



BOARD OF ARCHITECTS
OF QUEENSLAND

Architectural Competency Assessment Interview

Applicants are required to submit a portfolio of recent design work and undertake an interview with two senior Board Assessors who will make recommendations to the Board regarding your demonstrated competency to practise as an architect in Queensland, with reference to the competencies outlined in the Architects Accreditation Council of Australia's (ACA) *National Standard of Competency for Architects* (NSCA).

An application form for this assessment is attached. To proceed with this assessment, please submit the completed form, together with payment of **\$615.00** and the following assessable items (in electronic format):

- CV (maximum 4 pages in total);
- 2 professional references (maximum of 2 pages each);
- Portfolio of 4-6 built-work projects from the last 10 years, of which a minimum of one project must be from Australia (maximum of 2 A4 pages per project); and
- NSCA Performance Criteria Matrix (**attached**). Please indicate against this checklist the projects from your portfolio which map against each of the NSCA Performance Criteria. A minimum of one project must be mapped against each Performance Criteria, because applicants are required to demonstrate the application of knowledge and skills in architectural practice for each Performance Criteria.

You must also complete and submit the **attached** Statutory Declaration attesting to the truth and accuracy of your submission.

Projects chosen for your portfolio should be those which best demonstrate the extent to which you have gained experience in the various NSCA Performance Criteria, which indicates the application of knowledge and skills in architectural practice and your ability to practise to the standard expected of a practising architect in Australia.

For each project referenced in the portfolio, include the following information:

- Project name and number (numbered 1 through to 4, 5 or 6 as necessary);

BOAQ INFORMATION SHEET: 19 COMPETENCY ASSESSMENT FOR RESTORATION

- Location (including suburb, city, state, and country);
- Building Type;
- Estimated Cost;
- Project date of completion;
- Extent of the Architectural Practice's commission for each project listed i.e. concept design, developed design, documentation, administration etc
- Type of building contract used for each project listed
- Statement outlining applicant's role in the project;
- Brief description of the project;
- Detailed description of the applicant's executive level responsibilities (as linked to the required NSCA Performance Criteria);
- Relevant drawings, diagrams or images (noting the limitation of 2 A4 pages per project); and
- Contact details of an appropriate individual who can verify your statements about your involvement with the project.

Further administrative details relevant to assessment interviews are as follows:

- Interviews will be conducted by two senior Board Assessors;
- Interviews are generally of approximately one to one and a half hour's duration, and will be held at the Board's offices, L3/ 87 Wickham Terrace, Spring Hill, Brisbane (unless otherwise advised);
- Applicants must bring to the interview 1 x full colour hardcopy of the assessable items listed above, as well as the original signed statutory declaration;
- Assessors will not advise applicants of their recommended outcome during or after the interview;
- The Board will advise applicants of the outcome of the assessment as soon as possible following the next Board meeting.



BOARD OF ARCHITECTS
OF QUEENSLAND

APPLICATION FOR ARCHITECTURAL COMPETENCY ASSESSMENT: FOR RESTORATION TO PRACTISING ARCHITECT ON THE QUEENSLAND REGISTER OF ARCHITECTS

1. Personal Details (please print)

Family name _____

Given names _____

Employer/Company _____

Preferred Postal Address _____

_____ Postcode _____

Telephone: Work _____ Mobile _____

Email: _____

Date of Birth _____ Place of Birth _____

Attach a recent
Passport-size
colour photograph

2. Education

Academic Qualifications or equivalent _____

Institution/Body _____ Date of Advice of Final Results _____

3. Practical Experience

Pre-Registration _____ years and _____ months | Post Registration _____ years and _____ months

4. Application and Payment

I hereby make application to undertake an Architectural Competency Assessment Interview against the AACA National Standard of Competency for Architects in support of my application for *Restoration to Practising Architect* on the Queensland Register of Architects.

I enclose the examination fee of **\$615.00** (made payable to the Board of Architects of Queensland). Tax invoice attached.

DATE / /

SIGNATURE OF APPLICANT

OFFICE USE ONLY

Comments _____

Signed _____ Date / /

**Board of Architects of Queensland
ABN 47 081 662 530**

Architectural Competency Assessment Interview - Application and Payment

I hereby make application to the Board of Architects of Queensland to undertake an Architectural Competency Assessment by Interview, against the AACA National Standard of Competency for Architects, for the purpose of supporting my application for *Restoration to Practising Architect* to the Queensland Register of Architects.

I enclose the Assessment Fee of **\$615.00** (payable to the Board of Architects of Queensland), against the below tax invoice.

DATE / / **SIGNATURE OF APPLICANT**

Applicant's Full Name:

Application Fees for *Restoration to Practising Architect* Competency Assessment Interview

Enquiries: (07) 3069 2397

TAX INVOICE

Please return completed form to:

The Registrar
Board of Architects of Queensland
GPO Box 316
BRISBANE QLD 4001

or Email: mail@boaq.qld.gov.au

Assessment Fee: \$615.00 (GST exempt) payable by:

- Cheque** (made out to *Board of Architects of Queensland*)
 or
- Credit Card**
 - Visa Mastercard

(Please note payment via telephone is not available).

Cardholder Name:

Card No. _ _ _ _ _ _ _ _ _ _ Expiry Date: /

Cardholder Signature:

Applicant Name:

Address:

BOAQ Office Use Only

Receipt Number: Receipt Date:

Oaths Act 1867

Statutory Declaration

QUEENSLAND
TO WIT

I,

of

in the State of Queensland

do solemnly and sincerely declare that

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Oaths Act 1867.

Signature of declarant/deponent

Taken and declared before me at

this day of

A Justice of the
Peace/Commissioner for
Declarations.

BOAQ Restoration to Practising Architect Assessment

Matrix: Mapping Performance Criteria (PC) from the National Standard of Competency for Architects (NSCA) 2015 to Applicant Project Portfolio. Each PC must be met by a minimum of 1 project.

Note all PC are to be met at level 'A' - Application of Knowledge & Skills in architectural practice. Full details of the NSCA found here: <http://competencystandardforarchitects.aaca.org.au/about>.

Applicant name:

Project 1:
Project 2:
Project 3:
Project 4:
Project 5:
Project 6:

		Project 1:	Project 2:	Project 3:	Project 4:	Project 5:	Project 6:
E1.	Unit 1 - Design: Project briefing.						
1.1	Preparation & endorsement of an agreement between client and Architect. This agreement will clearly communicate terms, services to be provided, and fees appropriate for the scale and type of project.						
1.2	Establishment, analysis and evaluation of client project requirements and objectives.						
1.3	Assessment of project budget and timeframe against project requirements and objectives.						
1.5	Knowledge of different procurement processes available and evaluation of the impact these have on the project.						
E2.	Unit 1- Design: Pre-Design.						
2.2	Application of principles controlling planning, development and design for the project site.						
2.3	Evaluation of factors influencing and impacting on project cost.						
2.5	Attainment of approval from client of project budget and timeframe.						
E3.	Unit 1- Design: Conceptual Design.						
3.4	Design response incorporates assessment of relevant legislation, codes and industry standards.						
E4.	Unit 1- Design: Schematic Design.						
4.8	Analysis of schematic design in regard to cost planning and timeframe to comply with client and project requirements.						
4.9	Obtain approval for the design from client and and/or relevant stakeholders.						
E5.	Unit 1- Documentation: Detailed Design.						
5.7	Resolution of project design to address budget and time constraints.						
E6.	Unit 2- Documentation: Documentation.						
6.3	Incorporation of the project requirements and objectives in accordance with Project Brief and approved Detailed Design.						
6.7	Establishment of quality assurance systems to ensure consistency and completeness of project documentation in accordance with the requirement fo the project brief, project timeframe and project budget.						
E7.	Unit 3 - Project Delivery: Procurement.						
7.1	Identification of available procurement methods and assessment of relevance and application to the project.						
7.2	Selection of procurement method incorporates assessment of the impact on all phases of project including design, documentation and project delivery.						
7.3	Selection of procurement method incorporates assessment of the impact on contractual arrangements between all project stakeholders.						
7.4	Selection of procurement method incorporates assessment of the impact on selection, contracting and scope of work of consultants and specialist service providers.						
7.6	Knowledge and application of all administration and principles for the selected procurement method and associated contracts.						
E8.	Unit 3 - Project Delivery: Construction Stage.						
8.1	Selection process for appropriately qualified contractors is in accordance with procurement method and project contract.						
8.3	Identification and application of the process and administration systems needed to fulfil all obligations under project contract.						
8.4	Construction progress and quality is systematically reviewed and monitored as required under the contract provisions.						
8.5	Identification and application of all relevant processes required for certification of monetary claims, project variations, extensions of time, project instructions or other administrative responsibilities under the contract provisions.						
8.7	Identification and application of appropriate and consistent systems for record keeping and maintenance of document revisions.						
8.8	Ensure that warranties, schedules, as built documentation, certificates, approvals and other project information are completed and handed to the client and relevant authorities as required under the contract.						
E9.	Unit 4 - Practice Management						
9.1	Knowledge and implementation of appropriate practice model to ensure efficient, effective and ethical professional service.						
9.6	Knowledge and application of professional ethics and ethical practices in respect to practice management and provision of professional service.						
9.7	Knowledge of legal and regulatory requirements and obligations in regard to architectural practice, practice management and registration as an architect.						