

NSW

Architects Registration Board
 L2, 156 Gloucester Street
 Sydney NSW 2000

T. +61 2 9241 4033
 mail@architects.nsw.gov.au / www.architects.nsw.gov.au
 ABN 63-092-097-847

Board use only			
date received		fees paid	receipt number
NSW Portfolio Program of Assessment Stage 1 & 2: Eligibility Assessment			Form 11A Architects Act 2003 s16(1)(c)

You should complete this form if you wish to apply for the NSW Portfolio Program of Assessment (NSW PPA) STAGE 1 and STAGE 2.

Before applying, please ensure that you have consulted the Information Sheet for the NSW PPA, which is available to download from the Board's [website here](#).

Applications must be submitted by email as a single PDF file to: mail@architects.nsw.gov.au

Your application must be accompanied by payment of the application fees for Stage 1 and Stage 2 and include all required supporting documents, including this completed application form. Refer to the submission checklist on the last page of this form. All documents must be compiled into a single PDF file in the correct order. Applications that do not comply with submission requirements outlined in this Application Form and in the Information Sheet will not be accepted.

If, after reading the Information Sheet you have any questions, please contact the Registrar, Dr Kirsten Orr at registrar@architects.nsw.gov.au

1 Personal details

surname

forenames

title

Mr Mrs Ms Mx
 Dr Prof Other

gender

male female
 indeterminate/intersex/unspecified

date of birth (day/month/year)

2 Contact details

residential address

email address
 (the Board will use this address for all communication related to the NSW PPA)

phone number (business hours)

3 English language proficiency

- English is my first language (go to Qu. 4)
- English is not my first language and I have completed secondary school or tertiary education in English (attach supporting evidence of education in English and go to Qu. 4)
- English is not my first language and I did not complete secondary school or tertiary education in English (you must enter your IELTS scores and the date IELTS assessment was obtained below)
- I have attached a copy of my IELTS (International English Language Testing System) certification demonstrating my achievement of minimum Band 7 in all four abilities of English Language (ie. speaking, listening, reading and writing)

IELTS score

Speaking score _____
 Listening score _____
 Reading score _____
 Writing score _____

date IELTS obtained (day/month/year)

4 Currently resident in Australia

- I am currently resident in Australia (go to Qu. 5)
- I am currently resident overseas (You are not eligible to apply for the NSW Portfolio Program of Assessment. Please apply when your circumstances change, and you are resident in Australia)



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5 Satisfaction of Points Criteria

Please tick the boxes that apply to you in the table of points criteria below. To be eligible for the NSW Portfolio Program of Assessment, you must score a minimum of one point in any single category (5.1 – 5.4), with a total minimum score of 8 points across the four categories.

Before calculating your points score for eligibility criteria, please refer to the [Information Sheet](#) for definitions of “architect”, “architectural practice”, “executive level experience”, “complex architectural project”.

5.1 Australian qualification directly relevant to the architectural services profession (maximum 3 points; minimum 1 point)		points	Tick boxes that apply to you
Incomplete accredited architecture qualification (must be at least 90% complete or equivalent to 9 of 10 semesters completed)		3	<input type="checkbox"/>
Postgraduate qualification, such as architecture (non-accredited program), architectural science, sustainable built environment, urban design, heritage conservation, etc		2	<input type="checkbox"/>
Bachelor qualification, such as architecture, interior architecture, landscape architecture, etc		1	<input type="checkbox"/>
Other relevant tertiary qualification at minimum level of Australian Qualifications Framework (AQF) Level 6 (ie. Advanced Diploma or Associate Degree)		1	<input type="checkbox"/>
5.2 Relevant full-time (or equivalent) work experience (maximum 3 points; minimum 1 point)		points	Tick boxes that apply to you
7 years in the last 10 years worked in architectural services, planning, building or other related fields;	<i>and</i> 3 years in the last 5 years worked with an architect in an architectural practice in Australia	3	<input type="checkbox"/>
10 years in the last 15 years worked in architectural services, planning, building or other related fields;	<i>and</i> 3 years in the last 10 years worked with an architect in an architectural practice in Australia	2	<input type="checkbox"/>
7 years in the last 10 years <u>in Australia</u> worked in architectural services, planning, building or other related fields;	<i>and</i> Completion in the last 2 years of an Australian professional development program – either the Practice of Architecture Learning Series (PALS) or Practicing ARCHitecture (PARC)	1	<input type="checkbox"/>
5.3 At least one completed complex architectural project (maximum 3 points; minimum 1 point)		points	Tick boxes that apply to you
Built in Australia in the last 5 years		3	<input type="checkbox"/>
Built in Australia in the last 10 years		2	<input type="checkbox"/>
Built overseas in the last 5 years		1	<input type="checkbox"/>
5.4 Executive level experience in the conceptual design, schematic design and detailed design of three to four complex architectural projects (maximum 3 points; minimum 1 point)		points	Tick boxes that apply to you
In Australia in the last 10 years		3	<input type="checkbox"/>
In Australia in the last 15 years		2	<input type="checkbox"/>
In the last 15 years, with at least one project in Australia		1	<input type="checkbox"/>
TOTAL POINTS SCORE FOR CATEGORIES 1-4 ABOVE			



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5.1 Australian qualification directly relevant to the architectural services profession

- I meet the eligibility criteria requiring an Australian qualification directly relevant to the architectural services profession
- I have attached a copy of my testamur and/or academic transcript

Name of qualification (exactly as it appears on your testamur or academic transcript)

date of graduation (day/month/year)

name of awarding institution

other relevant qualification / date of award / name of awarding institution

5.2 Relevant full-time (or equivalent) work experience

- I meet the eligibility criteria requiring relevant full-time (or equivalent) work experience
- Detail of my relevant work experience is provided in the Summary Curriculum Vitae accompanying this application and clearly demonstrates my eligibility
- I have included two references with this application that comment on
 - *My professional capacity to operate to the standard expected of an architect in Australia*
 - *The complex architectural projects from my Eligibility Portfolio that my referees worked on with me and my Executive level role on these projects*
 - *My professional experience, with specific reference to the relevant Performance Criteria from the National Standard of Competency for Architects, against which the NSW PPA is assessed.*

Referee #1

(must be a practising architect currently registered in Australia – their written reference must accompany this application)

name of first referee

architect registration number

Australian state or territory of registration

name of business

position in business

business postal address

email address

(the Board will use this address for all communication related to the NSW PPA)

phone number (business hours)

Referee #2

(written reference must accompany this application)

name of second referee

architect registration number and Australian state or territory of registration (if relevant)

name of business

position in business

address

email address

(the Board will use this address for all communication related to the NSW PPA)

phone number (business hours)



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5.3 At least one completed complex architectural project

- I meet the eligibility criteria requiring at least one completed architectural project built in Australia in the last 10 years or overseas in the last five years

name of one of your complex architectural projects built in Australia in the last 10 years, or overseas in the last 5 years

full project address (include country if overseas)

date project construction completed (practical completion) (month/year)

period of your involvement in the project (month/year-month/year) (must be in last 10 yrs)

5.4 Executive level experience in the conceptual design, schematic design and detailed design of three to four complex architectural projects

- I meet the eligibility criteria requiring Executive level experience in the conceptual design, schematic design and detailed design of three to four complex architectural project in last 10 years
- Details of my Executive level experience are provided in the Summary Curriculum Vitae accompanying this application and clearly demonstrate my eligibility
- I have completed a declaration of Executive level experience for each of my projects, which have been countersigned by the supervising architect(s) or consultant/builder/client

6 Declarations of 'Executive' level experience

Complex architectural project #1

(Project 1 should be the same project as the project you listed as your built project at Question 5.3 above)

name of project

full project address (include country if overseas)

name of business you were working for

period of your involvement in the project (month/year-month/year) (must be in last 10 yrs)

declaration of applicant

I declare that

- (a) I have 'Executive' level experience in the conceptual design, schematic design and detailed design of this project, and
- (b) all the information contained in my application relating to this project is true and correct, and
- (c) my declaration has been countersigned by the supervising architect(s) or consultant/builder/client.

signature of applicant

print name

date of signing

declaration of supervising architect(s) or consultant/builder/client

I declare that

- (a) I was the supervising architect(s) or consultant/builder/client (strike out as appropriate) for this project, and
- (b) all the information provided by the applicant relating to this project is true and correct, and
- (c) the applicant gained 'Executive' level experience in the conceptual design, schematic design and detailed design of this project. (Refer to the Information Sheet for a definition of 'Executive' level experience).

signature of supervising architect(s) or consultant/builder/client

print name(s)

architect registration number(s) and Australian state or territory of registration (if relevant)

date of signing

email address

phone number (business hours)



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Complex architectural project #2

name of project

full project address (include country if overseas)

name of business you were working for

period of your involvement in the project
(month/year-month/year) (must be in last 10 yrs)

declaration of applicant

I declare that

- (a) I have 'Executive' level experience in the conceptual design, schematic design and detailed design of this project, and
- (b) all the information contained in my application relating to this project is true and correct, and
- (c) my declaration has been countersigned by the supervising architect(s) or consultant/builder/client.

signature of applicant

print name

date of signing

declaration of supervising architect(s) or consultant/builder/client

I declare that

- (a) I was the supervising architect(s) or consultant/builder/client (strike out as appropriate) for this project, and
- (b) all the information provided by the applicant relating to this project is true and correct, and
- (c) the applicant gained 'Executive' level experience in the conceptual design, schematic design and detailed design of this project. (Refer to the Information Sheet for a definition of 'Executive' level experience).

signature of supervising architect(s) or consultant/builder/client

print name(s)

architect registration number and Australian state or territory of registration (if relevant)

date of signing

email address

phone number (business hours)

Complex architectural project #3

name of project

full project address (include country if overseas)

name of business you were working for

period of your involvement in the project
(month/year-month/year) (must be in last 10 yrs)

declaration of applicant

I declare that

- (a) I have 'Executive' level experience in the conceptual design, schematic design and detailed design of this project, and
- (b) all the information contained in my application relating to this project is true and correct, and
- (c) my declaration has been countersigned by the supervising architect(s) or consultant/builder/client.

signature of applicant

print name

date of signing

declaration of supervising architect(s) or consultant/builder/client

I declare that

- (a) I was the supervising architect(s) or consultant/builder/client (strike out as appropriate) for this project, and
- (b) all the information provided by the applicant relating to this project is true and correct, and
- (c) the applicant gained 'Executive' level experience in the conceptual design, schematic design and detailed design of this project. (Refer to the Information Sheet for a definition of 'Executive' level experience).

signature of supervising architect(s) or consultant/builder/client

print name(s)

architect registration number(s) and Australian state or territory of registration (if relevant)

date of signing

email address

phone number (business hours)



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Complex architectural project #4

name of project

full project address (include country if overseas)

name of business you were working for

period of your involvement in the project
(month/year-month/year) (must be in last 10 yrs)

declaration of applicant

I declare that

- (a) I have 'Executive' level experience in the conceptual design, schematic design and detailed design of this project, and
 - (b) all the information contained in my application relating to this project is true and correct, and
 - (c) my declaration has been countersigned by the supervising architect(s) or consultant/builder/client.
-

signature of applicant

print name

date of signing

declaration of supervising architect(s) or consultant/builder/client

I declare that

- (a) I was the supervising architect(s) or consultant/builder/client (strike out as appropriate) for this project, and
 - (b) all the information provided by the applicant relating to this project is true and correct, and
 - (c) the applicant gained 'Executive' level experience in the conceptual design, schematic design and detailed design of this project. (Refer to the Information Sheet for a definition of 'Executive' level experience).
-

signature of supervising architect(s) or consultant/builder/client

print name(s)

architect registration number and Australian state or territory of registration (if relevant)

date of signing

email address

phone number (business hours)



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AUTHORISATION FOR CREDIT CARD PAYMENT

NSW Portfolio Program of Assessment STAGE 1 and STAGE 2

I authorise the NSW Architects Registration Board to debit my credit card the amount of \$1,600 for Stage 1 (\$1,100) and Stage 2 (\$500) of the NSW Portfolio Program of Assessment.

One thousand and six hundred dollars	\$1,600
Amount	
NSW Portfolio Program of Assessment Stage 1 & Stage 2	
In payment of	

Cardholder's Name																	
Cardholder's Signature																	
Address																	
Credit Card	VISA CARD <input type="checkbox"/> MASTERCARD <input type="checkbox"/>																
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Month	Year	Month	Year														

Note: Credit card payments incur a merchant fee



Statutory Declaration
OATHS ACT 1900, NSW, NINTH SCHEDULE

I, , of
[name of declarant] [residence]

do hereby solemnly declare and affirm that

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

[the facts to be stated according to the declarant's knowledge, belief, or information, severally]

And I make this solemn declaration, as to the matter (or matters) aforesaid, according to the law in this behalf made – and subject to the punishment by law provided for any wilfully false statement in any such declaration.

Declared at: on
[place] [date]

.....
[signature of declarant]

in the presence of an authorised witness, who states:

I, , a
[name of authorised witness] [qualification of authorised witness]

certify the following matters concerning the making of this statutory declaration by the person who made it: *[* please cross out any text that does not apply]*

1. *I saw the face of the person OR *I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification¹ for not removing the covering, and
2. *I have known the person for at least 12 months OR *I have confirmed the person's identity using an identification document and the document I relied on was

[describe identification document relied on]

.....
[signature of authorised witness] [date]

¹ The only "special justification" for not removing a face covering is a legitimate medical reason (at

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7 Submission checklist

Applications must be submitted by email as a single PDF file to: mail@architects.nsw.gov.au

Your application must be accompanied by payment of the application fees for Stage 1 and Stage 2 and include all required supporting documents.

All documents must be compiled into a single PDF file in the correct order as follows:

Please tick off each item that is included with your application and confirm that all documents are in the correct order.

- 1. **Completed Application Form (Form 11A)**, including completed credit card payment authorisation form (for payment in the amount of \$1,600) and completed submission checklist.
 - 1a. If English **is not** your first language you must attach **documentation in support of your English Language Proficiency**, as required at Question 3 of the Application Form. Attach either
 - Evidence of your secondary school or tertiary education in English, or
 - A copy of your IELTS certification demonstrating achievement of minimum Band 7 in all four abilities of English Language (ie. speaking, listening, reading, and writing)
 - 1b. **A copy of your testamur and/or academic transcript for your Australian qualification(s)** that are directly relevant to the architectural services profession, as required at Question 5.1 of the Application Form
- 2. **NSW Statutory Declaration** signed by a Justice of the Peace, lawyer or notary public, and
 - declaring that all submitted documents are true and correct records of the candidate's experience in the architectural services profession; and
 - declaring the authenticity of the candidate's involvement at an Executive level in the nominated complex architectural projects; and
 - attesting to one of the nominated complex architectural projects being a built project completed in Australia in the last ten years or overseas in the last five years.
- 3. **Two written references**, as required at Question 5.2 of the Application Form. Refer to the Information Sheet for more details of what referees must address in their written reference
- 4. **Table of Contents***
- 5. **Summary Curriculum Vitae***
- 6. **Eligibility Portfolio***
- 7. **Statement of Eligibility***

** It is essential that you refer to the Information Sheet for more detail of what is required BEFORE you start compiling your application*

