



© NSW Architects Registration Board.
Please ask before taking photos or recording. Otherwise, neither is permitted.

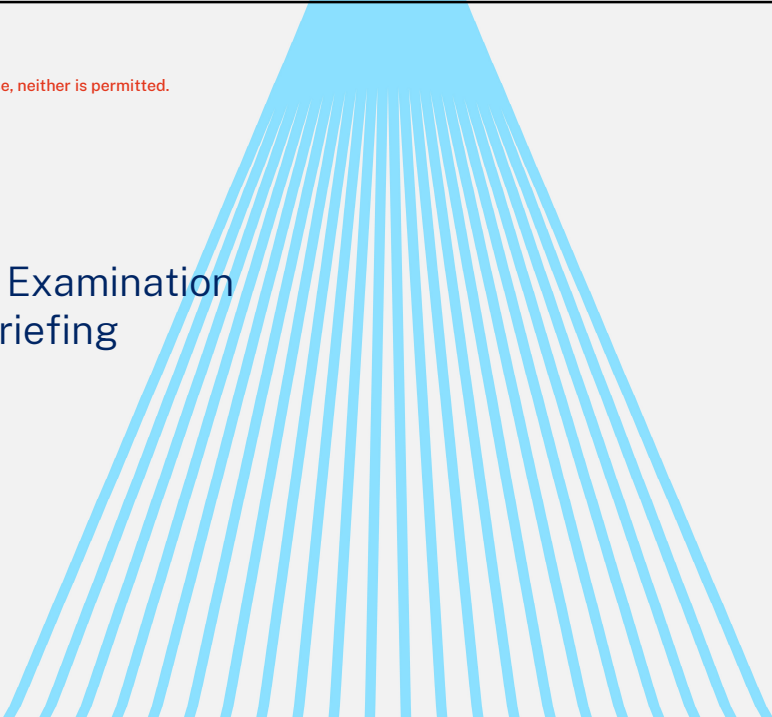



Architectural Practice Examination Part 1 & 2 Candidate Briefing

Jenna Rowe
NSW APE Convenor

Dr Kirsten Orr
NSW ARB Registrar & CEO
Kirsten.Orr@architects.nsw.gov.au
0403 617 760

Current at 19 May 2026



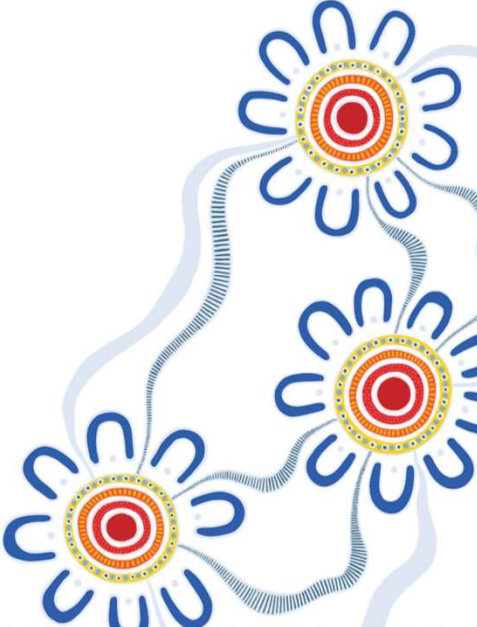
1

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.



2

Webinar Outline

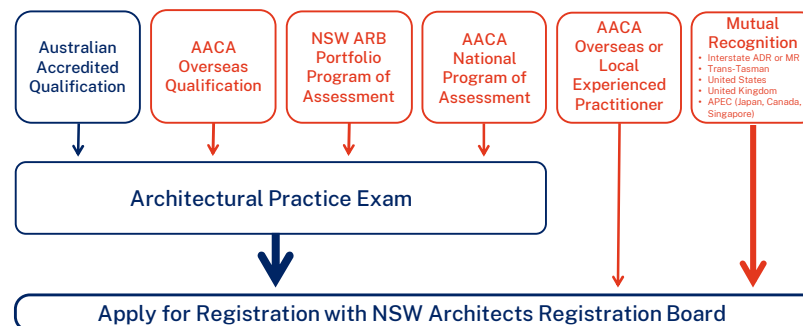
1. Overview of the different pathways to registration and how to best position yourself for success
2. Introduction to the Architectural Practice Examination
3. 2021 National Standard of Competency for Architects (2021 NSCA)
4. APE Part 1: Logbook and Statement of Practical Experience (SoPE)
5. APE Part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



3

Pathways to registration

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



4

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



5

How to position yourself for success on your pathway to registration

Identify your weaknesses and actively seek to address these

Common areas of weakness:

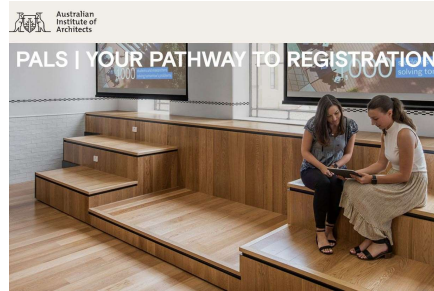
- **Evaluation and integration of regulatory requirements**
- Application of **principles controlling planning, development and design for the project site**
- **Building Codes and Standards**, particularly core National Construction Code (NCC) requirements and selection/specification of materials
- **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**



6

How to position yourself for success

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



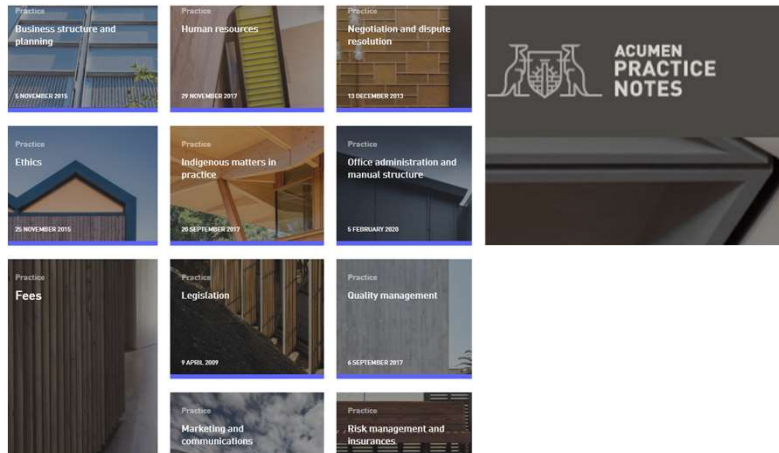
Practicing ARCHitecture Pty Ltd (PARC) is a small education provider specialising in professional development programs for Architects. The PARC Tutorials are a professional development program **specifically designed to prepare candidates for the APE**. They are available Australia-wide and run twice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

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.**



9

ARCHITECTURAL PRACTICE EXAMINATION



10

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 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 16 October – close 5pm 30 October 2026

Part 3 Examination by Interview

November 2026



11

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
- **2021 National Standard of Competency for Architects**
- **2021 NSCA Explanatory Notes**



A

A

.....

C

A

ARCHITECTURAL
PRACTICE
EXAMINATION
CANDIDATE
HANDBOOK

Architects Accreditation
Council of Australia



12

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

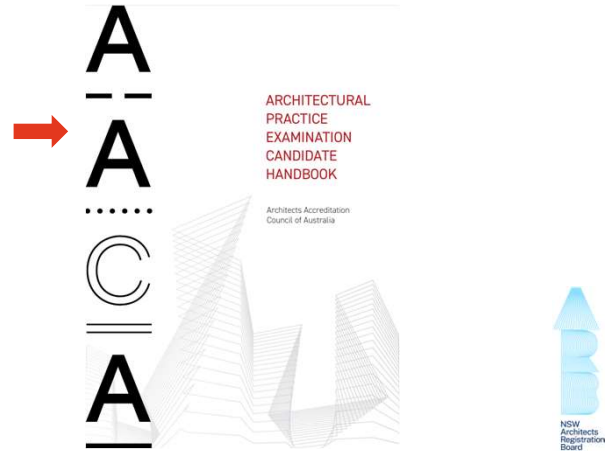
SECTION 1: Information for Candidates

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 and questions
- Online AACA Logbook user guide



13

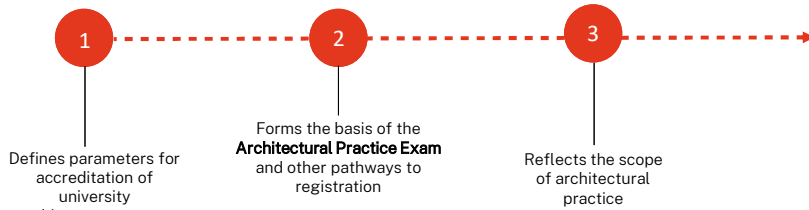
2021 NATIONAL STANDARD OF COMPETENCY FOR ARCHITECTS (2021 NSCA)



14

2021 National Standard of Competency for Architects

Familiarise yourself with the 2021 NSCA

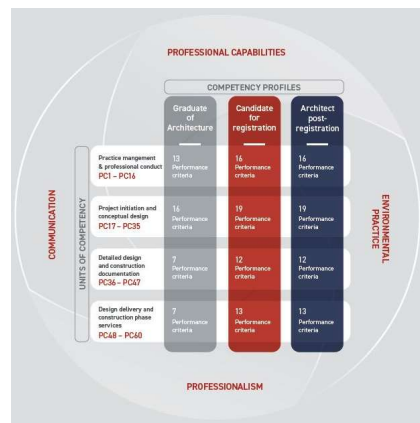


The standards are embedded in accreditation procedures for Australian architecture programs and inform higher education curricula to directly shape the architects of the future.

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.



2021 NSCA – structure



PROFESSIONAL CAPABILITIES

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

The NSCA groups these into three core areas – Professionalism, Communication and Environmental Practice. These three broad capabilities are relevant to all levels of architectural practice and inform the professional education of architects. They provide the context 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 working professional, social, cultural, ethical, legal, technical and business contexts. This includes understanding professional values and obligations around equity, diversity, accessibility and inclusion, embedding these values throughout architectural services, and understanding how they impact Courts, colleagues, clients, stakeholders and broader communities. In doing so, this capability involves maintaining and developing professional competency over the course of a career as an architect.

Communication
Communication capabilities encompass the ability to clearly convey and explain the role and responsibilities of an architect, to identify and respectfully communicate with workplace and project clients, and to articulate the value an architect contributes.

Environmental Practice
Environmental practice capabilities encompass a holistic approach to creating and caring for environments. This includes the ability to understand, analyse and assess the impacts of design, construction and delivery processes on the natural and built environment, to care for Country and communities, to minimise carbon impact, and to contribute to transition to a carbon-neutral 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 architecture in Australia 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 attainment of two years of three- to five-year professional practice experience in architecture.

Architect post-registration – The additional professional competency required to comply with regulatory obligations, including Codes of Conduct, and to maintain professional competency and discipline knowledge commensurate with that discipline. (Note this does not describe specialist activities within the profession of architecture.)

UNITS OF COMPETENCY

Four Units of Competency reflect 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 organisation of the profession, practice and business of architecture, with the objective of providing value through sustainability, integrity and effective professional services in accordance with the ethical and legal obligations of an architect to clients, colleagues, employees and to broader communities.

Project Initiation and Conceptual Design
This unit of competency encompasses the strategic, creative, analytical and culturally responsive processes of initiating a project and the early stages of design. This involves research, analysis and exploration of approaches, design ideas and alternative solutions. It leads to a design concept that meets the client's brief, respects Country and is capable of compliance with planning controls and construction codes.

Detailed Design and Construction Documentation
This unit of competency encompasses the process of developing the design through research, detailed assessment of systems and integration through construction, value and client control provisions to ensure a cohesive design intent. The final design proposal is cohesive, fully detailed and resolved to address risks and client, regulatory and compliance with planning controls and construction codes.

Design Delivery and Construction Phase Services
This unit of competency encompasses the provision of technical support and project delivery through construction. This includes the role of the architect in providing technical methods and construction controls. The final construction control plan includes where necessary and dependent upon the architect and may include contract administration services. Specific all contract types include the tender and construction management of design delivery, review and inspection processes.



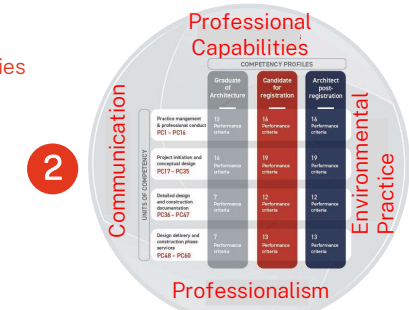
2021 NSCA – structure

3 Professional Capabilities

2 Communication

The ability to

- clearly convey and explain the roles and responsibilities of an architect
- 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



2021 NSCA – structure

3 Competency profiles

Graduate of architecture —

The level of competency required at completion of an accredited program of architecture in Australia 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 broad-based professional practice experience in architecture.

Architect post-registration —

The additional professional competencies required to comply with regulatory obligations, including Codes of Conduct, and to maintain professional competency and disciplinary knowledge commensurate with their practice.

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

- 1. Graduate of Architecture**
Foundational knowledge. Note that not all PCs apply at graduation
- 2. Candidate for registration as an architect**
Able to articulate more detailed knowledge and apply core knowledge sets
- 3. Architect post-registration**
Able to skillfully apply knowledge and increase understanding and expertise over time

Units of Competency



2021 NSCA – structure

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

1. Practice Management and Professional Conduct

Holistic understanding of the organisation of the profession, 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 to broader communities.

2. Project Initiation and Conceptual Design

Intelligent, creative, iterative 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 a design concept that meets the client's brief, respects Country and is capable of compliance with planning controls and construction codes.

3. Detailed Design and Construction

The process of developing the design through research, detailed assessment of options and the integration of technical solutions, value and cost control processes to maintain or enhance the design intent. The final design proposal is cohesive, fully described and resolved to achieve value and cost objectives, and compliance with planning controls and construction codes.

4. Design Delivery and Construction Phase Services

Services to support project delivery through construction. This may occur through a variety of building procurement methods and construction contracts. The form of construction contract may establish different expectations and obligations upon the architect and may include contract administration services. Typically, all contract types include the timely and cost-effective management of design delivery, review and inspection processes.

Performance Criteria



19

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.**



20

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
<p>1 1.1 <i>Be able to understand 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.</i></p> <p>2 1.2 <i>Be able to identify practice measurement and best practice methods and suitable assurance systems within an ethical practice management framework to comply with and enhance efficient, consistent and timely delivery of professional services.</i></p> <p>7 1.3 <i>Apply and follow processes for clear and consistent communication with clients and relevant stakeholders throughout the project, including obtaining approvals from clients and stakeholders.</i></p> <p>11 1.4 <i>Be able to advise, recommend and/or act when 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 services for consultants.</i></p> <p>12 1.5 <i>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.</i></p> <p>13 1.6 <i>Be able to identify and apply strategies, engineering and processes for documentation through all project stages to facilitate service provision and/or construction administration systems needed to fulfil all obligations appropriate to the procurement process in accordance with the terms of the agreement.</i></p> <p>14 1.7 <i>Be able to identify and apply construction service provisions and/or construction administration systems needed to fulfil all obligations appropriate to the procurement process in accordance with the terms of the agreement.</i></p> <p>15 1.8 <i>Be able to apply risk management and mitigation strategies - including safety in design, project risk, requirements for resilience from the impacts of climate change and appropriate insurance - across architectural services.</i></p>	<p>19 2.1 <i>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/viability.</i></p> <p>20 2.2 <i>Be able to assess project budget and timeframe against project requirements and objectives, relevant legislation, statutory planning requirements, building codes and standards.</i></p> <p>21 2.3 <i>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.</i></p> <p>23 2.4 <i>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.</i></p> <p>24 2.5 <i>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/sustainable considerations.</i></p> <p>33 2.6 <i>Be able to investigate, coordinate and integrate sustainable environmental systems - including water, thermal, lighting and acoustics - in response to consultants' advice.</i></p> <p>35 2.7 <i>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 choice materials, components and systems on carbon outcomes.</i></p>	<p>17 3.1 <i>Be able to produce timely, accurate, complete and comprehensible documentation of the design so that it can be constructed.</i></p> <p>18 3.2 <i>Be able to work within budget and time constraints while maintaining the defined project design intent. This includes participating in value management processes where engaged to do so.</i></p> <p>19 3.3 <i>Be able to integrate the material selection, structural and construction systems established in the conceptual design into the detailed design and documentation.</i></p> <p>21 3.4 <i>Be able to coordinate and integrate input from specialists and consultants into the detailed design and documentation.</i></p> <p>42 3.5 <i>Be able to prepare planning applications that comply with planning regulations.</i></p> <p>43 3.6 <i>Monitor effective and clear communication in the coordination of relevant contractors, manufacturers and suppliers as required under the terms of engagement.</i></p> <p>45 3.7 <i>Be able to minimise and integrate quality and performance standards with regard to selected materials, finishes, fittings, components and systems, considering the impact on durability 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.</i></p> <p>46 3.8 <i>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.</i></p> <p>47 3.9 <i>Be able to complete and communicate accurate, complete documents for relevant stakeholders, including drawings, models, specifications, schedules and construction documentation.</i></p>	<p>48 4.1 <i>Be able to select and implement project administration systems, based upon an assessment of the selected procurement method and its implications on project delivery.</i></p> <p>49 4.2 <i>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.</i></p> <p>51 4.3 <i>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.</i></p> <p>52 4.4 <i>Be able to apply the principles and mechanisms implicit in the selected procurement method and associated construction contracts, based on an understanding of the implications of offering contractual relationships.</i></p> <p>53 4.5 <i>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.</i></p> <p>54 4.6 <i>Be able to monitor construction progress and quality as required under the provisions of the construction contract, which may include site visits.</i></p> <p>55 4.7 <i>Be able to apply appropriate and consistent systems for record keeping, document control and revision status during the construction phase.</i></p> <p>56 4.8 <i>Be able to apply appropriate and consistent systems for identification of defects, rectifications and approval of substitutions.</i></p> <p>58 4.9 <i>Be able to apply relevant processes required for certification of mandatory progress claims, project variations, extensions of time, project instructions, and requests for information, practical completion or other administrative functions explicit in the selected procurement method and associated construction contract.</i></p> <p>59 4.10 <i>Understand and mitigate risks associated with preparing and recording documentation.</i></p>

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 terms, explains what performance criteria mean in practice, and provides examples of how competency might be demonstrated at different stages in an architect's development.
- Ensure you are consulting current edition (**version 03 October 2025**) – Explanatory notes are now available for [all](#) PCs.



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



25

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.



26

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.).



27

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**



28

APE PART 1: Logbook and SoPE

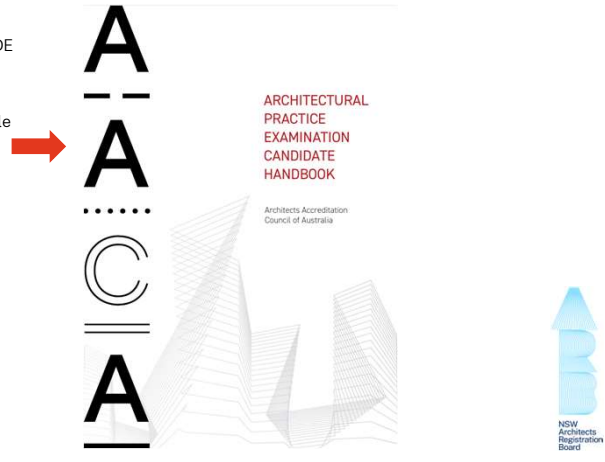
AAACA resources to assist preparation for Part 1

- **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



29

APE PART 1: Logbook and SoPE

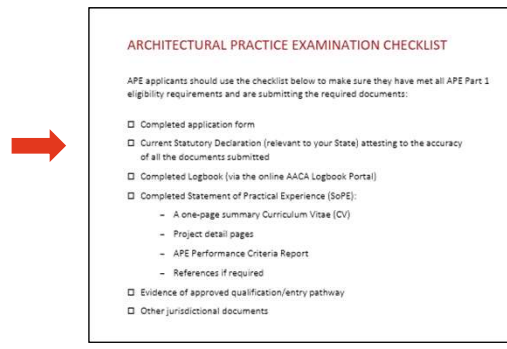
AAACA resources to assist preparation for Part 1

- 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



30

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.



33

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...**"

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.*

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



34

APE PART 1: AACA Logbook

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

You need to set up an account the first time

Copyright © 2021 - Architects Accreditation Council of Australia

35

User Registration

* Required field

Name *

Email Address *

Confirm Email Address *

Password *

Confirm Password *

Captcha * I'm not a robot

REGISTER **CANCEL**

My Profile

Address1 *

Address2

Suburb *

State/Territory *

Postcode *

Mobile

Graduation Date

Photo No file chosen

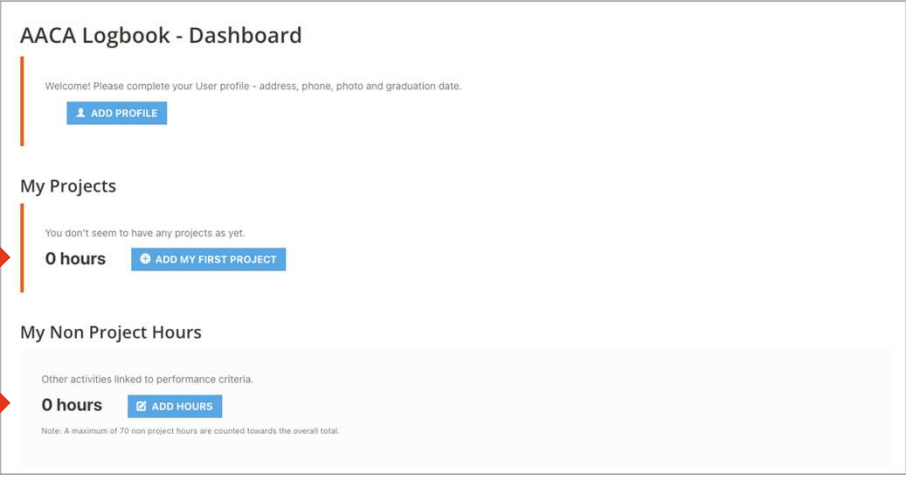
SUBMIT **CANCEL**

- 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/>

36



AACA 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](#)

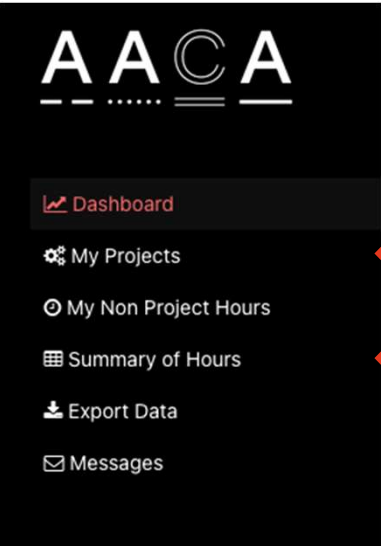
Note: A maximum of 70 non project hours are counted towards the overall total.

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/>

NSW Architects Registration Board

37



AACA

- [Dashboard](#)
- [My Projects](#)
- [My Non Project Hours](#)
- [Summary of Hours](#)
- [Export Data](#)
- [Messages](#)

Select **My Projects** to view your list of projects and add new projects

Select **Summary of Hours** to track your progress towards meeting minimum hours for each performance criteria

4. Navigation is fairly intuitive

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

NSW Architects Registration Board

38

My Projects

Search

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	<input checked="" type="checkbox"/>	<input type="button" value="LOG"/>

Display # 20


3328 hours

Note: A maximum of 350 hours for each Performance Criteria are counted 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/>



39

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/>




40

Log hours - "North Street Studio"

PC	Performance Criteria Description	November 2022	December 2022	January 2023	February 2023	Project Total	Overall Total
Practice Management and Professional Conduct							
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.		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.					26	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	80
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 insurances - 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 avoid cost estimators in determining project feasibility.	4	12	13	17	73	139
PC 20	Be able to assess project budget and timeliness against project requirements and objectives, relevant legislation, statutory planning requirements, building codes and standards.					12	70
PC 21	Be able to apply project budget, 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.		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 interests, risk and timeliness, 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 consultants' advice.					7	104

7. Log hours for your project

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



41

My Non Project Hours

Task Title	Date Start	Date Finish	Description	Performance Criteria	Hours	Actions
Maintenance of Natural Timber CPD	08/08/2023	09/08/2023	Understand the diffe...	PC 11	8	

Add Non Project Hours

Task Title * Maintenance of Natural Timber C

Task Location New South Wales X +

Date Start * 08/08/2023

Date Finish 09/08/2023

Description *
 Edit Insert View Format Table Tools
 B / U Paragraph
 -Understand the differences between timber oils, stains and clear
 -Understand the benefits of 'pre oiled' timber
 -Identify & specify details for interior & exterior timber elements
 -Nominate quality and performance standards with regard to selected finishes
 -Understand the ongoing care and maintenance requirements of natural timber

Performance Criteria * PC11 X +

HOURS * 8

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

SUBMIT CANCEL


8 hours

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/>



42

Summary of Hours

Reference	Performance Criteria	Total Hours	Meets Criteria?
Practice Management and Professional Conduct			
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.	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.	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.	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.	77	✓
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.	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.	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.	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 insurances – across architectural services.	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/viability.	139	✓
PC 20	Be able to assess project budget and timeframe against project requirements and objectives, relevant legislation, statutory planning requirements, building codes and standards.	70	✓
PC 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.	105	✓

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

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

43

AACA Logbook - Dashboard

My Projects

North Street Studio
Studio Zandenco Pty Ltd - Harry Lee #8253
New South Wales

1046 hours

LOG HOURS

Woodland Design Review Panel
Seesaw 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

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

ADD HOURS

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 1000 of those must be in Australia.

Performance Criteria Achieved

35 / 35

100.0%

All of the 35 Performance Criteria (PC) needs to have a minimum of 35 hours, up to a maximum of 350 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/>

44

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	116
PC13	35	PC33	104	PC44	66	PC54	103
PC14	107	PC35	109	PC45	136	PC55	130
PC16	74			PC46	96	PC56	43
				PC47	89	PC57	43
						PC58	74
						PC59	110


TOTAL HOURS IN AUSTRALIA	DURATION IN AUSTRALIA	TOTAL HOURS OVERSEAS	AVERAGE HOURS / WEEK
2131	18	1205	27
Minimum 1650 hours	Minimum 12 months	Maximum 1650 hours	No more than 38 hours per week

TOTAL LOGBOOK HOURS	PERFORMANCE CRITERIA ACHIEVED	ELIGIBILITY STATUS
3336	35	Achieved
Minimum 3300 hours	Required 35 PCs	At 22/09/2023 08:26

Earliest logged experience	Reported conferral date	Hours logged prior to graduation
01/03/2021	01/02/2021	0
Maximum 10 years prior to logbook export	Minimum 10 months prior to logbook export	Maximum 1650 hours

[EXPORT FILE](#) Select **EXPORT FILE** to download your logbook

- You need a minimum of 8 weeks full-time with an employer for the logged experience with that employer to count.
- Minimum 1650 hours is required post-graduation and no more than 38 hours per week
- Minimum 12 months experience (= 1650 hours) must be logged in Australia / maximum 1650 hours can be logged overseas.
- Logged experience must be within 10 years of APE application
- ELIGIBILITY STATUS must say "Achieved ✓"
- Maximum 12 months experience (= 1650 hours) can be logged prior to graduation from M.Arch



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

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

45

ARCHITECTURAL PRACTICE EXAMINATION PART 1 LOGBOOK

Full Name: Alex Citizen
 State/Territory: NSW
 Mobile: 0458736384
 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	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	116
PC13	35	PC33	104	PC44	66	PC54	103
PC14	107	PC35	109	PC45	136	PC55	130
PC16	74			PC46	96	PC56	43
				PC47	89	PC57	43
						PC58	74
						PC59	110


TOTAL HOURS IN AUSTRALIA	DURATION IN AUSTRALIA	TOTAL HOURS OVERSEAS	AVERAGE HOURS / WEEK
2131	18	1205	27
Minimum 1650 hours	Minimum 12 months	Maximum 1650 hours	No more than 38 hours per week

TOTAL LOGBOOK HOURS	PERFORMANCE CRITERIA ACHIEVED	ELIGIBILITY STATUS
3336	35	Achieved
Minimum 3300 hours	Required 35 PCs	At 22/09/2023 08:26

Earliest logged experience	Reported conferral date	Hours logged prior to graduation
01/03/2021	01/02/2021	0
Maximum 10 years prior to logbook export	Minimum 10 months prior to logbook export	Maximum 1650 hours

ARCHITECTS ACCREDITATION COUNCIL OF AUSTRALIA | Architectural Practice Examination Part 1 Logbook | Page 1

- 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/>

46

The first 4 pages of your Logbook PDF contain summary data


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



47

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

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



48

APE PART 1: Statement of Practical Experience

Sample extract from SoPE

Mixed use development, Mascot NSW

Period:	March 2021 – June 2022
Site Area:	120,000m ²
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. ###

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 AS2890 parking standard for Class 2 to 9 buildings. When planning approval was granted, we immediately submitted drawings suitable for a staged CC and S 96 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)

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

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

49

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 mains 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.**

50

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...

The screenshot shows the website www.architects.nsw.gov.au. The navigation menu includes: About us, Using an architect, Becoming registered, Maintaining registration, Resource library, and a search icon. The main heading is "Find an architect". Below this, there is a search form with two tabs: "Search individual" (selected) and "Search business entity". The "Search individual" form has four input fields: "First name" (with "Enter first name" placeholder), "Last name" (with "Enter last name" placeholder), "Registration number" (with "Enter registration number" placeholder), and "Suburb or postcode" (with "Enter suburb or postcode" placeholder). There is a checkbox for "include nearby suburbs or postcodes" and "Search" and "Reset" buttons. The NSW Architects Registration Board logo is in the bottom right corner.

51

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.



52

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**



53

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



54

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.



55

APE PART 1: Logbook and SoPE



About us
Using an architect
Becoming registered
Maintaining registration
Resource library
🔍
👤

Home > Online Application Form

Architectural Practice Examination Application

Reference Number: PSTKRAR

APE Parts

- **Parts 1 & 2 - Initial Application for Admission and the National Examination Paper (NEP).**
Applications for the next round open Monday 24 Jun 2024
- **Part 2 only - National Examination Paper only.**
Applications for the next round open Monday 24 Jun 2024
- **Part 3 - Examination by Interview.**
Applications for the next round open Tuesday 19 October 2024

Please complete the application process by using these 5 steps

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

Next Step >


Applications for 2026 Session 2

open 28 June 2026 –
close midnight 12 July 2026




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


56



APE PART 2: NATIONAL EXAMINATION PAPER (NEP)



57




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.



58

APE PART 2: National Examination Paper

ACA 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



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 performance criteria apply to which part of the APE.

Mandatory performance criteria	Mandatory performance criteria		Mandatory performance criteria	
	APE Part 1	APE Part 2	APE Part 3	APE Part 3
PRACTICE MANAGEMENT AND PROFESSIONAL CONDUCT				
1. Demonstrate understanding of the regulatory requirements and obligations pertaining to practice as an architect, including regulatory, professional codes of conduct, and obligations for continuing professional development and professional indemnity insurance.	✓	✓	✓	✓
2. Be able to identify practice resources and apply practice methods. Be able to plan and coordinate architectural practice management functions to comply with architectural, professional and timely delivery of architectural services.	✓	✓	✓	✓
3. Demonstrate understanding of the principles of project planning. Consider the implications for clients, environmental sustainability, communities, sustainability and project costs.	✓	✓	✓	✓
4. Be able to apply processes of project and cost planning and resource allocation to manage risks and mitigate constraints.	✓	✓	✓	✓
5. Demonstrate understanding of the essential elements of a cost estimate agreement across the range of contract methods, and also the implications of different agreements in relation to costs and type of projects, including guidelines for general services and the engagement of secondary and sub-contractors.	✓	✓	✓	✓
6. Demonstrate understanding of appropriate processes for reporting and varying the scope of services provided by an architect.	✓	✓	✓	✓
7. Apply and follow processes for clear and consistent communication with clients and relevant stakeholders throughout the project, including choosing appropriate channels and standards.	✓	✓	✓	✓
8. Be able to implement culturally responsive and meaningful engagement processes that respect the requirements of diversity and the social responsibilities with Aboriginal and Torres Strait Islander Peoples across architectural services.	✓	✓	✓	✓
9. Demonstrate understanding of contemporary and emerging building procurement methods. This includes identifying the most appropriate form of delivery for a project, including associated risk, regulatory and taxation strategies, and negotiating appropriate construction contracts and contractual contracts and/or agreements.	✓	✓	✓	✓
10. Demonstrate understanding of the various technical systems of a building, including mechanical, electrical and construction systems.	✓	✓	✓	✓

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

APE PART 2: National Examination Paper

ACA resources to assist preparation for Part 2

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

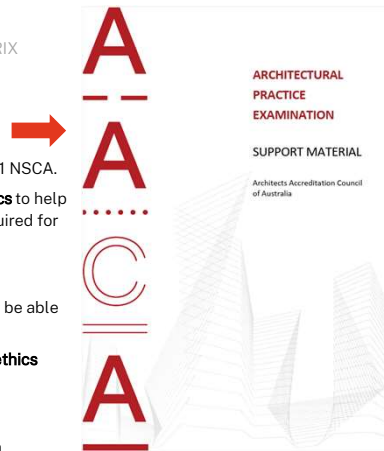
- **APE Support Material**

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



APE PART 2: National Examination Paper

ACA resources to assist preparation for Part 2

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

- **APE Handbook APPENDIX 2: SAMPLE NEP SCENARIO AND QUESTIONS**



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 permit/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 permit/development consent. They say that additional fees are not warranted because you already have the required design drawings on file.

Question 1

The ABC consultation and type of consultation for the project will be:

- 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

Question 2

How would you respond to the client who you are advised to additional fees arising from the planning consultant advice?

- They are not obliged to pay and you have only been consulted with the planning requirements which were provided by your client.
- Charge for your architectural design advice that any representations of the planning requirements is a violation to the code and law.
- Respond to the marketing company about the planning requirements must be accepted by the client because they have required a permit that they pay for.
- Use the money to pay the planning consultant because they have provided the fee for the consultant's services.

Question 3

When the dispensation to the development becomes apparent, what is your best course of action?

- Use the money to pay the fee for the architectural consultant.
- Submit a dispensation application to Council.
- Submit a dispensation application to Council and pay the fee for the consultant's services.
- Submit a dispensation application to Council and pay the fee for the consultant's services.

Question 4

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?

- Accept the client's suggestion that no additional fees are payable for both changes to the design.
- Submit a dispensation application to Council.
- Submit a dispensation application to Council and pay the fee for the consultant's services.
- Submit a dispensation application to Council and pay the fee for the consultant's services.

Question 5

When the client instructs you that any partial services are needed during construction, what is the best course of action?

- Accept the client's instruction that any partial services are needed during construction.
- Submit a dispensation application to Council.
- Submit a dispensation application to Council and pay the fee for the consultant's services.
- Submit a dispensation application to Council and pay the fee for the consultant's services.



APE PART 2: National Examination Paper

ACA resources to assist preparation for Part 2

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

- **APE Handbook APPENDIX 2: SAMPLE NEP SCENARIO AND QUESTIONS**



Diagram Question

The National Construction Code (NCC) Volume One defines a Building Envelope as the following:

Envelope

For the purposes of—
all Section 3 in NCC Volume One, the parts of a building's fabric that separate a conditioned space or habitable room from—

- the exterior of the building; or
- a non-conditioned space including—
 - the floor of a rooftop plant room, lift-machine room or the like; and
 - the floor above a carpark or warehouse; and
 - the common wall with a carpark, warehouse or the like; or

Which of the following diagrams accurately shows the Building Envelope as defined in Section 3 of NCC Volume One?

- Diagram I
- Diagram II
- Diagram III
- Diagram IV



APE PART 2: National Examination Paper

On 14 May 2026, the AACA announced a new NEP provider and test centre option

- Candidates sitting the NEP from Session 2, 2026 will benefit from improvements.
- AACA has appointed **Pearson VUE** to deliver the NEP starting in Session 2, 2026.
- Changes are focused on improving the online examination experience for candidates by providing the **option to sit the exam either at a professionally managed test centre** (subject to availability and allocated on a first-come, first-served basis) **or through remote proctoring**.
- The content and standard of the examination remain unchanged, with the NEP continuing to be benchmarked against the 2021 NSCA and maintaining its scenario-based format.
- Further information will be provided as the transition progresses, including updates on candidate processes and requirements.



63

APE PART 2: National Examination Paper

The NEP is completed online either at a professionally managed test centre or through remote proctoring

- 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.



64

APE PART 2: National Examination Paper

The NEP is completed online either at a **professionally managed test centre** or through remote proctoring

- **New option** in Session 2, 2026 to sit the exam at a professionally managed test centre (subject to availability and allocated on a first-come, first-served basis)
- If you complete the paper using your own computer, proctoring will be by Pearson VUE – allowing live supervision while you complete the paper using your own computer
- **Pearson VUE will deliver the NEP** and will contact you with a 'step by step' guide to prepare.
- Make sure you follow all preparatory guidance from Pearson VUE.
- If using your own computer, 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

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 their ideas around:

The next day you go to the office enthused and start developing a working concept. Some of your staff are excited, you are keen to share with the concept and propose a 3D rendering. A few days later, the friend is contacted and you discuss your needs 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 engaged to do any work and that unfortunately you will not be able to continue due to 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 service and fee 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 service and fee proposal for the balance of the work.
- advise her that you cannot accept her proposal as providing design services free of charge would breach the architects Code of conduct.

Next



APE PART 2: National Examination Paper

AAACA pilot test form

0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45

01:00:30

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 thinking 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 phones 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.

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

- accept the offer, and send a detailed service 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 service 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

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



APE PART 2: National Examination Paper

AAACA pilot test form

0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45

01:00:30

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 thinking 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 phones 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.

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



- accept the offer, and send a detailed service 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 service 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

- 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 services and engagement of associates and sub-contractors.	Yes	76
PC 6 Demonstrate understanding of appropriate processes for reporting and raising the issues 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

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

69


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 all preparatory guidance from Pearson VUE.**
- **If using your own computer, 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 Pearson VUE immediately after the exam (within 24 hours) and cc NSW ARB and AACAA**
- NSW ARB cannot investigate or organise a resit within the exam window unless you tell us that something went wrong.



70

Questions?

Jenna Rowe NSW APE Convenor

Jenna@jennarowe.com.au

Dr Kirsten Orr NSW ARB Registrar & CEO

Kirsten.Orr@architects.nsw.gov.au

0403 617 760

Nadine Roberts NSW ARB Deputy Registrar & APE Manager

Nadine.Roberts@architects.nsw.gov.au

9241 4033



NSW
Architects
Registration
Board