

Question Category	Question	Response	
AACA Logbook	What happens if you log more than 350 hours for a PC? Do I need to remove these hours or will the logbook just ignore them?	Performance criteria that exceed 350 hours are displayed and printed in red colour. The total number of hours calculated will be limited until all required achievements are met.	
Eligibility Requirements/Submission of documents	Am I required to submit both my Master and my Bachelor degrees? (Assuming not a 5 year BArch)	Only the accredited Master of Architecture qualification is required if the course was completed after 2008. If the qualification was completed earlier, the accredited Bachelors qualification is required.	
	My academic transcript has a "completion date" and a "conferral date" which is the relevant date for this answer.	You may enter either the "completion" date or the "conferral" date. If you enter the "completion" date then you must log a minimum 12 months of post-graduation experience after this date. If you enter the "conferral" date then you must log a minimum 10 months of post-graduation experience after this date.	
	The evidence of my degree is a locked pdf and cannot be combined with other documents. How would you like me to submit it?	You should be able to print your locked PDF to a new PDF and then combine with your other documents.	
Resitting the APE in 2025	I applied for the APE and was successful in Part 1. I want to apply for Part 2 in 2025, do I need to complete the logbook and apply for Part 1 again.	You will need to log your experience in the 2025 Online Logbook available from AACA's website at www.aaca.org.au and can then apply for APE Part 2 in NSW in Session 1 2025, making sure Documents 1 and 2 comply with the 2025 APE submission requirements and ensuring that your application for Part 2 is lodged within 2 years from the date of first notification of being unsuccessful in Part 2. NOTE that your new logbook submission will not be reassessed by the NSW ARB as you have already successfully completed Part 1. You should also read the 'Key Documents' including the 2021 NSCA mapping to the 2015 NSCA to assist you with logging your experience against the 2021 NSCA Performance Criteria.	
	I am aiming to sit for the next Part 3 Interview of the APE. Do I need to register from the APE website for Part 1 again to submit my updated logbook, CV, and SOPE? Additionally, do I need to pay for Part 1 & 2 fee in full (as there is no option for Part 1 only)?	You do not need to re-apply for Part 1 and Part 2, provided you are within the allowable time limits for completing Part 3. You must apply within 2 years from the date of first notification of being successful in Part 2. Candidates who are re-sitting APE Part 3 only will need to prepare Documents 1 & 2 in compliance with the 2025 requirements and apply for Part 3 via the NSW ARB website by going to the landing page drop down menu and selecting "Architectural Practice Examination". Applications for Part 3 will be open in Session 1, 2025 from Thursday, 8 May 2025 until 5pm on Thursday 22 May 2025 . Candidates will be able to upload their Documents 1 & 2 during the Part 3 application process.	
	I am applying for Part 3 only, do I submit my updated Part 1 document now or at the time the Part 3 applications are open?	You should submit your updated documents at the time you apply to re-sit the Part 3.	
Logging experience not under the supervision of an architect	I am not working in an architectural firm but am under the direct supervision of a registered architect. What is the requirement for the 2025 Logbook if there is no longer be Executive/Participant/Observer experience?	You are no longer required to log your practical experience at Observer, Participant, and Executive Level. If you are not working in an architectural firm you cannot claim to be working under the direct supervision of a registered architect. Where you have not been working under the supervision of an architect, your Statement of Practical Experience (SoPE) must articulate how your experience demonstrates your capacity to work at the skill level described as 'Application'. You should refer to the definition of 'Application in the 2021 NSCA Explanatory Notes and Definitions (page 10)	
	I have read through the APE candidate handbook regarding 'experience gained in allied fields' and would like clarity on what other fields are considered closely related, and that some of the experience gained in that field can be used towards the practical experience hours. For example, would a development management (not project management) role be considered an allied field, where you are employed by a developer and the role involves design development, engaging and liaising with consultants government authorities through all stages of a project, management of tender processes, appointment of builder and so on?	It is up to you to confirm whether the work experience you have gained in an allied field is appropriate / relevant to map against the mandatory performance criteria in the Logbook. The area of work (eg. development management versus project management) is less relevant than the type of work you are actually performing in your role. You should discuss your experience with your supervisor before recording practical experience in your online logbook.	
	Can I still log hours obtained while working for a non-architectural firm?	You may gain practical experience by working independently, working in an allied field or working as an employee not in an architectural firm under the supervision of an architect. This requires the level of skill described as 'application' in 2021 NSCA Explanatory Notes and Definitions (page 6-7). You should be able to articulate how your experience demonstrates the capacity to work to this level. (APE Candidate Handbook, pg 15)	
Logging Experience against the Performance Criteria NSW ARB cannot provide advice on how you should log your experience in the AACA online logbook as the context of each candidate's experience varies widely. Candidates are responsible for deciding how they will allocate their relevant experience against the required performance criteria. Candidates should speak with a supervising architect or an experienced colleague regarding any specific queries on how their experience relates to the required performance criteria. Candidates should review the online video resources and support materials on the AACA website https://aaca.org.au/architectural-practice-examination/	When logging my hours, can they overlap across a number of Performance Criteria? For example PC 58 is largely similar to 46 and 37. See excerpt attached. If I spend 8 hours completing documentation can I then log 8 hours for all 58, 46 and 37? 2.	You cannot 'double dip' and log the same hours of experience against multiple performance criteria. For example, you cannot log the same 8 hours for each of the PCs 58, 46 and 37. You will need to review the Performance Criteria and make an assessment on which of these PCs best fit the hours you intend to log. You should discuss your experience with your supervisor before recording practical experience in your online logbook.	
	When I log hours against a PC do I need to address ALL the parts of the PC at once or just part of it? Do my minimum 35 hours have to cover ALL parts of the PC?	It is up to you to confirm whether the work experience you have gained sufficiently addresses the scope of the PC against which you wish to log your experience. The NSW ARB acknowledges that some PCs are very broad and you may not be able to cover every single element of some PCs. Your SoPE must provide a detailed description of the level/type of practical experience gained in each of the APE Part 1 mandatory Performance Criteria and should demonstrate an understanding of the Performance Criteria. You should discuss your experience with your supervisor before recording practical experience in your online logbook.	
	Logging experience against PC 57 Since April and under the supervision of a registered NSW architect, I have observed the documents and processes required as part of an architect administered contract i.e. Variation requests, EOT claims and certification of progress claims and feel that I now am at a level where I would be able to apply the relevant processes as required by the PC, however, I myself did not administer any of these documents. I intend to list this experience as non-project hours rather than to a specific project, could you please confirm if in NSW, observation under supervision of a registered NSW architect will be considered acceptable for this experience?	Observer category is no longer recognised in the APE. The Handbook requires a minimum of 35 hours of experience against each of the 35 mandatory PC's. It is not permissible to log time spent observing someone else as experience towards your own minimum eligibility criteria. Candidates applying for the Architectural Practice Examination must log a minimum of 35 hours experience against Performance Criteria 57, which requires a candidate at the point of registration to: "Be able to apply relevant processes required for certification of monetary progress claims, project variations, extensions of time, project instructions, and requests for information, practical completion or other administrative functions explicit in the selected procurement method and associated construction contract." The NSW Architects Registration Board notes that PC 57 is intended to be broad to cover all methods of procurement and associated construction contracts and the many aspects related to administering a contract. Candidates with D&C experience can include experience that will involve them participating in projects that use a D&C contract for the Logbook and Statement of Practical Experience (SoPE).	
	If one of my PCs has only been met with Non-Project hours how do I show that in the PC Report as it is not connected to a project.	You must demonstrate a minimum of 35 hours of experience against each of the mandatory PCs. Non-project hours are in addition to this requirement.	
	If we have logged in hours for a specific PC for a project and we have already shown how we meet the PC in another project we have included in our SOPE, do we still have to write about how the PC has been met again in our SOPE?	The Project detail pages should include a detailed description of the level/type of practical experience you have gained in each of the APE Part 1 mandatory Performance Criteria and should demonstrate an understanding of the PCs. It should also provide sufficient evidence to support the claimed experience in the Logbook and satisfaction of the practical experience requirements. (APE Candidate Handbook, page 17)	
Logging Experience/Hours worked per week	The handbook noted that the logged hours are based on 38 hours per week, as per the Architects Award 2020. But my company requires that I work 40 hours a week (full time). How should I go about this?	You will need to follow the guidance in the APE Candidate Handbook (page 14)	
Eight weeks experience rule	According to the handbook, "periods less than the full time equivalent of eight weeks continuous duration should not be included. Check with your state or territory board for clarification about jurisdiction-specific time requirements". Could you please advise on the NSW board's requirements? I am concerned about whether working less than 50 hours per project will not be credited.	NSW ARB requires candidates to have a minimum of 8 weeks full-time with one employer for the logged experience to count (this can be across a number of projects so long as it is with the same employer). There is no minimum number of hours required per project.	
Logging Experience/Hours logged	If we have more than the required hours for our logbook, do we need to log all the hours for each and every project we have gained our experience in? Or is it ok to log in a select few. I started working in an architectural firm since 2017	You do not need to log all the hours of practical experience you have gained. You must demonstrate a minimum of 3300 hours logged experience across the 35 Mandatory Performance Criteria tested in APE Part 1. You cannot include experience that is more than 10 years old in your logbook.	

Logging experience in the Online Logbook	For logbook, I have stopped logging hours once I reached the required 3300 hours with all eligibility met (min. Hours per each PC etc). Is that ok, or should I keep logging in extra hours? I'm not sure if it's going to disadvantage me in the ways for Part 3 if I just have the minimum hours logged & stopped in October and have the most recent months blank?	You must demonstrate a minimum of 3300 hours logged experience across the 35 Mandatory Performance Criteria tested in APE Part 1. You should continue to log experience up to the date you submit your APE Part 1 application.	
	Can attending CPD courses be counted towards the 70 non-project hours eg time spent researching AIA Acumen Notes or attending the PALS course	Candidates can log up to 70 hours of 'Non Project Hours' for tasks that address relevant performance criteria. For example, this could include office management, office meetings (non-project related), office training / learning experiences and formal CPD for architects (APE Candidate Handbook, page 15) Candidates should think carefully about why they are recording Non-Project Hours	
	In the logbook, do all projects need to be 'closed' status regardless of the project completion status? or do I submit as 'open' if the job is still ongoing.	You will receive a reminder message if there are projects where your involvement has completed and the project should be closed. Whether or not the status of your projects is 'open' or 'closed', you should be able to export the data.	
	There is some information that's not applicable for the jobs I worked on. For example, 'area' and 'construction' are not applicable for train station upgrades, can I leave them as 'N/A' in my logbook and SoPE?	The project information including area, building type, construction and cost are now mandatory. This information is intended to assist your assessors to understand the nature of the project you were involved in. You will need to enter some information in this cell in the online logbook. For example, for train station upgrades, the location could be 'Various sites in NSW'	
	I work in a design and construct company and am wondering if any of those hours could count in the logbook	You can log your experience under allied industry so long as it meets the mandatory Performance Criteria. You can find more information on logging experience gained in allied fields in APE Candidate Handbook, page 15.	
	If our office was only involved in a project until DA and the client has not decided on a procurement model beyond DA what do I write under Procurement on the Project Detail Page.	Leave it blank as the information is not available/applicable at the time of logging the experience for submission purposes.	
Project selection for the SoPE	For the statement of practical experience, do we need to write about all the projects logged into our logbook? Or do we only selectively choose a few.	The SoPE should emphasise the work undertaken in the 2 years immediately preceding the APE application. (APE Candidate Handbook, pg 16). Not all projects included in the logbook need to be included in the SoPE. You should select the projects that best demonstrate your professional critical thinking abilities of reflection, discernment and judgement. You must include at least 2 projects in your SoPE.	
	If I have a project that was delivered in two discrete stages, but on the one site, do I log that as one or two projects?	It is up to you to determine how best to log your project experience.	
	If I log a project that is not under the supervision of an Australian architect, the handbook says I need to justify why I think it should be included. If I am not addressing that project in my SoPE, where should I do that?	NSW ARB considers this requirement only applies to those projects included in the SoPE.	
SoPE/Word Count	If all my projects are based in Australia, is the word limit for the SOPE 2000 words or 3000 words?	The expected word count for the Statement of Practical Experience is 2000-3000 words (APE Candidate Handbook, pg 17), for all candidates irrespective of the context in which they have gained the relevant work experience. The CV and APE Performance Criteria Report are excluded from the 2000-3000 word count.	
SoPE/Project Detail pages	On the project details pages, does Period indicate the project period in general or the ONLY the period I worked on the project	The period of the project refers to the time you were involved in the project. (APE Candidate Handbook, pg 17).	
	On the project detail pages, Country in the APE Candidate Handbook refers to Country as Indigenous Country. However, a SOPE from NSW ARB says Country (in which the project was located). Which one is right?	"Country" in the project details for your SoPE refers to Indigenous Country. "Country" on the logsheets refers to the location of the project ie Australia or Overseas.	
	What is the 'Logbook' Reference (referred to on pg 17 of Candidate Handbook)	The Logbook Reference is the relevant project pages in the Logbook.	
	Do I need to have addressed all 35 competencies somewhere in my SoPE Project Detail Pages?	Yes	
SoPE/PC Report	Do I need to list all the projects in my logbook/CV or only those discussed in my SoPE Project Detail Pages?	You may log more projects in your logbook than you choose to discuss in further detail in the SoPE. You can reference projects listed in the logbook or SoPE in your CV. The purpose of the CV is to provide your Part 3 assessors with an overall view of your experience. At a minimum, you must include in the CV personal information, qualifications, employment and list your supervising architects with their Australian architect registration board registration number (APE Candidate Handbook, pg 16).	
Verification of Signature	Do we need to provide verification signature to all pages of SoPE (For example, CV, APE Performance Criteria Report) or only to Project detail pages?	Only the Project Detail pages of the Statement of Practical Experience must include a verification statement, full name, State/Territory registration number and signature of a registered architect or supervisor/client/other professional (APE Candidate Handbook, pg 18).	
	Can my new supervising architect sign off on older project detail pages from a different firm with a different supervising architect?	The Project Detail pages of the SoPE must include the verification signature of the registered architect who supervised the projects in your SoPE. If you have worked for different employers and/or under different supervising architects, you may need to obtain multiple verification signatures.	
	Regarding the supervising architect, is it ok to nominate them if they are currently registered with another state i.e. Architectural Board of South Australia? or are we restricted to nominating NSW Registered Architects?	The supervising architect who signs off on your experience must be registered in the same state as the project experience you are claiming.	
	If we include a project in our logbook from a specific architecture firm, but don't include this project/firm in our statement of practical completion, are we still required to obtain their signature/verification?	It is only the Project Detail pages of the SoPE that require a verification signature.	
	Can you please confirm if the Statement of Practical Experience can be signed off by the relevant supervising architect digitally	Yes. The Project Detail pages must include a verification statement, full name, State/Territory registration number and signature of a registered architect, relevant supervisors, professionals or clients (APE Candidate Handbook, pg 18). The statement can be written/typed by the candidate for the supervising architect to sign.	
	Do I need every page of my Project Detail Pages for one project signed or does my supervisor signed once at the end on that project?	The supervisor should sign the verification statement at the end of each project.	
	If I have the same supervisor on all the projects in my SoPE do they sign each project or just at the end?	It is acceptable for the supervisor to sign the verification statement at the end of the SoPE noting that they have been the supervisor for all projects included in the SoPE.	
Supervising Architect/Referees	For an interstate project, as long as the office is complying with the Architects Act in the location of the site, does my direct supervisor have to be registered there.	The supervising architect who signs off on your experience must be registered in the same state as the project experience you are claiming.	
	If the architect supervising me was not registered in the location of the site can I log this project as not-supervised and provide the required references?	Yes	
	Is my application affected if my supervising architect has been a fully registered architect during the whole duration of my logged project, but first registered with the ACT board during a portion of the project and then with the NSW board during the last part of it	No. However, the architect who signs off on your project detail pages of your SoPE must be registered in the same state as the project experience you are claiming.	
	If the project is located overseas but I am working on it in Australia and am being supervised by an architect registered in Australia do I need references?	You do not need two references if you are working under the supervision of an architect registered in Australia.	
	If I log a project that is not under the supervision of an Australian architect, but I do not discuss it in my SoPE, do I need to provide references.	Yes. The APE Candidate Handbook, p19 refers to logging experience and helps to substantiate the experience claimed.	
	My supervising architect from a former practice is unable to assist me with signing off on my project details pages	Where a candidate submits a Statement of Practical Experience that includes a project for which they are unable to obtain the verification and signature of their supervisor/client/other professional, the name and contact details of the supervisor/client/other relevant professional must be provided, along with an explanation for why the verification could not be obtained'. (APE Candidate Handbook, page 18).	
	Are the two references additional to the supervisor's professional signature from the SoPE? Supervisor (non reg. architect) + 2 references ?	Yes if you are claiming experience in an allied industry/self-employed/overseas. (APE Candidate Handbook, page 19) .	

