

Architectural Practice Examination

The Architectural Practice Examination (APE) is conducted in Western Australia by the Architects Board of WA (Board). It is conducted twice a year in April/May and August/October, and is the final qualification required for registration in all States and Territories of Australia.

The APE is conducted in three parts:

Part 1: Eligibility – Examination of Logbook and Statement of Practical Experience;

Part 2: National Examination Paper; and

Part 3: Examination by Interview.

Additional information about the APE can be downloaded from the Architects Accreditation Council of Australia (AACA) website under 'Publications' (www.aaca.org.au). Refer to:

- The National Standard of Competency for Architects (NCSA);
- APE Procedure for Candidates Booklet (NCSA PC); and
- Reference Guide for APE Candidates (NCSA REF/G).

Briefing Sessions

Briefing sessions to assist candidates prepare for the APE are conducted by the Board twice during the year. Please contact the Board for further information about the briefing sessions.

Hours of Experience

Candidates are required to record a minimum of 3300 hours of practical experience against 15 Prescribed Performance Criteria. There are three levels of experience as follows:

- Executive – experience gained as the principal decision-maker on a project;
- Participant – experience gained as a team member or operative working under the instruction or supervision of a responsible person; and
- Observer – experience gained by careful observation of procedures and practices carried out by others.

Logged experience may be:

- a) all at Executive level, OR
- b) a composite of Executive, Participant and Observer level experience as follows:

- at least 40 hours of architectural experience in each of the 15 Prescribed Performance Criteria.
- at least 40 hours of architectural experience at Executive level in each of at least five of the 15 Prescribed Performance Criteria; and
- a maximum of 160 hours of Observer level experience in each of Prescribed Performance Criteria 1.2, 7.1, 8.3, 8.4, 8.5 only.

All logged experience that has been gained in a self-employed capacity must be at Executive level.

It is a requirement of the APE that practical experience be logged in the AACA logbook. The logbook is available free of charge from both the AACA website and the Board's website www.architectsboard.org.au.

Statement of Practical Experience

The Statement of Practical Experience should present a summary of a candidate's practical experience in chronological order and be no longer than 2000 words or 3000 words if some experience is other than under the supervision of an architect.

The Statement should show the candidate's role and level of responsibility in a narrative form and include information about the nature of each project including employer's details, supervising architect's name and registration number, scope of work, costs, floor areas and nature of construction.

Do not include photographs.

The Statement of Practical Experience should focus on a candidate's experience gained in the two years immediately preceding the APE application. The Statement should be cross referenced to the 15 Prescribed Performance Criteria.

Preparing for Submission for APE Parts 1 & 2

Candidates must provide both hard copy and electronic submissions to the Board. Please submit the following documents in **the specified format and order**.

Hardcopy Submissions

Candidates must submit the following documents in hard copy:

1. Logbook Submission Checklist (on page 3 of these instructions);
2. APE Parts 1 & 2 Application Form (with photograph);
3. Statutory Declaration attesting to the accuracy of all documentation submitted. It needs to be signed and witnessed by an authorised person (e.g. justice of the peace, pharmacist, medical doctor, architect). A pro forma of the statutory declaration is included with these instructions; and
4. Certified copy of one of the following:
 - Architectural degree certificate (a full academic transcript is acceptable if it shows completion of the course); or
 - Board letter stating attainment of equivalence of qualifications; or
 - Board letter stating attainment of standard of practice; or

Electronic Submissions

In addition to the hard copy submissions, candidates must email the following two electronic files to info@architectsboard.org.au:

File 1

- to be named Surname, First Name APE Logbook File 1
- to contain only the Electronic Logbook (in Excel format)

File 2

- to be named Surname, First name APE Logbook File 2
- to contain the following documents (all in ONE pdf file) in the following order:
 - Statement of Experience
 - APE Eligibility Competency Summary
 - Executive/Participant/Observer Summary Sheets

Enrolment for APE

Enrolment dates for the APE are published on the Board's website. Please note that enrolment closes at 4pm, and no extensions will be granted. If you wish to submit your application in person, please contact the Board office to make an appointment.

Disclaimer

The content of this information sheet is provided for information only. It contains the best information available at the date of issue and is subject to change without notice. The Architects Board of WA does not accept any liability to any person for the information or the use of this information.

Logbook Submission Checklist

Name: _____

Hardcopy Submissions – to be posted or submitted personally (if the latter, please contact Board office to make appointment)

- Logbook Submission Checklist
 - this form completed
- Architectural Practice Examination Parts 1 & 2 Form
 - photograph attached
 - signed by you
- Statutory Declaration
 - signed by you
 - signed correctly by an authorised person
- Certified copy of one of the following:
 - Signed correctly by an authorised person
- Architectural degree certificate (a full academic transcript is acceptable if it shows completion of the course); or
- Board letter stating attainment of equivalence of qualifications; or
- Board letter stating attainment of standard of practice.

Electronic Submissions – to be emailed to info@architectsboard.org.au

- Electronic File 1
 - to be named Surname, First Name APE Logbook File 1
 - to contain only the Electronic Logbook (in Excel format)
 - insert your photograph into the ID Sheet of your Logbook
- Electronic File 2
 - to be named Surname, First name APE Logbook File 2
 - to contain the following documents (all in ONE pdf file) in the following order:
 - Statement of Experience
 - APE Eligibility Competency Summary
 - Executive/Participant/Observer Summary Sheets
- Payment to be remitted with application
 - \$363.25 (\$165 if re-sitting Part 2 within 2 years)

Personal Details

Family Name:		Attach Passport-sized Photo
Given Names:		
Address: Postcode:		
Email:	Tel (W):	
Mobile:	Tel (H):	
Date of Birth:	Country of Birth:	

Qualification (Please complete the following where applicable)

Qualification	Institution	Year
<input type="checkbox"/> M Arch <input type="checkbox"/> B Arch		
<input type="checkbox"/> Equivalence of Qualification	Board	
<input type="checkbox"/> Standard of Practice	Board	
<input type="checkbox"/> Review of Academic Equivalence	AACA	
<input type="checkbox"/> Review of Graduate Equivalence	AACA	
<input type="checkbox"/> National Program of Assessment	AACA	

Practice Experience

Pre Graduate: years months	Post Graduate: years months Post Grad. in Aust: years months
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Declarations

I hereby make application to take the Architectural Practice Examination Parts 1 and 2 to be conducted in Western Australia in _____ (month and year).

I seek admission pursuant to the provisions of the APE Procedure for Candidates Booklet publication, and submit the required documents as per the Board's Logbook Submission Instructions Checklist and enclose the examination fee of \$357.00 (GST free).

I previously applied for admission to the Architectural Practice Examination Parts 1 and 2 in _____ (State/Territory) in _____ (month/year).

I previously undertook the Architectural Practice Examination Part 2 in _____ (State/Territory) in _____ (month/year).

Signature of Applicant: _____ Date: _____

Date payment received: _____ Receipt Number: _____



Payment

Fees can be paid using one of the following methods:

Cheque

Send cheque or money order made payable to the Architects Board of WA.

Credit Card

Visa Mastercard

Card Number

Expiry Date

Name on Card

\$363.25
Amount Payable

Cardholder's Signature

Date

Cardholder's Daytime Phone Number

In Person

Cash, credit card and eftpos payments can be made at the Board's office between 9:00am and 4:30pm Monday to Friday.



OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

STATUTORY DECLARATION

I, _____

{name, address and occupation of person making declaration}

sincerely declare as follows:-

All entries in the accompanying Logbook and all statements made in my Statement of Practical Experience and APE Parts 1 & 2 Application form are true and correct.

I consent to the release of information sought by the Architects Board of WA and the Architects Accreditation Council of Australia in order to verify the information provided.

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the Oaths, *Affidavits and Statutory Declarations Act 2005*

at _____

{place}

{date}

in the presence of:-

{Signature of authorised witness}

{Name of authorised witness and qualification as such a witness}

By _____

{Signature of person making the declaration}



This declaration must be made before any of the following persons:

Academic {post-secondary Institution}

Accountant

Architect

Australian Consular Officer

Australian Diplomatic Officer

Bailiff

Bank Manager

Chartered Secretary

Chemist

Chiropractor

Company Auditor or Liquidator

Court Officer {Judge, Magistrate, Registrar or Clerk}

Defence Force Officer {Commissioned, Warrant or NCO (with 5 years continuous service)}

Dentist

Doctor

Electorate Officer {State – WA only}

Engineer

Industrial Organisation Secretary

Insurance Broker

Justice of the Peace {any State}

Lawyer

Local Government CEO or Deputy CEO

Local Government Councillor

Minister of Religion

Nurse

Optometrist

Patent Attorney

Physiotherapist

Podiatrist

Police Officer

Post Office Manager

Psychologist

Public Notary

Public Servant {State or Commonwealth}

Real Estate Agent

Settlement Agent

Sheriff or Deputy Sheriff

Surveyor

Teacher

Tribunal Officer

Veterinary Surgeon

Or, any person before whom, under the *Statutory Declarations Act 1959* of the Commonwealth, a Statutory Declaration may be made.

