

## 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 ([www.aaca.org.au](http://www.aaca.org.au)). Refer to:

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

## Briefing Sessions

Briefing sessions to assist candidates to 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 total, across the following 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](http://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 a hard copy and an electronic submission to the Board. Please submit the following documents in the specified format and order:

### Hardcopy Submission

Candidates must submit the following documents in hard copy:

1. Logbook Submission Checklist (on page 3 of this Information Sheet);
2. APE Parts 1 & 2 Application Form 12 (can be found under the “Forms” section on the home page of the Board’s website);
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 etc...). A pro forma of the Statutory Declaration is included on page 4 of this Information Sheet; and
4. A 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 an acceptable standard of practice.

### Electronic Submission

In addition to the hard copy submission, candidates must email the following two electronic files to [info@architectsboard.org.au](mailto:info@architectsboard.org.au):

#### File 1

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

#### File 2

- named “Surname, First Name, APE Logbook File 2”
- to contain the following documents (all in one pdf file) in the following order:
  - Statement of Practical 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 under the “Graduates” tab in the APE section. 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 Submission

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

- Logbook Submission Checklist (this Form)
- APE Parts 1 & 2 Application Form 12
  - 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);
    - Board letter stating attainment of equivalence of qualifications; or
    - Board letter stating attainment of an acceptable standard of practice.

### Electronic Submission

To be emailed to [info@architectsboard.org.au](mailto:info@architectsboard.org.au)

- Electronic File 1
  - named "Surname, First Name, APE Logbook File 1"
  - to contain only the Electronic Logbook (in Excel format)
  - photograph inserted into the ID Sheet of your Logbook
- Electronic File 2
  - named "Surname, First Name, APE Logbook File 2"
  - to contain the following documents (all in one pdf file) in the following order:
    - Statement of Practical Experience
    - APE Eligibility Competency Summary
    - Executive/Participant/Observer Summary Sheets
- Payment to be submitted with Application
  - \$465 (\$215 if re-sitting Part 2 within 2 years)

**WESTERN AUSTRALIA**

**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.