



NSW
Architects
Registration
Board

Architectural Practice Examination Part 3: Examination by Interview Candidate briefing – Session 2, 2024

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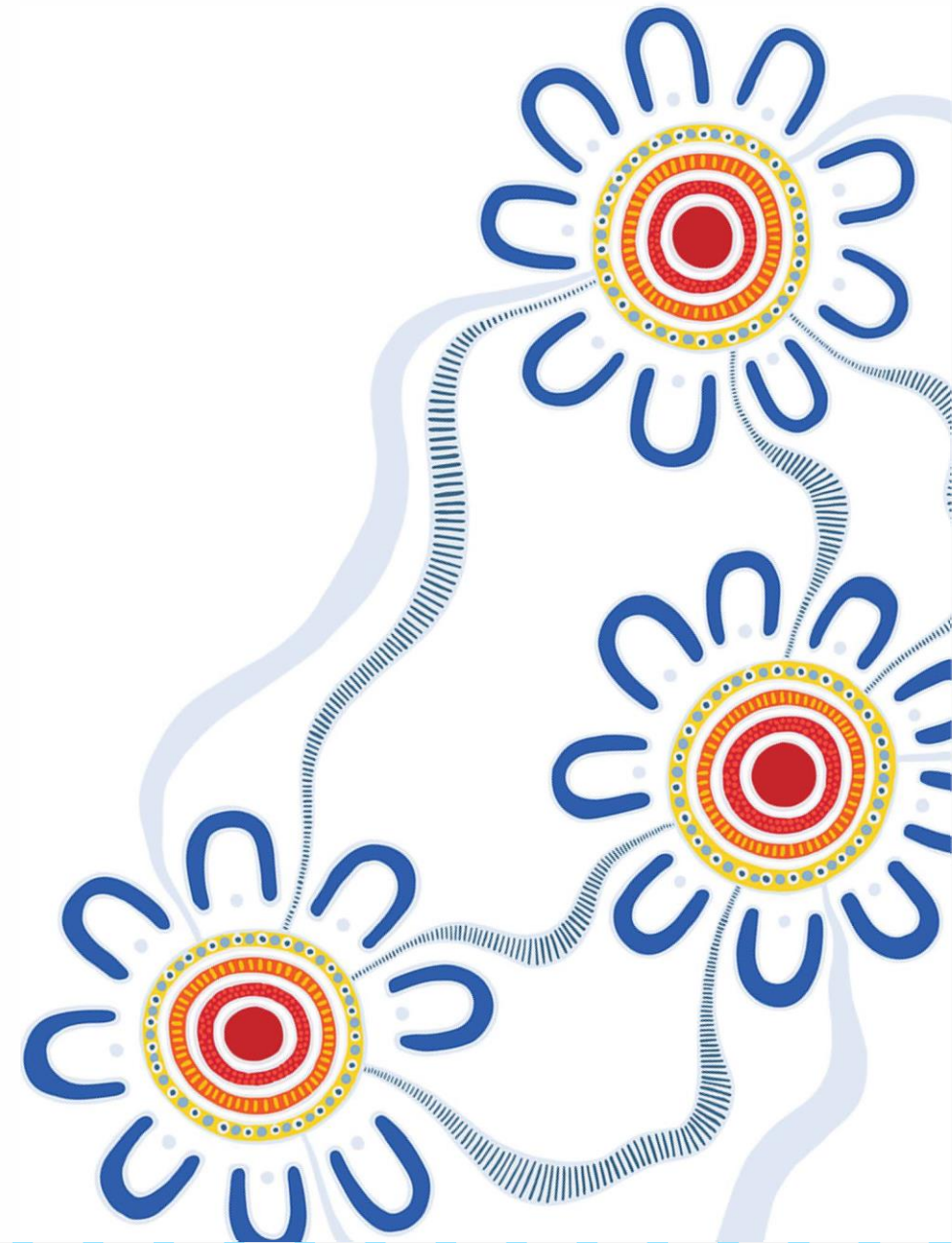
Current at 19 September 2024

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.

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

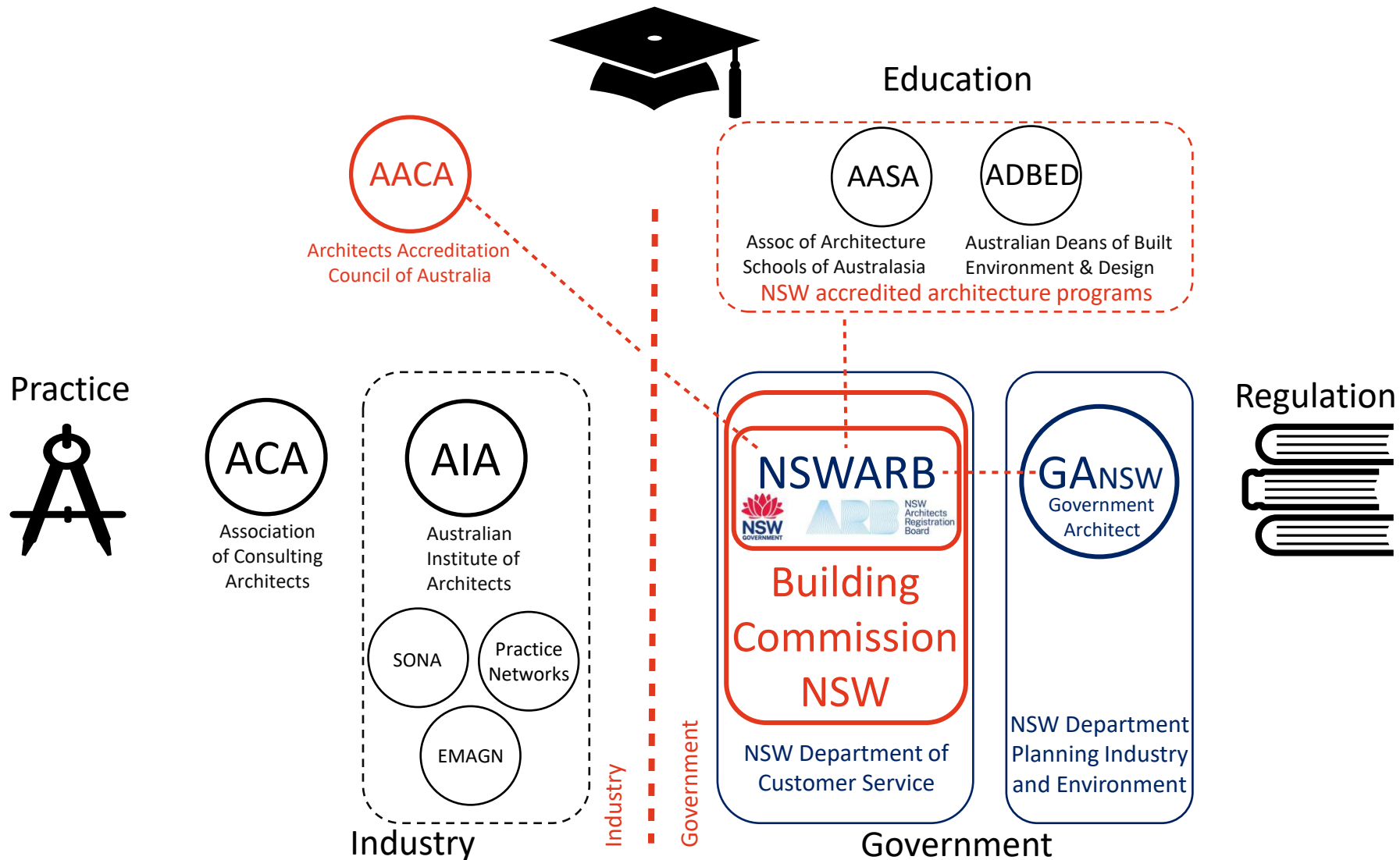


Webinar Outline

1. Overview of the role of the NSW Architects Registration Board
2. APE Part 2: National Examination Paper
3. APE Part 3: Examination by Interview
4. Part 3 Assessment Rubric for NSW Candidates
5. Tips for the interview
6. Mock interview
7. Questions



Context



NSW
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The role of the NSW Architects Registration Board

Each state and territory of Australia has its own architect registration board, established under legislation

The NSW Architects Registration Board operates the *Architects Act 2003*, the legislation regulating architects in NSW.

The Board's role is to:

- protect consumers of architectural services by ensuring that architects provide services to the public in a professional and competent manner
- register architects and monitor their Continuing Professional Development and Professional Indemnity Insurance obligations
- discipline architects who have acted unprofessionally or incompetently
- accredit architectural qualifications for the purpose of registration and administer the Architectural Practice Examination for registration as an architect in NSW
- inform the public about the qualifications and competence of architects and the procurement of architectural services
- promote a better understanding of architectural issues in the community.



APE PART 2: NATIONAL EXAMINATION PAPER



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APE Part 2: National Examination Paper

The AACA is expected to provide the NSW ARB with results for the APE Part 2 by Thursday, 10 October 2024



The NSW ARB expects to issue Part 2 results to candidates by close of business on Monday, 14 October 2024

Please be patient and we will get your results to you as soon as possible.



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APE Part 2: National Examination Paper

AAACA   **NSW Architects Registration Board**

Candidate Number :
Candidate Name

National Examination Paper, April 2024

Dear

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 **78%**

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 legislation, professional codes of conduct, and obligations for continuing professional development and professional indemnity insurance.	Yes	73
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	50
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 principles of project and staff planning and resource costs to establish realistic and achievable timeframes.	No	N/A
PC 5 Demonstrate understanding of the essential elements of a client architect agreement across the range of procurement methods; and be able to explain appropriateness of different agreements in relation to scale and type of project, including alternatives for partial services and the engagement of secondary and sub-consultants.	Yes	81
PC 6 Demonstrate understanding of appropriate processes for reporting and varying the scope of services provided by an architect.	Yes	78
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.	Yes	88
PC 8 Be able 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.	Yes	75
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 construction contracts and consultancy contracts and/or agreements.	Yes	88

You will receive feedback with your APE Part 2 results
The assessors will refer to this feedback when planning how to structure your interview

Your NEP report will be broken down PC by PC, showing whether

- that PC was included in the examination, and
- the % of correct answers relevant to that PC.



APE PART 3: EXAMINATION BY INTERVIEW



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APE Part 3: Examination By Interview

Applications are open from Tuesday, 15 October and will close at 5pm on Monday, 28 October 2024

If you wish to sit the APE Part 3 this session, you must apply during the 2-week application window.

The 2024 APE is a new exam – there is no transition period

- If you are re-sitting the APE 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**
 - The 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 signed by a Justice of the Peace (JP), Notary Public or Solicitor
- **If you are re-sitting the APE 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 because they will be issued to your assessors for the Part 3 Interview
- **All APE Part 3 submissions must be in the new 2024 format**

APE Part 3: Examination By Interview

Session 2, 2024 APE Part 3 interviews

- Interviews will be held in November 2024 and will run until all candidates have been interviewed
- You can choose your preferred interview timeslot
- Plan to take the whole day off work
- Don't be in a rush on the day – make sure you allow enough time to arrive at the NSW ARB well before your interview is due to start so that you are as relaxed as possible
- Don't forget your rights under the Architects Award 2020 to take leave from work to attend the interview



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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APE Part 3: Examination By Interview

Interviews will be conducted in person at the NSW Architects Registration Board
Level 2, 156 Gloucester Street, The Rocks (near Wynyard Station)



Make yourself known at reception when you arrive and show your ID

- You cannot take anything into the interview room – leave bags and other items with staff at reception
- Take a seat, have a drink of water, and try to relax
- Talk to the other candidates sitting next to you to loosen up
- Admire the office fitout by Harry Seidler & Associates...
- There will be 3 interview rooms running in parallel
- One of your assessors will take you to your room



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APE Part 3: Examination By Interview

Interviews will be conducted in person at the NSW Architects Registration Board



One of your assessors will take you to your interview room

- No personal notes or other reference material (hardcopy or electronic) are to be consulted during the interview
- Bags, phones, smart watches and other devices may not be taken into the interview room – leave with staff at reception
- At least one of your assessors will be taking notes – pay no attention to this and focus on answering the questions to the best of your ability



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APE Part 3: Examination By Interview

What to expect in the interview

- Conducted by 2 assessors, each of whom has at least 5 years practice experience as a registered architect
- Runs for between 45 minutes - 1 hour duration
- Purpose is to provide your assessors with an overview of your experience and your ability to deal with practice issues



APE Part 3: Examination By Interview

Content of the interview

Your assessors are given your **Document 1** plus your **APE Part 2 results**

The Part 3 interview will draw content from multiple sources to test across the breadth of the 48 relevant Performance Criteria from the 2021 NSCA:

- Your Logbook
- Your Statement of Practical Experience (SoPE)
- Your results from the Part 2 National Examination Paper (NEP)
- Performance Criteria that are exclusively assessable in Part 3
- Areas of risk identified by the architect registration boards nationally

Assessors will usually include some hypothetical scenarios.



APE Part 3: Examination By Interview

How will your assessors structure the interview?

- Every interview is different because it draws on content unique to your personal experience, strengths and weaknesses
- Assessors will structure the interview to test your knowledge and understanding, as well as your applied problem solving and interpersonal skills in a professional context
- **Knowledge and understanding:**
You will be asked probing questions to measure your understanding of facts, concepts, principles and procedures that underlie professional practice.
- **Applied problem solving:**
You may be asked a series of related questions to test your ability to apply your theoretical knowledge to a practice-based scenario(s).
- **Interpersonal skills:**
Your communication and people skills necessary to support professionalism in your work will also be observed.



APE Part 3: Examination By Interview

What are your assessors looking for?

The assessors will ask questions to draw out your experience and to confirm whether, on balance, you have demonstrated that you possess the technical knowledge and skills, and professional application of these skills in architectural practice, to be able to perform to the standard expected of an architect in Australia

You will be asked questions to confirm whether

- your work experience has allowed you to develop experience and skills against the required Performance Criteria
- there are any weaknesses in your knowledge of the facts
- you can apply your knowledge to a practical situation(s)
- you can demonstrate the communication and interpersonal skills necessary for professional practice

APE Part 3: Examination By Interview

NSW ARB expectations of APE assessors

Your assessors must

- Conduct an interview that covers the range of expected skills, knowledge and behaviours as defined by the 2021 NSCA

and

- Use the *Part 3 Assessment Rubric for NSW Candidates* to structure the interview and determine the interview outcome

The Rubric supports a criterion-referenced process for assessing candidates against the relevant PCs for the 2021 NSCA and the determination of an interview outcome that is defensible and evidence-based

All 7 Topics in the Rubric must be covered by your assessors during the interview



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PART 3 ASSESSMENT RUBRIC FOR NSW CANDIDATES



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Part 3 Assessment Rubric for NSW Candidates

Your assessors will be using an assessment rubric to support a defensible assessment decision

The NSW assessment rubric has the following features:

- Thematic clustering of PCs into 7 Topics making it easier to cover the breadth of 48 PCs in a 1-hour interview
- Expectations of performance are explicit and drawn from the *2021 NSCA Explanatory Notes and Definitions*, individual PCs (where no explanatory note exists), and learning outcomes in the *APE 2024 Support Material*
- The threshold for marking a candidate as a FAIL is clearly defined
 - To PASS, you MUST BE marked SATISFACTORY for all 7 Topics
 - The threshold for a candidate being NOT SATISFACTORY in a Topic is established by the number of not satisfactory PCs
- The assessment rubric will form the basis of NSW ARB feedback to unsuccessful candidates in the results letter sent to them, assisting them to improve and eventually reach their goals.

Part 3 Assessment Rubric for NSW Candidates

At the end of the interview after you have left the room, your assessors will determine the interview outcome

The form is titled "APE Part 3 Assessment Rubric for NSW Candidates" and is version current as of 16 April 2024. It includes the NSW Government and NSW Architects Registration Board logos. The form contains a candidate name field, a table for interview dates and times, a large text area for summary comments, a final result section with checkboxes for PASS* and FAIL, and a table for assessor signatures.

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Registration Board

APE Part 3 Assessment Rubric for NSW Candidates version current as of 16 April 2024

Candidate name: _____

Interview DATE:	Interview START:	FINISH:
Summary comments on the candidate's performance at interview: <small>* comments must be provided if the candidate is a FAIL</small>		


Final result PASS* FAIL
* in order to PASS, the candidate must be marked SATISFACTORY for all 7 Topics

Assessor 1	Name	Signature
Assessor 2	Name	Signature

On Gadigal Country. Protecting consumers. Registering architects. Informing the public. Promoting architecture.
Level 2, 156 Gloucester Street Sydney NSW 2000. 02 9241 4033. mail@architects.nsw.gov.au. www.architects.nsw.gov.au

Part 3 Assessment Rubric for NSW Candidates

At the end of the interview, assessors will



TOPIC 1: PROFESSIONAL OBLIGATIONS AND PRACTICE MANAGEMENT	
<i>* The candidate is NOT SATISFACTORY for this topic if they are marked not satisfactory for MORE THAN 2 Performance Criteria</i>	
Regulatory requirements and obligations	<input checked="" type="checkbox"/> NOT SATISFACTORY
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.	
Client architect agreement	<input checked="" type="checkbox"/> NOT SATISFACTORY
PC 5 Demonstrate understanding of the essential elements of a client architect agreement across the range of procurement methods; and be able to explain appropriateness of different agreements in relation to scale and type of project, including alternatives for partial services and the engagement of secondary and sub-consultants.	
Varying scope of services	<input type="checkbox"/> NOT SATISFACTORY
PC 6 Demonstrate understanding of appropriate processes for reporting and varying the scope of services provided by an architect.	
Copyright and moral rights	<input type="checkbox"/> NOT SATISFACTORY
PC 15 Comply with legal and ethical obligations relating to legislated requirements in relation to copyright, moral rights, authorship of cultural knowledge and intellectual property requirements across architectural services.	
Conflict of interest	<input type="checkbox"/> NOT SATISFACTORY
PC 22 Identify and manage risks arising from real or perceived conflict of interests.	
Quality control	<input type="checkbox"/> NOT SATISFACTORY
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.	
Risk management	<input type="checkbox"/> NOT SATISFACTORY
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.	

*PC 2 is also included in TOPIC 5 – DOCUMENTATION

...continues next page

2

Determine individual PCs that were NOT SATISFACTORY during the interview



Part 3 Assessment Rubric for NSW Candidates

At the end of the interview, assessor will

ARB NSW Architects Registration Board

TOPIC 1 continued...

PROFESSIONAL OBLIGATIONS AND PRACTICE MANAGEMENT

At interview the candidate was unable to apply, demonstrate or identify:

- Regulatory requirements and obligations
 - Architects Act 2003 and NSW Architects Code of Professional Conduct, including continuing professional development, professional indemnity insurance, and nominated architects
 - Architects Award obligations for employers and employees
 - obligations under other legislation
- Client architect agreement and varying scope of services
 - essential elements of a client architect agreement required by the NSW Architects Code of Professional Conduct clause 7
 - applications of partial services / procurement methods on the client architect agreement
 - how architectural fees are structured in relation to the scope of work and services to be provided
 - relationship between architectural fees and salaries, overheads and charge out rates
 - necessary components of a fee letter to the client
 - reporting / varying the scope of services in writing and obtaining client sign off
 - benefits and risks of directly engaging consultants and sub-consultants
 - role of the client architect agreement and consultant agreement in defining respective responsibilities
 - project implications of consultant selection, engagement and coordination
- Copyright and moral rights
 - role of clauses in the client architect agreement that vary copyright ownership by assignment (transfer of copyright) or licence (permission from owner for another to use copyright material)
 - accountabilities when taking on the work of another architect or modifying an existing building
 - concept of cultural appropriation and why it is problematic in the context of design
 - undertaking risk assessment that incorporates copyright, moral rights, intellectual property and indigenous cultural and intellectual property
- Conflict of interest
 - situations where a real or perceived conflict of interest may exist
- Quality control and risk management
 - quality assurance methods and tools for practice management and the provision of architectural services that meet client and stakeholder expectations
 - risk management principles and strategies, eg. for complying with relevant codes, evaluating project opportunities and constraints, or participating in safety in design process

Other comments:

Candidate was unaware that a CAA is more than just the fee proposal.

SATISFACTORY NOT SATISFACTORY*

* The candidate is NOT SATISFACTORY for TOPIC 1 PROFESSIONAL OBLIGATIONS AND PRACTICE MANAGEMENT if they are marked not satisfactory for MORE THAN 2 Performance Criteria

- Identify relevant competency content that supports any NOT SATISFACTORY PCs they have determined

- They may also include commentary where appropriate

- The NSW ARB feedback letter to unsuccessful candidates will list the PCs for which the candidate was found “Not Satisfactory”

- This will be supplemented by the relevant competency content that the assessors identified as not demonstrated by the candidate

- The feedback to unsuccessful candidates may also include commentary made by assessors in their “Other comments” where relevant

Part 3 Assessment Rubric for NSW Candidates

At the end of the interview, the assessors will

TOPIC 1: PROFESSIONAL OBLIGATIONS AND PRACTICE MANAGEMENT

* The candidate is NOT SATISFACTORY for this topic if they are marked not satisfactory for MORE THAN 2 Performance Criteria

Regulatory requirements and obligations	<input checked="" type="checkbox"/> NO SATISFACTORY
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.	
Client architect agreement	<input checked="" type="checkbox"/> NOT SATISFACTORY
PC 5 Demonstrate understanding of the essential elements of a client architect agreement across the range of procurement methods; and be able to explain appropriateness of different agreements in relation to scale and type of project, including alternatives for partial services and the engagement of secondary and sub-consultants.	
Varying scope of services	<input type="checkbox"/> NOT SATISFACTORY
PC 6 Demonstrate understanding of appropriate processes for reporting and varying the scope of services provided by an architect.	
Copyright and moral rights	<input type="checkbox"/> NOT SATISFACTORY
PC 15 Comply with legal and ethical obligations relating to legislated requirements in relation to copyright, moral rights, authorship of cultural knowledge and intellectual property requirements across architectural services.	
Conflict of interest	<input type="checkbox"/> NOT SATISFACTORY
PC 22 Identify and manage risks arising from real or perceived conflict of interests.	
Quality control	<input type="checkbox"/> NOT SATISFACTORY
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.	
Risk management	<input type="checkbox"/> NOT SATISFACTORY
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.	

*PC 2 is also included in TOPIC 5 – DOCUMENTATION

...continues next page

TOPIC 1 continued...

PROFESSIONAL OBLIGATIONS AND PRACTICE MANAGEMENT

The interview the candidate was unable to apply, demonstrate or identify:

- Regulatory requirements and obligations
 - Architects Act 2003 and NSW Architects Code of Professional Conduct, including continuing professional development, professional indemnity insurance, and nominated architects
 - Architects Award obligations for employers and employees
 - obligations under other legislation
- Client architect agreement and varying scope of services
 - essential elements of a client architect agreement required by the NSW Architects Code of Professional Conduct clause 7
 - applications of partial services / procurement methods on the client architect agreement
 - how architectural fees are structured in relation to the scope of work and services to be provided
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 - accountabilities when taking on the work of another architect or modifying an existing building
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 - undertaking risk assessment that incorporates copyright, moral rights, intellectual property and indigenous cultural and intellectual property
- Conflict of interest
 - situations where a real or perceived conflict of interest may exist
- Quality control and risk management
 - quality assurance methods and tools for practice management and the provision of architectural services that meet client and stakeholder expectations
 - risk management principles and strategies, eg. for complying with relevant codes, evaluating project opportunities and constraints, or participating in safety in design process

Other comments
Candidate was unaware that a CAA is more than just the fee proposal.

SATISFACTORY NOT SATISFACTORY*

* The candidate is NOT SATISFACTORY for TOPIC 1 PROFESSIONAL OBLIGATIONS AND PRACTICE MANAGEMENT if they are marked not satisfactory for MORE THAN 2 Performance Criteria

- Determine individual PCs that were NOT SATISFACTORY during the interview
- Identify relevant competency content that supports the NOT SATISFACTORY PCs they have determined
- Determine whether the candidate is SATISFACTORY or NOT SATISFACTORY for each Topic based on the number of PCs marked Not Satisfactory



Part 3 Assessment Rubric for NSW Candidates

To Pass the Part 3 Interview overall, you must be marked SATISFACTORY for all 7 TOPICS

Whether you are SATISFACTORY or NOT SATISFACTORY for each Topic will be based on the number of PCs marked NOT SATISFACTORY, as follows

TOPIC 1 PROFESSIONAL OBLIGATIONS AND PRACTICE MANAGEMENT

7 PCs in total – The candidate is **NOT SATISFACTORY** for this Topic if **MORE THAN 2 PCs** are marked not satisfactory

TOPIC 2 PROJECT COMMENCEMENT

12 PCs in total – The candidate is **NOT SATISFACTORY** for this Topic if **MORE THAN 3 PCs** are marked not satisfactory

TOPIC 3 COMMUNICATION

5 PCs in total – The candidate is **NOT SATISFACTORY** for this Topic if **MORE THAN 2 PCs** are marked not satisfactory

TOPIC 4 ENVIRONMENTAL

4 PCs in total – The candidate is **NOT SATISFACTORY** for this Topic if **MORE THAN 1 PC** is marked not satisfactory

TOPIC 5 DOCUMENTATION

12 PCs in total – The candidate is **NOT SATISFACTORY** for this Topic if **MORE THAN 3 PCs** are marked not satisfactory

TOPIC 6 PROCUREMENT

7 PCs in total – The candidate is **NOT SATISFACTORY** for this Topic if **MORE THAN 2 PCs** are marked not satisfactory

TOPIC 7 CONTRACT ADMINISTRATION

6 PCs in total – The candidate is **NOT SATISFACTORY** for this Topic if **MORE THAN 1 PC** is marked not satisfactory



TIPS FOR THE INTERVIEW



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Tips for the interview

Preparation is key

- Refresh your memory of what you recorded in your **Logbook** and wrote in your **Statement of Practical Experience**
- Brush up on the **48 relevant PCs** from the 2021 NSCA
- 5 PCs are not assessed in any other part of the APE and are therefore highly likely to be assessed in the interview:

PC 3 Project planning

Demonstrate understanding of the principles of project planning, considering implications for Country, environmental sustainability, communities, stakeholders and project costs.

PC 8 First Nations engagement

Be able 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.

PC 10 Environmental responsibilities – whole life carbon

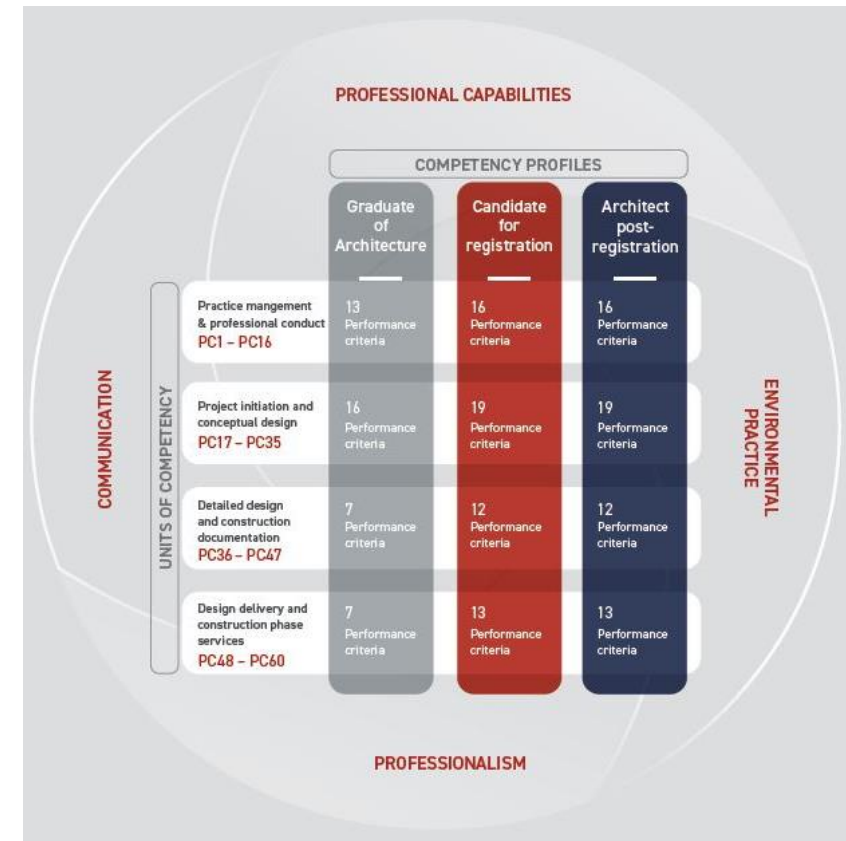
Demonstrate understanding of the whole life carbon implications of procurement methods, materials, components and construction systems.

PC 34 Communication with stakeholders



Communicate conceptual design proposals and associated information to clients, stakeholders and communities using appropriate and culturally responsive methods appropriate to different audiences.

PC 50 First Nations engagement

Be able to continue engagement with relevant Aboriginal and Torres Strait Islander Peoples throughout all stages of the project and its delivery in a meaningful, respectful and appropriate way.



Tips for the interview

AAACA  

Candidate Number :
Candidate Name

National Examination Paper, April 2024

Dear

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 **78%**

Performance Criteria in Examination

Performance Criteria	Included in Examination	% Correct
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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	50
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 principles of project and staff planning and resource costs to establish realistic and achievable timeframes.	No	N/A
PC 5 Demonstrate understanding of the essential elements of a client architect agreement across the range of procurement methods; and be able to explain appropriateness of different agreements in relation to scale and type of project, including alternatives for partial services and the engagement of secondary and sub-consultants.	Yes	81
PC 6 Demonstrate understanding of appropriate processes for reporting and varying the scope of services provided by an architect.	Yes	78
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.	Yes	88
PC 8 Be able 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.	Yes	75
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 construction contracts and consultancy contracts and/or agreements.	Yes	88

Preparation is key – carefully review your NEP report to confirm any weakness

The assessors will refer to your NEP report when planning how to structure your interview

- The PCs that were least successfully answered in the NEP may be tested again in the Part 3 Interview
- Review your NEP report to confirm if there are weaknesses in
 - your knowledge of the facts
 - your ability to apply facts to a practical situation
 - your capacity to communicate effectively in a professional scenario

Tips for the interview

Preparation is key

- Brush up on the **Architects Act 2003** and **NSW Architects Code of Professional Conduct**

NSW legislation

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In force Repealed As made Bills Notification Gazette Tables Information Historical information Search

Contents (2003 - 89)

Architects Act 2003 No 89

Status information

Long title

Part 1 Preliminary

- 1 Name of Act
- 2 Commencement
- 3 Objects of Act
- 4 Definitions
- 5 Act to bind Crown
- 6 Mutual recognition laws

Part 2 Practice of architecture

Division 1 Code of professional conduct

- 7 Establishment of code of professional conduct
- 8 Effect of code of professional conduct

Division 2 Offences relating to the practice of architecture

- 9 Representing an individual to be an architect
- 10 Representing a corporation or firm to be an architect
- 11 Architectural services provided by architect corporation or architect firm

Enter the exact version date, if required: 07/09/2020 Go

New South Wales

Status Information

Currency of version

Current version for 1 July 2020 to date (accessed 7 September 2020 at 9:55)
Legislation on this site is usually updated within 3 working days after a change to the legislation.

Provisions in force

The provisions displayed in this version of the legislation have all commenced.

Notes—

- **Does not include amendments by**
Government Sector Finance Legislation (Repeal and Amendment) Act 2018 No 70, Sch 4.8 (not commenced)
- **Editorial note**
The Parliamentary Counsel's Office is progressively updating certain formatting styles in versions of NSW in force legislation published from 29 July 2019. For example, colons are being replaced by em-rules (em-dashes). Text of the legislation is not affected. This version has been updated.

Responsible Minister



Architects Regulation 2017

Schedule 2

NSW Architects Code of Professional Conduct

(Clause 11)

Introductory note—

The following Code of Professional Conduct provides architects and their clients with a statement of the standards required of architects when engaged to provide architectural services.

A failure to comply with the Code may constitute unsatisfactory professional conduct for the purposes of the Architects Act 2003 and may be grounds for disciplinary action under Part 4 of that Act.

Part 1 Preliminary

- 1 Name of Code
This Code is the *NSW Architects Code of Professional Conduct*.
- 2 Definitions

(a) In this Code—

Board means the NSW Architects Registration Board constituted under the Act.

client means a person who engages an architect (whether or not for payment) to provide architectural services.

document means any record of information, and includes—

- (a) anything on which there is writing, or
- (b) anything on which there are marks, figures, symbols or perforations having a meaning for persons qualified to interpret them, or
- (c) anything from which sounds, images or writings can be reproduced with or without the aid of anything else, or
- (d) a map, plan, drawing or photograph.

the Act means the *Architects Act 2003*.

the Regulation means the *Architects Regulation 2017*.

- (2) Expressions used in this Code that are defined in the Act have the meanings set out in the Act.

Part 2 General practice standards

- 3 Information and disclosures

- (1) An architect must provide information, or disclose a matter, to a client in writing.
- (2) Information may be given, or a disclosure made, to a client orally—

- (a) if it is reasonable in the circumstances for the information to be given or the disclosure to be made orally, and
- (b) providing the information or disclosure is not expressly required by a provision of this Code to be given or made in writing.

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Tips for the interview

Preparation is key

The architect registration boards have previously identified certain knowledge areas as presenting a high risk to consumers of architectural services nationally

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**



Tips for the interview

On the day of the interview

- Try not to be nervous – this is a rare opportunity to talk about the depth of your experience with other architects who are genuinely interested
- Keep referring to your projects in your answers to the assessors' questions
- Remember that the assessors are not trying to “catch you out” – they want you to do well at interview
- You are not expected to “know everything” – you should demonstrate that you also know where to look for information / find answers if you don't know
- Expect to be thrown a few hypothetical scenarios – for example, if you have predominantly worked on multi-storey commercial buildings, you might be asked about a project at a different scale such as a small public building or a house
- You should be able to demonstrate transferability of skills to other scales of practice



Tips for the interview

When will you receive the interview result?

What happens if you Fail?

- You should receive the result of your interview within 3 business days
- Do not ask your assessors for the result – they are not allowed to tell you on the spot
- If you are found not to have met the required standard, you will be provided with feedback that will assist you to improve and hopefully pass the interview next time
- You can apply to re-sit the APE Part 3 interview in the next session, if eligible
- You have up to 2 years to complete the Part 3 Interview from the date you were notified of your success in Part 2
- When applying to re-sit the APE Part 3 you must submit an updated Logbook, a revised Statement of Practical Experience and a new NSW Statutory Declaration attesting to the accuracy of the documentation submitted



MOCK INTERVIEW



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Questions?

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