



How to Logbook

Guidance Booklet



1. Introduction

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

The Part 1 Logbook + Statement of Practical Experience will form a basis for the Part 3 Interview by Examination as supporting evidence of current knowledge and experience.

Before Starting the Logbook familiarise yourself with how the National Standard of Competency for Architects (NSCA) is [mapped](#) across the APE.

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

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

2. Performance Criteria in the Logbook

Element 1 – Design: Project Briefing

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

1.4 Identification of factors that may impact on client project requirements and objectives.

Element 2 – Design: Pre-Design

2.1 Identification, analysis and integration of information relevant to siting of project.

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

Element 3 – Design: Conceptual Design

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

Element 5 – Documentation: Detailed Design

5.3 Evaluation and integration of regulatory requirements.

Element 6 – Documentation: Documentation

6.1 Identification and adoption of a strategy, program and process of documentation integrated through all project stages to enable project delivery.

6.2 Continuing coordination and integration of information and project material from relevant consultants, specialists and suppliers.

6.3 Incorporation of the project requirements and objectives in accordance with Project Brief and approved Detailed Design.

6.4 Timely completion and communication of accurate and comprehensible documents that will include, as required, drawings, models, specifications, schedules and other relevant modes of information.

6.8 Project documentation is in accordance with, and appropriate to, the project contract and project procurement procedure.

Element 7 – Project Delivery: Procurement

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

Element 8 – Project Delivery: Construction Stage

8.3 Identification and application of the process and administration systems needed to fulfil all obligations under project contract.

8.4 Construction progress and quality is systematically reviewed and monitored as required under the contract provisions.

8.5 Identification and application of all relevant processes required for certification of monetary claims, project variations, extensions of time, project instructions or other administrative responsibilities under the contract provisions.

3. Understanding Levels of Experience

Candidates may log hours against the Performance Criteria as either Executive, Participant or Observer.

See the [Procedure for Candidates Booklet](#) for more information.

4. Downloading the Logbook

The AACA Logbook is an Excel document. Ensure you download the latest version of the Logbook from the [Publications Page](#) of the AACA Website.

- Clear browser history from your computer
- Download AACA Logbook
- Enable Macros (MAC users: If the 'drop down' tabs are not displaying when you select a field, go to 'page layout' from 'view' on the toolbar).
- Save logbook as 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

Note:

The log sheets are password protected and cannot be edited. If you try to edit or delete log sheets, the calculations and formulas embedded in the log sheets will be deleted and this will affect the Competency Summary Sheet and the formatting of your log book.

Do's and Don'ts

1. Use only numerical characters to enter hours. Do not copy past digits.
2. Do not use the formula bar to enter values in cells on any sheet.
3. Do not delete any sheet. If sheets are deleted a new logbook must be used to enter values.
4. Do not edit values on 'Executive', 'Participant', 'Observer' and 'Competency Summary' sheets.
5. Final tally of score is displayed on 'Competency Summary' sheet. This is automatically generated and cannot be edited manually.

ID Form

Enter the following details:

- a. Full Name
- b. Address
- c. Phone No. Home
- d. Phone No. Work
- e. Phone No. Mobile
- f. Email
- g. State/Territory
- h. Candidate picture

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Architectural Practice Examination (APE)
AACA Log Book Identification Information

Candidate Identification

Full Name
Address
Phone No. Home
Phone No. Work
Phone No. Mobile
Email
State/ Territory

Aust. Capital Territory Architects Board
GPO Box 1908
CANBERRA ACT 2601
T: (02) 6207 6288
F: (02) 6207 6324
E: architectsboard@act.gov.au

NSW Architects Registration Board
Level 2, 156 Gloucester St
SYDNEY NSW 2000
T: (02) 9241 4033
F: (02) 9241 6144
E: mail@architects.nsw.gov.au

Northern Territory Architects Board
Ground Floor Development House,
76 Esplanade
DARWIN NT 0800
T: (08) 8936 4079
F: (08) 8942 8461
E: ntab@nt.gov.au

Board of Architects of Queensland
PO Box 15343 City East
QLD 4002
T: (07) 3224 4482
F: (07) 3225 8941
E: registrar@boaq.qld.gov.au

The Architectural Practice Board of South Australia
C/- Fenwick Elliot Grace
Level 10, 431 King William Street
ADELAIDE SA 5000
T: (08) 8373 2766
F: (08) 8372 6677
E: admin@archboardsa.org.au

Board of Architects of Tasmania
GPO Box 457
HOBART TAS 7001
T: (03) 62 348188
F: (03) 62 312284
E: registrar@architectsboardtas.org.au

Architects Registration Board of Victoria
Level 7, 372-376 Albert Street
MELBOURNE VIC 3002
T: (03) 9417 4444
F: (03) 9417 4711
E: registrar@arbv.vic.gov.au

Architects Board of Western Australia
33 Broadway
NEDLANDS WA 6009

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Form Competency Summary Executive Participant Observer 1 2 3 4 5

Experience Summary Sheets

- This Sheet will auto-fill as hours are logged against the Performance Criteria in the Logsheets 1-80
- There are separate sheets for each Level of Experience, i.e. Executive, Participant, and Observer.

THIS SUMMARY SHEET CANNOT BE ALTERED
PLEASE NOTE THIS SHEET CONTAINS 3 SUMMARY SHEETS.

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Candidate: _____
State/ Territory: _____ Sheet No. **1**

EXECUTIVE EXPERIENCE SUMMARY SHEET

HOURS COMPLETED AT EXECUTIVE LEVEL

Employer	Project	Log Sheets	Dates	1.2	1.4	2.1	2.2	3.4	5.3	6.1	6.2	6.3	6.4	6.8	7.1	8.3	8.4	8.5	AUS / OS	
		1																		
		2																		
		3																		
		4																		
		5																		
		6																		
		7																		
		8																		
		9																		
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		11																		
		12																		
		13																		
		14																		
		15																		
		16																		
		17																		
		18																		
		19																		
		20																		
Total per Element																				

Summary sheets for Each Level of Experience will Auto-fill from the hours Logged in Logsheets 1-80

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Logsheet: Project Details

- Each Logsheet can record information about 1 Project over 3 months.
- For projects that run over 3 months, use additional Logsheets.

PROJECT BASED LOG SHEET NCSA/LBLS

Candidate: _____
State/ Territory: _____ Sheet No. **1**

Supervising Architect: _____ Registration No. _____

Project: _____ Project Location: _____

Area: _____ Construction: _____ MONTHS: _____
Use additional sheet for subsequent months

Cost: _____ Period: _____ Year: _____

MANDATORY EXPERIENCE

Element	Description	Executive	Participant	Observer
Element 1.2	Establishment, analysis and evaluation of client project requirements and objectives.			
Element 1.4	Identification of factors that may impact on client project requirements and objectives.			
Element 2.1	Identification, analysis and integration of information relevant to siting of project.			
Element 2.2	Application of principles controlling planning, development and design for the project site.			
Element 3.4	Design response to local and state/territory relevant legislation, codes and			

Input Project Details in Grey Boxes.

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Logsheet: Logging hours

Enter the following details:

- Employer
- Supervising Architect Registration No (where applicable)
- Project
- Project Location
- Area
- Construction
- Cost
- Period
- Year
- Enter hours against each competency in columns L, M and N.

Repeat this step for as many as 80 sheets in a single logbook.

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PROJECT BASED LOG SHEET NCSA LB/LBLS

Candidate

State/Territory

Sheet No. **1**

Employer

Supervising Architect

Registration No.

ROLE	Project	Project Location	MONTHS		
			1	2	3
Executive Participant Observer	Area	Construction			
	Cost	Period	Year		

MANDATORY EXPERIENCE

Element	Description	1	2	3
Element 1.2	Establishment, analysis and evaluation of client project requirements and objectives.			
Element 1.4	Identification of factors that may impact on client project requirements and objectives.			
Element 2.1	Identification, analysis and integration of information relevant to siting of project.			
Element 2.2	Application of principles controlling planning, development and design for the project site.			
Element 3.4	Design response to business assessment of relevant legislation, codes and			

Executive hrs for 1.2
Participant hrs for 1.2

Input hours against the Suitable Level of Experience underneath the relevant Month.

Executive hrs for 3.4
Participant hrs for 3.4

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Ready | Chart1 | ID Form | Competency Summary | Executive | Participant | Observer | 1 | 2 | 3 | 4 | 5 | 6 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 4

Competency Summary Sheets

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

THIS IS A SUMMARY SHEET AND CANNOT BE ALTERED.

Version 5 - February 2017



Candidate

State/ Territory

Eligibility Status **Requirements NOT ACHIEVED**

Part 1 - APE Eligibility Competency Summary

Element	Executive Level	Participant Level	Observer Level	Element Hours	40 Hrs Composite	40 Hrs Executive
1.2						
1.4						
2.1						
2.2						
3.4						
5.3						
6.1						
6.2						
6.3						
6.4						
6.8						
7.1						
8.3						
8.4						
8.5						
Sub Total Hrs						

Candidates are required to have: **Total Hours**

- A minimum of **3300 hours**, with

Experience logged as:

A. All at Executive Level
At least 40 hours of architectural experience in each of the Performance Criteria

OR

B. A composite of Executive, Participant, Observer experience with:

I. At least 40 hours of architectural experience in each of the pre-requisite competencies - the 15 Eligibility Criteria (PCs 1.2, 1.4, 2.1, 2.2, 3.4, 5.3, 6.1, 6.2, 6.3, 6.4, 6.8, 7.1, 8.3, 8.4, 8.5).

II. At least 40 hours of architectural experience at Executive level at least FIVE of the 15 Eligibility Criteria.

No. of Elements Achieved	Meets Requirements
-	
-	
-	
-	
-	✓

Value within range

Value within range

Value within range

Value within range

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

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Contacting AACA



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