NSW GOVERNMENT

ARB NSW Architects Registration Board

Architectural Practice Examination
Part 1 & 2 Candidate Briefing

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Current at 3 December 2024

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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, walk and work. 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.

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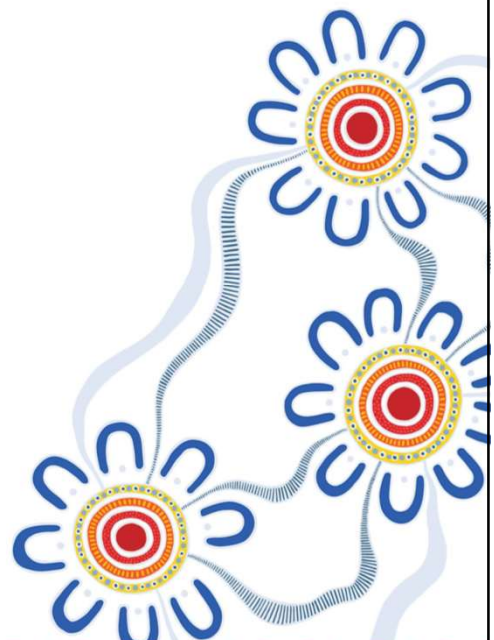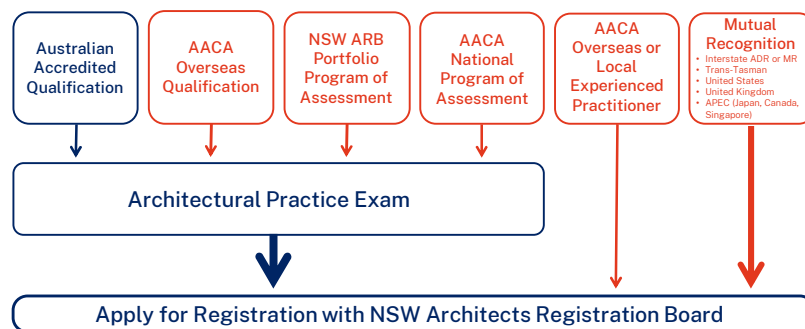
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Webinar Outline

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

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Pathways to registration

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

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Architectural Practice Exam

Apply for Registration with NSW Architects Registration Board

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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

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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**

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How to position yourself for success

Courses to assist with preparation for APE Part 2 NEP and Part 3 Interview
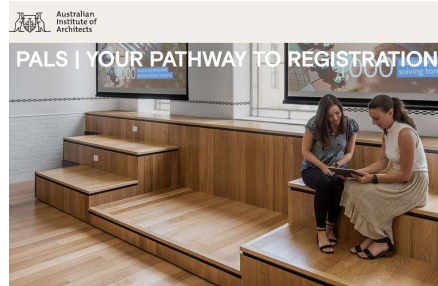
Practicing ARchitecture Pty Ltd (PARC) is a small education provider specialising in professional development programs for Architects. The PARC Tutorials are a professional development program **specifically designed to prepare candidates for the APE**. They are available Australia-wide and run twice 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.

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How to position yourself for success

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

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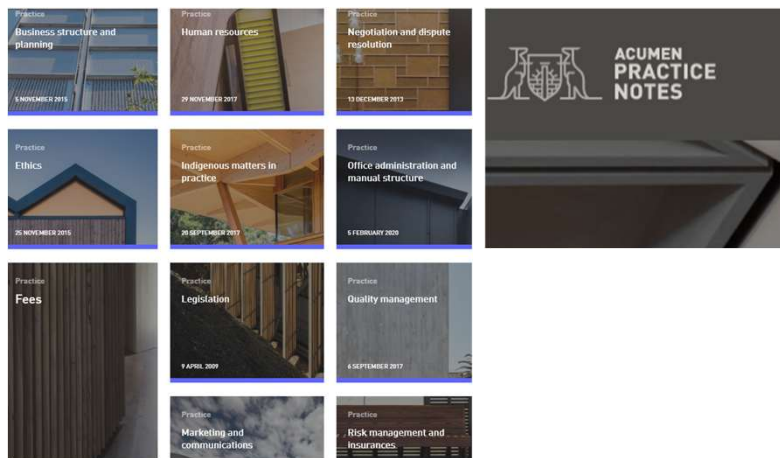
How to position yourself for success

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

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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
Australian Government

MA000079

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.

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2024
ARCHITECTURAL PRACTICE EXAMINATION

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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

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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

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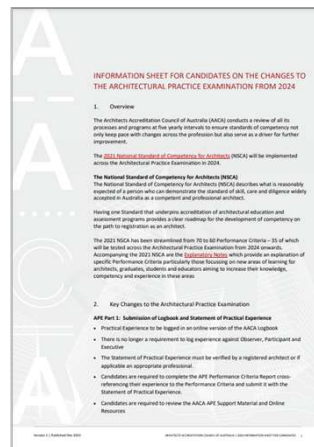
- 2024 Architectural Practice Examination Handbook
- 2021 NSCA Mapping to 2015 NSCA
- 2024 APE Support Material
- 2024 APE Checklist
- 2024 APE Performance Criteria Report
- NEP Remote Proctoring FAQs
- APE online video resources

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APE 2024 key documents

AACA 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
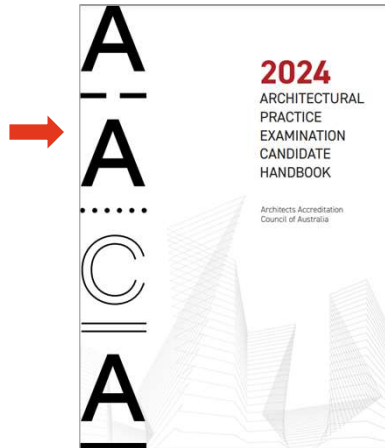
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APE 2024 key documents

AACA 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

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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)

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2021
NATIONAL STANDARD OF COMPETENCY FOR ARCHITECTS
(2021 NSCA)

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2021 National Standard of Competency for Architects
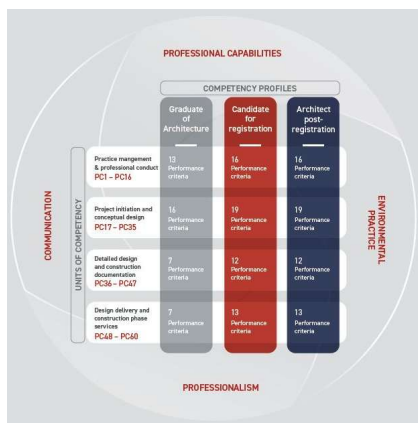
Familiarise yourself with the 2021 NSCA

1 — Defines parameters for accreditation of university architecture courses

2 — Forms the basis of the **Architectural Practice Exam** and other pathways to registration

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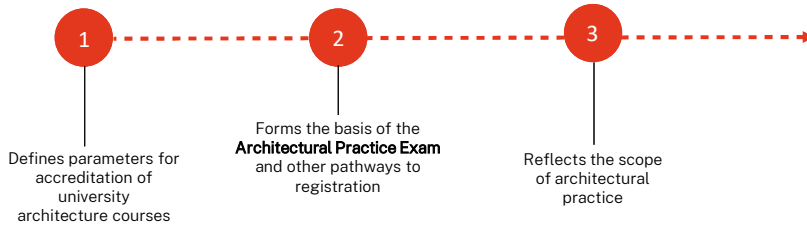
The standards are embedded in accreditation procedures for Australian architecture programs and inform higher education curricula to directly shape the architects of the future.

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.

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2021 NSCA – structure

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2021 NSCA – structure

3 Professional Capabilities

2 Communication

The ability to

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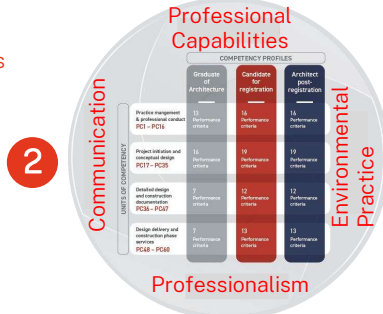
3 Environmental practice

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

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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

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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

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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.**

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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
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.	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 the engagement, to assist cost estimators in determining project feasibility/viability.	37 *Be able to* produce timely, accurate, complete and comprehensible documentation of the design so that it can be constructed.	48 *Be able to* select and implement project administration systems, based upon an assessment of the selected procurement method and its implications on project delivery.
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.	20 *Be able to* assess project budget and timeframe against project requirements and objectives, relevant legislation, statutory planning requirements, building codes and standards.	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.	49 *Be able to* implement project team structures necessary to deliver a full suite of professional services or partial services appropriate to the selected procurement process.
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.	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.	39 *Be able to* integrate the material selection, structural and construction systems established in the conceptual design into the detailed design and documentation.	50 *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
11 *Be able to* assess, recommend and/or select an appropriate procurement process, with consideration for its impact on all phases of a project – including design, documentation and project delivery – and provide advice to the client in terms of the level of scope of service for consultants.	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.	40 *Be able to* coordinate and integrate input from specialists and consultants into the detailed design and documentation.	52 *Be able to* apply the principles and mechanisms implicit in the selected procurement method and associated construction contract(s), based on an understanding of the implications of differing contractual relationships.
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.	24 *Be able to* prepare and analyse project development options in response to a project brief – its objectives, budget, user intent and built purpose, risk and timeframes, including environmental sustainability considerations.	42 *Be able to* prepare planning applications that comply with planning regulations.	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.
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.	33 *Be able to* investigate, coordinate and integrate sustainable environmental systems – including water, thermal, lighting and acoustics – in response to consultants' advice.	44 *Maintain* effective and clear communication in the coordination of relevant consultants, manufacturers and suppliers as required under the terms of engagement.	54 *Be able to* monitor construction progress and quality as required under the provisions of the construction contract, which may include site visits.
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.	35 *Be able to* assess operational and embodied carbon implications of materials, components, construction systems and supply chains (including transport) to achieve net zero whole life carbon when developing design concepts. This includes integrating relevant consultant expertise and advising on the impact of chosen materials, components and systems on carbon outcomes.	45 *Be able to* nominate and integrate quality and performance standards with regard to selected materials, finishes, fittings, components and systems, considering the impact on Country and the environment, and the whole life carbon impact of the project. This includes integrating life cycle assessments and other expertise and advice from consultants.	55 *Be able to* apply appropriate and consistent systems for record keeping, document control and revision status during the construction phase.
16 *Be able to* apply risk management and mitigation strategies – including safety in design, project risk, requirement for resilience from the impacts of climate change and appropriate insurances – across architectural services.		46 *Be able to* produce project documentation that meets the requirements of the contract and procurement process and complies with regulatory controls, building standards and codes.	56 *Be able to* apply appropriate and consistent systems for identification of defects, rectifications and approval of substitutions.
		47 *Be able to* complete and communicate on-time, accurate documents for relevant stakeholders, including drawings, models, specifications, schedules and construction documentation.	57 *Be able to* apply relevant processes required for certification of monetary progress claims, project variations, extensions of time, project instructions, and requests for information, practical completion or other administrative functions explicit in the selected procurement method and associated construction contract.
			58 Complete documentation – including specifications, drawings, schedules, reports, certification and approvals – and other project information for issue to the client and relevant authorities, as required under the construction contract and relevant building and planning codes.
			59 *Understand* and *mitigate* risks associated with preparing and recording documentation.

Refer to the useful **2024 APE Performance Criteria Report**, which you must submit for Part 1
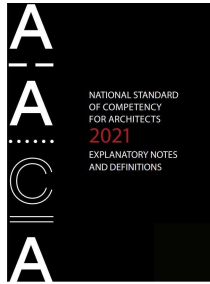
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2021 NSCA

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

AACA NATIONAL STANDARD OF COMPETENCY FOR ARCHITECTS 2021

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AACA NATIONAL STANDARD OF COMPETENCY FOR ARCHITECTS 2021 EXPLANATORY NOTES AND DEFINITIONS

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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, life 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 architecture 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' cultural groups and the places to which they belong. It is understood in cultural, spiritual and tangible ways. An understanding of Country includes intangible ideas about place, Law, lore, language, customs, spirit, cultural practice, 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 position 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 ancestry originates 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. To care for Country is to recognise that the 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 its best, working with 'implications for Country' is about celebrating Country through the project. In a rural or outback setting, this could mean enabling cultural practices associated with a site. In an urban context, it might involve engaging with deeper memories and narratives of place.

External Resources

Planning Connects 2019: Designing with Country: Dillon Kombumerri and Daniele Hromek webinar on Designing with Country

Kevin O'Brien - Finding Country: Kevin O'Brien talks about Sep Yarna/Finding Country, a position originating from an Aboriginal perception of space

Indigenous Knowledge Systems and Yurlendj-nganjin

National Indigenous Housing Guide, Australian Government

National Indigenous Infrastructure Guide, Centre for Appropriate Technology

Language and Terminology for Referencing Aboriginal Culture and Heritage in the Design of the Built Environment

"Cultural Principles and Protocols For Design"

Planning Connects 2019: Designing with Country

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

Definitions

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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 reciprocal relationships with **Aboriginal and Torres Strait Islander Peoples** across architectural services.	Be able to implement culturally responsive **engagement processes** that respect the importance of **Country** and reciprocal 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 all peoples or **communities**. The project-specific engagement process should be designed in partnership with the community and respect the nuances of that particular community. For **First Nations communities**, this entails recognising how each group is diverse and different – including within groups – and therefore requires tailored engagement methods. Important to this process is the identification of appropriate **Knowledge Holders** and respect for what they can share. Meaningful engagement means being inclusive to all who relate to places, including those who can speak for **Country** – for example, **Traditional Custodians and Knowledge Holders** – as well as those who live there, and First Nations organisations that may have **care for Country** responsibilities.

Meaningful engagement means working with communities in **culturally safe** ways, rather than making uninformed decisions or taking actions on their behalf. It requires developing genuine and reciprocal relationships that endure beyond the project life. 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 as considered as the design of the building and placemaking. The engagement plan should include an undertaking that the process is community driven. It may use processes of **vouching** by cultural translators 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 existing body of knowledge that give foundations for improving a graduate's lens on the world and understanding of their own perspective. Engagement with these resources should include gaining an expanded understanding of social, cultural, historical contexts and racism. It may also be shown by writing a culturally responsive 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 mapped to the stages of the project, including timelines 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 (www.nma.gov.au)

Aboriginal Cultural Values: An Approach for Engaging with Country, Daniele Hromek (djinjama.com)

Puntukurnu Aboriginal Medical "SkyHub" (PAMS HealthHub Hub" Newman, Kaunitz Yeung Architecture, Newman WA (kaunitzyeung.com)

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

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APE PART 1:

LOGBOOK AND STATEMENT OF PRACTICAL EXPERIENCE (SoPE)

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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.

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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.).

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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**

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APE PART 1: Logbook and SoPE

AACA 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
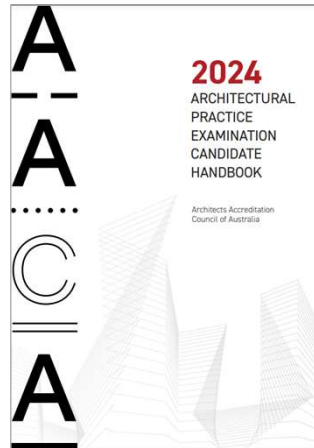
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APE PART 1: Logbook and SoPE

AACA 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

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APE PART 1: Logbook and SoPE

AACA 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

Candidate Name: Kirsten Orr

Project Name:
1 Clare House — Leichhardt, NSW

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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.

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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*
>
> 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.
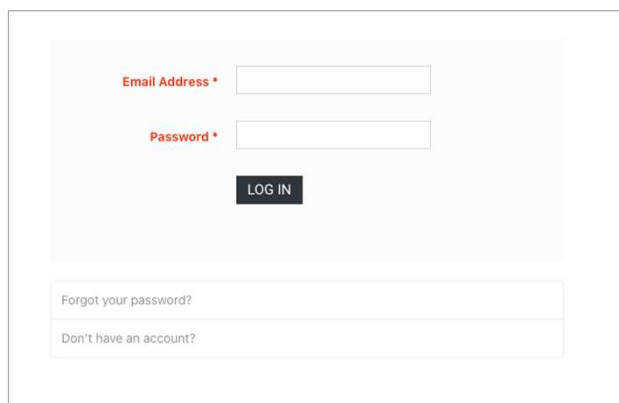
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APE PART 1: AACA Logbook

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

Email Address *	
Password *	

LOG IN

Forgot your password?

Don't have an account?

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User Registration

* Required field

Name *	
Email Address *	
Confirm Email Address *	
Password *	
Confirm Password *	
Captcha *	I'm not a robot reCAPTCHA Privacy - Terms

REGISTER CANCEL

My Profile

Address1 *	10 Community Lane
Address2	Address2
Suburb *	Sydney
State/Territory *	New South Wales
Postcode *	2000
Mobile	0458736384
Graduation Date	01/03/2022
Photo	Choose files 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")

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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/

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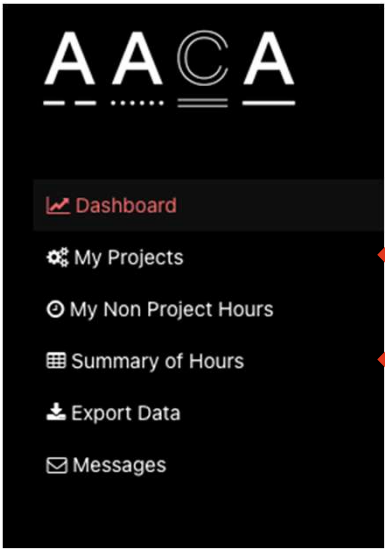
Note: A maximum of 70 non project hours are counted towards the overall total.

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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/

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Select **My Projects** to view your list of projects and add new projects

Select **Summary of Hours** to track your progress towards meeting minimum hours for each performance criteria

4. Navigation is fairly intuitive

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

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

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

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

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Add Project

Project Name *	Project Name
Employer *	Employer
Project Location *	New South Wales
Experience Type *	Architect Supervision
Supervising Architect Name	Supervising Architect Name
Architect State/Territory	
Architect Registration No.	Architect Registration No.
Date Commenced *	Date Commenced
Status *	Open
Area	Area
Building Type	Building Type
Construction	Construction
Cost	Cost

SUBMIT   CANCEL

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

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

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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.					28	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 on all phases of a project – including design, documentation and project delivery – and provide advice to the client in terms of the level of scope of service for consultants.					10	69
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, requirement for resilience from the impacts of climate change and appropriate insurances – 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	105
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 timeframes, 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

7. Log hours for your project

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

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My Non Project Hours

Task Title	Date Start	Date Finish	Description	Performance Criteria	Hours	Actions
Maintenance of Natural Timber CPD	08/08/2023	09/08/2023	Understand the diffe...	PC 11	8.	

Display # 20

ADD NON PROJECT HOURS

8 hours

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

Add Non Project Hours

Task Title *	Maintenance of Natural Timber C
Task Location	New South Wales
Date Start *	08/08/2023
Date Finish *	09/08/2023
Description *	Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

B I U S ≡ ≡ ≡ ≡ Paragraph ▾ ≔ ≔ ≔ ≔ ↶

-Understand the differences between timber oils, stains and clears
-Understand the benefits of 'pre oiled' timber
-Identify & specify details for interior & exterior timber elements
-Nominate quality and performance standards with regard to selected finishes
-Understand the ongoing care and maintenance requirements of natural timber

p

Performance Criteria *	PC 11
Hours *	8

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

SUBMIT   CANCEL

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.**

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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/

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Summary of Hours

Reference	Performance Criteria	Total Hours	Meets Criteria?

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.	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.	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.	137	✔
PC 11	Be able to assess, recommend and/or select an appropriate procurement process, with consideration for its impact on all phases of a project – including design, documentation and project delivery – and provide advice to the client in terms of the level of scope of service for consultants.	77	✔
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.	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.	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.	107	✔
PC 16	Be able to apply risk management and mitigation strategies – including safety in design, project risk, requirement for resilience from the impacts of climate change and appropriate insurances – across architectural services.	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.	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.	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.	105	✔

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

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

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AACA Logbook - Dashboard

My Projects

North Street Studio

Studio Zandarco Pty Ltd : Harry Lee #8253
New South Wales

1046 hours LOG HOURS

Woodland Design Review Panel

Seesaw 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 35 hours,
up to a maximum of 300 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/

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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	DURATION IN AUSTRALIA	TOTAL HOURS OVERSEAS	AVERAGE HOURS / WEEK
2131 ✔	18 ✔	1205 ✔	27 ✔
Minimum 1650 hours	Minimum 12 months	Maximum 1650 hours	No more than 38 hours per week

TOTAL LOGBOOK HOURS	PERFORMANCE CRITERIA ACHIEVED	ELIGIBILITY STATUS
3336 ✔	35 ✔	Achieved ✔
Minimum 3300 hours	Required 35 PCs	At 22/09/2023 08:26

Earliest logged experience	Reported conferral date	Hours logged prior to graduation
01/03/2021 ✔	01/02/2021 ✔	0 ✔
Maximum 10 years prior to logbook export	Minimum 10 months prior to logbook export	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/

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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 ARB.**

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/

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The first 4 pages of your Logbook PDF contain summary data

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

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

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

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APE PART 1: Statement of Practical Experience

Sample extract from SoPE

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...

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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**.

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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...

www.architects.nsw.gov.au

Find an architect

An individual may only use the title 'architect' to describe themselves if they are on the NSW Register of Architects. If a business entity wishes to describe itself as an 'architect', it must have nominated at least one architect who is responsible for the provision of architectural services and be on the List of NSW Architect Corporations and Firms.

Please contact the NSW ARB if your search fails to find an individual or business entity you think should be listed as an architect.

Search individual   Search business entity

First name   Last name

Registration number   Suburb or postcode

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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.

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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

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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

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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.

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APE PART 1: Logbook and SoPE

Architectural Practice Examination Application

Applications for 2025 Session 1

open 14 January –
close 5pm, 28 January 2025

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

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APE PART 2:

NATIONAL EXAMINATION PAPER (NEP)

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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.

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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 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

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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

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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**

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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

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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**

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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.

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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...

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APE PART 2: National Examination Paper

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APE PART 2: National Examination Paper

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

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APE PART 2: National Examination Paper

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

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APE PART 2: National Examination Paper

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

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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.

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Questions?

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