



Circular of Information I

Registration as an Architect in New South Wales

20.08.07

Introduction

The NSW Architects Registration Board is the statutory authority established by the Government to administer the NSW Architects Act.

The use of the title “architect” is strictly regulated. It is reserved by law in NSW as well as with other States and Territories in Australia and in many countries overseas, that only people who are registered as architects may use the title “architect”, or descriptions such as “architectural” which derive from it.

Section 16 of the NSW Architects Act 2003 sets out the general qualifications and requirements for registration in this State and the criteria for admission to the Register of Architects which it maintains. Under Section 10 of the Act, only corporations and firms who nominate at least one architect responsible for the provision of architectural services may hold out as architect firms.

Registration also compels architects to act professionally and ethically. Architects are bound by the NSW Architects Code of Professional Conduct embodied in the Regulations under the Architects Act.

Architects must pay an annual registration fee each year to maintain their registration. Non-payment of the registration fee results in suspension of registration.

I NSW Register of Architects

Architects are skilled and experienced professionals. In order to be registered with the NSW Architects Registration Board, they firstly must have a university qualification in architecture, or other qualification that the Board deems equivalent. This may include an appropriate overseas qualification. Individuals not having a qualification in architecture must pass a rigorous assessment of relevant experience.

In addition to holding an approved qualification, an individual must have at least two years approved

experience, pass the Architects Accreditation Council of Australia’s Architectural Practice Examination (APE) held by the Board and apply to the Board to be enrolled before they are registered.

Only registered persons can use the title “architect”. Registration is renewed annually. Upon renewal, the registrant receives a card that shows an individual registration number and verifies the status as an architect registered in NSW.

The Board publishes the NSW Register of Architects. Registration status of an individual can be checked by logging on to the Board’s website www.architects.nsw.gov.au or by contacting the Board’s office. The full name of the registered person is included on the Register together with the suburb of the business address.

I.1 Changes to registration categories

Under the Architects Act 2003 the descriptors “non-chartered” and “chartered” are no longer used. Persons in the division of non-chartered architects were recognised until 30 June 2005 after which they are no longer registered as such.

I.2 Mutual Recognition Act (MRA)

Architects who are currently registered in another State or Territory in Australia are eligible to apply for registration as in New South Wales under the terms of the Mutual Recognition Act (MRA). Applicants are required to complete and submit Form 02, together with a certification from the Registrar of a State Registration Board where a person is currently registered as an architect, and the payment of the prescribed enrolment fee.

I.3 Trans Tasman Mutual Recognition Agreement (TTMRA)

Under the terms of the Trans Tasman Mutual Recognition Agreement, architects registered in New Zealand are eligible to apply for registration as



architects in New South Wales. Applicants are required to submit a completed application form, present the current Practising Certificate from NZRAB and payment of the enrolment fee. A Statutory Declaration must also be completed to signify that the applicant is a 'fit and proper' person to be registered in NSW. Additional experience and examination are not required.

1.4 Temporary Registration of Overseas Architects

The Board may register an individual who intends to practice in NSW for a limited period and who is not normally a resident of NSW. The Board must be satisfied that the individual has architectural qualifications and practical experience in another country that demonstrates that they are capable of practising architecture in this State with the same competence and skill expected of architects with full registration.

1.5 Non-Practising Status

Architects who have been on the Register at any time may choose to change their status to non-practising. This category will include architects who may have retired from practice or those who are not practising architecture nor will be for the foreseeable future. Individuals who have removed their names from the Register may apply to be reinstated in this category by applying to the Board and paying an annual fee of \$40. Architects who are currently on the Register but wish to change their status from practising to non-practising should apply to do so at annual renewal time.

2 REQUIREMENTS FOR REGISTRATION AS AN ARCHITECT IN NEW SOUTH WALES

The requirements for registration as an architect in New South Wales are:

- an approved academic qualification in architecture, or its equivalent
- an approved period of practical experience
- successful completion of the AACA Architectural Practice Examination (APE)

In addition, the Board must be satisfied that an applicant is a fit and proper person.

Registration and enrolment fees are payable upon application. Contact the Board's office for advice on prescribed fees.

2.1 QUALIFICATIONS IN ARCHITECTURE

2.1.1 Prescribed Qualifications

To meet the academic requirement for registration an applicant must have one of the following prescribed qualifications from New South Wales - the Master of Architecture from the University of Newcastle, University of New South Wales, University of Sydney, and the University of Technology, Sydney.

2.1.2 Other Australian Qualifications

The Board also recognises academic qualifications in architecture obtained from other States and Territories in Australia which have been approved by the Architects Accreditation Council of Australia (AACA).

2.1.3 Overseas Qualifications

Generally, all qualifications in architecture obtained outside Australia must be assessed and accepted by the AACA. Provisional assessments carried out to intending migrants before they reach Australia are not sufficient for registration purposes.

The final AACA recommendation of equivalence is through a process called the Review of Academic Equivalence (RAE). Applicants must contact AACA directly for information on the RAE.

2.1.4 National Program of Assessment (NPrA)

The National Program of Assessment was established by the AACA to assess a person's qualifications using the competency-based assessment. This program was designed for persons who do not have an approved academic qualification in architecture.

The NPrA is conducted annually by the AACA. Successful completion of the NPrA is equivalent to an approved academic qualification in architecture. Interested applicants for the NPrA should contact AACA directly or see www.aaca.org.au.



2.1.5 Built Work Program of Assessment (BWPrA)

Candidates who do not possess a prescribed qualification may qualify through the BWPrA established and conducted by the NSW Architects Registration Board.

Candidates must have design and construction experience gained in Australia over a minimum of ten years. For the purposes of assessment, the candidate must have authored or directed the design of two built projects – a complex building and a building of moderate complexity.

Those who successfully complete the BWPrA are required to sit the AACA Architectural Practice Examination (APE) in order to be eligible for registration as architects. Candidates may apply for the APE immediately upon successful completion of the BWPrA.

Contact the Board for information on the BWPrA or read Circular of Information No 5.

2.1.6 Singapore Qualification

The Master of Architecture from the National University of Singapore obtained from July 1999 onwards is recognised by the AACA as equivalent to an approved architectural academic qualification in Australia. The AACA Architectural Practice Examination must be completed by an applicant with this qualification, after obtaining 12 months work experience in Australia and duly recorded in the AACA logbook.

2.2 APPROVED PRACTICAL EXPERIENCE IN ARCHITECTURE

A candidate for the APE is required to obtain varying levels of experience in a range of activities relating to the seven mandatory competencies in the practice of architecture, and to record them in the AACA Log Book of Experience (NCSA01 LS). Architect supervisors are asked to countersign log sheets to confirm the self-assessment made by the applicant.

The APE is explained in Circular of Information 3 and below.

2.3 ARCHITECTURAL PRACTICE EXAMINATION (APE)

The final requirement for registration as an architect in New South Wales is the successful completion of the AACA Architectural Practice Examination (APE). This examination of professional experience is conducted by all Australian registration boards in Australia. It is NOT conducted outside Australia.

The Examination consists of three parts:

- Part 1 - Assessment of Eligibility for admission to the Examination
- Part 2 - National Examination Paper (NEP)
- Part 3 - Examination by Interview

The NSW Architects Registration Board conducts the APE twice annually.

3 HOW TO APPLY FOR REGISTRATION AS AN ARCHITECT IN NSW

3.1 Application

Persons who wish to apply for registration as an architect in NSW for the first time must complete the NSW ARB Form 1.

An application kit consisting of the application form and Circular of Information 1 is available from the Board's office or may be sent by mail upon request. The original application form must be completed and lodged together with supporting documents and the prescribed enrolment fee. Electronic lodgements are not accepted.

3.2 Supporting Documents

Original degree / testamur (for verification only)
and

Certificate of completion of the AACA Architectural Practice Examination.

Original documents must be presented for verification.

In exceptional circumstances, where the original degree / testamur cannot be produced, the Board may accept a certification from the Awarding Body that the missing documents have been issued or a



certificate confirming the academic award was received.

The NSW Architects Registration Board reserves the right to reject an application as unsatisfactory, and any evidence tendered to it, and to call for further evidence as required. It is always the responsibility of applicants to produce mandatory documents for registration.

3.3 Registration and other Fees

(Natural Persons)

Initial Registration \$330

Registration Renewal \$180 annually

Interstate Registration \$180 (see conditions above)

Temporary registration of overseas architects (see conditions above) \$600

Non-Practising fee \$40

Registration fees do not attract GST.

Architects are required to renew their registration fees by **31st March** each year. Failure to do so results in the removal of the architect's name from the Register. The name may be restored by written application to the Registrar together with the completed Form 06 and payment of the reinstatement fee.

4 RELEVANT SECTIONS OF THE ACT

All applicants are advised to refer to relevant sections of the Architects Act before making an application for registration:

Architects Act 2003

Part 2, Divisions 1 & 2

Part 3, Division 1 to 5

Architects Regulation 2004

Architects Code of Professional Conduct

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