



National Program of Assessment Stage 1 - Eligibility

Application Form

Please read the [National Program of Assessment Guide](#) (NPrA for applicants carefully before completing this form).

This Application Form is to be used by those individuals who have substantial skills and experience in the architectural services sector but do not have an Australian accredited qualification in architecture or overseas equivalent.

Successful completion of the NPrA provides access to the [Architectural Practice Examination](#).

Candidates must:

- Provide all required information and documentation
- Sign and have witnessed the declaration at Section 4
- Include an additional page(s) giving the necessary details, if you require more space to answer questions. Please sign and date any additional pages that you include with this form.



Section 01

Personal Details

1. Title Dr Mr Mrs Miss Ms Other
2. Family name
3. Given name/s
4. Previous name/s
5. Gender Male Female
6. Date of birth (DD/MM/YYYY)
7. Country of birth
8. Your first language
If English is not your first language, please provide evidence of English Language Proficiency.
9. Australian Resident Yes
10. Mailing address
11. Telephone number/s
12. Email address

Please contact AACA if any of your details change.

Section 02

Tertiary/Vocational Education in Architecture

1. Provide details of ALL relevant **tertiary** level studies attempted or completed. Attach evidence of completion of the highest level of qualification in the form of a high quality colour scan of at least 300dpi. (e.g. certificates, diplomas, degrees and academic transcripts).

2. Name of course/award In English

In Original Language
(if applicable)

3. Name of institution

4. Address of the institution

Section 03

Work Experience Summary

Complete the AACA Work Experience Spreadsheet.

The spreadsheet can be downloaded from the AACA website in the [Forms & Fees](#) section under NPRa Stage 1 - Eligibility Work Experience Spreadsheet.

Complete the declaration and include in your submission.

1. Insert the name, address and occupation of person

I¹,

making the declaration

2. Set out matter declared to in numbered paragraphs

make the following declaration under the Statutory Declarations Act 1959:

2

I solemnly declare that:

Note 1

A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the Statutory Declarations Act 1959.

Note 2

Chapter 2 of the Criminal Code applies to all offences against the Statutory Declarations Act 1959 — see section 5A of the Statutory Declarations Act 1959.

- a. I acknowledge that that I have read and understood the information supplied in the current AACA National Program of Assessment NPRa Stage 1 Eligibility Guide;
- b. all information and documents provided are complete, correct and up-to-date;
- c. I acknowledge that the failure to provide all information as indicated in the current National Program of Assessment NPRa Stage 1 Eligibility Guide will mean that the AACA is unable to complete its assessment and will not be able to express an opinion as to the status of my application;
- d. I authorise the AACA to make any enquiries necessary to assist in the assessment of my qualifications and to use any information supplied in my application for that purpose;
- e. I consent to the release of any information provided to a state or territory architects registration authority;
- f. I acknowledge that the provision of false or misleading information may result in:
 - i. information being provided to a state or territory architects registration authority; and/or
 - ii. a decision by the AACA to review any opinion provided relating to my application; and
- g. I agree to inform the AACA of any changes to my circumstances (e.g. address) while my application is being considered.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the Statutory Declarations Act 1959, and I believe that the statements in this declaration are true in every particular.

3. Signature of person making the declaration

3

4. Place

5. Day

6. Month and year

declared at⁴ _____ on⁵ _____ of⁶ _____

7. Signature of person before whom the declaration is made (see over)

Before me,

7

8. Full name, qualification and address of person before

8

whom the declaration is made (in printed letters)

A statutory declaration under the *Statutory Declarations Act 1959* may be made before–

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Architect	Chiropractor	Dentist
Financial adviser	Financial Planner	Legal practitioner
Medical practitioner	Midwife	Migration agent registered under Division 3 of Part 3 of the <i>Migration Act 1958</i>
Nurse	Occupational therapist	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Accountant who is:

- a) a fellow of the National Tax Accountants' Association; or
- b) a member of any of the following:
 - i. Chartered Accountants Australia and New Zealand;
 - ii. the Association of Taxation and Management Accountants;
 - iii. CPA Australia;
 - iv. the Institute of Public Accountants

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public

APS employee engaged on an ongoing basis with 5 or more years of continuous service who is not specified in another item in this list

Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)

Bailiff

Bank officer with 5 or more continuous years of service

Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court Commissioner for

Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of a Commonwealth authority engaged on a permanent basis with 5 or more years of continuous service who is not specified in another item in this list

Employee of the Australian Trade and Investment Commission who is:

- a) in a country or place outside Australia; and
- b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
- c) exercising the employee's function at that place

Employee of the Commonwealth who is:

- a) at a place outside Australia; and
- b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
- c) exercising the employee's function at that place

Engineer who is:

- a) a member of Engineers Australia, other than at the grade of student; or
- b) a Registered Professional Engineer of Professionals Australia; or
- c) registered as an engineer under a law of the Commonwealth, a State or Territory; or
- d) registered on the National Engineering Register by Engineers Australia

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list Judge

Justice of the Peace Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of the Australian Defence Force who is:

- a) an officer
- b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service
- c) a warrant officer within the meaning of that

Member of the Australasian Institute of Mining and Metallurgy

Member of the Governance Institute of Australia Ltd

Member of:

- a) the Parliament of the Commonwealth
- b) the Parliament of a State
- c) a Territory legislature
- d) a local government authority

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public, including a notary public (however described) exercising functions at a place outside

- a) the Commonwealth
- b) the external Territories of the Commonwealth

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office providing postal services to the public

Permanent employee of

- a) a State or Territory or a State or Territory authority
- b) a local government authority

with 5 or more years of continuous service, other than such an employee who is specified in another item of this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made Police officer

Registrar, or Deputy Registrar, of a court

Senior executive employee of a Commonwealth authority

Senior executive employee of a State or Territory

SES employee of the Commonwealth Sheriff

Sheriff's officer

Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution

Section 05

Applicant's Checklist

Use the following checklist to ensure that all requirements have been met.

- | | |
|---|---|
| <input type="checkbox"/> Application Form NPrA completed in English | <input type="checkbox"/> Curriculum Vitae maximum two pages |
| <input type="checkbox"/> Full personal details and correct contact details provided Section 1 | <input type="checkbox"/> Statement of Claim maximum 1,500 words |
| <input type="checkbox"/> Academic Requirement
Scanned original of each qualification. All scans of originals in colour with a resolution of 300 dpi or more | <input type="checkbox"/> High quality colour scan (min 300 dpi) of evidence of change of name (if applicable) Section 1 |
| <input type="checkbox"/> English Language Proficiency
Employer Letter OR High quality colour scan (min 300 dpi) of IELTS 6.5 score or higher | <input type="checkbox"/> High quality colour scan (min 300 dpi) of the English translations of any of the above documents that are not in English |
| <input type="checkbox"/> Summary of Work Experience
Section 3 www.aaca.org.au forms and fees > NPrA Summary of Work Experience Spreadsheet (.xlsx) | <input type="checkbox"/> Statutory Declaration signed, witnessed and dated at Section 4 |
| | <input type="checkbox"/> Payment of fee with transaction receipt attached |

NPrA Stage 1 Eligibility Application Form February 2020

Section 06

How to Lodge

Send your completed application form, supporting documentation and transaction receipt to:

npra@aaca.org.au

- Format:** All documents must be submitted in .pdf
Except Work Experience Spreadsheet which is to be submitted in .xlsx
- Size:** Maximum file size 20mb
- Label:** All documents should be labelled as follows – lastname_firstname_description
e.g. Smith_John_Application Form
Smith_John_Transaction Receipt
Smith_John_Academic Requirement
Smith_John_Statutory Declaration
Smith_John_CV
Smith_John_Statement of Claim
Smith_John_English Language Proficiency
Smith_John_Work Experience

Contacting AACA



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Australia (AACA)
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Australia



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www.aaca.org.au