

Use of this Form

This form is to be used by people who:

- hold a professional architectural qualification obtained overseas;
- have completed the Architects Accreditation Council of Australia's (AACA) Review of Academic Equivalence (RAE) or Review of Graduate Equivalence (RGE);
- have been advised by AACA that it is their opinion that the qualification is not equivalent to an accredited architectural qualification in Australia;
- have completed Form 10 – Equivalence of Qualifications; and
- would like the Architects Board of WA (Board) to undertake its own assessment process in order to determine equivalence of their qualification;

OR

- have completed the AACA National Program of Assessment (NPrA);
- been advised by AACA that they have not fulfilled the requirements of the NPrA;
- have completed Form 20 – Acceptance of Standard of Practice; and
- would like the Board to undertake its own assessment process in order to accept their standard of practice of architecture.

Equivalence of Qualifications

The Board's preferred method of establishing academic equivalence of qualifications obtained overseas is through the RAE or RGE processes which are conducted by the AACA.

When the advice of AACA, following the RAE or RGE process, is that an applicant's architectural qualifications are equivalent to an accredited architectural education course, the Board will regard the applicant's qualification as being equivalent, and there is no requirement to complete this form.

When the advice of AACA, following the RAE or RGE process, is that an applicant's architectural qualifications are not equivalent, the Architects Regulations 2005 allows for the Board to undertake its own assessment in order to determine the equivalence of the applicant's qualification.

Please note that the Board's assessment is unique to Western Australia and is not recognised nationally.

Acceptance of Standard of Practice

The Board's preferred method of establishing if an applicant who does not have a professional qualification has attained an acceptable standard in the practice of architecture is through the NPrA process which is conducted by AACA.

When the advice of AACA, following the NPrA process, is that an applicant has fulfilled the requirements of the NPrA, the Board will regard the applicant as having attained an acceptable standard in relation to the practice of architecture i.e. as having satisfied the requirements of regulation 12(a)(iii).

When the advice of AACA, following the NPrA process, is that an applicant has not fulfilled the requirements of the NPrA, the Architects Regulations 2005 allows for the Board to undertake its own assessment in order to accept a person's standard of practice of architecture.

Please note that the Board Assessment is unique to Western Australia and is not recognised nationally.

Board Assessment

The Board Assessment process is designed to assess the competency of applicants to the level of a graduate with an accredited qualification in architecture from an Australian school of architecture.

The process is intended for people who have completed the AACA's RAE, RGE or NPrA process and were unsuccessful.

The process is an interview based assessment, requiring the provision of a portfolio of architectural work. The portfolio should include work undertaken as an undergraduate, work performed in the practice of architecture since graduation, or a mix of both. The portfolio should include:

- sufficient samples of work as an undergraduate in order to demonstrate the applicant's proficiency in the course work undertaken throughout the degree; and/or
- sufficient samples of postgraduate work or work performed in the practice of architecture (hereafter referred to as "professional experience") to demonstrate the applicant's professional experience and development in the required competencies over a number of years.

Required Competencies

The Board's assessment will utilise the National Competency Standards in Architecture (NCSA) as the basis for its assessment. The NCSA can be downloaded from the AACA website www.aaca.org.au.

The applicable competency standards for the Board Assessment are:

- 1.1 To create an architectural design through the exercise of knowledge, imagination, judgement and professional responsibility (4 elements).
 - 1.2 To formulate an architectural design in response to a project brief, sufficient to obtain endorsement of overall objectives and design concept by a client and other interested parties (4 elements).
 - 1.3 To develop a detailed design which is consistent with the design concept (3 elements).
 - 1.4 To resolve a detailed design sufficient to obtain agreement and authorisation to proceed to documentation for its translation into built form (4 elements).
 - 1.5 To continuously comply with the project brief and meet contractual agreements of a design project (1 element).
- 3.1 To confirm objectives and conditions at inception of project (5 elements).

Applying for an Assessment

This application form is to be completed in full and all requested supporting documentation must be provided. Applications that are incomplete cannot be processed and will be returned to applicants.

Two copies of the complete application (i.e. this application form along with all of the documents listed on page 5) must be provided. Please retain a copy of your complete application for your own records. Copies submitted to the Board will not be returned to you.

The following documents are to be provided:

- Completed Form 10 – Equivalence of Qualifications, including a certified copy of AACA notification letter for the RAE or RGE, OR completed Form 20 – Acceptance of Standard of Practice, including a certified copy of AACA notification letter for the NPrA.
- Summary Matrix – a summary of your student and/or professional experience cross referenced to the relevant competency standard elements of the NCSA and to an employer reference (if applicable) as well as to the portfolio of work. Each element must be illustrated by at least 3 examples of undergraduate work or professional experience. The Summary Matrix must be completed in accordance with the template accompanying the application form. An electronic copy of the Summary Matrix can be downloaded from the Board's website www.architectsboard.org.au.
- References from employers (if applicable), validating your authorship/role in relevant professional experience examples. References are to be completed using the Board's employer reference template (page 6 of this form), and must be from employers who are architects. Please allocate a sequential employer reference number to each employer and record on the employer reference sheet.

- Portfolio of work – The portfolio can include work undertaken as an undergraduate, work performed in the practice of architecture since graduation, or a mix of both. The portfolio must be of sufficient quality to prove competence in each of the competency standard elements relevant to the Board Assessment. All material in the portfolio must be cited in, and cross referenced to, the summary matrix and employer references (if applicable).
You are encouraged to submit your own work only. If evidence provided represents the output of a team in which you were a member, your specific contribution to the collaborative work must be clearly identified and validated by the employer's reference.

The Interview

Upon receipt of an application for Board Assessment, an assessment panel of two will be convened by the Board. Each panel member will review your application and supporting documentation.

You will be required to attend an interview with the assessment panel which will last approximately 1 hour. You are not permitted to bring any documentation to the interview.

Following the interview, the Assessment Panel will provide to the Board a written report of the Panel's recommendation on the equivalence of qualifications or standard of practice. The Board will consider the panel's report, and will notify you of its decision, normally within six weeks of the interview.

Fees

Currently there is no fee for the Board Assessment of equivalence of overseas qualifications or acceptance of standard of practice.

Privacy laws and use of this information

Information requested by the Board is strictly confidential. Only that information which is available for publication in the register may be provided to other registration authorities and to the public.

Further Information

Please contact the Board if you require further information:

T. (08) 9287 9920
F. (08) 9287 9926
E. info@architectsboard.org.au
architectsboard.org.au

Personal Details

Family Name

Given Names

Preferred Name (Known as)

Position

Company

Country

Start date (mm/yyyy)

Finish Date (mm/yyyy)

Total Period of Employment (in months and years)

Professional Experience

Please provide details of your professional experience since graduation. List details in reverse chronologic order commencing with your most recent experience.

Please attach separate pages for additional professional experience details if required.

Position

Company

Country

Start date (mm/yyyy)

Finish Date (mm/yyyy)

Total Period of Employment (in months and years)

Position

Company

Country

Start date (mm/yyyy)

Finish Date (mm/yyyy)

Total Period of Employment (in months and years)

Position

Company

Country

Start date (mm/yyyy)

Finish Date (mm/yyyy)

Total Period of Employment (in months and years)

Position

Company

Country

Start date (mm/yyyy)

Finish Date (mm/yyyy)

Total Period of Employment (in months and years)



Employer References

If you are submitting work undertaken after graduation, a separate reference must be provided by each employer. Each employer is required to be an architect. If you are/were the principal of the firm, references from co-directors or senior associates will be accepted.

Employer references must be cross referenced to the summary matrix and to the portfolio of work.

Supporting Documentation Required

Please attach the following documents to this application form.

- Completed Form 10 – Equivalence of Qualifications OR Completed Form 20 – Acceptance of Standard of Practice
- Certified* copy of AACA notification letter for RAE or RGE OR Certified* copy of AACA notification letter for NPrA
- Summary Matrix
- References from employers (if applicable)
- Portfolio of work

* Documents can be certified by a Justice of the Peace, architect, doctor, lawyer, pharmacist, bank manager or equivalent.

Two copies of the complete application (i.e. this application form along with all of the documents listed above) must be provided in hard copy.

Please retain a copy of your complete application for your own records. Copies submitted to the Board will not be returned you.

Declaration by Applicant

I,

Full Name of Applicant

declare that this application and all supporting documentation are true and correct, and I know that it is an offence to make a declaration knowing that it is false or misleading in a material particular.

I authorise the Board to make any enquires necessary to assist in the assessment of my competencies and to use any information supplied in this application for that purpose.

Signature

Date



Employer Reference

Employer's Name

Employer's Reference Number

(sequential number allocated by the applicant)

Applicant's Name

I have seen all the drawings, documents and other evidence referenced in the summary matrix that have been submitted by the applicant listed above.

I confirm that the following pieces of evidence provided by the applicant are entirely the applicant's own work

Project Name	Portfolio Page Numbers
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1.

2.

3.

4.

Add more pages if required

I confirm that the following pieces of evidence provided by the applicant represents the output of a team in which the applicant was a member.

Project Name	Role of the Applicant in Project Team	Portfolio Page Numbers
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1.

2.

3.

4.

Add more pages if required

Signature:

Name:

Job Title:

Date:

Business Name:

Address

Telephone:

Email

