in 8 to 12 weeks.

Contacting AACA



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