

Architectural
Practice Board of
South Australia

archboardsa.org.au

Briefing Session for

ARCHITECTURAL PRACTICE EXAMINATIONS

Master

August 2021

APE - Architectural Practice Examination

PEOPLE

Registrar	Sue Millbank registrar@archboardsa.org.au
Registrar's Assistant	Mim Pargeter admin@archboardsa.org.au
State Convenor	Paul Boyce
National Convenor	Keith Drew

APE – Architectural Practice Examination

ORGANISATIONS

APBSA	Architectural Practice Board of South Australia https://www.archboardsa.org.au/
AACA	Architects Accreditation Council of Australia https://www.aaca.org.au/
AIA	Australian Institute of Architects https://www.architecture.com.au/
ACA	Association of Consulting Architects https://aca.org.au/

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LEGISLATION

Architectural Practice Act 2009

<https://www.archboardsa.org.au/assets/Uploads/2012-01-01-Revised-Act.pdf>

Architectural Practice [General] Regulations 2010

[https://www.legislation.sa.gov.au/LZ/C/R/ARCHITECTURAL%20PRACTICE%20\(GENERAL\)%20REGULATIONS%20010/CURRENT/2010.221.AUTH.PDF](https://www.legislation.sa.gov.au/LZ/C/R/ARCHITECTURAL%20PRACTICE%20(GENERAL)%20REGULATIONS%20010/CURRENT/2010.221.AUTH.PDF)

The Architects' Code of Conduct

<https://www.archboardsa.org.au/assets/pdf-files/2020-05-05-Code-of-Conduct.pdf>

Continuing Professional Development

Amendments to the Architectural Practice Act 2009

<https://www.archboardsa.org.au/assets/pdf-files/Guidance-Note-04-Continuing-Architectural-Education.pdf>

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THE FIVE PATHWAYS TO REGISTRATION

1. Australian Accredited Architecture Qualification
2. Overseas Qualifications Assessment [OQA]
3. National Program of Assessment [NPrA]
4. Overseas Experienced Practitioner [OEP]
5. Local Experienced Practitioner [LEP]

Pathways 1, 2 and 3 require applicants to undertake and pass the Architectural Practice Examinations [APE].

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PROCESS

The APE is a national competency-based assessment comprising three parts:

Part 1: Completion of a Logbook and Statement of Practical Experience;

Part 2: The National Examination Paper; and

Part 3: Examination by Interview with experienced architect practitioners.

Candidates who have satisfactorily met the requirements of ***all three parts of the APE*** may apply for registration to the Architect Registration Board in any state or territory in Australia.

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GUIDE DOCUMENTS

AACA Architectural Practice Examination Procedure for Candidates

<https://www.aaca.org.au/wp-content/uploads/NSCA-Procedure-for-AACA-APE-Candidates.pdf>

AACA How to Logbook Guidance Booklet

<https://www.aaca.org.au/wp-content/uploads/How-to-Logbook.pdf>

AACA Architectural Practice Examination Logbook

<https://www.aaca.org.au/wp-content/uploads/AACA-Log-Book.xls>

AACA National Standards of Competency for Architects

<http://competencystandardforarchitects.aaca.org.au/about>

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NATIONAL STANDARD OF COMPETENCY FOR ARCHITECTS

The AACA National Standard of Competency for Architects (NSCA) sets out the benchmark against which an applicant for registration as an architect in Australia is measured.

The NSCA describes what is reasonably expected of a person who can demonstrate the standard of skill, care and diligence widely accepted in Australia as a competent professional architectural practitioner.

The NSCA has a total of 70 performance criteria which are assessed across programs on the path to registration as an architect. 64 performance criteria are tested in Part 3.

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PREPARATION

Group Study with peers.

Conversations with your Supervising Architect.

Attending study sessions like the Keith Neighbour Study Group [ACA].

Undertaking the AIA PAL's program.

Referring to AIA Acumen and other online resources.

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PART 1 – Application

The application form for Part 1 and 2 is downloaded from the APBSA website and includes a checklist.

The full package is to be submitted as a single PDF in same order and content as the checklist.

The Logbook should be the current version from the AACA website, Version 7 February 2018. Version 5 and 6 are still acceptable.

The Statutory Declaration has specific wording and is found on the APBSA website. This is a legal document with a high penalty for misleading statements.

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PART 1 – Experience

Your experience is to be gained under the supervision of an architect.

If your experience is not gained under the supervision of an architect, then all experience is required to be at executive level.

If your experience comprises a mix gained under the supervision of an architect and not, it will require review by the State Convenor and may need to be referred to the National Convenor.

Your experience must include work on a complex project.

If any of your experienced is gained not under the supervision of an architect, two written references are required.

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PART 1 – Logbook

The logbook requires a minimum of 3300 hours of logged experience in the 15 nominated Performance Criteria from the National Standard of Competency for Architects.

Each log sheet requires the supervising architect's name and registration number.

The logbook must cover only the last ten years and focus on the last two years.

Your hours must clarify work in and outside Australia. At least one year must be in Australia.

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PART 1 – Statement of Practical Experience

Used by the examiners to prepare for their interview.

Must cover only the last ten years and focus on the last two years.

Must demonstrate that the experience addresses the Performance Criteria from the National Standard of Competency for Architects.

Signed off sheets by supervising architects encouraged but not mandatory.

Requires supervising architects name and registration number.

No images are to be included.

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PART 1 – Review

Administrative review by Registrar and Registrar’s Assistant - queries may be raised from this process such as missing signatures, documents and other details.

Professional review by Convenor and 2 Examiners - to assess the candidates' applications meet the requirements for the Logbook and Statement of Practical Experience.

Intention is to close off any loose ends within a few days after the Examiner Briefing, and within two weeks of close of submissions..

You may be asked to resubmit your Application documents within a short specified time period (2-3 days) if problem/s are identified.

Applicants will be advised as soon as possible of pass or fail for Part 1 .

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PART 1 – Common Mistakes

Make sure your Part 1 documentation is in the correct order as stipulated on the application form.

Make sure your Part 1 identification and degrees are witnessed.

Make sure your application forms are complete and signed.

Make sure any hours recorded in your Log Book not under the supervision of an architect are recorded as Executive Hours.

Do not include any imagery in your Statement of Practical Experience.

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PART 2 - National Examination Paper

Due to COVID-19 it will take place nationally at 10.30am on 17 August 2021 using a 'proctored', on-line platform. You must ensure your computer/ laptop has video and audio capabilities and you must be in a private room setting (at home, work or elsewhere), with no one allowed to enter during the examination. If undertaking at work, please check their IT network security will allow access.

Your computer will be remotely monitored during the examination.

Online electronic 75-minute exam (includes time allowance for reading).

Scenario based with nine scenarios - each scenario requires five responses.

No reference material, additional screens or electronic devices allowed.

Sample paper available at the AACA website.

<https://www.aaca.org.au/wp-content/uploads/AACA-NEP-Sample-Scenario.pdf>.

Other sample papers in circulation may be incorrect or not be current .

Detailed results of Part 2 will be provided to you and to the examiners to facilitate their preparation for the interview in Part 3.

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PART 3 – Oral Examination

The application form for Part 3 is downloaded from the APBSA website.

Between forty five minutes and one hour long.

Conducted by two examiners who are registered architects with a minimum of five years of experience. There may be a third examiner sitting in for training or quality control.

A competency based assessment of your experience to confirm whether, on balance, you possess the technical knowledge and skills, and technical application of these skills in architectural practice, to be able to perform to the standard expected of an architect in Australia.

Examiners will use your logbook, statement of practical experience and results from Part 2.

The Date and time will provided on successful completion of Part 2.

Examiners will declare potential conflicts of interest, as should you on receipt of your letter of invitation, if required.

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PART 3 – Hints

Try not to be nervous. This is your opportunity to demonstrate your knowledge as well as talk about the depth of your experience with other architects who are generally interested.

Keep referring to your projects to illustrate responses you give to the Examiners questions.

Remember that the Examiners are not trying to “catch you out”. They want you to do well at the interview.

You are not expected to “know everything”. The examination is also about demonstrating that you know where to look for information/find answers if you don’t know.

Expect to be given 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 house to demonstrate transferability of skills to other scales of practice.

Make sure you are familiar with the Architectural Practice Act 2009 and the South Australian Code of Conduct

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KEY DATES – 2021 Session 2

Full APE Application

Part 1 and Part 2 application and submission of Logbooks, 25 May 2021 by 3.00 pm.

Part 2 National Examination Paper, 17 August 2021 at 10.30 am.

Part 3 application, 28 September 2021.

Part 3 Oral Examination, 5 October 2021 and 6 June 2021, if required.

Part 3 Resit Notification/Interstate Notification and Application

Notification of resitting Part 3, 10 August 2021 by 3.00pm by email to APBSA

Application for resitting Part 3, 17 August 2021 by 3.00 pm

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FAQ's

Part 1 results will be informed by mail and email generally within a week or two.

Part 2 results require a longer time because there is a national moderation process involving all APE Convenors.

Part 3 results will be notified by email and mail generally within a week.

Identification is required at each stage using your drivers license or passport.

Non-standard applications may need to be referred to the National Convener so please refer details of these to the APBSA prior to lodgement.

Should there be extenuating circumstances [sickness, recent death of a family member, etc.] at any time during the examination process please ensure that you advise APBSA staff before the respective session or submission date.

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COMPLAINTS

Complaints can be lodged, but it should be noted that a review of results for any Part of the APE will only occur if there is evidence of misapplication of AACA policies or procedures for the APE.

The Registrar is the designated officer to review complaints and aims to resolve these within 21 days of receipt.

Candidates are advised to read section 4.4 of the AACA Procedures for Candidates before lodging a complaint.

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ANY QUESTIONS?

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Thank you for your attendance.

May 2021