

## Locally Experienced Practitioners Program

### The Program

This program provides an alternative pathway to registration for graduates of Australian accredited architecture programs with relevant experience at executive level in complex projects.

Successful completion of this program allows applicants to bypass the Architectural Practice Examination (APE) and apply directly for registration as an architect with the Architectural Practice Board of South Australia (APBSA).

Applicants should submit their applications directly to the APBSA by email to [admin@archboardsa.org.au](mailto:admin@archboardsa.org.au).

### Program Requirements

Applicants must demonstrate application of the required Performance Criteria from the [National Standard of Competency for Architects](#) (NSCA).

Through a portfolio of complex projects, applicants will demonstrate appropriate experience and practice of architecture at executive level, as well as capacity to exercise professional skill as an architectural practitioner in Australia.

**Complex project** is typically a project of medium or large scale that requires the skill and knowledge to deliver the resolution and integration of complicated aspects including, but not limited to: siting, planning, structure, services, materials, composition and configuration. A complex project is demanding in its ordering and organisation of multiple occupancy and/or special purpose user requirements and requires the integration of cultural, social, environmental and technical issues.

Applicants submit a Professional Portfolio (limited to 4-6 projects) and a Curriculum Vitae. These documents become the **Assessable Items**.

Applicants also submit relevant academic documents and professional references. Preliminary assessment of applications is conducted via a desk-based Eligibility Verification, followed by a Panel Interview by architect assessors.

### Eligibility

- Minimum 5-year (or equivalent) professional qualification in architecture;
- 7 years' relevant professional post-graduate experience with a minimum of 3 years practising at executive level (principal decision maker). 12 months' relevant professional experience in Australia within the last 3 years.
- Be resident in Australia.

### Eligibility Definitions

#### Minimum 5-year (or equivalent) professional qualifications in architecture

Applicants must hold an approved Australian academic qualification in Architecture.

See [List of Accredited Programs](#).

#### Relevant professional experience

7 years' post-graduation experience, including 3 years providing architectural services on complex projects under the supervision of an architect or in a self-employed capacity operating at *executive* (principal decision maker) level.

#### Be resident in Australia

Supply proof of citizenship or permanent residency (copy of front page of Australian Passport, birth certificate or Passport and Visa); permanent or relevant temporary visa as issued by the Department of Immigration and Border Protection.

### The Assessment Process

Submission requirements:

Lodge submissions to [admin@archboardsa.org.au](mailto:admin@archboardsa.org.au).

- Application Form 15
- Academic Documents  
Certified transcript of completed accreditation Australian architectural qualification
- Proof of Residency  
PDF copy of either Proof of residency as issued by the Department of Immigration and Border Protection; or certified copy of Australian Passport at photo identification page
- Proof of Name Change  
Certified copy of document, if applicable.

All of the above are verified during the preliminary assessment. If the candidate has met all eligibility criteria an invitation to attend an interview is granted.

### Panel Interview

In an interview with two experienced Architect Assessors, the applicant's **Assessable Items** are discussed to determine the extent to which the required NSCA Performance Criteria are met and that the applicant is able to practise to the standard expected of a practising architect in Australia. The interview is held at the APBSA Offices.

## Assessable Items

- E. Current Curriculum Vitae  
Maximum 4 pages
- F. 2 References  
Maximum 2 pages each, from persons who can comment on the applicant's professional capacity to operate to the standard expected of an architect in Australia, one of whom must be an Architect registered in Australia. Contact details of referees must be supplied as they may be contacted for verification.
- G. Project Portfolio  
Maximum 2 pages per project. The portfolio is used to present extracts from the 4-6 complex projects of built work only to demonstrate the required Performance Criteria from the NSCA listed below.
- H. Project Summary  
For each project referenced in the portfolio, include a Project Summary with the following information:
- Project name and location;
  - Building type and cost;
  - Job title on project and description of applicant's role and responsibilities;
  - Project date of completion;
  - Project description (maximum 500 words) linking relevant aspects of the Applicant's responsibilities to the required Performance Criteria of the NSCA.

## National Standards of Competency for Architects (NSCA): Required Performance Criteria

1. Design: Project Briefing
  - 1.1 Preparation and endorsement of an agreement between Client and Architect. This agreement will clearly communicate terms, services to be provided and fees appropriate to the scale and type of project;
  - 1.2 Establishment, analysis and evaluation of client project requirements and objectives;
  - 1.3 Assessment of project budget and timeframe against project requirements and objectives;
  - 1.5 Knowledge of different procurement processes available and evaluation of the impact these have on the project.
2. Design: Pre-Design
  - 2.2 Application of principles controlling planning, development and design for the project site;
  - 2.3 Evaluation of factors influencing and impacting on project cost;
  - 2.5 Attainment of approval from client of project budget and timeframe.
3. Design: Conceptual Design
  - 3.4 Design response incorporates assessment of relevant legislation, codes and industry standards.
4. Design: Schematic Design
  - 4.8 Analysis of schematic design in regard to cost planning;
  - 4.9 Obtain approval for the design from client and/or relevant stakeholders.
5. Documentation: Detailed Design
  - 5.7 Resolution of project design to address budget and time constraints.
6. Documentation: Documentation
  - 6.3 Incorporation of the project requirements and objectives in accordance with Project Brief and approved Detailed Design.
7. Project Delivery: Procurement
  - 7.1 Identification of available procurement methods and assessment of relevance and application to the projects;
  - 7.2 Selection of procurement method incorporated assessment of the impact on all phases of project including design, documentation and project delivery;
  - 7.3 Selection of procurement method incorporates assessment of the impact on all phases of project including design, documentation and project delivery;
  - 7.4 Selection of procurement method incorporates assessment of the impact on selection, contracting and scope of work of consultants and specialist service providers;
  - 7.6 Knowledge and application of all administration and principles for the selected procurement method and associated contracts.
8. Project Delivery: Construction Stage
  - 8.1 Selection process for appropriately qualified contractors is in accordance with procurement method and project contract;
  - 8.3 Identification and application of the process and administration systems needed to fulfil all obligations under project contract;
  - 8.4 Construction progress and quality is systematically reviewed and monitored as required under the contract provisions;
  - 8.5 Identification and application of all relevant processes required for certification of monetary claims, project variations, extensions of time, project instructions or other administrative responsibilities under the contract provisions;
  - 8.7 Identification and application of appropriate and consistent systems for record keeping and maintenance of document revisions;
  - 8.8 Ensure that warranties, schedules, as built documentation, certificates, approvals and other project information are completed and handed to the client and relevant authorities as required under the contract.
9. Practice Management
  - 9.1 Knowledge and implementation of appropriate practice model to ensure efficient, effective and ethical professional service;
  - 9.6 Knowledge and application of professional ethics and ethical practices in respect to practice management and provision of professional service;
  - 9.7 Knowledge of legal and regulatory requirements and obligations in regard to architectural practice, practice management and registration as an architect.

## Outcome

**Successful Applicants** will be eligible to apply for registration as an architect by completing the prescribed application form of the APBSA and paying the prescribed application and registration fees.

**Unsuccessful Applicants** will be advised of the Performance Criteria which were identified as deficient. Unsuccessful applicants may be required to complete specific professional development courses or the Architectural Practice Examination (APE).

## Useful Links

[National Standard of Competency for Architects Industry Profile: The Profession of Architecture in Australia](#)

[The Regulation of the Architect Profession in Australia](#)

[APBSA Code of Conduct](#)

## Certification of Documents

An authorised person must certify all copies of documents submitted for this assessment. A certified copy is a copy of an original that is verified as a true copy by an authorised person.

For documents certified in South Australia, certifications may be undertaken by Justices of the Peace, legal practitioners or Police Officers.

To have copies certified, both the original and the copy of the document must be presented to the person certifying the documents. Each page of the document must clearly show:

- The words “certified true copy of the original”
- The signature of the certifying officer
- The name and address or provider/registration number (where appropriate) of the certifying officer legibly printed below the signature.

## Fees and Forms

- Use Form 15 – Application for Locally Experienced Practitioners (LEP) Program;
- Application Fee of \$850.00;
- Form 15.1 - Statutory Declaration signed by a Justice of the Peace, a Legal Practitioner or a Police Officer.

Send your application and supporting documents to [admin@archboardsa.org.au](mailto:admin@archboardsa.org.au)

## Architectural Practice Board of South Australia

The Architectural Practice Board of South Australia (APBSA) is the statutory authority established by the South Australian Government to administer the [Architectural Practice Act 2009](#) (the Act).

The use of the title “Architect” and its derivatives is strictly regulated. It is reserved by law in South Australia as well as other States and Territories in Australia and in many countries overseas that only people who are registered as architects may use the title “architect”, or description such as “architectural” which derive from it.

Section 28 of the Act sets out the general qualifications and requirements for registration in this State and the criteria for Admission to the register of Architects which it maintains.

Architects are bound by the APBSA Code of Conduct embodied in the Act.

The content contained in this Information Sheet is provided for information purposes only. It is based upon the best information available at the date of issue and is subject to change without notice.

The APBSA does not accept any liability to any person for the information or the use of this information. Any person requiring an interpretation of the meaning of the Architectural Practice Act or Regulations should seek their own advice from a legal practitioner.

## The Architects Accreditation Council of Australia

The Architects Accreditation Council of Australia (AACA) is a national organisation comprising representatives from all States and Territories Registration Boards.

The AACA promotes national standard for registration of architects throughout Australia and is responsible for the assessment of overseas qualifications in Architecture.

In pursuance of this function, AACA is the recognised authority in the assessment of qualifications; it is the conducting authority for the architectural practice examination; and it negotiates international agreements with similar authorities overseas.

Registration Boards conduct examinations in their jurisdictions but all decisions of content and policy rest with the AACA.

Acceptance of AACA standards by all Australian Boards facilitates the portability of registration of architects around Australia and with other countries where registration is a requirement.

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