

APBSA APE Part 1 - Checklist for candidates

Document 1

- Completed and signed Application Form, including a candidate photograph
- Certified copy of candidate's Master of Architecture Degree Testamur, statement of results or evidence of completion of an alternative pathway
- Certified evidence of candidate's legal name (identification)
- Certified evidence of candidate's change of name (where applicable)
- APBSA APE Statutory Declaration, signed by an authorised person

Document 2

- PDF of Logbook generated via the AACA Online Logbook Portal with candidate details matching Document 1 details
- Candidate photograph on cover matching Document 1 photograph (logbook)
- APE Competency Summary completed and all fields green (logbook)
- Non-Project hours listed (logbook)
- List of Projects and Experience Allocation completed (logbook)
- Performance Criteria Summary completed (logbook)
- Detailed project pages completed (logbook)
- Logbook sheets contain architect's name and registration number (unless allied industry)
- If experience gained in allied industry, type of work is clearly identified:
 - Builder
 - Engineer
 - Interior Designer
 - Landscape Architect
 - Building Designer
 - Other (approved by APBSA)
- Registration details of supervising architects and architectural firms' registration (unless experience is in allied industry)
- Statement of Practical Experience (SoPE)
- 1-page summary Curriculum Vitae (CV) as front page of SoPE including:
 - Personal information including contact details
 - Qualifications
 - Employment
 - List of supervising architects and Australian registration numbers
- SoPE is 2000–3000 words (excluding CV)

APBSA APE Part 1 - Checklist for candidates

- Project Description for each project in SoPE complete with:
 - **Project name**
 - **Location** - project address
 - **Indigenous Country**
 - **Period** - the start and end date of the project that the candidate was involved in
 - **Gross floor area**
 - **Estimated building construction cost**
 - **Building type** - e.g., single residential, commercial, hospital, school
 - **Construction type**
 - **Supervising architect name**
 - **Supervising architect registration number**
 - **Procurement method**
 - **Practice construction admin role** - e.g., full contract administration, partial services in D&C contract, N/A
 - **Candidate role/responsibility**
 - **List the Performance Criteria met in project**
 - **Logbook page references**
- Project Details for each project in SoPE including:
 - Outline of project brief
 - Detailed description of the level/type experience in each Performance Criteria
 - Demonstrate sufficient evidence to support the experience claimed in the Logbook
 - Demonstrate an understanding of the Performance Criteria
- Projects in SoPE listed in chronological order
- Candidates name and contact details on every page of SoPE
- All pages throughout the SoPE and CV correctly use the title “Architect” and its derivatives
- No images in document 2 except candidate photo on the logbook (and if applicable CV)
- Every page of the Statement of Practical Experience has been signed by the supervising architect and prefaced by the sentence *“I confirm the candidate's description of the project and the candidate's involvement”* (unless in allied industry)
- If experience is gained in allied industry, a minimum of 2 letters of reference must be included
- Completed APE Performance Criteria Report
- All projects in the SoPE are listed in the Performance Criteria Report, and all projects in the Performance Criteria Report are listed in the SoPE

Other requirements

- Application fee paid