



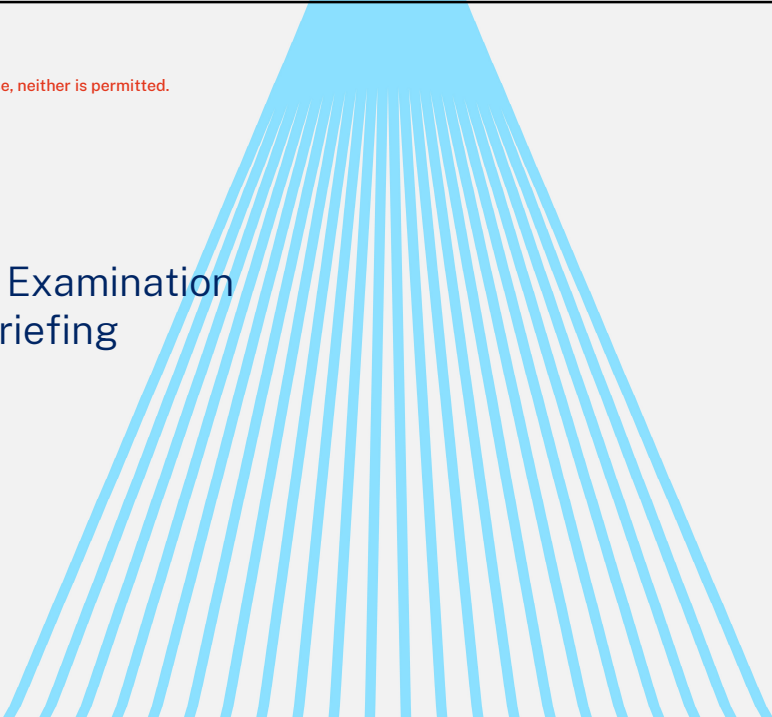
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Architectural Practice Examination Part 1 & 2 Candidate Briefing

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Current at 2 December 2025



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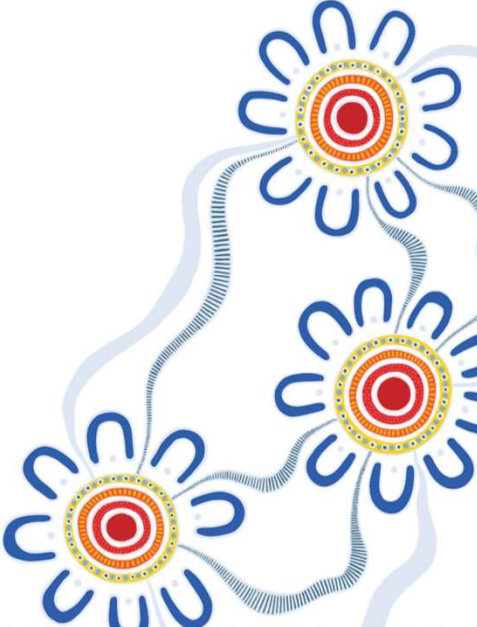
Acknowledgement of Country

The NSW Architects Registration Board acknowledges, respects and values Aboriginal peoples as the Traditional Custodians of the lands on which we live, walk and work. We pay our respects to Elders past, present and future. We recognise and remain committed to honouring Aboriginal and Torres Strait Islander peoples' unique cultural and spiritual relationships, and continuing connection to their lands, waters and seas. We acknowledge their history here on these lands and their rich contribution to our society.

We also acknowledge our Aboriginal employees who are an integral part of our diverse workforce, and recognise the knowledge embedded forever in Aboriginal and Torres Strait Islander custodianship of Country and cultures.

—

The 'Connecting Communities' artwork used here is by Alison Williams, proud Gumbaynggirr woman.



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Webinar Outline

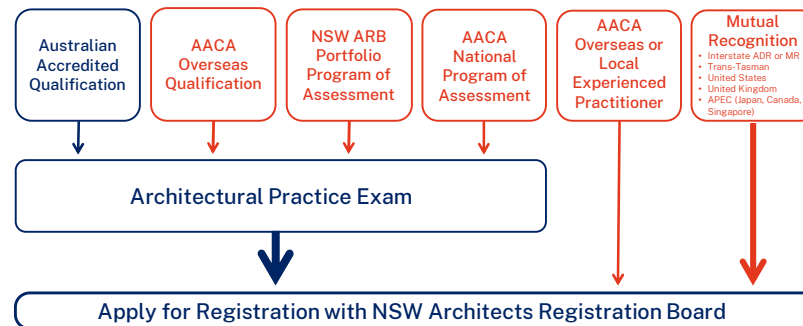
1. Overview of the different pathways to registration and how to best position yourself for success
2. Introduction to the Architectural Practice Examination
3. 2021 National Standard of Competency for Architects (2021 NSCA)
4. APE Part 1: Logbook and Statement of Practical Experience (SoPE)
5. APE Part 2: National Examination Paper (NEP)
6. Questions



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Pathways to registration

There is more than one pathway you can follow to become a registered architect



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How to position yourself for success on your pathway to registration

Familiarise yourself with the eligibility requirements for different registration pathways

- Be aware of the **eligibility requirements for registration**: e.g. APE candidates need a minimum 2 years practical experience and 3300 hours (**at least 1650 hours must be post-M.Arch graduation in Australia**)
- Identify the **pathway to registration** that is best for you based on your experience and other eligibility requirements
- Map current office projects (those that you and others are working on) against the **relevant Performance Criteria** and identify opportunities to be involved in crucial experiences
- Buy-in to high-level discussions in the office to **develop a greater awareness of the various professional, industrial and legal frameworks** you currently operate within
- Take every opportunity to 'value add' to your workplace and reap the benefits of extra experience and skills



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How to position yourself for success on your pathway to registration

Identify your weaknesses and actively seek to address these

Common areas of weakness:

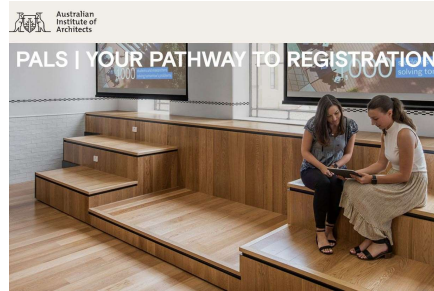
- **Evaluation and integration of regulatory requirements**
- Application of **principles controlling planning, development and design for the project site**
- **Building Codes and Standards**, particularly core National Construction Code (NCC) requirements and selection/specification of materials
- **Provision of cost information, implementation of cost controls and budget management**
- **Contract Administration**, particularly certification of monetary claims, variations, Practical Completion, extensions of time, defects and rectification of these during the construction period, and other administrative responsibilities under the contract
- **Procurement methods** – identification and assessment of relevance and application to the project
- Architects' **liability arising from secondary consultants**
- **Copyright**
- **Client Architect agreements and termination**



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How to position yourself for success

Courses to assist with preparation for APE Part 2 NEP and Part 3 Interview



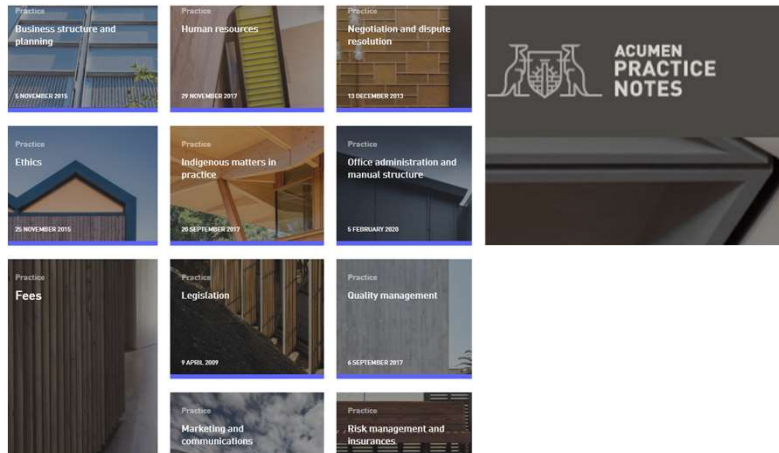
Practicing ARCHitecture Pty Ltd (PARC) is a small education provider specialising in professional development programs for Architects. The PARC Tutorials are a professional development program **specifically designed to prepare candidates for the APE**. They are available Australia-wide and run twice a year in Autumn and Winter to align with the 2 intakes of the APE.

Practice of Architecture Learning Series (PALS) is offered by the Australian Institute of Architects to help graduates prepare for the Architectural Practice Exam (APE) and provides critical tools to help architects succeed in practice. It offers online access to 21 modules, live case study sessions and access to Acumen practice notes.



How to position yourself for success

Surround yourself with the necessary resources – e.g. ACUMEN Practice Notes



How to position yourself for success

Participate in free webinars offered by the NSW ARB

- Your professional responsibilities as an architect in NSW
- Business requirements for NSW architects
- The Code and the consequences of non-compliance
- Maintaining skills and knowledge necessary for the architectural services you provide

Navigate to the “Maintaining registration” page on the NSW ARB website and scroll down to NSW ARB CPD webinars:

<https://www.architects.nsw.gov.au/maintaining-registration/continuing-professional-development-cpd>




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How to position yourself for success

Dedicate sufficient time for preparation and study

- **Apply for time off to study and prepare for interview/exam**
 - under the **Architects Award 2020 (MA00079) Section 13.6** you are entitled to paid leave of absence for up to 4 days for study and attendance at the APE.

 **Fair Work**
OMBUDSMAN

MA000079

Architects Award 2020

13.6 Student or graduate study leave

(a) A Graduate of Architecture must after due notification to the employer be **allowed leave of absence** with pay to attend courses, study for and attend the Architectural Practice Examination (APE) which comply with the Architects Registration Board's Requirements. The duration of which is not to exceed **4 days maximum time for study and attendance at written and/or interview based examinations for each APE examination period for which they present.**



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ARCHITECTURAL PRACTICE EXAMINATION



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APE 2026 dates

In three parts:

Part 1: AACA Logbook and Statement of Practical Experience (SoPE)

Part 2: National Examination Paper (NEP)

Part 3: Examination by Interview

Two sessions per year

Session 1

Applications for Parts 1 & 2 open 18 January – close midnight 1 February 2026

Part 2 National Examination Paper 14 April 2026

Applications for Part 3 open 8 May – close midnight 22 May 2026

Part 3 Examination by Interview June 2026

Session 2

Applications for Parts 1 & 2 open 28 June – close midnight 12 July 2026

Part 2 National Examination Paper 22 September 2026

Applications for Part 3 open 17 October – close midnight 31 October 2026

Part 3 Examination by Interview November 2026

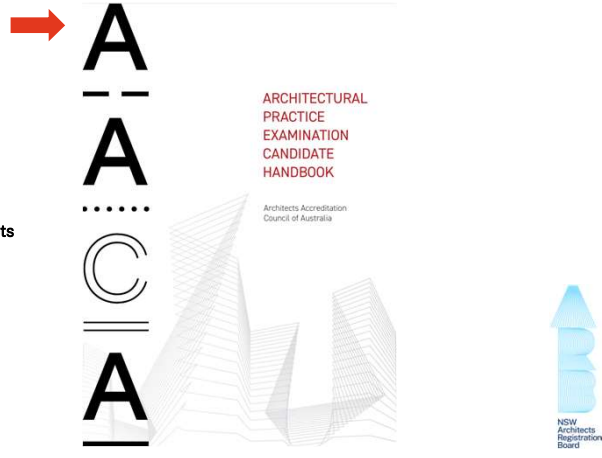


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APE key documents

There is a whole lot of AACA resource material to familiarise yourself with

- **Architectural Practice Examination Handbook**
- APE Support Material
- APE Checklist
- APE Performance Criteria Report
- NEP Remote Proctoring FAQs
- **2021 National Standard of Competency for Architects**
- **2021 NSCA Explanatory Notes**



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APE key documents

There is a whole lot of AACA resource material to familiarise yourself with

- **Architectural Practice Examination Handbook**
41 pages - This is the essential guide
 SECTION 1: Information for Candidates
 SECTION 2: Procedure for Candidates
 SECTION 3: Frequently asked questions
 APPENDICES:
 - APE Performance Criteria matrix showing which PCs apply to which part of APE
 - Sample NEP scenario
 - Online AACA Logbook user guide



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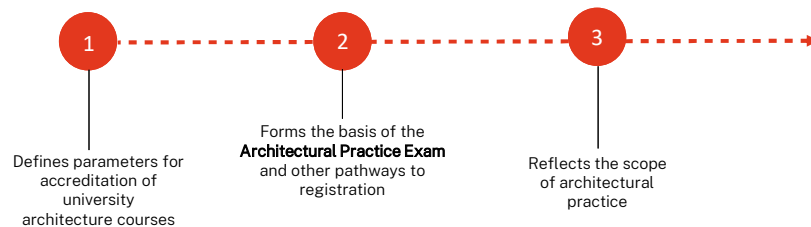
2021 NATIONAL STANDARD OF COMPETENCY FOR ARCHITECTS (2021 NSCA)



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2021 National Standard of Competency for Architects

Familiarise yourself with the 2021 NSCA



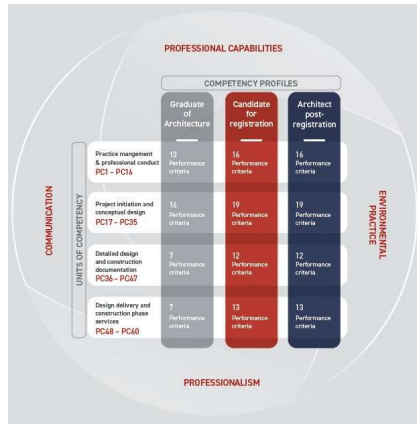
The standards are embedded in accreditation procedures for Australian architecture programs and inform higher education curricula to directly shape the architects of the future.

Various subsets of the Performance Criteria underpin all the AACA competency-based assessment pathways to registration – defining the skill set expected of a competent architect entering the profession.



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2021 NSCA – structure



PROFESSIONAL CAPABILITIES

Professional capabilities encompass the knowledge, skills and attributes that underpin professional regulation in architecture and practice as an architect in Australia.

The NSCA group has three core areas – Professionalism, Communication and Environmental Practice. These three capabilities are relevant to all modes of architectural practice and inform the ongoing professional education of architects. They provide the umbrella for the Units of Competency and are reflected across the Performance Criteria as a whole.

Professionalism

Professionalism encompasses the capacity to understand and meet the role and responsibilities of architects within evolving architectural, social, cultural, ethical, legal, technical and business contexts. This includes understanding community values and obligations around equity, diversity, accessibility and inclusion, embedding these within the provision of architectural services, and understanding how they impact Country, colleagues, clients, stakeholders and broader communities. It also encompasses the capability to maintain and develop professional competency over the course of a career in architecture.

Communication

Communication capabilities encompass the ability to clearly convey and explain the roles and responsibilities of an architect, to coherently and respectfully communicate with multiple stakeholders, and to articulate the value an architect contributes.

Environmental Practice

Environmental practice is a holistic approach to creating and caring for living environments. This includes the ability to understand, analyse and assess the impacts of design decisions and delivery processes on the natural and built environment, to care for Country and community, to minimise carbon impact, and to support the transition to a sustainable built environment.

COMPETENCY PROFILES

The NSCA maps the expectations of professional competency at three levels:

Graduate of architecture

The level of competency required at completion of an accredited program of education in a university or equivalent course of study.

Candidate for registration as an architect

The level of competency required at the point of registration as an architect, following a minimum of two years of supervised professional practice experience in architecture.

Architect post-registration

The advanced professional competency required to comply with regulatory obligations, including Codes of Conduct, and maintain professional competency and discipline knowledge practitioners with their practice.

Note: this does not describe specific activities within the provision of architecture.

UNITS OF COMPETENCY

Four Units of Competency outline the required knowledge and skills involved in the practice of architecture.

Practice Management and Professional Conduct

This unit of competency encompasses a holistic understanding of the integration of the provision, practice and business of architecture, with the objective of providing value through sustainable, timely and effective professional services in accordance with the ethical and legal obligations of an architect to clients, colleagues, employees and the broader community.

Project Initiation and Conceptual Design

This unit of competency encompasses the strategic, creative, innovative and culturally responsive processes of initiating a project and the early stages of design. This involves research, analysis and the exploration of approaches, design ideas and alternative solutions. It leads to design concepts that meet the client's brief, respect Country and uphold compliance with planning controls and construction codes.

Detailed Design and Construction Documentation

This unit of competency encompasses the process of developing a design through research, detailed assessment of options and the integration of technical solutions, value and project control processes to maintain or enhance the design intent. The final design proposal is cohesive, fully developed and compliant with relevant regulatory, and compliance with planning controls and construction codes.

Design Delivery and Construction Phase Services

This unit of competency encompasses the provision of services to support project delivery through construction. This may occur through a variety of building project management methods and construction contracts. The role of construction contract is to establish different expectations and obligations upon the architect and their team. Critical construction services, towards all contract types include the timely and cost-effective management of design delivery, review and inspection processes.



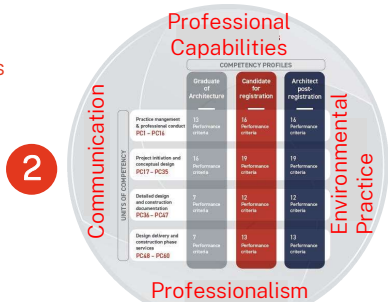
2021 NSCA – structure

3 Professional Capabilities

2 Communication

The ability to

- clearly convey and explain the roles and responsibilities of an architects
- coherently and respectfully communicate within workplace and project contexts, and
- articulate the value an architect contributes



1 Professionalism

The capacity to understand and enact the role and responsibilities of architects within evolving architectural, social, cultural, ethical, legal, technical and business contexts, including

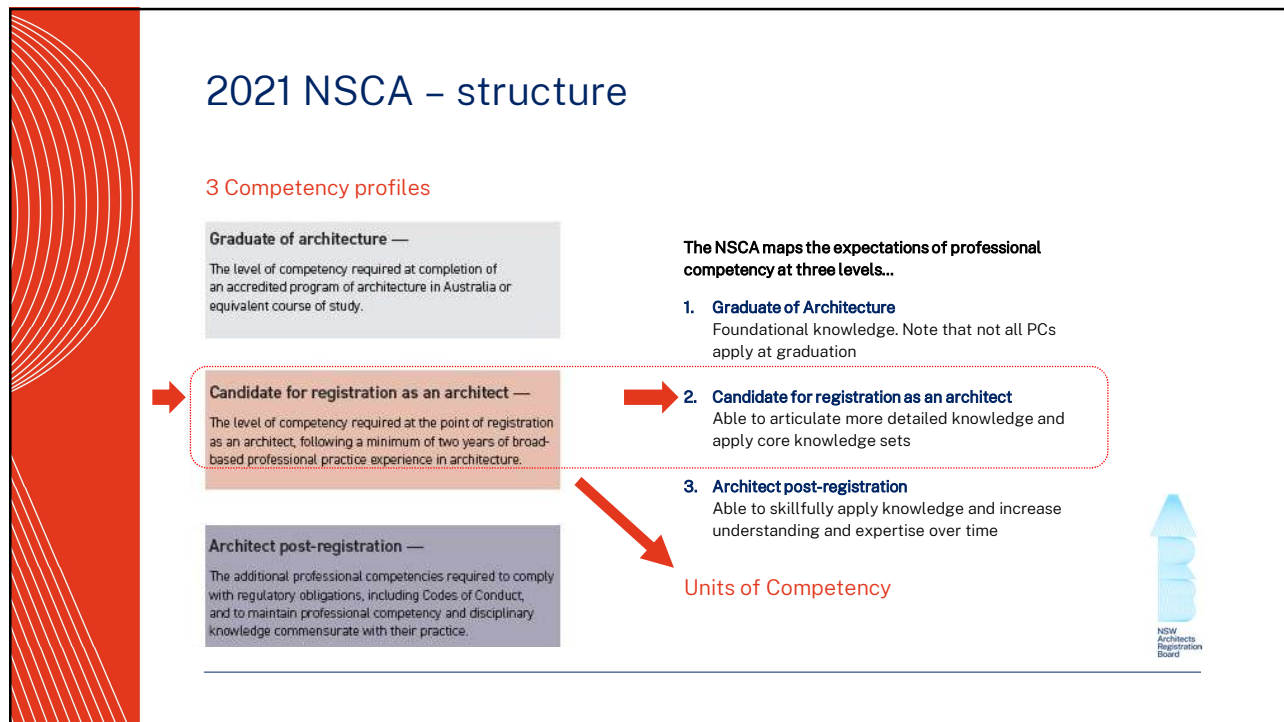
- understanding community values and obligations around equity, diversity, accessibility and inclusion
- embedding these within the provision of architectural services, and
- understanding how they impact Country, colleagues, clients, stakeholders and broader communities

3 Environmental practice

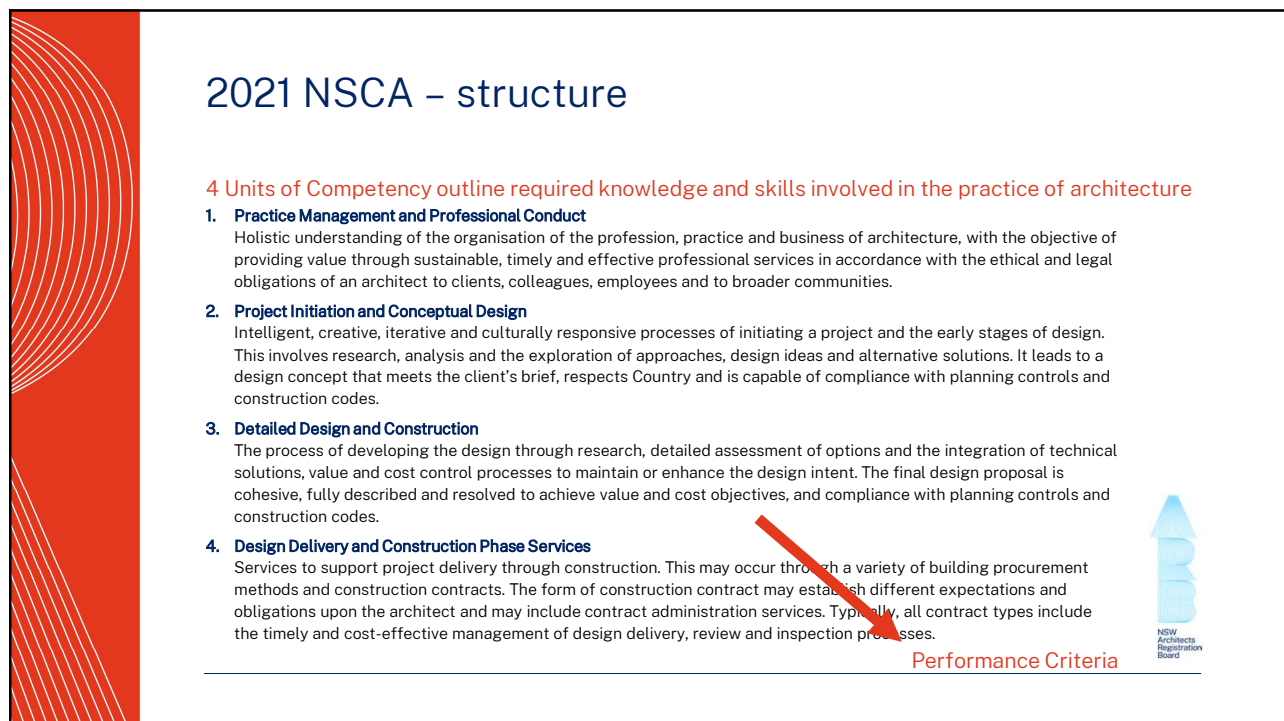
encompasses a holistic approach to creating and caring for living environments, including the ability to

- understand, analyse and assess the impacts of design decisions and delivery processes on the natural and built environment
- care for Country and community, and
- minimise carbon impact and support the transition to a carbon-neutral built environment





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2021 NSCA – structure

60 Performance Criteria describe discrete aspects of required knowledge and skills involved in architectural practice.

PCs are organised under the Units of Competency.

- 35 PCs are relevant to the APE Part 1
43 PCs are relevant to Part 2 / 48 PCs are relevant to Part 3
- All PCs apply from the point of registration onwards
- There is no prioritisation or weighting of PCs
- The order of PCs is not intended to suppose a particular mode of practice or project type
- The NSCA sets out minimum requirements for meeting the criteria at each Competency Profile
- Requirements are described through a set of active terms from foundational awareness, to understanding, to skilled application.



2021 NSCA

For the APE, candidates are required to log experience in 35 Mandatory Performance Criteria:

DETAILED DESIGN AND CONSTRUCTION DOCUMENTATION	PROJECT INITIATION AND CONCEPTUAL DESIGN	DETAILED DESIGN AND CONSTRUCTION DOCUMENTATION	DESIGN DELIVERY AND CONSTRUCTION PHASE SERVICES
1. Demonstrate understanding of the regulatory requirements and obligations pertaining to practice as an architect, including legislation, professional codes of conduct, and obligations for continuing professional development and professional indemnity insurance.	19. Be able to identify, analyse and evaluate client project requirements and objectives using qualitative and quantitative methods and, where required by the terms of engagement, to assist cost estimators in determining project feasibility/ability.	37. Be able to produce timely, accurate, complete and comprehensible documentation of the design so that it can be constructed.	48. Be able to select and implement project administration systems, based upon an assessment of the selected procurement method and its implications on project delivery.
2. Be able to identify practice resources and apply practice methods and quality assurance systems within an ethical practice management framework to comply with and facilitate efficient, consistent and timely delivery of architectural services.	20. Be able to assess project budget and timeframe against project requirements and objectives, relevant legislation, statutory planning requirements, building codes and standards.	38. Be able to work within budget and time constraints while maintaining the defined project objectives. This includes participating in value management processes where engaged to do so.	49. Be able to implement project team structures necessary to deliver a full suite of professional services or partial services appropriate to the selected procurement process.
3. Apply and follow processes for clear and consistent communication with clients and relevant stakeholders throughout the project, including obtaining approvals from clients and stakeholders.	21. Be able to apply project budgets, or work with quantity surveyor to establish project budgets, based upon understanding of cost planning, value management and factors influencing project cost relevant to the project type and scale.	39. Be able to integrate the material selection, structural and construction systems established in the conceptual design into the detailed design and documentation.	50. Be able to provide advice to clients and lead (or contribute to) the process of selecting a qualified contractor in accordance with the agreed procurement method and construction contract.
4. Be able to assess, recommend and/or select an appropriate procurement process, with consideration for its impact on all phases of a project – including design, documentation and project delivery – and provide advice to the client in terms of the level of ease of access for consultants.	22. Be able to prepare a return brief for approval by the client and relevant stakeholders in response to a client brief and any areas of deviation or non-compliance.	40. Be able to coordinate and integrate input from specialists and consultants into the detailed design and documentation.	51. Be able to apply the principles and mechanisms implicit in the selected procurement method and associated construction contract(s), based on an understanding of the implications of differing contractual relationships.
5. Provide independent, culturally responsive and objective advice in accordance with relevant building codes, standards, technical specifications and guidelines, and planning regulations, including climate change implications, across all aspects of architectural practice.	23. Be able to prepare and analyse project development options in response to a project brief – its objectives, budget, user intent and built purpose, risk and timeframe, including environmental sustainability considerations.	41. Be able to prepare planning applications that comply with planning regulations.	52. Be able to provide advice to clients on the impact of a selected procurement method on cost, time, life cycle implications and quality control during the construction phase.
6. Be able to identify and apply strategies, programming and processes for documentation through all project stages to facilitate project delivery, as appropriate to selected procurement processes.	24. Be able to investigate, coordinate and integrate sustainable environmental systems – including water, thermal, lighting and acoustics – in response to consultant's advice.	42. Maintain effective and clear communication in the coordination of relevant consultants, manufacturers and suppliers as required under the terms of engagement.	53. Be able to monitor construction progress and quality as required under the provisions of the construction contract, which may include site visits.
7. Be able to identify and apply construction services provisions and/or construction administration systems needed to fulfil all obligations appropriate to the procurement process in accordance with the terms of the agreement.	25. Be able to assess operational and embodied carbon implications of materials, components, construction systems and supply chains (including transport) to achieve net zero whole life carbon when developing design concepts. This includes integrating relevant consultant expertise and advising on the impact of these materials, components and systems on carbon outcomes.	43. Be able to nominate and integrate quality and performance standards with regard to selected materials, finishes, fittings, components and systems, considering the impact on Country and the environment, and the whole life carbon impact of the project. This includes integrating life cycle assessments and other expertise and advice from consultants.	54. Be able to apply appropriate and consistent systems for record keeping, document control and revision status during the construction phase.
8. Be able to apply risk management and mitigation strategies – including safety in design, project risk, requirement for evidence from the impacts of climate change and appropriate insurance – across architectural services.		44. Be able to produce project documentation that meets the requirements of the contract and procurement process and complies with regulatory controls, building standards and codes.	55. Be able to apply appropriate and consistent systems for identification of defects, rectifications and approval of substitutions.
		45. Be able to complete and communicate accurate, complete documents for relevant stakeholders, including drawings, models, specifications, schedules and construction documentation.	56. Be able to apply relevant processes required for certification of mandatory progress (clients, project variations, extensions of time, project instructions, and requests for information, practical completion or other administrative functions) implicit in the selected procurement method and associated construction contract.
			57. Complete documentation – including specifications, drawings, schedules, reports, certification and approvals – and other project information for issue to the client and relevant authorities, as required under the construction contract and relevant building and planning codes.
			58. Understand and mitigate risks associated with preparing and recording documentation.

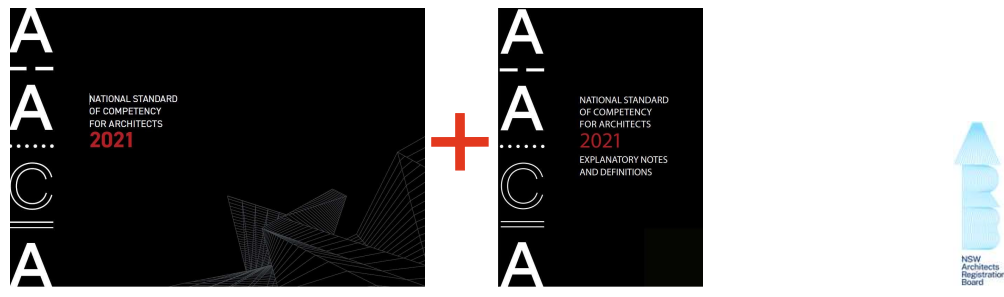
Refer to the useful **APE Performance Criteria Report**, which you must submit for Part 1



2021 NSCA

The 2021 NSCA Identifies the skills, knowledge and capabilities required for the general practice of architecture in Australia

- Sets out a clear roadmap for the development and assessment of competency at key milestones over the course of a career in architecture
- Is supplemented by the **Explanatory Notes and Definitions** that defines new terms, explains what certain new performance criteria mean in practice, and provides examples of how competency might be demonstrated at different stages in an architect's development



Consult the EXPLANATORY NOTES to better understand the 2021 NSCA

NEW AND EXPANDED AREAS OF KNOWLEDGE

This section supports the new areas of knowledge with the NSCA – understanding and respecting Country and expanded expectations in terms of sustainability, the cycle assessment and whole life carbon. It explains and defines terms and phrases that may be unfamiliar to some. Becoming familiar with these terms, and the concepts conveyed through them, is fundamental to developing competency in these areas.

UNDERSTANDING COUNTRY

Embedded within the practice of architecture, as defined by the NSCA, is the recognition of Aboriginal and Torres Strait Islander Peoples' ongoing connection and consistency of Country, and the ethical responsibilities to the physical environment. These responsibilities are fundamental to architecture practice in Australia.

Country is broadly understood as a holistic worldview that incorporates human, non-human and all the complex systems that connect them. Country relates to First Nations Peoples' cultural groups and the places to which they belong. It is understood in cultural, spiritual and tangible ways. An understanding of Country includes intangible ideas about place, law, lore, language, customs, spirit, cultural practices, identity and kin. It is very important to recognise that First Nations Peoples' understanding of Country differs between groups, individuals and contexts.

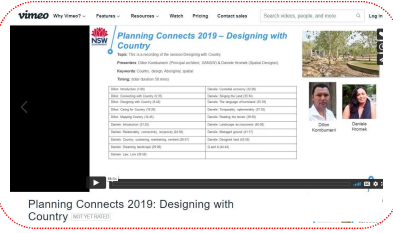
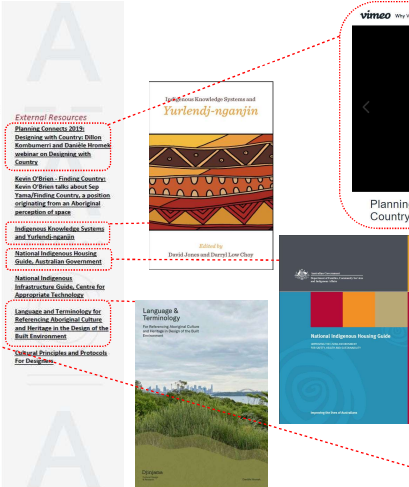
First Nations or First Nations Peoples refer to Aboriginal and Torres Strait Islander peoples. These terms recognise and respect the position of Aboriginal and Torres Strait Islander peoples as those who first inhabited and cared for the continent now called Australia. Aboriginal peoples are those whose ancestry originates from the continent. Torres Strait Islander peoples' ancestry originates from the Torres Strait Islands. Indigenous peoples is a term used to include both Aboriginal and Torres Strait Islander peoples, while also associating with Indigenous peoples globally. Each individual, community and group will have different preferences regarding how they are identified. It is good practice to ask their preference and to respect this by using their preferred terms.

Caring for Country is a term used to describe the land management practices and programs that First Nations Peoples undertake, and the care they play in enabling continuing culture. To care for Country is to recognise that the different ecosystems across the continent require different practices to enable sustainable living.

First Nations Peoples' aspirations to care for Country respond to the knowledge and responsibility entrusted to them, providing a deep sense of belonging, purpose and identity.

Respects Country is a design position. It requires an ethical approach to design and respect for Country and the environment.

Implications for Country refer to ethical and considered behaviour towards Country and those who are part of Country, including human and non-human. The practice of this will involve different things on different projects, depending on the capacity within the project and project team to engage with First Nations Peoples and the wider world. Important considerations involve the protection of sensitive cultural materials. The next step is to do no further harm to culture and the environment. At its best, working with 'Implications for Country' is about celebrating Country through the project. In a rural or outdoor setting, this could mean enabling cultural practices associated with site in an urban context, it might involve engaging with deeper memories and narratives of place.



- Resources include links to:
- Videos and webinars
 - Books
 - Guides, principles and protocols
 - Dictionaries and reference books

Definitions

2021 NSCA Explanatory Notes and Definitions

PC 8

On graduation from an architecture program	At the point of registration	Post registration
Understand how to implement culturally responsive and meaningful architectural decisions that respect the importance of Country and reciprocal relationships with Aboriginal and Torres Strait Islander People across architectural services.	Be able to implement culturally responsive and meaningful engagement processes that respect the importance of Country and reciprocal relationships with Aboriginal and Torres Strait Islander People across architectural services.	

External Resources
 Indigenous Cultural Rights and Engagement Principles, National Museum of Australia (www.nma.gov.au)
 Aboriginal Cultural Values: An Approach for Engagement with Country, Creative Research (idmna.com)
 Practising Aboriginal Methods: Technical Practices Traditionally Used by Architects, Newcastle U.S. (newcastleu.org.au)

Explanatory Note
 Meaningful engagement processes require the understanding that there is no universal way to engage with all people or organisations. The project-specific engagement process should be designed in partnership with the community and respect the nuances of that particular community. For First Nations communities, this entails recognising how each group is diverse and different – including within groups – and therefore requires tailored engagement methods. Important to this process is the identification of appropriate Knowledge Holders and request for what they can share. Meaningful engagement means being open to the local context and people, including those who can speak for Country – for example, Traditional Custodians and Knowledge Holders – as well as those who do not, and First Nations organisations that may have care for Country responsibilities.

Meaningful engagement means working with communities in culturally safe ways rather than making unilateral decisions or taking actions on their behalf. It requires developing genuine and reciprocal relationships that extend beyond the project life. It might include a written or verbal agreement with Traditional Custodians and other stakeholders about the project, its processes and proposed outcomes. Meaningful engagement starts by asking each group or individual how they would like to be engaged and embedding that in an engagement plan. It means that the design of the plan of engagement is as considered as the design of the building and place-making. The engagement plan should include an undertaking that the process is community driven. It may use processes of teaching by culture transmitters or relational guides.

Examples
 At graduation, this may be demonstrated by engaging with First Nations custodians, elders, artists, individuals, and other references in the country, both of knowledge that give foundations for improving a graduate's lens on the world and understanding of their own practices. Engagement with these resources should include gaining an expanded understanding of social, cultural, historical contexts and racism. It may also be shown by writing a culturally responsive engagement plan for a project or client.

An engagement and plan requirement, this could be demonstrated through the development and implementation of an engagement plan. An example could include a methodology or framework that incorporates a series of identifying Traditional Custodians and other stakeholders, and an appreciation of how they prefer to be engaged. The engagement plan should contain a project definition, an understanding of what the project is and why it is happening, and be inclusive, both of knowledge holders into the space for Country, those who use them, and those who have care for Country responsibilities. The engagement plan should be updated to the stages of the project, including timelines and to address the Traditional Custodians that are relevant – for example, the values of Country and/or community, or defining the scope and briefing information.

Explanatory notes have been updated to address **ALL** Performance Criteria,

References and links to external resources

Explanatory notes provide a narrative expansion on the intent of the specific Performance Criterion, PC 8

Links to definitions of key terms are included within narrative

Examples are provided of how an architect might demonstrate competency for this PC.

For PC 8 the architect should have at least an awareness and understanding of the role of an **engagement plan**.

More experienced architects will have the ability to develop and implement an **engagement plan** that includes a means of working with a First Nations community or individual to understand their worldview and perspectives, and provides a methodology for resultant knowledge to be co-designed and/or embedded into a conceptual design



APE PART 1: LOGBOOK AND STATEMENT OF PRACTICAL EXPERIENCE (SoPE)



APE PART 1: Logbook and SoPE

What is the purpose of the APE Part 1 submission?

Part 1 is an assessment of your eligibility for the Architectural Practice Examination.

To be eligible to proceed to the Part 2 National Examination Paper:

- **A minimum of 3300 hours of experience must be logged against the 35 mandatory Performance Criteria**
- Experience must be gained over a **minimum of 2 years** – the maximum hours you may log per week may not exceed 38 hours
- **A minimum of 1650 hours of logged experience must be in Australia and post-graduation**
- Practical experience may include overseas experience undertaken before or after graduation, however, you may only log a maximum of 1650 hours pre- and post-graduate overseas experience
- **A minimum of 35 hours experience is required for each of the 35 mandatory performance criteria** – the number of hours in any one of the mandatory performance criteria is capped at maximum 350 hours
- A maximum of 70 hours non project work may be logged against the mandatory performance criteria

Note that experience gained when working independently or not under the supervision of an architect must be at an advanced level of competency, in line with the 'Application' level of skill defined in the 2021 NSCA Explanatory Notes and Definitions.



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APE PART 1: Logbook and SoPE

Work experience that is not under the supervision of an architect

Where you have **NOT** been working under the supervision of an architect, **your SoPE must articulate how your experience demonstrates your capacity to work at the skill level described as 'Application'**. Refer to the definition of 'Application' in the **2021 NSCA Explanatory Notes and Definitions** (page 10):

3. APPLICATION	
Be able to apply	To be able to interpret, use, demonstrate, implement and execute. Demonstration of application can be achieved through using acquired knowledge, facts, techniques and rules in a different way to problem solve.
Be able to develop	To bring to fruition (a new design, methodology or process), typically after the implementation of alterations to the original concept following testing or consultation. To formulate or create by successive stages of improvement or advancement. To explain in detail, elaborate on (an idea, theory, etc.).
Be able to undertake	To have the capacity to do or begin to do something (create a conceptual design, prepare a document, to deliver a presentation, etc.).



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APE PART 1: Logbook and SoPE

Key requirements

- Practical experience must be logged in the **online AACA Logbook**.
- Experience must be logged against **35 mandatory Performance Criteria from the 2021 NSCA**
- Practical Experience is no longer logged at Executive, Participant and Observer Level
- The **Statement of Practical Experience must be verified by a registered architect** (or other appropriate professional)
- You must complete and **submit the APE Performance Criteria Report**
- You must **review the AACA Support Material**



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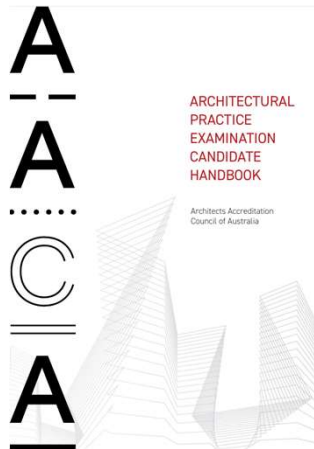
APE PART 1: Logbook and SoPE

AACA resources to assist preparation for Part 1

- **Architectural Practice Examination Handbook – APPENDIX 3: ONLINE AACA LOGBOOK USER GUIDE**

Provides high level user information, including

- How to create an account and update your profile
- How to log project hours and non-project hours
- Dashboard and summary page to track your progress
- How to export your logbook when complete for Part 1 Eligibility Submission



- APE Support Material
- APE Checklist
- APE Performance Criteria Report
- NEP Remote Proctoring FAQs



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APE PART 1: Logbook and SoPE

ACA resources to assist preparation for Part 1

- Architectural Practice Examination Handbook –
- APE Support Material
- **APE Checklist**
1- page checklist to ensure you submit all the documents required for Part 1
- APE Performance Criteria Report
- NEP Remote Proctoring FAQs



ARCHITECTURAL PRACTICE EXAMINATION CHECKLIST	
APE applicants should use the checklist below to make sure they have met all APE Part 1 eligibility requirements and are submitting the required documents:	
<input type="checkbox"/>	Completed application form
<input type="checkbox"/>	Current Statutory Declaration (relevant to your State) attesting to the accuracy of all the documents submitted
<input type="checkbox"/>	Completed Logbook (via the online AACA Logbook Portal)
<input type="checkbox"/>	Completed Statement of Practical Experience (SoPE): <ul style="list-style-type: none"> - A one-page summary Curriculum Vitae (CV) - Project detail pages - APE Performance Criteria Report - References if required
<input type="checkbox"/>	Evidence of approved qualification/entry pathway
<input type="checkbox"/>	Other jurisdictional documents



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APE PART 1: Logbook and SoPE

ACA resources to assist preparation for Part 1

- Architectural Practice Examination Handbook
- APE Support Material
- APE Checklist

Candidate Name **Kirsten Orr**

Project Name **1 Clare House** Project Location (Australia/Overseas) **Leichhardt, NSW**

- **APE Performance Criteria Report**
7-page table that is part of your Part 1 submission. You are required to use this table to identify where in your SoPE you have addressed the mandatory performance criteria.
- First page allocates a number to each of your projects.
- The following pages allow you to tick-a-box where projects address particular performance criteria.



ARCHITECTURAL PRACTICE EXAMINATION Part 1 NSCA Performance Criteria Report									
CANDIDATES MUST identify where in their Statement of Practical Experience (SoPE) they have addressed the Part 1 mandatory performance criteria.									
All Performance Criteria (PC) are to be met at the Competency Profile 'At the point of registration'. Each Performance Criteria must be met by a candidate within an ethical practice management framework to comply with the NSCA's Performance Criteria are organised into 4 Units of Competency. Full details of the NSCA can be found here .									
All PC's should be addressed within a maximum of 10 projects.									
Candidate Name	Project Name	Project Location (Australia/Overseas)	Performance Criteria						
Kirsten Orr	1 Clare House	Leichhardt, NSW	1	2	3	4	5	6	7
DETAILED DESIGN AND CONSTRUCTION DOCUMENTATION									
1	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	1		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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APE PART 1: Logbook and SoPE

Submission requirements

NSW candidates applying for the APE must ensure that the documents submitted with their application follow the format and order specified in this 2-page document.

Download from the NSW ARB website here:

<https://www.architects.nsw.gov.au/becoming-registered/architectural-practice-examination-ape>



APE PART 1: Logbook and SoPE

Submission requirements

- Completed **application form**
- **AACA Logbook** (exported from the online AACA Logbook portal)
*You are **not** required to log hours for a "Complex Project." However, be aware that you will be examined in the context of a "Complex Project" in Parts 2 & 3 of the APE.
 Your Logbook, Summary CV and Statement of Practical Experience will inform the Part 3 Interview.*
- **Statement of Practical Experience** including
 - A one-page summary CV
 - Project detail pages
 - APE Performance Criteria Report (download template from AACA website)
- **NSW Statutory Declaration** attesting to the accuracy of all the documentation submitted
- **Evidence of approved qualification / other entry pathway**
You must have an accredited qualification from Australia, NZ, Hong Kong or Singapore – see AACA website for list of recognised qualifications – or have successfully completed the AACA Overseas Qualification Assessment, AACA National Program of Assessment, or NSW ARB Portfolio Program of Assessment.



APE PART 1: Logbook and SoPE

Submission requirements – verification signature(s) and references

Verification signature(s)

- Your 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.
- Each signature must be preceded by the sentence, **"I confirm the candidate's description of the project and the candidate's involvement"**.

No supervising architect? Provide supervisor's signature, name, relevant professional credentials and contact details, together with the verification sentence, **"I confirm..."**

No supervisor whatsoever? Provide relevant professional's signature, name, credentials and contact details **and** the client's signature, name and contact details, together with the verification sentence, **"I confirm..."**

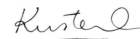
References for any experience not under the supervision of an Australian architect

- References are required for logged experience that was not as an employee of an architectural firm under the supervision of an architect.
- For this type of experience, you must submit references from 2 employers or, if self-employed, from 2 professionals within the construction industry such as consultants you have worked with closely, or from 2 clients.

At least one reference should come from a referee in your current workplace and note:

- The projects where the referee worked with you, and
- Your 'Applied' level role in the relevant projects

I confirm the candidate's description of the project and the candidate's involvement.



Kirsten Orr
NSW Architect Registration Number 6236

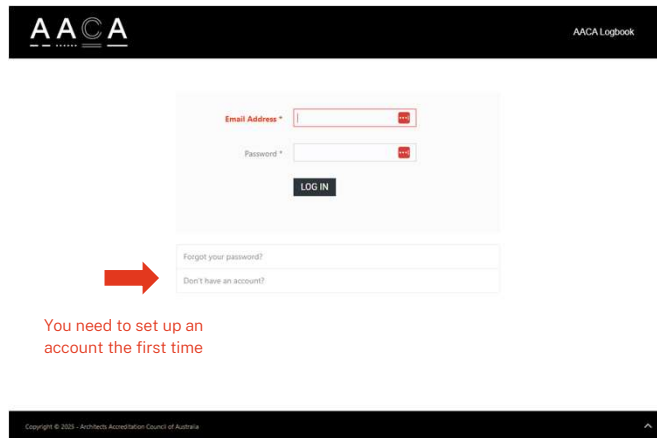
** Verification of signatures will be rigorously applied by NSW ARB for your most recent 2 years of experience.*



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APE PART 1: AACA Logbook

Online logbook – <https://logbook.aaca.org.au/login>



AACA AACA Logbook

Email Address *

Password *

LOG IN

Forgot your password?

Don't have an account?

You need to set up an account the first time

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User Registration

* Required field


Name *

Email Address *

Confirm Email Address *

Password *

Confirm Password *

Capcha * I'm not a robot 

REGISTER **CANCEL**

My Profile

Address1 *

Address2

Suburb *

State/Territory *

Postcode *

Mobile



Graduation Date 

Photo No file chosen

SUBMIT **CANCEL**

- Ensure the date you enter is accurate and matches your testamur / degree certificate
- The date must be at least 10-months before your APE Part 1 application (referred to as the "conferral date" or "graduation date")



1. Initial registration sets up your online logbook account 2. Ensure accurate information (matching your ID) is entered in **My Profile** as this will be used by the NSW ARB

Online logbook – <https://logbook.aaca.org.au/>

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ACA Logbook - Dashboard

Welcome! Please complete your User profile - address, phone, photo and graduation date.

ADD PROFILE

My Projects

You don't seem to have any projects as yet.

0 hours **ADD MY FIRST PROJECT**

My Non Project Hours

Other activities linked to performance criteria.

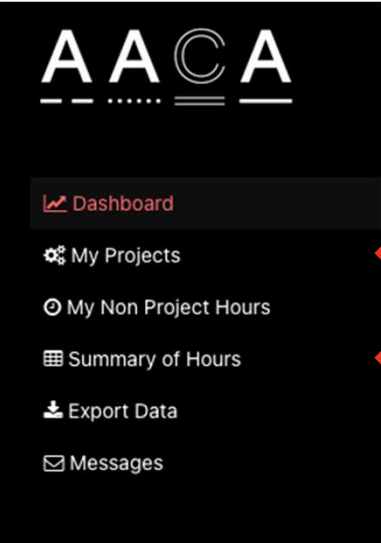
0 hours **ADD HOURS**

Note: A maximum of 70 non project hours are counted towards the overall total.

3. This is what your dashboard will look like initially, until you start listing your projects and logging hours

Online logbook – <https://logbook.aaca.org.au/>

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AACA

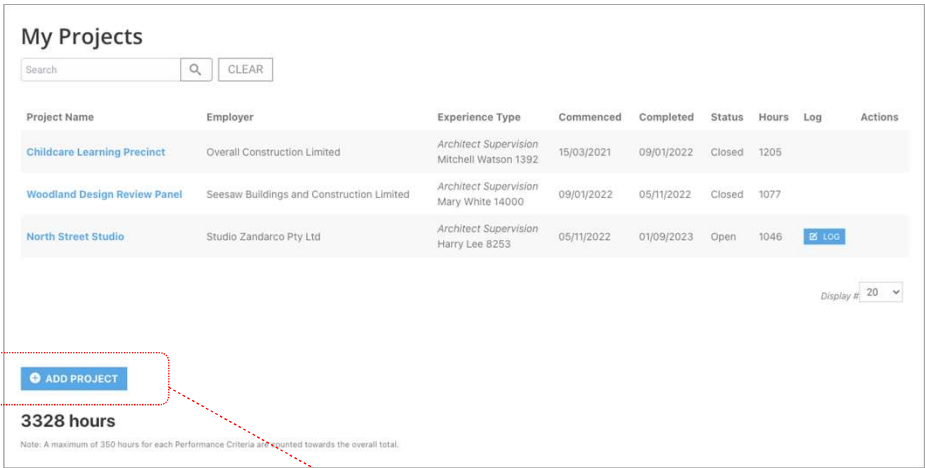
- Dashboard
- My Projects**
- My Non Project Hours
- Summary of Hours
- Export Data
- Messages

4. Navigation is fairly intuitive

Online logbook – <https://logbook.aaca.org.au/>



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My Projects

Search CLEAR

Project Name	Employer	Experience Type	Commenced	Completed	Status	Hours	Log	Actions
Childcare Learning Precinct	Overall Construction Limited	Architect Supervision Mitchell Watson 1392	15/03/2021	09/01/2022	Closed	1205		
Woodland Design Review Panel	Seesaw Buildings and Construction Limited	Architect Supervision Mary White 14000	09/01/2022	05/11/2022	Closed	1077		
North Street Studio	Studio Zandarco Pty Ltd	Architect Supervision Harry Lee 8253	05/11/2022	01/09/2023	Open	1046	Log	


Display #: 20

ADD PROJECT

3328 hours
Note: A maximum of 350 hours for each Performance Criteria are reported towards the overall total.

5. **My Projects** lists the projects you have created Select **ADD PROJECT** to create a new project

Online logbook – <https://logbook.aaca.org.au/>



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Add Project

Project Name *

Employer *

Project Location *

Experience Type *

Supervising Architect Name

Architect State/Territory

Architect Registration No.

Date Commenced *


Status *

Area

Building Type

Construction

Cost




6. Add Project by completing the form – ensure project details are accurate

Online logbook – <https://logbook.aaca.org.au/>

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Log hours - "North Street Studio"

PC	Performance Criteria Description	November	December	January	February	Project Total	Overall Total
		2022	2022	2023	2023		
Practice Management and Professional Conduct							
PC 1	Demonstrate understanding of the regulatory requirements and obligations pertaining to practice as an architect, including legislative, professional codes of conduct, and obligations for continuing professional development and professional indemnity insurance.		6	9		43	96
PC 2	Be able to identify practice resources and apply practice methods and quality assurance systems within an ethical practice management framework to comply with and facilitate efficient, consistent and timely delivery of architectural services.					28	66
PC 7	Apply and follow processes for clear and consistent communication with clients and relevant stakeholders throughout the project, including obtaining approvals from clients and stakeholders.			13		27	137
PC 11	Be able to assess, recommend and/or select an appropriate procurement process, with consideration for its impact on all phases of a project – including design, documentation and project delivery – and provide advice to the client in terms of the level of scope of service for consultants.					10	69
PC 12	Provide independent, culturally responsive and objective advice in accordance with relevant building codes, standards, technical specifications and guidelines, and planning regulations, including climate change implications, across all aspects of architectural practice.	6				21	50
PC 13	Be able to identify and apply strategies, programming and processes for documentation through all project stages to facilitate project delivery, as appropriate to selected procurement processes.					2	35
PC 14	Be able to identify and apply construction services provisions and/or construction administration systems needed to fulfil all obligations appropriate to the procurement process in accordance with the terms of the agreement.	4			9	23	107
PC 16	Be able to apply risk management and mitigation strategies – including safety in design, project risk, requirement for resilience from the impacts of climate change and appropriate insurance – across architectural services.	4				24	74
Project Initiation and Conceptual Design							
PC 19	Be able to identify, analyse and evaluate client project requirements and objectives using qualitative and quantitative methods and, where required by the terms of engagement, to assist cost estimators in determining project feasibility/ability.	4	12	13	17	73	138
PC 20	Be able to assess project budget and timeframe against project requirements and objectives, relevant legislation, statutory planning requirements, building codes and standards.					12	70
PC 21	Be able to apply project budgets, or work with quantity surveyors to establish project budgets, based upon understanding of cost planning, value management and factors influencing project cost relevant to the project type and scale.			14	12	49	105
PC 23	Be able to prepare a return brief for approval by the client and relevant stakeholders in response to a client brief and any areas of deviation or non-compliance.			14		33	106
PC 24	Be able to prepare and analyse project development options in response to a project brief – its objectives, budget, user intent and built purpose, risk and timeframes, including environmental sustainability considerations.			12		20	106
PC 33	Be able to investigate, coordinate and integrate sustainable environmental systems – including water, thermal, lighting and acoustics – in response to consultative advice.					7	104



7. Log hours for your project

Online logbook – <https://logbook.aaca.org.au/>

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Select **ADD NON PROJECT HOURS** to create a new task

- Think very carefully about why you are recording Non Project Hours.
- In this example, the Non Project Hours might be providing some level of compensation for lack of experience in other areas, such as specification of materials and finishes.
- **The NSW ARB considers there to be little value in logging Non Project Hours without good reason.**

8. You can also log up to 70 hours of “Non Project Hours” for tasks that address relevant performance criteria

Online logbook – <https://logbook.aaca.org.au/>

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9. Summary of Hours tracks your progress towards meeting minimum hours for each performance criteria

Online logbook – <https://logbook.aaca.org.au/>

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AACA Logbook - Dashboard

My Projects

- North Street Studio**
Studio Zandarco Pty Ltd | Harry Lee #8253
New South Wales
1046 hours [LOG HOURS]
- Woodland Design Review Panel**
Seenaw Buildings and Construction Limited | Mary White #14000
New South Wales
1077 hours **Project Closed**
- Childcare Learning Precinct**
Overall Construction Limited | Mitchell Watson #1392
Overseas
1205 hours **Project Closed**

My Non Project Hours

Other activities linked to performance criteria.
8 hours [ADD HOURS]

Note: A maximum of 70 non project hours are counted towards the overall total.

Overall

- Total Number of Hours**: 3336 hours (101.1%)
2131 hours in Australia, 1205 hours overseas. The minimum overall requirement is 3300 hours, and at least 900 of these must be in Australia.
- Performance Criteria Achieved**: 35 / 35 (100.0%)
Each of the 35 Performance Criteria (PC) needs to have a minimum of 35 hours, up to a maximum of 200 hours in each PC.

10. This is what your dashboard will start to look like as you list projects and log hours

Online logbook – <https://logbook.aaca.org.au/>

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Export Data

APE COMPETENCY SUMMARY

Practice Management and Professional Conduct		Project Initiation and Conceptual Design		Detailed Design and Construction Documentation		Design Delivery and Construction Phase Services	
PC1	96	PC19	139	PC37	118	PC48	142
PC2	66	PC20	70	PC38	62	PC49	72
PC7	137	PC21	105	PC39	48	PC51	138
PC11	77	PC23	106	PC41	99	PC52	163
PC12	50	PC24	106	PC42	105	PC53	118
PC13	35	PC33	104	PC44	66	PC54	103
PC14	107	PC35	109	PC45	136	PC55	130
PC16	74			PC46	96	PC56	43
				PC47	80	PC57	43
						PC58	74
						PC59	119

TOTAL HOURS IN AUSTRALIA: 2131 (Minimum 1650 hours)

DURATION IN AUSTRALIA: 18 (Minimum 12 months)

TOTAL HOURS OVERSEAS: 1205 (Maximum 1650 hours)

AVERAGE HOURS / WEEK: 27 (No more than 38 hours per week)

TOTAL LOGBOOK HOURS: 3336 (Minimum 3200 hours)

PERFORMANCE CRITERIA ACHIEVED: 35 (Required 35 PCs)

ELIGIBILITY STATUS: Achieved (4/23/09/2021 08:28)

Earliest logged experience: 01/03/2021 (Maximum 10 years prior to logbook export)

Reported conferral date: 01/02/2021 (Minimum 10 months prior to logbook export)

Hours logged prior to graduation: 0 (Maximum 1650 hours)

[EXPORT FILE] Select **EXPORT FILE** to download your logbook

11. Navigate to **Export Data** when your logbook is finished and you are ready to submit

Online logbook – <https://logbook.aaca.org.au/>

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ARCHITECTURAL PRACTICE EXAMINATION PART 1 LOGBOOK

Full Name: Alex Citizen
 State/Territory: NSW
 Mobile: 0459736384
 Email: alexcitizen@gmail.com

PART 1 - APE COMPETENCY SUMMARY

Practice Management and Professional Conduct	Project Initiation and Conceptual Design	Detailed Design and Construction Documentation	Design Delivery and Construction Phase Services
PC1: 96 Y	PC19: 139 Y	PC37: 118 Y	PC48: 142 Y
PC2: 66 Y	PC20: 70 Y	PC38: 62 Y	PC49: 72 Y
PC3: 137 Y	PC21: 105 Y	PC39: 48 Y	PC50: 138 Y
PC4: 77 Y	PC22: 106 Y	PC40: 99 Y	PC51: 163 Y
PC10: 50 Y	PC24: 106 Y	PC42: 105 Y	PC53: 118 Y
PC13: 35 Y	PC33: 104 Y	PC44: 66 Y	PC54: 103 Y
PC14: 107 Y	PC35: 109 Y	PC45: 136 Y	PC55: 130 Y
PC16: 74 Y		PC46: 96 Y	PC56: 43 Y
		PC47: 89 Y	PC57: 43 Y
			PC58: 74 Y
			PC59: 110 Y

TOTAL HOURS IN AUSTRALIA: 2131
DURATION IN AUSTRALIA: 18
TOTAL HOURS OVERSEAS: 1205
AVERAGE HOURS / WEEK: 27

TOTAL LOGBOOK HOURS: 3336
PERFORMANCE CRITERIA ACHIEVED: 35
ELIGIBILITY STATUS: Achieved

Earliest logged experience: 01/03/2021
 Reported conferral date: 01/02/2021
 Hours logged prior to graduation: 0

- It is only after downloading your Logbook that you will be able to confirm all the experience requirements are met.
- There are no pop ups to explain why your downloaded Logbook may not be compliant. Go back to your online Logbook and identify where the deficiencies have occurred in your logged experience. **These must be addressed before you download and submit your Logbook to the NSW ARB.**
- All PCs must be GREEN
- All total calculations must be GREEN

12. Your logbook will be downloaded as a PDF file

Online logbook – <https://logbook.aaca.org.au/>

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ARCHITECTURAL PRACTICE EXAMINATION PART 1 LOGBOOK

NON-PROJECT HOURS

TYPE	START DATE	END DATE	HOURS	REMARKS
Professional Practice			0	
Other			0	
Total			0	

LIST OF PROJECTS

Project Name	Location	Start Date	End Date	Hours	PCs	Status
Project 1	NSW	01/03/2021	01/02/2021	1000	PC1-PC10	Completed
Project 2	NSW	01/03/2021	01/02/2021	1000	PC11-PC20	Completed
Project 3	NSW	01/03/2021	01/02/2021	1000	PC21-PC30	Completed
Project 4	NSW	01/03/2021	01/02/2021	1000	PC31-PC40	Completed
Project 5	NSW	01/03/2021	01/02/2021	1000	PC41-PC50	Completed
Project 6	NSW	01/03/2021	01/02/2021	1000	PC51-PC60	Completed
Project 7	NSW	01/03/2021	01/02/2021	1000	PC61-PC70	Completed
Project 8	NSW	01/03/2021	01/02/2021	1000	PC71-PC80	Completed
Project 9	NSW	01/03/2021	01/02/2021	1000	PC81-PC90	Completed
Project 10	NSW	01/03/2021	01/02/2021	1000	PC91-PC100	Completed

PERFORMANCE CRITERIA SUMMARY

PC	Score	Requirement	Status
PC1	100	100	Met
PC2	100	100	Met
PC3	100	100	Met
PC4	100	100	Met
PC5	100	100	Met
PC6	100	100	Met
PC7	100	100	Met
PC8	100	100	Met
PC9	100	100	Met
PC10	100	100	Met
PC11	100	100	Met
PC12	100	100	Met
PC13	100	100	Met
PC14	100	100	Met
PC15	100	100	Met
PC16	100	100	Met
PC17	100	100	Met
PC18	100	100	Met
PC19	100	100	Met
PC20	100	100	Met
PC21	100	100	Met
PC22	100	100	Met
PC23	100	100	Met
PC24	100	100	Met
PC25	100	100	Met
PC26	100	100	Met
PC27	100	100	Met
PC28	100	100	Met
PC29	100	100	Met
PC30	100	100	Met
PC31	100	100	Met
PC32	100	100	Met
PC33	100	100	Met
PC34	100	100	Met
PC35	100	100	Met
PC36	100	100	Met
PC37	100	100	Met
PC38	100	100	Met
PC39	100	100	Met
PC40	100	100	Met
PC41	100	100	Met
PC42	100	100	Met
PC43	100	100	Met
PC44	100	100	Met
PC45	100	100	Met
PC46	100	100	Met
PC47	100	100	Met
PC48	100	100	Met
PC49	100	100	Met
PC50	100	100	Met
PC51	100	100	Met
PC52	100	100	Met
PC53	100	100	Met
PC54	100	100	Met
PC55	100	100	Met
PC56	100	100	Met
PC57	100	100	Met
PC58	100	100	Met
PC59	100	100	Met
PC60	100	100	Met

EXPERIENCE ALLOCATION

Area	Requirement	Hours Logged	Hours Required	Met
Practice Management	1000	1000	1000	Yes
Project Initiation	1000	1000	1000	Yes
Detailed Design	1000	1000	1000	Yes
Design Delivery	1000	1000	1000	Yes
Construction Phase	1000	1000	1000	Yes
Professional Practice	1000	1000	1000	Yes
Other	1000	1000	1000	Yes

The first 4 pages of your Logbook PDF contain summary data

Online logbook – <https://logbook.aaca.org.au/>

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The rest of the pages of your Logbook PDF contain project information

Online logbook – <https://logbook.aaca.org.au/>

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APE PART 1: Statement of Practical Experience

Sample extract from SoPE

Mixed use development, Mascot NSW

Period: March 2021 – June 2022
 Site Area: 120,000m²
 Status: Stage 1 and 2 completed, Stage 3 and 4 under construction
 Cost: \$250M
 Project Type: Design and construct – mixed use development
 Employer: ABC Architects Pty Ltd
 Supervising Architect: Architect 1 NSW ARB No. ####
 Architect 2 NSW ARB No. ####

Include project details such as project type, scope of work, cost, floor area, construction and what was involved

Clearly identify the supervising architect(s) and their Architect Registration Number

Note ideal minimum and maximum paragraph lengths in this sample extract

Cross-reference each paragraph to relevant Performance Criteria from the 2021 NSCA

This project is a large urban intervention close to Mascot train station. The mixed-use development consists of 1200 residential apartments split over seven towers, 150 key serviced apartments, 2 swimming pools, a supermarket and a commercial 'high street' consisting of 11 tenancies. My involvement in the project was from day 1 with a team of 3 people, up to a peak of 15 staff members during the tender and construction documentation stages.

The project began after a rezoning of a 1.5 Ha commercial site to residential use. I was involved from the initial urban design principles adopted by ABC Architects where it quickly became apparent that the project would require a departure from Council's LEP and DCP legislative requirements in order to achieve the Apartment Design Guide's solar access and cross ventilation needs. (PC 12, 47)

I was involved in client and consultancy meetings which informed ABC Architects' process in the coordination of perspective renders, drawings and SEPP 65 architectural design reports suitable for presentation to the Joint Regional Planning Panel and DA approval. (PC 03, 12, 16, 19, 41, 44, 45, 47, 48)

As the client wanted to move directly into the next stages of the project, we continued documentation before approval had been granted. As the project team grew my responsibility changed, the project was broken into 4 stages, each with a 'quadrant lead'. I was responsible for the documentation delivery of stage II moving towards CC. Initially, I was involved with structural coordination and façade detailed design, working through buildability issues with the precast modulation around windows and various client driven variations such as mix changes. (PC 12, 13, 14, 16, 19, 41, 44, 45, 47, 48, 54)

When the DA was under public exhibition there was a complaint from a neighbouring stakeholder which resulted in a major redesign of 'stage II'. This gave me the opportunity to gain experience working with AS1428.2 while replanning the accessible apartments and AS2690 parking standard for Class 2 to 9 buildings. When planning approval was granted, we immediately submitted drawings suitable for a staged CC and S 56 modifications. (PC 12, 13, 45, 47)

When the stage construction process began, the shoring wall was completed for the whole site and then excavation began for stage I and II. While this was happening further detailed design work continued. I was involved with coordinating the substation design with the Ausgrid ASP3-accredited electrical engineer. (PC 12, 16, 19, 41, 44, 45, 46, 47, 48)

There is no proforma for the SoPE – this slide and the next provide guidance on what to include...

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APE PART 1: Statement of Practical Experience

Sample extract from SoPE

When construction commenced, the documentation for detailed items such as the joinery were not yet completed. I produced and amended documentation, which involved meeting with the owners to provide and discuss the design elements, as well as consultation with relevant consultants, sub-contractors and the contractor.

(PCs – 16, 19, 20, 44, 45, 46, 47)

Shortly after construction commencement, it was discovered that the main power line for the adjoining semi-detached dwelling was running through the roof void of the project site. This latent condition required the extensive involvement of multiple electrical secondary consultants and sub-contractors, as well as various stages of approval by the authorising bodies of North Sydney Council and Ausgrid. I oversaw this process, submitting the required documentation, coordinating all parties with principal contractor and providing feedback with the owners and owners of the adjoining property to ensure that the required works were completed in phase with the ongoing works so that a correct electrical connection was provided to the house for completion.

(PCs – 12, 20, 42, 44, 45, 46, 47, 51)

State what you did and what was involved

Note ideal minimum and maximum paragraph lengths in this sample extract

Cross-reference each paragraph to relevant Performance Criteria from the 2021 NSCA

Problem or challenge
How the problem was resolved

Clearly state what you did and what was involved. **Keep writing tight and within word limit. Avoid 'blow-by-blow' accounts.**

Select projects that best demonstrate your professional critical thinking abilities of reflection, discernment and judgement

Tell the 'story' in a way that will best support your interview. **State what you learnt in each project.**



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APE PART 1: Logbook and SoPE Why your application might be returned...

Common mistakes

1. Breach of Sections 9 & 10 of the Architects Act 2003

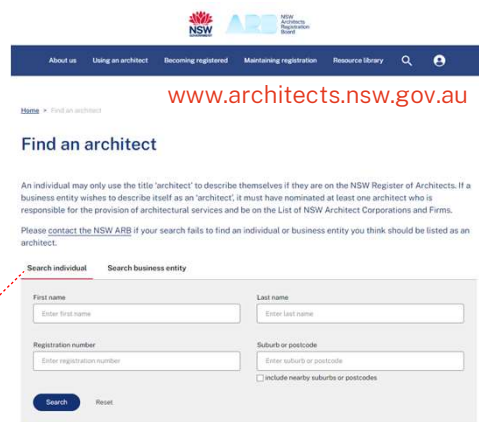
Only a person who is on the NSW Register of Architects may use the title "architect".

You must not refer to yourself as an "architect" or any derivative of the title "architect". You cannot use titles such as "Graduate Architect", "Project Architect" or "Design Architect" to describe yourself in your application.

Section 14 of the Act allows you to call yourself an "Architectural Assistant", "Architectural Technician" or "Architectural Drafter" – but only if you are an employee of an architect.

You cannot refer to your supervisor or employer as an "architect" unless they are on the NSW Register of Architects. **Check the Register at www.architects.nsw.gov.au**

Phone the NSW ARB if you cannot find your supervisor's name and to check continuity of your supervisor's registration...



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APE PART 1: Logbook and SoPE Why your application might be returned...

Common mistakes

2. Failure to demonstrate minimum practical experience for all 35 mandatory Performance Criteria

3. A non-compliant Stat Dec

You must complete a NSW Statutory Declaration and it must be signed by a Justice of the Peace, Notary Public or a Legal Practitioner.

- The Stat Dec must declare that all submitted documents are true and correct records of your architectural experience and qualification.
- You cannot use a Commonwealth Statutory Declaration. NSW Stat Decs cannot be signed by architects.



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APE PART 1: Logbook and SoPE Why your application might be returned...

Common mistakes

4. **The graduation date on your testamur / degree certificate must be dated at least 10-months before your application for Part 1** (this is referred to as the “conferral date” or “graduation date”)

The NSW ARB will also accept a **course completion date** on your academic transcript **dated at least 12-months before application for Part 1**

Other common mistakes include:

- Failure to meet the minimum 2 years (3300 hours) experience
- **Failure to demonstrate a minimum 12-months (= 1650 hours) postgraduate experience worked in Australia**



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APE PART 1: Logbook and SoPE

General advice

If you are leaving an employer and intend to claim experience gained while working there

- ✓ Ensure documentation required for the APE is in good order before you leave
- ✓ Try to leave on good terms

Good practice is always to let your supervising architect know that you are applying / planning to apply for the APE

- ✓ It is a good idea to ask your supervising architect to read your Statement of Practical Experience and provide feedback



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APE PART 1: Logbook and SoPE

Random audit of Part 1 submissions

Every session, the NSW ARB conducts random audits of up to 30% of applicants for the APE Part 1.

DO NOT BE TEMPTED TO OVERSTATE THE EXTENT OF YOUR PRACTICAL EXPERIENCE...

The Board will phone supervising architects and employers associated with the projects listed in your SoPE. Where applicants have been self-employed the Board will contact your consultants and clients.

In cases where, after an audit, the NSW APE Convenor is not satisfied that the applicant is eligible to proceed to the APE Part 2, an investigation process will be followed.

The Board previously investigated and found an APE candidate guilty of having falsified their practical experience in their Logbook and SoPE. Such matters are extremely serious, and, in this case, a significant penalty was imposed on the candidate.

BE AWARE THAT THE NSW STATUTORY DECLARATION IS A LEGAL DOCUMENT.

In instances where a candidate is found to have falsified the Statutory Declaration the Board may deem that person to be not fit and proper for registration as an architect in NSW.

If you are concerned that you may not be accurately recording your practical experience, please immediately contact the Registrar, Dr Kirsten Orr, to discuss your concerns without prejudice:

Kirsten.orr@architects.nsw.gov.au / 0403 617 760.



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APE PART 1: Logbook and SoPE

The screenshot shows the NSW Architects Registration Board website. At the top, there is a navigation menu with links: "About us", "Using an architect", "Becoming registered", "Maintaining registration", and "Resource library". Below the menu, the page title is "Architectural Practice Examination Application". The main content area displays the reference number "PSTKURAR" and lists the "APE Parts":

- Parts 1 & 2 - Initial Application for Admission and the National Examination Paper (NEP).** Applications for the next round open Monday 29 June 2024.
- Part 2 only - National Examination Paper only.** Applications for the next round open Monday 29 June 2024.
- Part 3 - Examination by Interview.** Applications for the next round open Tuesday 19 October 2024.

Below this, a progress bar indicates the completion status of five steps:

Step	Description	Status
Step1	Application Details	Not Completed
Step2	Name & Contact Details	Not Completed
Step3	Review Submission	Not Completed
Step4	Enter Payment Details	Not Completed
Step5	Application Submitted	Not Completed

A "Next Step >" button is visible at the bottom of the progress bar.

Applications for 2026 Session 1
open 18 January 2026 –
close midnight 1 February 2026

Online application - <https://www.architects.nsw.gov.au/ape-online-application>

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APE PART 2: NATIONAL EXAMINATION PAPER (NEP)



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APE PART 2: National Examination Paper

What is the purpose of the APE Part 2 National Examination Paper?

The National Examination Paper tests your theoretical knowledge of relevant performance criteria from the 2021 NSCA.

Key features of the National Examination Paper

- Scenarios and questions reflect the scope of the 2021 NSCA and may include questions that
 - relate to "Understanding and respecting Country" (PC 15, 45) and culturally responsive behaviour (PC 12)
 - relate to sustainability, life cycle assessment and whole life carbon
 - relate to knowledge of the structure and interpretation of the National Construction Code (NCC)
- There are 80 questions in the paper
- The exam time is 120 minutes
- The NEP tests 43 performance criteria – it expands the range of required competencies beyond the mandatory performance criteria required for the Logbook.



APE PART 2: National Examination Paper

AAAC resources to assist preparation for Part 2

- **Architectural Practice Examination Handbook – APPENDIX 1: APE PERFORMANCE CRITERIA MATRIX**

This matrix indicates which performance criteria apply to which part of the APE

- 35 PCs relate to Part 1
- **43 PCs relate to Part 2**
- 48 PCs relate to Part 3



- NEP Remote Proctoring FAQs
- APE Support Material
- Architectural Practice Examination Handbook APPENDIX 2: SAMPLE NEP SCENARIO

APPENDIX 1: APE PERFORMANCE CRITERIA MATRIX

This matrix lists the assessment criteria for the Architectural Practice Examination (Parts 1, 2 & 3) and indicates which mandatory criteria apply to which part of the APE.

	AP1 Part 1 mandatory performance criteria	AP2 Part 2 mandatory performance criteria	AP3 Part 3 mandatory performance criteria
PRACTICE MANAGEMENT AND PROFESSIONAL CONDUCT			
1		✓	✓
2		✓	✓
3		✓	✓
4		✓	✓
5		✓	✓
6		✓	✓
7		✓	✓
8		✓	✓
9		✓	✓
10		✓	✓
11		✓	✓
12		✓	✓
13		✓	✓
14		✓	✓
15		✓	✓
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22		✓	✓
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26		✓	✓
27		✓	✓
28		✓	✓
29		✓	✓
30		✓	✓
31		✓	✓
32		✓	✓
33		✓	✓
34		✓	✓
35		✓	✓
36		✓	✓
37		✓	✓
38		✓	✓
39		✓	✓
40		✓	✓
41		✓	✓
42		✓	✓
43		✓	✓
44		✓	✓
45		✓	✓
46		✓	✓
47		✓	✓
48		✓	✓
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50		✓	✓
51		✓	✓
52		✓	✓
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62		✓	✓
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66		✓	✓
67		✓	✓
68		✓	✓
69		✓	✓
70		✓	✓
71		✓	✓
72		✓	✓
73		✓	✓
74		✓	✓
75		✓	✓
76		✓	✓
77		✓	✓
78		✓	✓
79		✓	✓
80		✓	✓



APE PART 2: National Examination Paper

AAACA resources to assist preparation for Part 2

- Architectural Practice Examination Handbook – APPENDIX 1: APE PERFORMANCE CRITERIA MATRIX

- **NEP Remote Proctoring FAQs**

13-page document designed to answer all your questions about remote proctoring:

- What is it?
- Who runs it?
- How does it work?
- How is your data/privacy protected?
- How do you create an account with ProctorU and prepare your computer for the exam?
- Etc etc etc



AAACA		
APE Part 2: National Examination Paper FAQs		
Category Tags	Question	Answer
Overview info	What is remote proctoring?	Remote proctoring involves sitting the A computer in a suitable location with good internet access. This support video will provide you with external sites.
Overview info	Who will run the remote online exam?	AAACA has partnered with ProctorU who will run the remote online exam. ProctorU will provide the online assessment professional advice on the exam. ProctorU and its proctors do not have access to your data.
Overview info	What exactly is the role of the Proctor?	The Proctor is like a supervisor at a test. To supervise your exam, ProctorU records system activity. At the start of the exam, the live proctor ID and Admission Ticket, assist you to prepare for the exam. After an initial check of what processes will monitor the session. They will also be visible on your screen. The Proctor will not be accessing your computer.

- APE Support Material
- Architectural Practice Examination Handbook APPENDIX 2: SAMPLE NEP SCENARIO



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APE PART 2: National Examination Paper

AAACA resources to assist preparation for Part 2

- Architectural Practice Examination Handbook – APPENDIX 1: APE PERFORMANCE CRITERIA MATRIX
- NEP Remote Proctoring FAQs

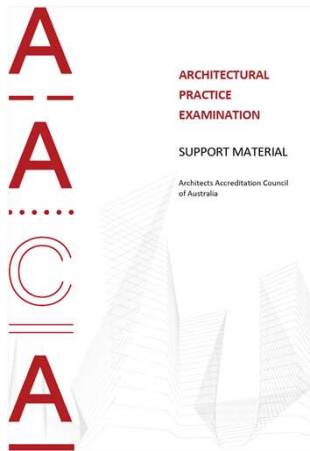
- **APE Support Material**

24-page companion document supplementing 2021 NSCA.

It provides support material for **5 key learning topics** to help you develop skills, knowledge and capabilities required for APE and practice as a registered architect.

- What should you study?
- The intended learning outcomes and
- What you should be able to understand, know or be able to do at the end of the study.

1. The role of the professional architect in society; ethics
2. Design delivery and construction phase services
3. Practice management
4. Building procurement
5. The architect's role during and after construction



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APE PART 2: National Examination Paper

AACA resources to assist preparation for Part 2

- Architectural Practice Examination Handbook – APPENDIX 1: APE PERFORMANCE CRITERIA MATRIX
- NEP Remote Proctoring FAQs
- APE Support Material

• APE Handbook APPENDIX 2: SAMPLE NEP SCENARIO

APPENDIX 2: SAMPLE NATIONAL EXAMINATION PAPER SCENARIO

Scenario

You have been engaged by a developer as architect for a 10-storey apartment building with basement car parking. You are required to provide full services for design and documentation, but the client will manage the construction stage and call on you for assistance as needed.

The client expects the planning/development consent process to be straightforward and tells you that so they want to avoid the extra cost of a planning consultant, they will only appoint one if the application process becomes problematic.

They instruct you to submit the planning/development application based on your architectural design, which they have approved.

During the planning advertising period and public consultation, it becomes clear that the local residents' association has orchestrated strong resistance to your project, so the client decides to directly engage a planning consultant.

After reviewing the design, the planning consultant informs your client that a dispensation to reduce the number of car parking spaces can be obtained due to the proximity of the site to public transport.

The client instructs you to reduce the number of parking spaces which amounts to a reduction of one basement level. When you submit an invoice for the extra work, the client refuses to pay because they claim that you should have known of this option.

After the planning approval is obtained from Council, the client appoints a marketing company to prepare a sales program. The first comment from the marketing company is that there is inadequate car parking, and this will significantly impact on the selling price of the apartments. The client prepares a cost analysis and finds that when more parking is provided the increase in sales revenue exceeds the money saved by reducing the number of car spaces.

The client instructs you to revert to the original design and submit for an amendment to the planning/development consent. They say that additional fees are not warranted because you already have the required design drawings on file.

<p>Question 1</p> <p>The AEC consultation and type of consultation for the project will be:</p> <ol style="list-style-type: none"> Stage 2 and Type A Stage 2 and Type B Stage 2 and Type B and Stage 3 and Type A Stage 2 and Type B and Stage 3 and Type B
<p>Question 2</p> <p>How would you best respond to the client who you are advised to appoint a planning consultant about?</p> <ol style="list-style-type: none"> Your architectural design meets all the requirements of the planning requirements which were provided by your client. Change to your architectural design allowing any interpretations of the planning requirements is a variation to the code and rules. It is possible for the marketing company, which the client has appointed, to be approved by the client because they have requested a dispensation from you. Your architectural design does not meet the requirements of the planning requirements and you should advise the client accordingly.
<p>Question 3</p> <p>When the residents in the development become aware, what is your best course of action?</p> <ol style="list-style-type: none"> Use the media to publicise the technical aspects of the development. Approach the residents, offering to meet and explain the reasons for the quality of the design. Request design changes with a view to the community requirements and then present them to the client. Advocate the need of public consultation to the design which could address concerns raised by the local community.
<p>Question 4</p> <p>In response to the client's suggestion that no additional fees are payable for both changes to the design, which of the following is the best course of action?</p> <ol style="list-style-type: none"> Submit a professional opinion (code change). Submit a written claim for the original charge only. Submit the written claim for the additional charge only. Convince the client that additional fees cannot be charged for these changes.
<p>Question 5</p> <p>When the client instructs you that any partial services are needed during construction, what is your best course of action?</p> <ol style="list-style-type: none"> Repeat the commission because the quality of workmanship would not be monitored by you. Obtain permission from your professional indemnity insurer to provide partial services only. Agree with the client that you will provide these partial services only until you have received payment from the client. Inform the client that you must use the one stipula in order to clarify any discrepancies between drawings.



APE PART 2: National Examination Paper

The NEP is completed online with remote proctoring for all candidates

- Computer-based, online exam
- 'Closed book'
- 80 questions in total
- Scenarios are based on the realities of architectural practice across a range of contexts
- Each scenario comprises multiple choice questions, each with a number of possible answers—only one answer is correct
- 120 minutes to complete (no additional reading time)
- Detailed feedback is provided with results
- If you have a disability or other health-related needs for completing the exam you must submit your request for **Reasonable Adjustment** in writing at the time of applying for the APE. Include supporting documentation.



APE PART 2: National Examination Paper

Remote proctoring by ProctorU

- Remote proctoring of the NEP allows live supervision while you complete the paper using your own computer
- ACER (the Australian Council for Educational Research) delivers the NEP and works with ProctorU to implement the online exam using the ACER secure test application
- ACER will contact you with a 'step by step' guide to prepare.
- Make sure you follow the detailed guidance for set up, including creating a ProctorU account and downloading required applications.
- You must ensure that your computer, workstation and room are appropriately set up.
- During the exam, you may only have with you one sheet of paper and a pencil or pen, and water in a clear glass or bottle (no food or other drink)

DON'T LEAVE YOUR SETUP UNTIL THE LAST MINUTE...



APE PART 2: National Examination Paper

AACA pilot test form

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Scenario 3 - The architect performs design services without an agreement with the client.

You are at a dinner party and a friend asks if you are interested in helping her and her partner develop a small retail outlet for their start-up company. Over the evening, you chat and start discussing some ideas around it.

The next day you go to the office enthused and start developing a striking concept. Some of your staff are excited, so you get them to draw up the concept and prepare a 3D rendering. A few days later, the friend is contacted and you discuss your ideas to come in for a consultation. You advise that the concept is advanced and that you have engaged a sub-contractor to prepare a 3D render to demonstrate the design concept.

She is very surprised that you have started work. The commission gets advanced and is closed with a retainer from the friend who is not assigned to do any work and that unfortunately you will not be able to recover your time for the agreement to proceed.

You have spent over twenty hours of your own time and your staff has spent well over forty hours. She phones you back a few days later and offers that if you provide the proposal completed to date at no cost, one of a subsequently proceeds, she is prepared to negotiate a mutually agreeable fee for the balance of the project.

In response to your friend's offer the most appropriate action is to

- accept the offer, and send a detailed services and fees proposal.
- send an invoice for just the disbursement cost of the 3-D render.
- send an invoice for all work completed to date with a detailed services and fees proposal for the balance of the work.
- advise her that you cannot accept her proposal as proceeding design services free of charge would breach the Architects Code of Conduct.

Next

AACA pilot test form

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Scenario 4 - The architect performs design services without an agreement with the client.

You are at a dinner party and a friend asks if you are interested in helping her and her partner develop a small retail outlet for their start-up company. Over the evening, you chat and start discussing some ideas around it.

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Next



APE PART 2: National Examination Paper

AACA pilot test form

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Scenario 4 - The architect performs design services without an agreement with the client.

You are at a dinner party and a friend asks if you are interested in helping her and her partner develop a small retail outlet for their start-up company. Over the evening, you chat and start discussing some ideas around.

The next day you go to the office enthused and start developing a striking concept. Some of your staff are excited, so you get them to draw up the concept and prepare a 3D computer model. A few days later, the concept is rejected and you prepare your response to the client. You advise that the concept is rejected and that you have engaged a sub-contractor to prepare a 3D render to demonstrate the design concept.

She is very surprised that you have started work. The conversation gets awkward and is closed with a statement from her that you were not engaged to do any work and that unfortunately you will not be paid because you had no agreement to proceed.

You have spent over twenty hours of your own time and your staff has spent well over forty hours. She promises you back a few days later and offers that if you provide the proposal completed to date at no cost, and if it subsequently proceeds, she is prepared to negotiate a mutually agreeable fee for the balance of the project.

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AACA pilot test form

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01:00:30

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- You have 120 minutes
- A countdown timer is always visible on-screen



APE PART 2: National Examination Paper

AACA pilot test form

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AACA pilot test form

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- advise her that you cannot accept her proposal as proceeding design services free of charge would breach the Architects Code of Conduct.

- You can navigate through scenarios and questions at any time throughout the exam to review and/or change your answer



APE PART 2: National Examination Paper



Candidate Number: 0000000
 Candidate Name: YOUR NAME

National Examination Paper, April 2024

Dear YOUR NAME,

This letter contains information relating to your performance in the recent April 2024 National Examination. This includes a summary of your overall result and how your result relates to the examination Statistics and their related performance criteria. Please note that a full list of Performance Criteria based in the National Examination Paper is listed at the end of this letter.

The number of Performance Criteria tested in each scenario varies:

For the examination your result is: **PASS**
 Your examination score was: **72%**

Performance Criteria in Examination

Performance Criteria	Included in Examination	% Correct
PC 1 - Demonstrate understanding of the regulatory requirements and obligations pertaining to practice as an architect, including legislation, professional codes of conduct, and obligations for continuing professional development and professional indemnity insurance.	Yes	100%
PC 2 - Be able to identify practice resources and apply practice methods and quality assurance systems within an ethical practice management framework to comply with and facilitate efficient, consistent and timely delivery of architectural services.	Yes	100%
PC 3 - Demonstrate understanding of the principles of project planning, considering implications for Country, environmental sustainability, communities, stakeholders and project goals.	No	N/A
PC 4 - Be able to apply principles of project and staff planning and resource costs to establish realistic and achievable timelines.	No	N/A
PC 5 - Demonstrate understanding of the essential elements of a client architect agreement across the range of project methods, and be able to explain appropriateness of different agreements in relation to scale and type of project, including alternatives for partial projects and engagement of associates and sub-consultants.	Yes	76%
PC 6 - Demonstrate understanding of appropriate processes for reporting and saving the costs of services provided as an architect.	Yes	44%
PC 7 - Apply and follow processes for clear and consistent communication with clients and relevant stakeholders throughout the project, including obtaining approvals from clients and stakeholders.	Yes	88%
PC 8 - Be able to implement culturally responsive and meaningful engagement processes that respect the importance of Country and reciprocal relationships with Aboriginal and Torres Strait Islander people across architectural services.	Yes	100%
PC 9 - Demonstrate understanding of contemporary and emerging building procurement methods. This involves identifying the most appropriate form of delivery for a project, including associated risk, mitigation and adaptation strategies, and integrating appropriate procurement contracts and conditions contracts and/or agreements.	Yes	88%

% Correct
100
100
N/A
N/A
76
44
88
100
88

PC 3 and PC 4 were not included in this examination so % correct is N/A

- All candidates receive detailed feedback with their results
- Your assessors refer to this feedback when planning how to structure your interview



APE PART 2: National Examination Paper

Tips for a better examination experience...

- Take the whole day off work to attend the exam
- Don't be in a rush – make sure you allow enough time to be sitting at your computer and relaxed
- **Make sure you follow the STEP-BY-STEP GUIDE to set yourself up in advance for the proctored exam**
- Ensure you have removed all “non-permitted applications” from your device – you must ensure these are disabled or uninstalled before the exam session.
- **Make sure your internet is stable**
- Don't forget your rights under the Architects Award 2020 to take leave to attend the APE

If something goes wrong when you sit the NEP...

- You must contact ACER immediately after the exam (within 24 hours) and cc the NSW ARB and AAACA
- NSW ARB cannot investigate or organise a resit within the exam window unless you tell us that something went wrong.



Questions?

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