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Architectural Practice Examination Part 1 & 2 Candidate Briefing

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Current at 3 December 2024

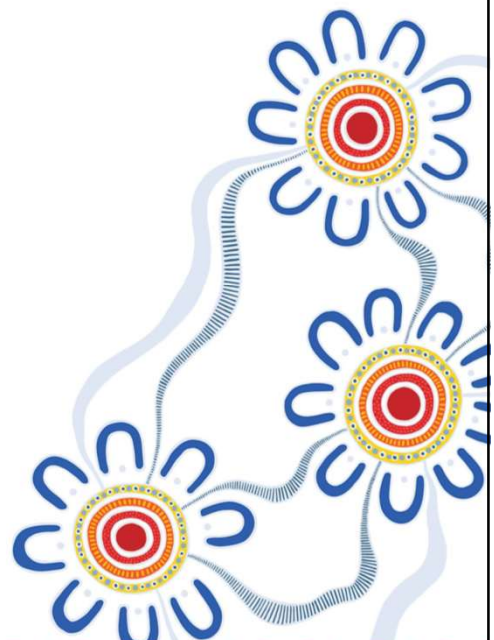
1

Acknowledgement of Country

The NSW Architects Registration Board acknowledges, respects and values Aboriginal peoples as the Traditional Custodians of the lands on which we live, work and play. We pay our respects to Elders past, present and future. We recognise and remain committed to honouring Aboriginal and Torres Strait Islander peoples' unique cultural and spiritual relationships, and continuing connection to their lands, waters and seas. We acknowledge their history here on these lands and their rich contribution to our society.

We also acknowledge our Aboriginal employees who are an integral part of our diverse workforce, and recognise the knowledge embedded forever in Aboriginal and Torres Strait Islander custodianship of Country and cultures.

The 'Connecting Communities' artwork used here is by Alison Williams, proud Gumbaynggirr woman.



2

Webinar Outline

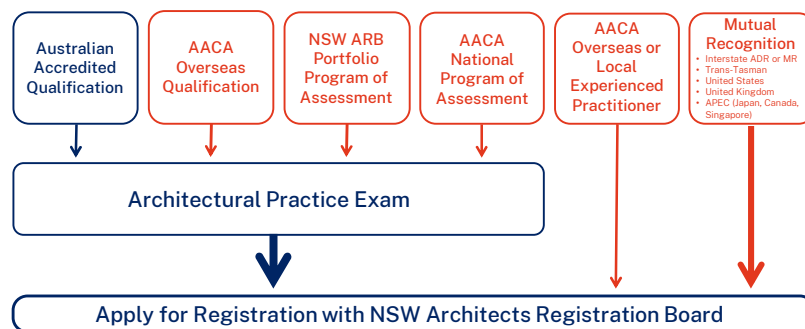
1. Overview of the different pathways to registration and how to best position yourself for success
2. Introduction to the 2024 Architectural Practice Examination
3. 2021 National Standard of Competency for Architects (2021 NSCA)
4. APE Part 1: Logbook and Statement of Practical Experience (SoPE)
5. APE Part 2: National Examination Paper (NEP)
6. Questions



3

Pathways to registration

There is more than one pathway you can follow to become a registered architect



4

How to position yourself for success on your pathway to registration

Familiarise yourself with the eligibility requirements for different registration pathways

- Be aware of the **eligibility requirements for registration**: e.g. APE candidates need a minimum 2 years practical experience and 3300 hours (**at least 1650 hours must be post-M.Arch graduation in Australia**)
- Identify the **pathway to registration** that is best for you based on your experience and other eligibility requirements
- Map current office projects (those that you and others are working on) against the **relevant Performance Criteria** and identify opportunities to be involved in crucial experiences
- Buy-in to high-level discussions in the office to **develop a greater awareness of the various professional, industrial and legal frameworks** you currently operate within
- Take every opportunity to 'value add' to your workplace and reap the benefits of extra experience and skills



5

How to position yourself for success on your pathway to registration

Identify your weaknesses and actively seek to address these

Common areas of weakness:

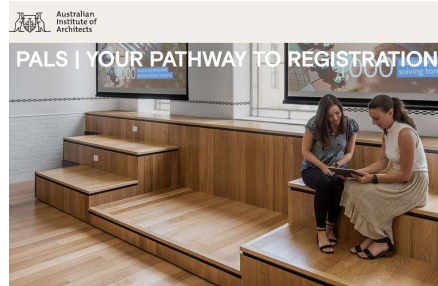
- **Evaluation and integration of regulatory requirements**
- Application of **principles controlling planning, development and design for the project site**
- **Building Codes and Standards**, particularly core National Construction Code (NCC) requirements and selection/specification of materials
- **Provision of cost information, implementation of cost controls and budget management**
- **Contract Administration**, particularly certification of monetary claims, variations, Practical Completion, extensions of time, defects and rectification of these during the construction period, and other administrative responsibilities under the contract
- **Procurement methods** - identification and assessment of relevance and application to the project
- Architects' **liability arising from secondary consultants**
- **Copyright**
- **Client Architect agreements and termination**



6

How to position yourself for success

Courses to assist with preparation for APE Part 2 NEP and Part 3 Interview



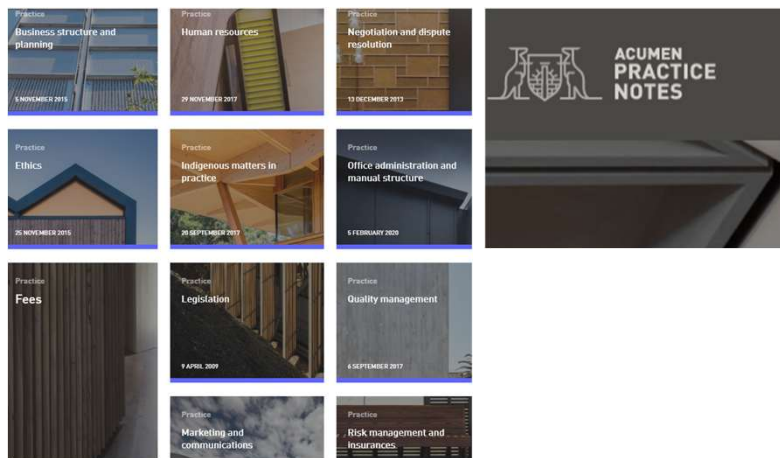
Practising ARCHitecture Pty Ltd (PARC) is a small education provider specialising in professional development programs for Architects. The PARC Tutorials are a professional development program **specifically designed to prepare candidates for the APE**. They are available Australia-wide and run twice a year in Autumn and Winter to align with the 2 intakes of the APE.

Practice of Architecture Learning Series (PALS) is offered by the Australian Institute of Architects to help graduates prepare for the Architectural Practice Exam (APE) and provides critical tools to help architects succeed in practice. It offers online access to 21 modules, live case study sessions and access to Acumen practice notes.



How to position yourself for success

Surround yourself with the necessary resources – e.g. ACUMEN Practice Notes



How to position yourself for success

Participate in free webinars offered by the NSW ARB

- Continuing professional development requirements for NSW architects
- How architects are regulated in NSW
- Introduction to the 2021 National Standard of Competency for Architects
- Nominating a responsible architect
- What you need to know about being an architect in NSW
- Working with your client – how to avoid complaints
- Pathways to registration
- Systemic risks in the Australian architecture sector

Check the homepage of the NSW ARB website for dates and to register for webinars:
<https://www.architects.nsw.gov.au/news/562-arb-cpd-webinars>




9

How to position yourself for success

Dedicate sufficient time for preparation and study

- **Apply for time off to study and prepare for interview/exam**
 - under the **Architects Award 2020 (MA00079) Section 13.6** you are entitled to paid leave of absence for up to 4 days for study and attendance at the APE.



Fair Work
OMBUDSMAN

MA00079

Architects Award 2020

13.6 Student or graduate study leave

(a) A Graduate of Architecture must after due notification to the employer be allowed leave of absence with pay to attend courses, study for and attend the Architectural Practice Examination (APE) which comply with the Architects Registration Board's Requirements. The duration of which is not to exceed 4 days maximum time for study and attendance at written and/or interview based examinations for each APE examination period for which they present.



10

2024 ARCHITECTURAL PRACTICE EXAMINATION



11

The 2024 APE is a new exam with no transition period

What does no transition period mean?

- **From 1 January 2024, everyone sitting the APE will complete the new exam**
- If you have been logging your experience in the old Excel Logbook template, you must transfer your experience to the new online AACA Logbook
- If you are re-sitting the Part 2 National Examination Paper or Part 3 Interview you will need to **re-submit your Part 1 documents**
 - **New documents must reference the 2021 NSCA and map your experience to the 35 mandatory Performance Criteria from the 2021 NSCA**
 - New online AACA Logbook must be used – the old Excel template is no longer valid
 - New Statement of Practical Experience
 - Plus other documents and NSW Statutory Declaration
- **If you are re-sitting Part 2 or Part 3, your Part 1 documents will not be re-examined by the NSW ARB** (ie. you will not be required to re-sit Part 1). However, the documents need to be updated to the new requirements because they will be issued to your assessors for the Part 3 Interview
- **All APE submissions, including resits for Part 2 and Part 3, must be in the new format**



12

APE 2025 dates

In three parts:

Part 1: AACA Logbook and Statement of Practical Experience (SoPE)

Part 2: National Examination Paper (NEP)

Part 3: Examination by Interview

Two sessions per year

Session 1

Applications for Parts 1 & 2 open 14 January – close 5pm, 28 January 2025

Part 2 National Examination Paper 8 April 2025

Applications for Part 3 open 8 May – close 5pm, 22 May 2025

Part 3 Examination by Interview June 2025

Session 2

Applications for Parts 1 & 2 open 23 June – close 5pm, 7 July 2025

Part 2 National Examination Paper 16 September 2025

Applications for Part 3 open 15 October – close 5pm, 29 October 2025

Part 3 Examination by Interview November 2025

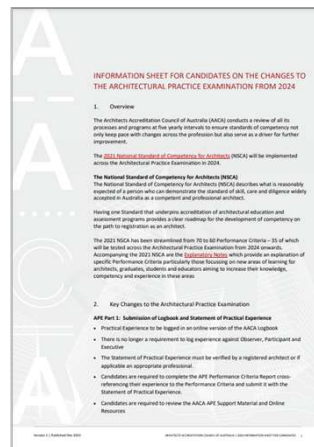


13

APE 2024 key documents

There is a whole lot of new AACA resource material to familiarise yourself with

- **2024 APE Information Sheet for Candidates**
2-page summary of the key changes to the APE in 2024 and transition arrangements for candidates re-sitting Parts 2 and 3 from previous years.



- 2024 Architectural Practice Examination Handbook
- 2021 NSCA Mapping to 2015 NSCA
- 2024 APE Support Material
- 2024 APE Checklist
- 2024 APE Performance Criteria Report
- NEP Remote Proctoring FAQs
- APE online video resources

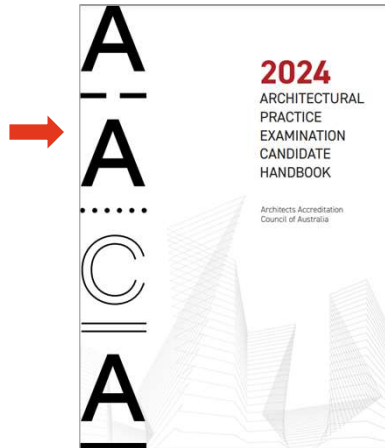


14

APE 2024 key documents

ACA resource material

- 2024 APE Information Sheet for Candidates
- 2024 Architectural Practice Examination Handbook
 - **38 pages - This is the essential guide**
 - SECTION 1: Information for Candidates
 - SECTION 2: Procedure for Candidates
 - SECTION 3: Frequently asked questions
 - APPENDICES:
 - APE Performance Criteria matrix showing which PCs apply to which part of APE
 - Sample NEP scenario
 - Online AACA Logbook user guide



APE 2024 key documents

ACA resource material

- 2024 APE Information Sheet for Candidates
- 2024 Architectural Practice Examination Handbook
- 2021 NSCA Mapping to 2015 NSCA
 - If you have already been logging your experience, it will have been logged against the 2015 NSCA. This mapping document is essential to help you translate previous experience to the 2021 NSCA. Note that not all the 2015 PCs directly map to the 2021 PCs and in some cases you will have to use your own judgement...
- 2024 APE Support Material
- 2024 APE Checklist
- 2024 APE Performance Criteria Report
- NEP Remote Proctoring FAQs
- APE online video resources

2021 NSCA MAPPING TO 2015 NSCA	
<p>Not all of the 2021 NSCA Performance Criteria directly map to the 2015 NSCA Performance Criteria. Candidates are expected to use their judgement when logging their experience and use the 2021 NSCA Explanatory Notes as a reference.</p>	
2021 National Standard of Competency for Architects	2015 National Standard of Competency for Architects
<p>1C Description</p> <p>1C1 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.</p> <p>1C2 Be able to identify practice restriction and help practice restrict and qualify insurance coverage within an ethical practice management framework to comply with and facilitate efficient, consistent and timely delivery of architectural services.</p> <p>1C3 Demonstrate understanding of the principles of project planning, including evaluation of Country, environmental sustainability, community, accessibility and project costs.</p> <p>1C4 Be able to apply principles of project and staff planning and resource plans to establish realistic and achievable timelines.</p> <p>1C5 Demonstrate understanding of the essential elements of a client and/or agreement across the range of procurement methods, and be able to explain appropriate use of different agreements in relation to scale and type of project, including identification of parties involved and the engagement of ancillary and sub-consultants.</p> <p>1C6 Demonstrate understanding of appropriate processes for reporting and setting the scope of services provided by an architect.</p>	<p>1C and Description</p> <p>1C1 Knowledge of legal and regulatory requirements and obligations in regard to architectural practice, practice management and registration as an architect.</p> <p>1C2 Identification and application of practice restriction and quality management systems to facilitate efficient and timely delivery of architectural services.</p> <p>1C3 Identification, analysis and integration of information relevant to the type of project.</p> <p>1C4 Evaluation of factors influencing and impacting the project cost.</p> <p>1C5 Knowledge and application of practice resources required to ensure efficient and effective professional service.</p> <p>1C6 Preparation and endorsement of an agreement between Client and Architect. This agreement will clearly communicate terms, services to be provided, and the appropriate for the scale and type of project.</p> <p>1C7 Knowledge of diverse procurement processes available and evaluation of the impact these have on the project.</p> <p>1C8 Evaluation of procurement method, incorporates assessment of the impact on individual engagements between all project stakeholders.</p> <p>1C9 Selection of procurement method incorporates assessment of the impact on selection, contracting and scope of work of consultants and specialist service providers.</p> <p>1C10 Preparation and endorsement of an agreement between Client and Architect. This agreement will clearly communicate terms, services to be provided, and the appropriate for the scale and type of project.</p>



APE 2024 key documents

AACA resource material

- 2024 APE Information Sheet for Candidates
- 2024 Architectural Practice Examination Handbook
- 2021 NSCA Mapping to 2015 NSCA
- 2024 APE Support Material
- 2024 APE Checklist
- 2024 APE Performance Criteria Report
- NEP Remote Proctoring FAQs

APE online video resources

1. National Standard of Competency for Architects (30 minutes)
2. Architectural Practice Exam Part 1, 2 + 3 (30 minutes)



1. 2021 National Standard of Competency for Architects (30 mins)

2021 National Standard of Competency for Architects

Professional competencies are a framework to assess and assist individuals to

- continue to learn throughout their career
- develop technical skills
- keep pace with changes and innovations in the profession

Professional competencies protect the consumer. The consumer can rely on the care and diligence being exercised by a competent and professional architect.

Watch on YouTube

2. Architectural Practice Exam Part 1, 2 + 3 (30 mins)

Architectural Practice Examination – Part 1, 2 and 3

AACA
3. 2021 Candidate Handbook

2. Online Logbook

3. Support Material Learning Topics

4. 2021 NSCA
2021 NSCA Explanatory Notes


5. Online Video Resources

6. Submission Templates

State / Territory Registration Board

2024 ARCHITECTURAL PRACTICE EXAMINATION CANDIDATE HANDBOOK

Watch on YouTube



17

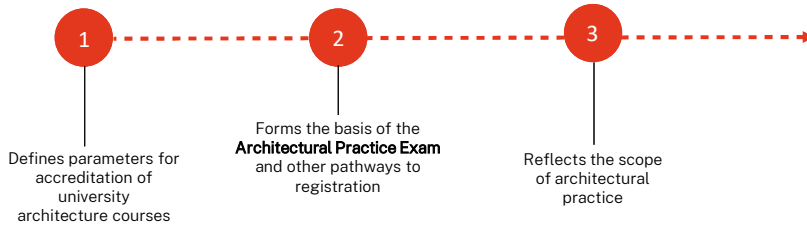
2021 NATIONAL STANDARD OF COMPETENCY FOR ARCHITECTS (2021 NSCA)



18

2021 National Standard of Competency for Architects

Familiarise yourself with the 2021 NSCA

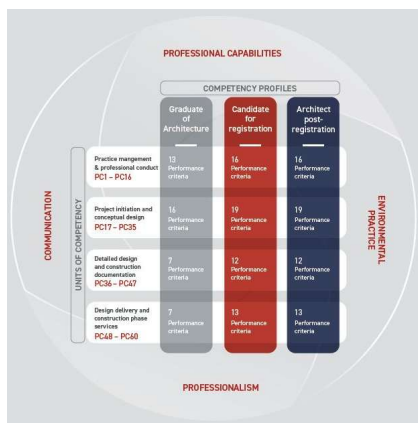


The standards are embedded in accreditation procedures for Australian architecture programs and inform higher education curricula to directly shape the architects of the future.

Various subsets of the Performance Criteria underpin all the AACA competency-based assessment pathways to registration – defining the skill set expected of a competent architect entering the profession.



2021 NSCA – structure



PROFESSIONAL CAPABILITIES

Professional capabilities encompass the knowledge, skills and attributes that underpin professional education and practice as an architect in Australia.

The NSCA groups these into three core areas: Professional Ethics, Communication and Environmental Practice. These three capabilities are viewed as the underpinning of architectural practice and form the ongoing professional education of architects. They provide the umbrella for the Units of Competency and are reflected across the Performance Criteria as a whole.

Professionalism
Professionalism encompasses the capacity to understand and enact the role and responsibilities of architects within existing professional, social, cultural, ethical, legal, technical and business contexts. This includes understanding, managing values and obligations, and ethical obligations, and the capacity to understand and enact the role and responsibilities of architects within existing professional, social, cultural, ethical, legal, technical and business contexts. This includes understanding, managing values and obligations, and ethical obligations, and the capacity to understand and enact the role and responsibilities of architects within existing professional, social, cultural, ethical, legal, technical and business contexts.

Communication
Communication capabilities encompass the ability to clearly convey and explain the role and responsibilities of an architect to collaboratively and respectfully communicate with stakeholders and clients, and articulate the value an architect contributes.

Environmental Practice
Environmental practice capabilities encompass a holistic approach to creating and caring for living environments. This includes the ability to understand, and assess the impacts of design decisions and delivery processes on the natural and built environment, to care for Country and community, to minimise carbon impact, and to support the transition to a sustainable built environment.

COMPETENCY PROFILES

The NSCA maps the expectations of professional competency at three levels:

Graduate of architecture — The level of competency required at completion of an accredited program of architecture in university or equivalent course of study.

Candidate for registration as an architect — The level of competency required at completion of an accredited program of architecture in university or equivalent course of study.

Architect post-registration — The professional professional competency required to comply with regulatory obligations, including Codes of Conduct, and to maintain professional competency and develop knowledge commensurate with their practice.

Note: This does not describe specific activities within the profession of architecture.

UNITS OF COMPETENCY

Four units of competency define the required knowledge and skills involved in the practice of architecture.

Practice Management and Professional Conduct
This unit of competency encompasses a holistic understanding of the obligations of the profession, practice architecture of architecture, with the objective of providing value through business, ethics and practice professional services in accordance with the ethical and legal obligations of an architect to clients, colleagues, employees and to broader communities.

Project Initiation and Conceptual Design
This unit of competency encompasses the strategic, creative, narrative and culturally responsive processes of initiating a project and the early stages of design. This includes research, analysis and the exploration of opportunities, design ideas and alternative solutions. It leads to a design concept that meets the client's brief, respects Country and is capable of compliance with planning controls and construction codes.

Detailed Design and Construction Documentation
This unit of competency encompasses the process of developing the design through research, detailed assessment of options and the integration of technical solutions, value and cost control processes to materialise or enhance the design intent. The final design proposal is cohesive, fully developed and resolved to address value, aesthetic character, and compliance with planning controls and construction codes.

Design Delivery and Construction Phase Services
This unit of competency encompasses the provision of services to support project delivery through construction. This may occur through a variety of building process models and construction contracts. The form of construction contract may vary to reflect different opportunities and obligations upon the architect and how these are addressed and managed. Typically, all contract types include the timely and cost-effective management of design delivery, new and inspection processes.



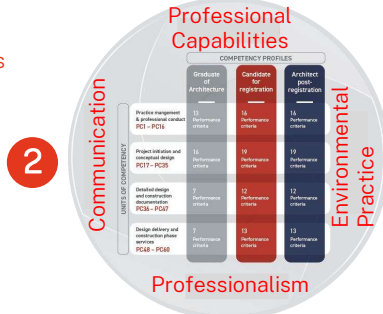
2021 NSCA – structure

3 Professional Capabilities

2 Communication

The ability to

- clearly convey and explain the roles and responsibilities of an architect
- coherently and respectfully communicate within workplace and project contexts, and
- articulate the value an architect contributes



3 Environmental practice

encompasses a holistic approach to creating and caring for living environments, including the ability to

- understand, analyse and assess the impacts of design decisions and delivery processes on the natural and built environment
- care for Country and community, and
- minimise carbon impact and support the transition to a carbon-neutral built environment

1 Professionalism

The capacity to understand and enact the role and responsibilities of architects within evolving architectural, social, cultural, ethical, legal, technical and business contexts, including

- understanding community values and obligations around equity, diversity, accessibility and inclusion
- embedding these within the provision of architectural services, and
- understanding how they impact Country, colleagues, clients, stakeholders and broader communities



2021 NSCA – structure

3 Competency profiles

Graduate of architecture —
The level of competency required at completion of an accredited program of architecture in Australia or equivalent course of study.

Candidate for registration as an architect —
The level of competency required at the point of registration as an architect, following a minimum of two years of broad-based professional practice experience in architecture.

Architect post-registration —
The additional professional competencies required to comply with regulatory obligations, including Codes of Conduct, and to maintain professional competency and disciplinary knowledge commensurate with their practice.

The NSCA maps the expectations of professional competency at three levels...

- 1. Graduate of Architecture**
Foundational knowledge. Note that not all PCs apply at graduation
- 2. Candidate for registration as an architect**
Able to articulate more detailed knowledge and apply core knowledge sets
- 3. Architect post-registration**
Able to skillfully apply knowledge and increase understanding and expertise over time

Units of Competency



2021 NSCA – structure

4 Units of Competency outline required knowledge and skills involved in the practice of architecture

1. Practice Management and Professional Conduct

Holistic understanding of the organisation of the profession, practice and business of architecture, with the objective of providing value through sustainable, timely and effective professional services in accordance with the ethical and legal obligations of an architect to clients, colleagues, employees and to broader communities.

2. Project Initiation and Conceptual Design

Intelligent, creative, iterative and culturally responsive processes of initiating a project and the early stages of design. This involves research, analysis and the exploration of approaches, design ideas and alternative solutions. It leads to a design concept that meets the client's brief, respects Country and is capable of compliance with planning controls and construction codes.

3. Detailed Design and Construction

The process of developing the design through research, detailed assessment of options and the integration of technical solutions, value and cost control processes to maintain or enhance the design intent. The final design proposal is cohesive, fully described and resolved to achieve value and cost objectives, and compliance with planning controls and construction codes.

4. Design Delivery and Construction Phase Services

Services to support project delivery through construction. This may occur through a variety of building procurement methods and construction contracts. The form of construction contract may establish different expectations and obligations upon the architect and may include contract administration services. Typically, all contract types include the timely and cost-effective management of design delivery, review and inspection processes.

Performance Criteria



23

2021 NSCA – structure

60 Performance Criteria describe discrete aspects of required knowledge and skills involved in architectural practice.

PCs are organised under the Units of Competency.

- 35 PCs are relevant to the APE Part 1 / 43 PCs are relevant to Part 2 / 48 PCs are relevant to Part 3
- All PCs apply from the point of registration onwards
- There is no prioritisation or weighting of PCs
- The order of PCs is not intended to suppose a particular mode of practice or project type
- The NSCA sets out minimum requirements for meeting the criteria at each Competency Profile
- Requirements are described through a set of active terms from foundational awareness, to understanding, to skilled application.




24

2021 NSCA

For the APE, candidates are required to have experience in 35 Mandatory Performance Criteria:

DETAILED DESIGN AND CONSTRUCTION DOCUMENTATION	PROJECT INITIATION AND CONCEPTUAL DESIGN	DETAILED DESIGN AND CONSTRUCTION DOCUMENTATION	DESIGN DELIVERY AND CONSTRUCTION PHASE SERVICES
<p>1. Demonstrate understanding of the regulatory requirements and obligations pertaining to practice as an architect, including legislative, professional codes of conduct, and obligations for continuing professional development and professional indemnity insurance.</p> <p>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.</p> <p>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.</p> <p>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 service for consultants.</p> <p>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.</p> <p>13. Be able to identify and apply relevant engineering and/or services for documentation through all project stages to facilitate project delivery, as appropriate to selected procurement processes.</p> <p>14. Be able to identify and apply construction control provisions and/or construction administration systems needed to fulfil all obligations appropriate to the procurement process in accordance with the terms of the agreement.</p> <p>16. Be able to apply risk management and mitigation strategies – including safety-in-design, project risk, requirements for resilience from the impacts of climate change and appropriate insurance – across architectural services.</p>	<p>10. 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.</p> <p>20. Be able to assess project budget and timeframe against project requirements and objectives, relevant legislation, statutory planning requirements, building codes and standards.</p> <p>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.</p> <p>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.</p> <p>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 timeliness, including environmental sustainability considerations.</p> <p>33. Be able to investigate, coordinate and integrate sustainable environmental systems – including water, thermal, lighting and acoustics – in response to consultants' advice.</p> <p>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 clean materials, components and systems on carbon outcomes.</p>	<p>37. Be able to produce timely, accurate, complete and comprehensive documentation of the design so that it can be constructed.</p> <p>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.</p> <p>39. Be able to integrate the material selection, structural and construction systems established in the conceptual design into the detailed design and documentation.</p> <p>41. Be able to coordinate and integrate input from specialists and consultants into the detailed design and documentation.</p> <p>42. Be able to prepare planning applications that comply with planning regulations.</p> <p>44. Maintain effective and clear communication in the coordination of relevant consultants, manufacturers and suppliers as required under the terms of engagement.</p> <p>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 the supply arrangements and other expertise and advice from consultants.</p> <p>50. 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.</p> <p>52. Be able to complete and communicate on-time, accurate documents for relevant stakeholders, including drawings, models, specifications, schedules and construction documentation.</p>	<p>43. Be able to select and implement project administration systems, based upon an assessment of the selected procurement method and its implications on project delivery.</p> <p>46. 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.</p> <p>48. 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.</p> <p>51. 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 offering contractual relationships.</p> <p>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.</p> <p>54. Be able to monitor construction progress and quality as required under the provisions of the construction contract, which may include site visits.</p> <p>56. Be able to apply appropriate and consistent systems for record keeping, document control and revision status during the construction phase.</p> <p>57. Be able to apply relevant processes required for certification of mandatory project items, project variations, extensions of time, project instructions and requests for information, practical completion or other administrative functions implicit in the selected procurement method and associated construction contract.</p> <p>58. Complete documentation – including specifications, drawing, 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.</p> <p>59. Understand and mitigate risks associated with preparing and recording documentation.</p>


Refer to the useful [2024 APE Performance Criteria Report](#), which you must submit for Part 1



2021 NSCA

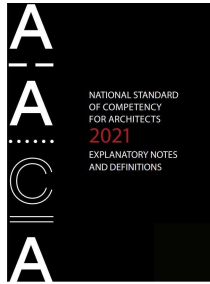
The 2021 NSCA Identifies the skills, knowledge and capabilities required for the general practice of architecture in Australia

- Sets out a clear roadmap for the development and assessment of competency at key milestones over the course of a career in architecture
- Is supplemented by the **Explanatory Notes and Definitions** that defines new terms, explains what certain new performance criteria mean in practice, and provides examples of how competency might be demonstrated at different stages in an architect's development




NATIONAL STANDARD OF COMPETENCY FOR ARCHITECTS 2021

+



NATIONAL STANDARD OF COMPETENCY FOR ARCHITECTS 2021 EXPLANATORY NOTES AND DEFINITIONS



Consult the NSCA EXPLANATORY NOTES to better understand the 2021 NSCA

NEW AND EXPANDED AREAS OF KNOWLEDGE

This section supports the new areas of knowledge with the NSCA – understanding and respecting Country and expanded expectations in terms of sustainability, the cycle assessment and whole life carbon. It explains and defines terms and phrases that may be unfamiliar to some. Becoming familiar with these terms, and the concepts conveyed through them, is fundamental to developing competency in these areas.

UNDERSTANDING COUNTRY

Embedded within the practice of architecture, as defined by the NSCA, is the recognition of Aboriginal and Torres Strait Islander Peoples' ongoing connection and custodianship of Country, and the ethical responsibilities to the physical environment. These responsibilities are fundamental to architectural practice in Australia.

Country is broadly understood as a holistic worldview that incorporates human, non-human and all the complex systems that connect them. Country relates to First Nations Peoples' culture groups and the places to which they belong. It is understood in cultural, spiritual and tangible ways. An understanding of Country includes meaningful ideas about place, law, lore, language, customs, spirit, cultural practices, identity and kin. It is very important to recognise that First Nations Peoples' understanding of Country differs between groups, individuals and contexts.

First Nations or First Nations Peoples refer to Aboriginal and Torres Strait Islander peoples. These terms recognise and respect the positions of Aboriginal and Torres Strait Islander peoples as those who first inhabited and cared for the continent now called Australia. Aboriginal peoples are those whose ancestors originated from the mainland. Torres Strait Islander peoples' ancestry originates from the Torres Strait Islands. Indigenous peoples is the term used to include both Aboriginal and Torres Strait Islander peoples, while also associating with Indigenous peoples globally. Each individual, community and group will have different preferences regarding how they are identified. It is good practice to ask their preference and to respect this by using their preferred terms.

Caring for Country is a term used to describe the land management practices and programs that First Nations Peoples undertake, and the role these play in enabling continuing culture. It is care for Country to recognise that different ecosystems across the continent require different practices to enable sustainable living.

First Nations Peoples' aspirations to care for Country respond to the knowledge and responsibility entrusted to them, providing a deep sense of belonging, purpose and identity.

Respects Country is a design position. It requires an ethical approach to design and respect for Country and the environment.

Implications for Country refers to ethical and considered behaviour towards Country and those who are part of Country, including human and non-human. The specifics of this will involve different things on different projects, depending on the capacity within the project and project team to engage with First Nations Peoples and the place itself. Minimum considerations involve the protection of existing cultural materials. The next step is to do no further harm to culture and the environment. At this level, working with 'Implications for Country' is about collaborating Country through the project. In a rural or outback setting, this could mean involving cultural practices associated with an area. In an urban context, it might involve engaging with deeper memories and narratives of place.

- Resources include links to:
- Videos and webinars
 - Books
 - Guides, principles and protocols
 - Dictionaries and reference books

Definitions

2021 NSCA Explanatory Notes and Definitions

PC 8

On graduation from an architecture program	At the point of registration	Post registration
Understand how to implement culturally responsive and meaningful engagement processes that respect the importance of Country, and respectful relationships with Aboriginal and Torres Strait Islander Peoples across architectural services.	Be able to implement culturally responsive and meaningful engagement processes that respect the importance of Country and respectful relationships with Aboriginal and Torres Strait Islander Peoples across architectural services.	Be able to implement culturally responsive and meaningful engagement processes that respect the importance of Country and respectful relationships with Aboriginal and Torres Strait Islander Peoples across architectural services.

Explanatory Notes

Meaningful engagement processes require the understanding that there is no universal way to engage with people or organisations. The process and/or engagement process should be designed in partnership with the community and respect the nuances of their particular community. Importantly in this process is the identification of appropriate Knowledge Holders and respect for what they can share. Meaningful engagement means being inclusive and acknowledging and including those who can speak for Country – for example, Traditional Custodians and Knowledge Holders – as well as those who have lived with and/or First Nations Peoples who may have gone for Country responsibilities.

Meaningful engagement means working with communities in **genuinely safe ways**, rather than making unilateral decisions or taking actions that could be risky. Developing genuine and respectful relationships that endure beyond the project site. It might include a written or verbal agreement with Traditional Custodians and other stakeholders about the project, its processes and proposed outcomes. Meaningful engagement starts by asking each group or individual how they would like to be engaged and embedding that in an engagement plan. It means that the design of the plan of engagement is considered in the design of the building and planning. The engagement plan should include an understanding that the process is community driven. It may use processes of **teaching** by culture transfer or relational guides.

Examples

At graduation, this may be demonstrated by engaging with First Nations authored books, articles, audio-visuals, and other references in the writing body of knowledge that give foundations for engaging a practice's lens on the world and understanding of their own perspective. Engaging with these resources should include gaining an expanded understanding of social, cultural, historic context and racism. It may also be shown by writing a **reflective response/engagement plan for a studio project**.

At registration and post registration, this could be demonstrated through the development and implementation of an engagement plan. An example could include a methodology or framework that incorporates a means of identifying Traditional Custodians and other stakeholders, and an appreciation of how they prefer to be engaged. The engagement plan should contain a project definition, an understanding of what the project is and why it is happening, and be inclusive, both of Knowledge Holders who can speak for Country, those who live there, and those who have care for Country responsibilities. The engagement plan should be respectful to the scope of the project, including timescales and any details that Traditional Custodians feel are relevant – for example, the values of Country and/or community, or defining the scope and briefing information.

External Resources

Indigenous Cultural Rights and Engagement Principles, National Museum of Australia
[\(nma.gov.au\)](#)

Aboriginal Cultural Values: A Approach for Engaging with Country, Pacific Group
[\(pacificgroup.com.au\)](#)

Partnerships: Aboriginal Medical Services (PAMS) Health & Wellbeing, Newman, Kooragang Island, Architects, Newman
[\(nma.gov.au\)](#)

Explanatory notes are provided for all new Performance Criteria, such as those related to understanding and respecting Country

References and links to external resources

Explanatory notes provide a narrative expansion on the intent of the specific Performance Criterion, PC 8

Links to definitions of key terms are included within narrative

Examples are provided of how an architect might demonstrate competency for this PC.

For PC 8 the architect should have at least an awareness and understanding of the role of an **engagement plan**.

More experienced architects will have the ability to develop and implement an **engagement plan** that includes a means of working with a First Nations community or individual to understand their worldview and perspectives, and provides a methodology for resultant knowledge to be co-designed and/or embedded into a conceptual design



APE PART 1: LOGBOOK AND STATEMENT OF PRACTICAL EXPERIENCE (SoPE)



29

APE PART 1: Logbook and SoPE

What is the purpose of the APE Part 1 submission?

Part 1 is an assessment of your eligibility for the Architectural Practice Examination.

To be eligible to proceed to the Part 2 National Examination Paper:

- **A minimum of 3300 hours of experience must be logged against the 35 mandatory Performance Criteria**
- Experience must be gained over a **minimum of 2 years** – the maximum hours you may log per week may not exceed 38 hours
- **A minimum of 1650 hours of logged experience must be in Australia and post-graduation**
- Practical experience may include overseas experience undertaken before or after graduation, however, you may only log a maximum of 1650 hours pre- and post-graduate overseas experience
- **A minimum of 35 hours experience is required for each of the 35 mandatory performance criteria** – the number of hours in any one of the mandatory performance criteria is capped at maximum 350 hours
- A maximum of 70 hours non project work may be logged against the mandatory performance criteria

Note that experience gained when working independently or not under the supervision of an architect must be at an advanced level of competency, in line with the 'Application' level of skill defined in the 2021 NSCA Explanatory Notes and Definitions.



30

APE PART 1: Logbook and SoPE

Work experience that is not under the supervision of an architect

Where you have **NOT** been working under the supervision of an architect, **your SoPE must articulate how your experience demonstrates your capacity to work at the skill level described as 'Application'**. Refer to the definition of 'Application' in the **2021 NSCA Explanatory Notes and Definitions** (page 10):

3. APPLICATION	
Be able to apply	To be able to interpret, use, demonstrate, implement and execute. Demonstration of application can be achieved through using acquired knowledge, facts, techniques and rules in a different way to problem solve.
Be able to develop	To bring to fruition (a new design, methodology or process), typically after the implementation of alterations to the original concept following testing or consultation. To formulate or create by successive stages of improvement or advancement. To explain in detail, elaborate on (an idea, theory, etc.).
Be able to undertake	To have the capacity to do or begin to do something (create a conceptual design, prepare a document, to deliver a presentation, etc.).



31

APE PART 1: Logbook and SoPE

Key requirements

- Practical experience must be logged in the **online AACA Logbook** - old Excel template is no longer valid
- Experience must be logged against **35 mandatory Performance Criteria from the 2021 NSCA** - the 2015 NSCA is no longer applicable
- Practical Experience is no longer logged at Executive, Participant and Observer Level
- The **Statement of Practical Experience must be verified by a registered architect** (or other appropriate professional)
- You must complete and **submit the APE Performance Criteria Report**
- You must **review the AACA 2024 Support Material**
- You must **review the AACA 2024 APE Online Video Resources**



32

APE PART 1: Logbook and SoPE

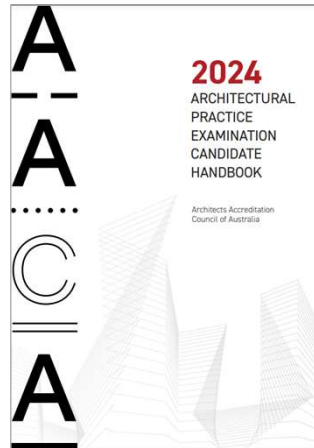
ACA resources to assist preparation for Part 1

- **2024 Architectural Practice Examination Handbook – APPENDIX 3: ONLINE AACA LOGBOOK USER GUIDE**

Provides high level user information, including

- How to create an account and update your profile
- How to log project hours and non-project hours
- Dashboard and summary page to track your progress
- How to export your logbook when complete for Part 1 Eligibility Submission

- 2024 APE Checklist
- 2024 APE Performance Criteria Report



33

APE PART 1: Logbook and SoPE

ACA resources to assist preparation for Part 1

- **2024 Architectural Practice Examination Handbook – APPENDIX 3: ONLINE AACA LOGBOOK USER GUIDE**

- **2024 APE Checklist**
1- page checklist to ensure you submit all the documents required for Part 1

- 2024 APE Performance Criteria Report

2024 ARCHITECTURAL PRACTICE EXAMINATION CHECKLIST

APE Applicants should use the checklist below to make sure that they have met all APE Part 1 eligibility requirements and are submitting the required documents:

- Completed application form
- Statutory Declaration (relevant to your State) attesting to the accuracy of all the documents submitted
- Completed Logbook (submitted via the online AACA Logbook Portal)
- Completed Statement of Practical Experience (SoPE):
 - A one-page summary Curriculum Vitae (CV)
 - Project detail pages
 - APE Performance Criteria Report
 - References if required
- Evidence of approved qualification/entry pathway
- Other jurisdictional documents



34

APE PART 1: Logbook and SoPE

ACA resources to assist preparation for Part 1

- 2024 Architectural Practice Examination Handbook – APPENDIX 3: ONLINE AACA LOGBOOK USER GUIDE
- 2024 APE Checklist
- **2024 APE Performance Criteria Report**

7-page table that is part of your Part 1 submission. You are required to use this table to identify where in your SoPE you have addressed the mandatory performance criteria.

- First page allocates a number to each of your projects.
- The following pages allow you to tick-a-box where projects address particular performance criteria.

ARCHITECTURAL PRACTICE EXAMINATION | Part 1 NSCA Performance Criteria Report
 CANDIDATES MUST identify where in their Statement of Practical Experience (SoPE) they have addressed the Part 1 mandatory performance criteria.

All Performance Criteria (PC) are to be met at the Competency Profile. At the point of registration. Each Performance Criteria must be met by a candidate. The Performance Criteria are organised into 4 Lists of Competency. Full details of the NSCA can be found [here](#).

All PCs will be addressed within a maximum of 10 projects.

Candidate Name: **Kirsten Orr**

Project Name: **1 Clare House** Project Location (Australia/Overseas): **Leichhardt, NSW**

1
2
3

Performance Criteria	Project									
	1	2	3	4	5	6	7	8	9	10
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Apply to identify practice resources and apply practice methods and quality assurance systems within an ethical practice management framework to comply with the Architect's Practice, Statutory and Other Delivery of Architectural Services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Apply and follow processes for clear and consistent communication with clients and relevant stakeholders throughout the project, including obtaining approval for client and stakeholders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Evaluate issues, recommend and/or select an appropriate project 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 input of services for completion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Evaluate, recommend, and/or select a project management and delivery model in accordance with relevant building codes, standards, technical specifications and guidelines, and ongoing regulations, including service change regulations, across all aspects of architectural practice.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Evaluate, identify and apply strategies, programming and processes for documentation through all project stages to facilitate project delivery, as appropriate to selected procurement processes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Evaluate, identify and apply construction services processes and/or construction management systems needed to fulfil all obligations appropriate to the procurement process in accordance with the terms of the agreement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Evaluate and apply risk management and mitigation strategies – including safety in design – project risk, requirements for resilience from the impacts of climate change and appropriate measures – across architectural services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



APE PART 1: Logbook and SoPE

Submission requirements

- Completed **application form**
- **AACA Logbook** (exported from the online AACA Logbook portal)
You are not required to log hours for a "Complex Project." However, be aware that you will be examined in the context of a "Complex Project" in Parts 2 & 3 of the APE.
Your Logbook, Summary CV and Statement of Practical Experience will inform the Part 3 Interview.
- **Statement of Practical Experience** including
 - A one-page summary CV
 - Project detail pages
 - APE Performance Criteria Report (download template from AACA website)
- **NSW Statutory Declaration** attesting to the accuracy of all the documentation submitted
- **Evidence of approved qualification / other entry pathway**
You must have an accredited qualification from Australia, NZ, Hong Kong or Singapore – see AACA website for list of recognised qualifications – or have successfully completed the AACA Overseas Qualification Assessment, AACA National Program of Assessment, or NSW ARB Portfolio Program of Assessment.



APE PART 1: Logbook and SoPE

Submission requirements – verification signature(s) and references

Verification signature(s)

- Your SoPE must include the verification signature of the registered architect who supervised the projects in your SoPE.
- If you have worked for different employers and/or under different supervising architects, you may need to obtain multiple verification signatures.
- Each signature must be preceded by the sentence, "I confirm the candidate's description of the project and the candidate's involvement".

No supervising architect? Provide supervisor's signature, name, relevant professional credentials and contact details, together with the verification sentence, "I confirm..."

No supervisor whatsoever? Provide relevant professional's signature, name, credentials and contact details **and** the client's signature, name and contact details, together with the verification sentence, "I confirm..."

References for any experience not under the supervision of an Australian architect

- References are required for logged experience that was not as an employee of an architectural firm under the supervision of an architect.
- For this type of experience, you must submit references from 2 employers or, if self-employed, from 2 professionals within the construction industry such as consultants you have worked with closely, or from 2 clients.

At least one reference should come from a referee in your current workplace and note:

- The projects where the referee worked with you, and
- Your 'Applied' level role in the relevant projects

I confirm the candidate's description of the project and the candidate's involvement.



Kirsten Orr
NSW Architect Registration Number 6236

* Verification of signatures will be rigorously applied by NSW ARB for your most recent 2 years of experience.

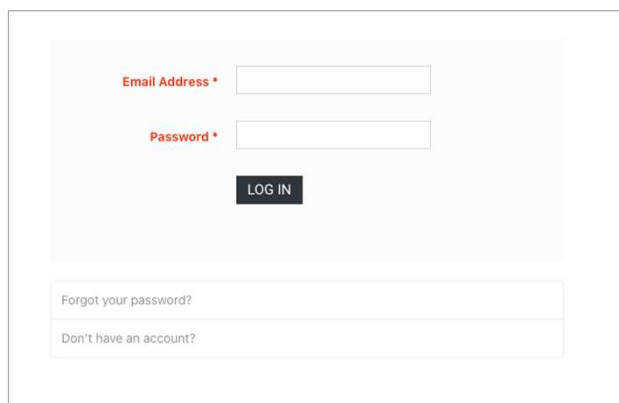


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37

APE PART 1: AACA Logbook

Online logbook – <https://logbook.aaca.org.au/>



The screenshot shows a login form with the following elements:

- An input field for "Email Address *" with a red asterisk.
- An input field for "Password *" with a red asterisk.
- A black "LOG IN" button.
- A link for "Forgot your password?" below the password field.
- A link for "Don't have an account?" below the forgot password link.



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38

User Registration

* Required field


Name *

Email Address *

Confirm Email Address *

Password *

Confirm Password *

Captcha * I'm not a robot 

REGISTER **CANCEL**

My Profile

Address1 *

Address2

Suburb *

State/Territory *

Postcode *

Mobile



Graduation Date 

Photo No file chosen

SUBMIT **CANCEL**

- Ensure that the date you enter is accurate and matches the date on your testamur / degree certificate
- The date must be at least 10-months before your APE Part 1 application (this is referred to as the "conferral date" or "graduation date")



1. Initial registration sets up your online logbook account 2. Ensure accurate information (matching your ID) is entered in **My Profile** as this will be used by the NSW ARB

Online logbook – <https://logbook.aaca.org.au/>

39

AACA Logbook - Dashboard

Welcome! Please complete your User profile - address, phone, photo and graduation date.

ADD PROFILE

My Projects

You don't seem to have any projects as yet.

0 hours **ADD MY FIRST PROJECT**

My Non Project Hours


Other activities linked to performance criteria.

0 hours **ADD HOURS**

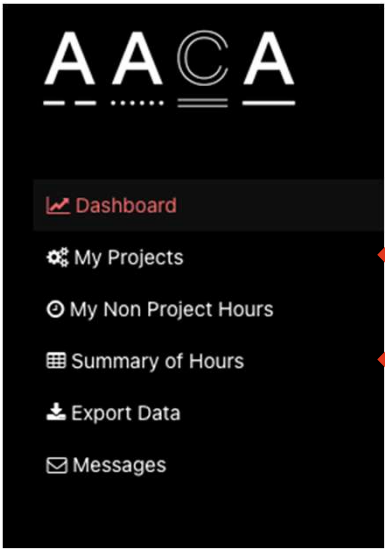
Note: A maximum of 70 non project hours are counted towards the overall total.

3. This is what your dashboard will look like initially, until you start listing your projects and logging hours

Online logbook – <https://logbook.aaca.org.au/>



40




AACA

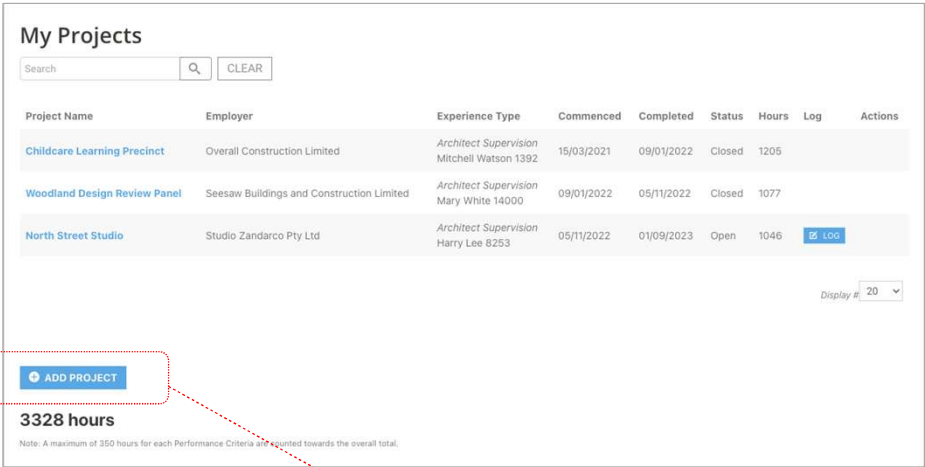
- Dashboard
- My Projects**
- My Non Project Hours
- Summary of Hours**
- Export Data
- Messages

4. Navigation is fairly intuitive

Online logbook – <https://logbook.aaca.org.au/>



41



My Projects

Search

Project Name	Employer	Experience Type	Commenced	Completed	Status	Hours	Log	Actions
Childcare Learning Precinct	Overall Construction Limited	Architect Supervision Mitchell Watson 1392	15/03/2021	09/01/2022	Closed	1205		
Woodland Design Review Panel	Seesaw Buildings and Construction Limited	Architect Supervision Mary White 14000	09/01/2022	05/11/2022	Closed	1077		
North Street Studio	Studio Zandarco Pty Ltd	Architect Supervision Harry Lee 8253	05/11/2022	01/09/2023	Open	1046	<input type="button" value="Log"/>	

Display # 20


3328 hours

Note: A maximum of 350 hours for each Performance Criteria are counted towards the overall total.

5. **My Projects** lists the projects you have created

Select **ADD PROJECT** to create a new project

Online logbook – <https://logbook.aaca.org.au/>



42

Add Project

Project Name *

Employer *

Project Location *

Experience Type *

Supervising Architect Name

Architect State/Territory

Architect Registration No.

Date Commenced *


Status *

Area

Building Type

Construction

Cost



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6. Add Project by completing the form – ensure project details are accurate

Online logbook – <https://logbook.aaca.org.au/>

43

Log hours - "North Street Studio"

PC	Performance Criteria Description	November 2022	December 2022	January 2023	February 2023	Project Total	Overall Total
Practice Management and Professional Conduct							
PC 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.		6	9		43	96
PC 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.					26	66
PC 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.			13		27	137
PC 11	Be able to assess, recommend and/or select an appropriate procurement process, with consideration for its impact to all phases of a project – including design, documentation and project delivery – and provide advice to the client in terms of the level of service for consultants.					10	68
PC 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.	6				21	50
PC 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.					2	35
PC 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.	4			9	23	107
PC 16	Be able to apply risk management and mitigation strategies – including safety in design, project risk, requirements for resilience from the impacts of climate change and appropriate insurance – across architectural services.	4				24	74
Project Initiation and Conceptual Design							
PC 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.	4	12	13	17	73	139
PC 20	Be able to assess project budget and timeframe against project requirements and objectives, relevant legislation, statutory planning requirements, building codes and standards.					12	70
PC 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.		14		12	49	106
PC 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.		14			33	106
PC 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 timeframe, including environmental sustainability considerations.			12		20	106
PC 33	Be able to investigate, coordinate and integrate sustainable environmental systems – including water, thermal, lighting and acoustics – in response to consultants' advice.					7	104



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7. Log hours for your project

Online logbook – <https://logbook.aaca.org.au/>

44

Select **ADD NON PROJECT HOURS** to create a new task

- Think very carefully about why you are recording Non Project Hours.
- In this example, the Non Project Hours might be seen as providing some level of compensation for lack of experience in other areas, such as specification of materials and finishes.
- The NSW ARB considers there to be little value in logging Non Project Hours without good reason.

8. You can also log up to 70 hours of "Non Project Hours" for tasks that address relevant performance criteria

Online logbook – <https://logbook.aaca.org.au/>

45

9. Summary of Hours tracks your progress towards meeting minimum hours for each performance criteria

Online logbook – <https://logbook.aaca.org.au/>

46

AACA Logbook - Dashboard

My Projects

- North Street Studio**
Studio Zandaro Pty Ltd : Harry Lee #8253
New South Wales
1046 hours [LOG HOURS](#)
- Woodland Design Review Panel**
Sesaw Buildings and Construction Limited : Mary White #14000
New South Wales
1077 hours **Project Closed**
- Childcare Learning Precinct**
Overall Construction Limited : Mitchell Watson #1392
Overseas
1205 hours **Project Closed**

My Non Project Hours

Other activities linked to performance criteria.
8 hours [ADD HOURS](#)
Note: A maximum of 70 non project hours are counted towards the overall total.

Overall

- Total Number of Hours**
3336 hours
101.1%
2131 hours in Australia, 1205 hours overseas.
The minimum overall requirement is 3300 hours,
and at least 1650 of those must be in Australia.
- Performance Criteria Achieved**
35 / 35
100.0%
Each of the 35 Performance Criteria (PC) needs to have a minimum of 38 hours,
up to a maximum of 350 hours in each PC.

Note that the sliders should not be relied upon as confirmation that you have met all Logbook requirements.

It is only after you export file to download your Logbook that you will be able to confirm that all the experience requirements are met.

10. This is what your dashboard will start to look like as you list projects and log hours

Online logbook - <https://logbook.aaca.org.au/>

47

Export Data

APE COMPETENCY SUMMARY

Practice Management and Professional Conduct		Project Initiation and Conceptual Design		Detailed Design and Construction Documentation		Design Delivery and Construction Phase Services	
PC1	96 ✓	PC19	139 ✓	PC37	118 ✓	PC48	142 ✓
PC2	66 ✓	PC20	70 ✓	PC38	62 ✓	PC49	72 ✓
PC7	137 ✓	PC21	105 ✓	PC39	48 ✓	PC51	138 ✓
PC11	77 ✓	PC23	106 ✓	PC41	99 ✓	PC52	163 ✓
PC12	50 ✓	PC24	106 ✓	PC42	105 ✓	PC53	118 ✓
PC13	35 ✓	PC33	104 ✓	PC44	66 ✓	PC54	103 ✓
PC14	107 ✓	PC35	109 ✓	PC45	136 ✓	PC55	130 ✓
PC16	74 ✓			PC46	96 ✓	PC56	43 ✓
				PC47	89 ✓	PC57	43 ✓
						PC58	74 ✓
						PC59	110 ✓

TOTAL HOURS IN AUSTRALIA 2131 ✓ Minimum 1650 hours

DURATION IN AUSTRALIA 18 ✓ Minimum 12 months

TOTAL HOURS OVERSEAS 1205 ✓ Maximum 1650 hours

AVERAGE HOURS / WEEK 27 ✓ No more than 38 hours per week

TOTAL LOGBOOK HOURS 3336 ✓ Minimum 3300 hours

PERFORMANCE CRITERIA ACHIEVED 35 ✓ Required 35 PC's

ELIGIBILITY STATUS Achieved ✓ At 22/09/2023 08:26

Earliest logged experience 01/03/2021 ✓ Maximum 10 years prior to logbook export

Reported conferral date 01/02/2021 ✓ Minimum 10 months prior to logbook export

Hours logged prior to graduation 0 ✓ Maximum 1650 hours

[EXPORT FILE](#) Select **EXPORT FILE** to download your logbook

- You need a minimum of 8 weeks full-time with an employer for the logged experience with that employer to count.
- Minimum 1650 hours is required post-graduation and no more than 38 hours per week
- Minimum 12 months experience (= 1650 hours) must be logged in Australia / maximum 1650 hours can be logged overseas.
- Logged experience must be within 10 years of APE application
- ELIGIBILITY STATUS must say "Achieved ✓"
- Maximum 12 months experience (= 1650 hours) can be logged prior to graduation from the M.Arch

11. Navigate to **Export Data** when your logbook is finished and you are ready to submit

Online logbook - <https://logbook.aaca.org.au/>

48

ARCHITECTURAL PRACTICE EXAMINATION PART I LOGBOOK

Full Name: Alex Citizen
 State/Territory: NSW
 Mobile: 0458736384
 Email: alexcitizen@gmail.com

PART I - APE COMPETENCY SUMMARY

Practice Management and Professional Conduct	Project Initiation and Conceptual Design	Detailed Design and Construction Documentation	Design Delivery and Construction Phase Services
PC1 96 Y	PC19 139 Y	PC37 118 Y	PC48 142 Y
PC2 68 Y	PC20 70 Y	PC38 62 Y	PC49 72 Y
PC7 137 Y	PC21 105 Y	PC39 48 Y	PC61 138 Y
PC11 77 Y	PC23 106 Y	PC41 96 Y	PC52 163 Y
PC12 50 Y	PC24 106 Y	PC42 105 Y	PC53 118 Y
PC13 35 Y	PC33 104 Y	PC44 66 Y	PC54 103 Y
PC14 107 Y	PC35 109 Y	PC45 136 Y	PC55 130 Y
PC15 74 Y		PC46 96 Y	PC56 43 Y
		PC47 89 Y	PC57 43 Y
			PC58 74 Y
			PC59 110 Y

TOTAL HOURS IN AUSTRALIA: 2131
 DURATION IN AUSTRALIA: 18
 TOTAL HOURS OVERSEAS: 1205
 AVERAGE HOURS/WEEK: 27

TOTAL LOGBOOK HOURS: 3336
 PERFORMANCE CRITERIA: ACHIEVED (35)
 ELIGIBILITY STATUS: Achieved

Earliest logged experience: 01/03/2021
 Reported conferral date: 01/02/2021
 Hours logged prior to graduation: 0

- It is only after downloading your Logbook that you will be able to confirm that all the experience requirements are met.
- There are no pop ups to explain why your downloaded Logbook may not be compliant. Go back to your online Logbook and identify where the deficiencies have occurred in your logged experience. **These must be addressed before you download and submit your Logbook to the NSW ARR.**
- All PCs must be GREEN
- All total calculations must be GREEN

12. Your logbook will be downloaded as a PDF file

Online logbook - <https://logbook.aaca.org.au/>

49

ARCHITECTURAL PRACTICE EXAMINATION PART I LOGBOOK

PART I - APE COMPETENCY SUMMARY

NON-PROJECT HOURS

LIST OF PROJECTS

PERFORMANCE CRITERIA SUMMARY

EXPERIENCE ALLOCATION


The first 4 pages of your Logbook PDF contain summary data

Online logbook - <https://logbook.aaca.org.au/>

50

The rest of the pages of your Logbook PDF contain project information

Online logbook – <https://logbook.aaca.org.au/>



51

APE PART 1: Statement of Practical Experience

Sample extract from SoPE

Mixed use development, Mascot NSW

Period: March 2021 – June 2022

Site Area: 120,000m²

Status: Stage 1 and 2 completed, Stage 3 and 4 under construction

Cost: \$250M

Project Type: Design and construct – mixed use development

Employer: ABC Architects Pty Ltd

Supervising Architect: Architect 1 NSW ARB No. ###
Architect 2 NSW ARB No. ###

This project is a large urban intervention close to Mascot train station. The mixed-use development consists of 1200 residential apartments split over seven towers, 150 key serviced apartments, 2 swimming pools, a supermarket and a commercial 'high street' consisting of 11 tenancies. My involvement in the project was from day 1 with a team of 3 people, up to a peak of 15 staff members during the tender and construction documentation stages.

The project began after a rezoning of a 1.5 Ha commercial site to residential use. I was involved from the initial urban design principles adopted by ABC Architects where it quickly became apparent that the project would require a departure from Council's LEP and DCP legislative requirements in order to achieve the Apartment Design Guide's solar access and cross ventilation needs.
(PC 12, 47)

I was involved in client and consultancy meetings which informed ABC Architects' process in the coordination of perspective renders, drawings and SEPP 65 architectural design reports suitable for presentation to the Joint Regional Planning Panel and DA approval.
(PC 03, 12, 16, 19, 41, 44, 45, 47, 48)

As the client wanted to move directly into the next stages of the project, we continued documentation before approval had been granted. As the project team grew my responsibility changed, the project was broken into 4 stages, each with a 'quadrant lead'. I was responsible for the documentation delivery of stage II moving towards CC. Initially, I was involved with structural coordination and façade detailed design, working through buildability issues with the precast modulation around windows and various client driven variations such as mix changes.
(PC 12, 13, 14, 16, 19, 41, 44, 45, 47, 48, 54)

When the DA was under public exhibition there was a complaint from a neighbouring stakeholder which resulted in a major redesign of 'stage II'. This gave me the opportunity to gain experience working with AS1428.2 while replanning the accessible apartments and AS2890 parking standard for Class 2 to 9 buildings. When planning approval was granted, we immediately submitted drawings suitable for a staged CC and S 96 modifications.
(PC 12, 13, 45, 47)

When the stage construction process began, the shoring wall was completed for the whole site and then excavation began for stage I and II. While this was happening further detailed design work continued. I was involved with coordinating the substation design with the Ausgrid ASP3-accredited electrical engineer.
(PC 12, 16, 19, 41, 44, 45, 46, 47, 48)


Include project details such as project type, scope of work, cost, floor area, construction and what was involved

Clearly identify the supervising architect(s) and their Architect Registration Number

Note ideal minimum and maximum paragraph lengths in this sample extract

Cross-reference each paragraph to relevant Performance Criteria from the 2021 NSCA

There is no proforma for the SoPE – this slide and the next provide guidance on what to include...



52

APE PART 1: Statement of Practical Experience

Sample extract from SoPE

When construction commenced, the documentation for detailed items such as the joinery were not yet completed. I produced and amended documentation, which involved meeting with the owners to provide and discuss the design elements, as well as consultation with relevant consultants, sub-contractors and the contractor.

(PCs – 16, 19, 20, 44, 45, 46, 47)

Shortly after construction commencement, it was discovered that the mains power line for the adjoining semi-detached dwelling was running through the roof void of the project site. This latent condition required the extensive involvement of multiple electrical secondary consultants and sub-contractors, as well as various stages of approval by the authorising bodies of North Sydney Council and Ausgrid. I oversaw this process, submitting the required documentation, coordinating all parties with principal contractor and providing feedback with the owners and owners of the adjoining property to ensure that the required works were completed in phase with the ongoing works so that a correct electrical connection was provided to the house for completion.

(PCs – 12, 20, 42, 44, 45, 46, 47, 51)

State what you did and what was involved

Note ideal minimum and maximum paragraph lengths in this sample extract

Cross-reference each paragraph to relevant Performance Criteria from the 2021 NSCA

Problem or challenge
How the problem was resolved

Clearly state what you did and what was involved. **Keep writing tight and within word limit. Avoid 'blow-by-blow' accounts.**

Select projects that best demonstrate your professional critical thinking abilities of reflection, discernment and judgement

Tell the 'story' in a way that will best support your interview. **State what you learnt in each project.**



APE PART 1: Logbook and SoPE Why your application might be returned...

Common mistakes

1. Breach of Sections 9 & 10 of the Architects Act 2003

Only a person who is on the NSW Register of Architects may use the title "architect".

You must not refer to yourself as an "architect" or any derivative of the title "architect". You cannot use titles such as "Graduate Architect", "Project Architect" or "Design Architect" to describe yourself in your application.

Section 14 of the Act allows you to call yourself an "Architectural Assistant", "Architectural Technician" or "Architectural Drafter" – but only if you are an employee of an architect.

You cannot refer to your supervisor or employer as an "architect" unless they are on the NSW Register of Architects. **Check the Register at www.architects.nsw.gov.au**

Phone the NSW ARB if you cannot find your supervisor's name and to check continuity of your supervisor's registration...



APE PART 1: Logbook and SoPE Why your application might be returned...

Common mistakes

2. Failure to demonstrate minimum practical experience for all 35 mandatory Performance Criteria

3. A non-compliant Stat Dec

You must complete a NSW Statutory Declaration and it must be signed by a Justice of the Peace, Notary Public or a Legal Practitioner.

- The Stat Dec must declare that all submitted documents are true and correct records of your architectural experience and qualification.
- You cannot use a Commonwealth Statutory Declaration. NSW Stat Decs cannot be signed by architects.



55

APE PART 1: Logbook and SoPE Why your application might be returned...

Common mistakes

4. **The graduation date on your testamur/degree certificate must be dated at least 10-months before your application for Part 1** (this is referred to as the “conferral date” or “graduation date”)

The NSW ARB will also accept a **course completion date** on your academic transcript **dated at least 12-months before application for Part 1**

Other common mistakes include:

- Failure to meet the minimum 2 years (3300 hours) experience
- **Failure to demonstrate a minimum 12-months (= 1650 hours) postgraduate experience worked in Australia**



56

APE PART 1: Logbook and SoPE

General advice

If you are leaving an employer and intend to claim experience gained while working there

- ✓ Ensure documentation required for the APE is in good order before you leave
- ✓ Try to leave on good terms

Good practice is always to let your supervising architect know that you are applying / planning to apply for the APE

- ✓ It is a good idea to ask your supervising architect to read your Statement of Practical Experience and provide feedback



57

APE PART 1: Logbook and SoPE

Random audit of Part 1 submissions

Every session, the NSW ARB conducts random audits of up to 30% of applicants for the APE Part 1.

DO NOT BE TEMPTED TO OVERSTATE THE EXTENT OF YOUR PRACTICAL EXPERIENCE...

The Board will phone supervising architects and employers associated with the projects listed in your SoPE. Where applicants have been self-employed the Board will contact your consultants and clients.

In cases where, after an audit, the NSW APE Convenor is not satisfied that the applicant is eligible to proceed to the APE Part 2, an investigation process will be followed.

The Board previously investigated and found an APE candidate guilty of having falsified their practical experience in their Logbook and SoPE. Such matters are extremely serious, and, in this case, a significant penalty was imposed on the candidate.

BE AWARE THAT THE NSW STATUTORY DECLARATION SUBMITTED FOR PART 1 IS A LEGAL DOCUMENT.

In instances where a candidate is found to have falsified the Statutory Declaration the Board may deem that person to be not fit and proper for registration as an architect in NSW.

If you are concerned that you may not be accurately recording your practical experience, please immediately contact the Registrar, Dr Kirsten Orr, to discuss your concerns without prejudice:

registrar@architects.nsw.gov.au / 02 9241 4033.



58

APE PART 1: Logbook and SoPE

The screenshot shows the NSW Architects Registration Board website. At the top, there is a navigation menu with links: 'About us', 'Using an architect', 'Becoming registered', 'Maintaining registration', and 'Resource library'. Below the navigation, the page title is 'Architectural Practice Examination Application'. The main content area displays the reference number 'PSTKIRAR' and lists the 'APE Parts':

- Parts 1 & 2 - Initial Application for Admission and the National Examination Paper (NEP):** Applications for the next round open Monday 24 June 2024.
- Part 2 only - National Examination Paper only:** Applications for the next round open Monday 24 June 2024.
- Part 3 - Examination by Interview:** Applications for the next round open Monday 19 October 2024.

Below this, a section titled 'Please complete the application process by using these 5 steps' contains a progress table:

Step	Description	Status
Step 1	Application Details	Not Completed
Step 2	Name & Contact Details	Not Completed
Step 3	Review Submission	Not Completed
Step 4	Enter Payment Details	Not Completed
Step 5	Application Submitted	Not Completed

A 'Next Step >' button is located at the bottom of the progress table.

Applications for 2025 Session 1
open 14 January –
close 5pm, 28 January 2025



Online application - <https://www.architects.nsw.gov.au/ape-online-application>

APE PART 2: NATIONAL EXAMINATION PAPER (NEP)



APE PART 2: National Examination Paper

What is the purpose of the APE Part 2 National Examination Paper?

The National Examination Paper tests your theoretical knowledge of relevant performance criteria from the 2021 NSCA.

Key features of the National Examination Paper

- Scenarios and questions reflect the scope of the 2021 NSCA and may include questions that
 - relate to “Understanding and respecting Country” (PC 15, 45) and culturally responsive behaviour (PC 12)
 - relate to sustainability, life cycle assessment and whole life carbon
- There are 80 questions in the paper
- The exam time is 120 minutes
- The NEP tests 43 performance criteria – it expands the range of required competencies beyond the mandatory performance criteria required for the Logbook.



APE PART 2: National Examination Paper

AACA resources to assist preparation for Part 2

- **2024 Architectural Practice Examination Handbook – APPENDIX 1: APE PERFORMANCE CRITERIA MATRIX**

This matrix indicates which performance criteria apply to which part of the APE

- 35 PCs relate to Part 1
- **43 PCs relate to Part 2**
- 48 PCs relate to Part 3

- NEP Remote Proctoring FAQs
- 2024 APE Support Material
- APE online video resources
- 2024 Architectural Practice Examination Handbook APPENDIX 2: SAMPLE NEP SCENARIO



APPENDIX 1: APE PERFORMANCE CRITERIA MATRIX

This matrix links the assessment criteria for the Architectural Practice Examination (Parts 1, 2 & 3) and indicates which mandatory criteria apply to which part of the APE.

	APE Part 1 mandatory performance criteria	APE Part 2 mandatory performance criteria	APE Part 3 mandatory performance criteria
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 architectural practice management framework to ensure uniformity within an office, 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 protocols.	✓	✓	✓
4. Be able to apply principles of project and cost planning and resource allocation to maintain business and individual viability.	✓	✓	✓
5. Demonstrate understanding of the essential elements of a client architect agreement and the range of transaction methods, and also the various arrangements of alternate agreements in relation to scale and type of practice, including arrangements for general services and the engagement of tertiary 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 concise communication with clients and relevant stakeholders throughout the project, including outlining approved terms and conditions.	✓	✓	✓
8. Be able to implement culturally responsive and meaningful engagement practices that respect the requirements of Country and respect relationships with Aboriginal and Torres Strait Islander Peoples across professional services.	✓	✓	✓
9. Demonstrate understanding of contemporary and emerging building construction methods. This includes applying the most appropriate form of delivery for a project, including associated risks, negotiation of sub-contract terms, and negotiating 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.	✓	✓	✓



APE PART 2: National Examination Paper

AACA resources to assist preparation for Part 2

- 2024 Architectural Practice Examination Handbook – APPENDIX 1: APE PERFORMANCE CRITERIA MATRIX
- **NEP Remote Proctoring FAQs**
15-page document designed to answer all your questions about remote proctoring:
 - What is it?
 - Who runs it?
 - How does it work?
 - How is your data/privacy protected?
 - How do you create an account with ProctorU and prepare your computer for the exam?
 - Etc etc etc
- 2024 APE Support Material
- APE online video resources
- 2024 Architectural Practice Examination Handbook APPENDIX 2: SAMPLE NEP SCENARIO



AACA		
APE Part 2: National Examination Paper FAQs (updated March 2023)		
Category Tags	Question	Answer
Overview info	What is remote proctoring?	Remote proctoring involves sitting the APE computer in a suitable location with good internet access. This smart video will provide you with external sites.
Overview info	Who will run the remote online exam?	AACA has partnered with ProctorU who session while you use your own computer. ACER will provide the online assessment professional advice on the exam. ProctorU and its proctors do not have an
Overview info	What exactly is the role of the Proctor?	The Proctor is like a supervisor at a test. To supervise your exam, ProctorU records system activity. At the start of the exam, the live proctor ID and Admission Ticket, assist you to p exam. After an initial check of what processes will monitor the session. They will advise visible on your screen. The Proctor will not be accessing your co



APE PART 2: National Examination Paper

AACA resources to assist preparation for Part 2

- 2024 Architectural Practice Examination Handbook – APPENDIX 1: APE PERFORMANCE CRITERIA MATRIX
- NEP Remote Proctoring FAQs
- **2024 APE Support Material**
23-page companion document supplementing 2021 NSCA. It provides support material for **5 key learning topics** to help you develop skills, knowledge and capabilities required for APE and practice as a registered architect.
 - What should you study?
 - The intended learning outcomes and
 - What you should be able to understand, know or be able to do at the end of the study.
 1. The role of the professional architect in society: ethics
 2. Design delivery and construction phase services
 3. Practice management
 4. Building procurement
 5. The architect's role during and after construction



APE PART 2: National Examination Paper

AACA resources to assist preparation for Part 2

- 2024 Architectural Practice Examination Handbook – APPENDIX 1: APE PERFORMANCE CRITERIA MATRIX
- NEP Remote Proctoring FAQs
- 2024 APE Support Material
- **APE online video resources**
 - Understanding the NCC Parts 1 & 2 (44 + 33 min)
 - Understanding Fire Safety in the NCC Parts 1 & 2 (48 + 20 min)
 - Understanding and using the energy provisions in the NCC Parts 1 & 2 (30 + 53 min)
- 2024 Architectural Practice Examination Handbook APPENDIX 2: SAMPLE NEP SCENARIO



AACA National Standard • Tertiary Accreditation • Pathways To Registration • Mutual Recognition • Migration Assessments • AACA+

ABCB / AACA National Construction Code (NCC)

3 Understanding the NCC

Watch on YouTube

Registered architects can claim 1 Formal CPD point when completing this module via AACA online learning platform.

Practitioners who are not registered should access the content on this page.

We recommend you watch this series in 2 parts:

Part 1 (44 minutes)

- Introduction
- Section 2: Understanding the NCC (Volume One, Two and Three)
- Section 2: Understanding performance-based code

Part 2 (33 minutes)

- Section 3: Understanding NCC building classifications
- Section 4: Using NCC Volume One (prescriptive)
- Section 5: Using NCC Volume Two (presidential)

Additional Reference Downloads and Links

- National Standard of Competency for Architects
- National Construction Code (external site)
- ABCB Understanding the NCC (external site)
- AACA resources (external site)



APE PART 2: National Examination Paper

AACA resources to assist preparation for Part 2

- 2024 Architectural Practice Examination Handbook – APPENDIX 1: APE PERFORMANCE CRITERIA MATRIX
- NEP Remote Proctoring FAQs
- 2024 APE Support Material
- APE online video resources
- **2024 APE Handbook APPENDIX 2: SAMPLE NEP SCENARIO**

APPENDIX 2: SAMPLE NATIONAL EXAMINATION PAPER SCENARIO



Scenario

You have been engaged by a developer as architect for a 10-storey apartment building with basement car parking. You are required to provide full services for design and documentation, but the client will manage the construction stage and call on you for assistance as needed.

The client expects the planning/development consent process to be straightforward and tells you that as they want to avoid the extra cost of a planning consultant, they will only appoint one if the application process becomes problematic.

They instruct you to submit the planning/development application based on your architectural design, which they have approved.

During the planning advertising period and public consultation, it becomes clear that the local residents' association has orchestrated strong resistance to your project, so the client decides to directly engage a planning consultant.

After reviewing the design, the planning consultant informs your client that a dispensation to reduce the number of car parking spaces can be obtained due to the proximity of the site to public transport.

The client instructs you to reduce the number of parking spaces which amounts to a reduction of one basement level. When you submit an invoice for the extra work, the client refuses to pay because they claim that you should have known of this option.

After the planning approval is obtained from Council, the client appoints a marketing company to prepare a sales program. The first comment from the marketing company is that there is inadequate car parking, and this will significantly impact on the selling price of the apartments. The client prepares a cost analysis and finds that when more parking is provided the increase in sales revenue exceeds the money saved by reducing the number of car spaces.

The client instructs you to revert to the original design and submit for an amendment to the planning/development consent. They say that additional fees are not warranted because you already have the required design drawings on file.

Question 1

The NCC classification and type of construction for this project will be:

- Class 1 and Class 2
- Class 1 and Type 8 and Class 2 and Type 8
- Class 1 and Class 2 and Class 3 and Class 4
- Class 1 Type 8 and Class 2 Type 8

Question 2

How many CPD points will this client earn if you are entitled to additional fees arising from the planning consultant advice?

- Two professional development points (one from compliance with the planning requirements which were provided by your client)
- Eight CPD points (four from design and four from the provision of the planning requirements) in a combination of the above and two
- Responsibility for managing planning during the advisory requirements must be accepted by the client because they are the expert in their field from you
- Two additional CPD points (one from design and one from the provision of the planning consultant advice) from the approved design already provided to you.

Question 3

When you are advised by the development/consultant advisor, what is your best course of action?

- Use the funds to purchase the services of a professional to assist with the design.
- Request the planning authority to request special consideration due to the quality of the design.
- Request design changes and undertake to personally represent the client and present them to the Council.
- Advise the client of possible alternatives to the design which could address concerns raised by the local community.

Question 4

In response to the client's suggestion that no additional fees are payable for both changes to the design, which of the following is the best course of action?

- Submit a written claim to your client.
- Submit a written claim to the original client only.
- Submit a written claim to the subsequent client only.
- Submit the additional fees payable to your client.

Question 5

When the client instructs you that only partial services are needed during construction, what is your best course of action?

- Accept the commission because the quality of workmanship would not be controlled by you.
- Issue a written claim to your client and the marketing company to recover the partial services only.
- Issue a written claim to your client and the marketing company to recover the partial services only.
- Issue a written claim to your client and the marketing company to recover the partial services only.



APE PART 2: National Examination Paper

The NEP is completed online with remote proctoring for all candidates

- Computer-based, online exam
- 'Closed book'
- 80 questions in total
- Scenarios are based on the realities of architectural practice across a range of contexts
- Each scenario comprises multiple choice questions, each with a number of possible answers—only one answer is correct
- 120 minutes to complete (no additional reading time)
- Detailed feedback is provided with results
- If you have a disability or other health-related needs for completing the exam you must submit your request for **Reasonable Adjustment** in writing at the time of applying for the APE. Include supporting documentation.



67

APE PART 2: National Examination Paper

Remote proctoring by ProctorU

- Remote proctoring of the NEP allows live supervision while you complete the paper using your own computer
- ACER (the Australian Council for Educational Research) delivers the NEP and works with ProctorU to implement the online exam using the ACER secure test application
- ACER will contact you with a 'step by step' guide to prepare.
- Make sure you follow the detailed guidance for set up, including creating a ProctorU account and downloading required applications.
- You must ensure that your computer, workstation and room are appropriately set up.
- During the exam, you may only have with you one sheet of paper and a pencil or pen, and water in a clear glass or bottle (no food or other drink)

DON'T LEAVE YOUR SETUP UNTIL THE LAST MINUTE...



68

APE PART 2: National Examination Paper

ACA pilot test form

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45

11:00:00

Scenario 1 - The architect performs design services without an agreement with the client.

You are at a dinner party and a friend asks if you are interested in helping her and her partner develop a small retail centre for their start-up company. Over the evening, you chat and start discussing some ideas around it.

The next day you go to the office and start developing a sketch concept. Some of your staff are available, so you get them to draw up the concept and prepare a 3D computer model. A few days later, the concept is completed and you prepare your friend to come in for a presentation. You realise that the concept is substandard and that you have engaged a sub-contractor to prepare a 3D render to demonstrate the design concept.

On 15th September that you have started work. The commission gets cancelled and is closed with a statement from her that you were not engaged to do any work and that unfortunately you will not be paid because you had no agreement to proceed.

You have spent over twenty hours of your own time and your staff has spent well over forty hours. She phones you back a few days later and offers that if you provide the proposal completed to date at no cost, and if a subsequently proceeds, she is prepared to negotiate a mutually agreeable fee for the balance of the project.

In response to your friend's offer the most appropriate action is to

- accept the offer, and send a detailed services and fees proposal.
- send an invoice for just the disbursement cost of the 3-D render.
- send an invoice for all work completed to date with a detailed services and fees proposal for the balance of the work.
- advise her that you cannot accept her proposal as providing design services free of charge would breach the Architects Code of Conduct.

Next



69

APE PART 2: National Examination Paper

ACA pilot test form

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45

11:00:00

Scenario 1 - The architect performs design services without an agreement with the client.

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- send an invoice for all work completed to date with a detailed services and fees proposal for the balance of the work.
- advise her that you cannot accept her proposal as providing design services free of charge would breach the Architects Code of Conduct.

Next

- You have 120 minutes
- A countdown timer is always visible on-screen



70

APE PART 2: National Examination Paper

AACA pilot test form

Scenario 1 - The architect performs design services without an agreement with the client.

You are at a dinner party and a friend asks if you are interested in helping her and her partner design a guest house on their farm. You are interested in helping her and her partner design a guest house on their farm. You are interested in helping her and her partner design a guest house on their farm. You are interested in helping her and her partner design a guest house on their farm.

In response to your friend's offer the most appropriate action is to:

- accept the offer, and send a detailed service and fees proposal.
- send an invoice for just the disbursement cost of the 3-D render.
- send an invoice for all work completed to date with a detailed service and fees proposal for the balance of the work.
- advise her that you cannot accept her proposal as providing design services free of charge would breach the Architects Code of Conduct.

Next

• You can navigate through scenarios and questions at any time throughout the exam to review and/or change your answer

71

APE PART 2: National Examination Paper

AACA **NSW** **Architects Registration Board**

Candidate Number: 000000
Candidate Name: YOUR NAME

National Examination Paper, April 2024

Dear YOUR NAME

This letter contains information relating to your performance in the recent April 2024 National Examination. This includes a summary of your overall result and how your result relates to the examination scenarios and their related performance criteria. Please note that a full list of Performance Criteria tested in the National Examination Paper is listed at the end of this letter.

The number of Performance Criteria tested in each scenario varies.

For the examination your result is: **PASS**
Your examination score was: **72%**

Performance Criteria in Examination

Performance Criteria	Included in Examination	% correct
PC 1 Demonstrate understanding of the regulatory requirements and obligations pertaining to practice as an architect, including registration, professional codes of conduct, and obligations for continuing professional development and professional indemnity insurance.	Yes	100
PC 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.	Yes	100
PC 3 Demonstrate understanding of the principles of project planning, considering implications for country, environmental sustainability, communities, stakeholders and project costs.	No	N/A
PC 4 Be able to apply processes of project and staff planning and resource costs to establish realistic and achievable timelines.	No	N/A
PC 5 Demonstrate understanding of the essential elements of a client architect agreement across the range of project methods, and be able to explain responsibilities of different agreements in relation to scope and type of project, including alternatives for partial services and the engagement of subcontractors.	Yes	76
PC 6 Demonstrate understanding of appropriate processes for reporting and varying the scope of services provided as an architect.	Yes	44
PC 7 Apply and follow processes for clear and consistent communication with clients and relevant stakeholders throughout the project, including obtaining approval from clients and stakeholders.	Yes	88
PC 8 Be able to implement suitably responsive and meaningful engagement processes that respect the importance of country and reciprocal relationships with Aboriginal and Torres Strait Islander Peoples across architectural services.	Yes	100
PC 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 contractual structures and construction contracts and agreements.	Yes	88

PC 3 and PC 4 were not included in this examination so % correct is N/A

- All candidates receive detailed feedback with their results
- Your assessors refer to this feedback when planning how to structure your interview

72

APE PART 2: National Examination Paper

Tips for a better examination experience...

- Take the whole day off work to attend the exam
- Don't be in a rush – make sure you allow enough time to be sitting at your computer and relaxed
- **Make sure you follow the STEP-BY-STEP GUIDE to set yourself up in advance for the proctored exam**
- Ensure you have removed all “non-permitted applications” from your device – you must ensure these are disabled or uninstalled before the exam session.
- **Make sure your internet is stable**
- Don't forget your rights under the Architects Award 2020 to take leave to attend the APE

If something goes wrong when you sit the NEP...

- You must contact ACER immediately after the exam (within 24 hours) and cc the NSW ARB and AACA
- NSW ARB cannot investigate or organise a resit within the exam window unless you tell us that something went wrong.



73

Questions?

Assoc Prof Melonie Bayl-Smith

NSW APE Convenor

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NSW ARB Registrar & CEO

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Nadine Roberts

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74