APE Part 1: Eligibility Candidate Checklist

Candidates should carefully read this document as they are preparing their submission to ensure they have met all the requirements of APE Part 1 Eligibility.

It provides a checklist of documents to be submitted along with advice on completing the AACA Logbook and writing the Statement of Practical Experience.

Candidates should note that APE Part 3: Examination by Interview is informed by the Logbook and Statement of Experience submitted by the candidate in APE Part 1.

I am submitting the following documents for APE Part 1 <u>in the following order in one pdf document</u>:

☐ **Statutory Declaration signed off by the proper authority in your State/Territory** (downloadable here)

☐ **A fully completed and signed APE Parts 1 & 2 Application Form** (downloadable here)

Additional Information for Candidates
Ensure that the year of graduation is correct

☐ **A photograph on identification page of the Application Form**

☐ **A Statement of Practical Experience with summary CV**

Additional information for Candidates
The Statement of Practical Experience should:

- Be correctly formatted and adequately cross referenced to the Performance Criteria
- Clearly identify the level experience across each project
- Include sufficient project details to allow APE Part 3 Examiners to appreciate the scope of work, its cost, floor area and nature of construction
- Demonstrate an understanding of the Performance Criteria
- Demonstrate sufficient evidence to support the claimed experience in the Logbook
- Ensure that the title 'architect' is correctly used across the Statement and CV
- Ensure that the registration status of the supervising architect is correct

☐ **A completed AACA Logbook, which clearly shows Results Achieved** (downloadable here)

Additional Information for Candidates
Candidates need to ensure the following when completing the Logbook:

- Experience at Observer, Participant and Executive Levels is correctly logged (eg you must log the required hours against each level of experience outlined in the Procedures for Candidates)
- Experience is correctly logged against the Performance Criteria
- Experience not logged under the supervision of an architect is logged at Executive Level (ie you are the principal decision maker on a project)
- Experienced logged in the Logbook aligns with experience outlined in the Statement of Practical Experience.

☐ **Evidence of approved qualification/entry pathway** (with the correct verification)

☐ **Photocopies of Passport and Drivers Licence** (with the correct verification)

☐ **Two References from employers** (if **not** working under the supervision of an architect). At least one reference should come from a referee within the candidate's current place of work noting:

- o The projects where the referee worked with the applicant
- o Executive level role in the relevant projects

☐ **Request for Special Consideration in the National Examination Paper** (including current supporting documentation)

☐ **Application fee for APE Parts 1 & 2**

Candidates should be aware that their logbook may be audited for the purposes of checking the accuracy of the information submitted.