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## **Edition**

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# Contents

**1 Introduction****4 Guide to terms****5 Units of competency**

6 Unit 1 Design

10 Unit 2 Documentation

11 Unit 3 Project Management

14 Unit 4 Practice Management

**15 Competency standards in architecture practice**

## Introduction

### **Architects Accreditation Council of Australia (AACA)**

The Architects Accreditation Council of Australia (AACA) is the national body formed by the registration authorities of each state and territory to consider matters of common concern or interest. The main objectives of the Council are to facilitate the recognition, accreditation and co-ordination of acceptable academic standards and registration practices in the interests of national and international professional reciprocity in architecture.

AACA is responsible for facilitating the competency based assessment (CBA) process and maintaining the National Competency Standards in Architecture (NCSA) on behalf of the profession. AACA is not itself a registration authority. Its role is the facilitation of the assessment process, which is recognised by each of the state and territory registration authorities as a prerequisite to registration. The decision to register applicants is the sole prerogative of the registration authorities.

### **Registration as an architect in Australia**

In Australia the use of the title architect is reserved by law to those who are registered by the statutory authorities in each state or territory. The purpose of registration and certification of the title architect is to serve the public interest by ensuring that the standards of competence required reflect consumer expectations.

Registration is the formal act that recognises acceptable standards of competence and conduct and enables the name of the registrant to be entered upon a state or territory Register of Architects.

Upon registration an architect must be competent in the design, documentation and management of an architectural project which could be undertaken by an independent practitioner. That individual must also be competent to contribute to design resolution, to integration of technology and to procurement of 'complex architectural projects' in a range of practice models. An architect will have exposure to a range of building types of varying size and complexity.

The pathways to registration as an architect are common in all Australian states and territories, and there are provisions for portability between the states, territories and New Zealand.

Typically, an individual will have an accredited university qualification in architecture. The criteria for accreditation of architecture programs include documented evidence of student outcomes that demonstrates achievement of relevant competencies from the NCSA. AACA endorses the professional responsibility of tertiary institutions for the determination of course structures and teaching methods and supports those institutions in their assertion of independence in such matters.

AACA may also formally recognise an overseas qualification in architecture as equivalent to an Australian qualification. Where no formal qualifications have been completed, an individual may undertake the National Program of Assessment where their knowledge and practical experience within the industry is assessed by the AACA.

The final step in the pathway to registration requires all applicants to complete the Architectural Practice Examination.

## **The National Competency Standards in Architecture (NCSA)**

The NCSA is the document setting out the benchmark standards of competency against which an applicant for registration as an architect in Australia and New Zealand is measured. It should be seen as the measure of the knowledge, skill and experience that is required of a practitioner for entry to the profession; the NCSA should not be regarded as aspirational.

Details relating to the use of the NCSA in the processes leading to registration are contained in the following documents:

- National Competency Standards in Architecture Guide for Candidates (NCSA GC)
- Australian Architecture Program Accreditation and Recognition Procedure (AAPARP 01)

The processes contained in these documents require satisfaction of specific, but not necessarily all of the, Performance Criteria contained in the NCSA.

While the NCSA defines core competencies required for registration it is recognised that in the course of their professional development architects may elect to specialise narrow in fields of practice. It is anticipated that those architects will aspire to levels of excellence in their specialised fields, but it is not the purpose of the NCSA to identify, measure or test specialised competencies.

### **Current Edition**

This document replaces the revised 2001 edition. In this 2008 edition there is recognition of significant changes in architectural practice since the creation of the NCSA over a decade ago.

The original steering group responsible for the development of the NCSA comprised representatives from most states and territories who were nominated by the AACA, registration authorities, professional bodies, and schools of architecture. The steering group was supported by a research team comprising Neville Quarry, Helen Fisher and Lynn Crawford.

The 2006-08 review was undertaken by a committee of architect practitioners and academics with administrative assistance provided by the AACA. Stakeholder surveys were conducted and inputs were received from Australian and New Zealand registration authorities, professional bodies, schools of architecture, practitioners and academics.

In this revised document there is recognition of the diversity of practice models that have evolved since the creation of the NCSA. To the extent that it is possible to do so, the editors have tried to eliminate any preconception of a single practice model.

The editors have been conscious of the need to eliminate inconsistency of definitions and to align, as far possible, the terminology used in the NCSA with that commonly used in Australian architectural practice. The NCSA are reviewed on a five yearly cycle to ensure that they reflect significant changes in the context of architectural practice in Australia and New Zealand.

In this document there is further recognition that:

- Climate change and sustainability are increasingly significant factors in the design process.
- There is increasing specialisation in architectural practice.
- ‘Traditional’ client/architect relationships should no longer be regarded as the norm.
- Procurement models have become more diverse.
- Technology has impacted upon all aspects of the provision of architectural services.

### **Format**

The NCSA recognises four major areas, or Units of Competency, in the competence of an architect, namely:

Unit 1 Design

Unit 2 Documentation

Unit 3 Project Management

Unit 4 Practice Management

**Relationship of NCSA with the practice of architecture\***



Each Unit is further subdivided into:

- Contexts of Competency
- Elements of Competency
- Performance Criteria

\* An expanded diagram may be referenced at pages 15 and 16

## Guide to terms

The NCSA requires architects upon registration to have demonstrated competence through performance in a range of architectural roles and tasks. Knowledge, comprehension, application, analysis and synthesis are attributes or types of intellectual behaviour which are required by the performance criteria set out in this document.

The following key terms are used in this edition of the NCSA.

<b>Competency</b>	The ability to perform activities within the profession of architecture to the standard expected upon registration.
<b>Unit of Competency</b>	The four Units of Competency are Design, Documentation, Project Management and Practice Management. Each Unit comprises Elements of Competency that are sufficiently related to each other to be considered as a single block of connected activities. Units are groups of activities, which are likely, amongst experienced practitioners, to become the focus of specialisations.
<b>Context of Competency</b>	A description of the professional setting within which architects perform and where the Units of Competency are related to the comprehensive process of producing architecture.
<b>Element of Competency</b>	This is a discrete activity that a competent architect must be able to perform.
<b>Performance Criteria</b>	There are 149 evaluative statements, which specify the performance required to demonstrate competency.
<b>Design Concept</b>	This involves the exploration of ideas and options inspired by analysis of all the given facts, contextual issues and constraints and is informed by precedent and personal architectural philosophy. Drawing from a range of ideas and facts and the application of judgement, the design concept evolves into a Schematic Design.
<b>Schematic Design</b>	This is the design concept advanced to a level of legibility sufficient to gain client approval, receive consultant advice and provide the basis for the preparation of a reasonable estimate of cost. Client approval at the end of this phase leads to preparation of the Detailed Design.
<b>Detailed Design</b>	This is an expansion of the Schematic Design and creation of preliminary construction details. It includes investigation and selection of materials and finishes, establishing equipment layouts and preliminary design of built-in furniture and fittings for client approval. The architect receives more detailed consultant advice and undertakes a detailed cost analysis.
<b>Independent Practitioner</b>	In this document an independent practitioner is one who has the competencies to complete the design, documentation and management of an architectural project. The independent practitioner will have the competencies expected of one leading a practice group of not more than five persons.
<b>Complex Architectural Project</b>	<p>A complex architectural project may involve single or multi-level construction and require highly specialised knowledge and skills. It may be demanding in its ordering and organisation of multiple occupancy and/or special purpose user requirements in terms of people and vehicular circulation; complicated in its spatial articulation; difficult in the planning and co-ordination of sophisticated construction systems, larger spans requiring specialised or innovative structural solutions, materials, building services and fittings; and challenging in site configuration and existing features.</p> <p>It will involve an understanding of the impact of the building on the natural and built environment and require an informed response to the urban or rural context and the physical, topographical and climatic context.</p> <p>A small building can be complex in the organisation of its components and functional requirements, for example, a residence. Alternatively, a building can be large in area but simple in its make up and performance needs eg an airplane hangar.</p> <p>The realisation of a complex architectural project generally requires specialist input for the resolution of structural and technical design components and special purpose provisions, and the collaboration of an experienced professional team for the preparation of project documentation and contract administration. The procurement of the project is dependent on an appropriate practice structure and adequate professional and financial resources for its achievement.</p>

# Units of competency

## Unit 1

### Design

An architectural design evolves through exploration and reappraisal of a range of ideas and propositions that lead progressively to the eventual resolution of a coherent design proposal. Evidence of this progressive process must be demonstrated in each of the successive stages of Design from design concept through to schematic and detailed design.

Although listed separately for convenience and reference, the Elements of design constitute a system, a set of incidents, which are dynamically related. The Elements are given in the sequence in which they often occur, but they may merge, repeat and inform one another throughout the design process and cannot be considered or assessed in isolation.

Upon registration, an architect is required to demonstrate an ability to design a complex architectural project.

#### Context 1.1

#### To create an architectural design through the exercise of knowledge, imagination, judgement and professional responsibility

Element	Performance Criteria
1.1.1 Generate a design concept that can be realised as a building	01 The design concept demonstrates an analysis of and response to the design brief, user intent and built purpose
	02 The design concept demonstrates a considered response to the physical location and addresses the relevant wider issues of urban or rural context
	03 The design concept demonstrates the exercise of critical choice, aesthetic judgement and creative imagination
	04 The design concept demonstrates a clear and coherent design approach
	05 The design concept demonstrates sensitivity to the ordering, sequencing and articulation of three-dimensional form and spatial content is evident
	06 The design concept demonstrates an understanding of architectural history and building traditions
	07 The design concept demonstrates an understanding of relevant social, cultural and environmental issues
	08 The design concept demonstrates an appreciation of economic factors, building systems and materials
1.1.2 Recognise the need to sustain the natural and the built environment, and the needs and aspirations of building users and the community, in the formulation of a design concept	09 The design concept demonstrates respect for the natural environment and awareness of the issues of sustainability
	10 The design concept demonstrates an assessment and understanding of the impact of the project on building users and community
	11 The design concept demonstrates an understanding of issues of national and regional planning and their relationship to local demography and resources
	12 The design concept demonstrates the observation of society's values influencing health, safety, welfare and use of the built environment
1.1.3 Comply with the law and regulations governing planning, building design, procurement and the practice of architecture	13 The development of the design concept demonstrates knowledge of the ethical basis, laws and statutes that regulate the practice of architecture
	14 The design concept demonstrates compliance with the law, relevant codes, regulations and industry standards for development, design, construction and services
1.1.4 Communicate the design concept clearly	15 The development of the design concept utilises freehand drawings, diagrams, other graphic techniques and modelling (physical and/or computer simulated) to explore three-dimensional form and relationships
	16 The design concept is described through drawings and/or three-dimensional representation, computer simulation or other visual and/or written techniques

## Context 1.2

**To formulate an architectural design in response to a project brief, sufficient to obtain endorsement of overall objectives and design concept by a client and other interested parties**

Element	Performance Criteria
1.2.1 Interpret project brief and decide design objectives and parameters with the client	17 The architectural design demonstrates a critical response to budget and time frame based on an analysis of the project brief
	18 The architectural design demonstrates a consideration of the feasibility of the project brief and a review of alternative options
	19 The architectural design demonstrates a critical response to spatial and functional requirements and relationships, including access
	20 The architectural design demonstrates an investigation of the interests of building users and reconciles those interests with the project brief
	21 The architectural design demonstrates an investigation of human, social, environmental and contextual issues
	22 The architectural design demonstrates the implications of physical, technical, cost and regulatory constraints
	23 The architectural design demonstrates the process of collaboration and integrates sources of specialist information and expertise
1.2.2 Develop a schematic design through a repetitive process of hypothesis, evaluation and re-appraisal	24 The schematic design demonstrates that the program has been analysed, priorities evaluated, problems defined, strategies formulated and a theoretical design approach considered
	25 The schematic design is progressively investigated, emerging issues researched, experiential, material and aesthetic options considered and alternatives explored, tested and refined
	26 The schematic design satisfies the project brief, site analysis, user requirements, design parameters, and identifies constraints
	27 The schematic design is validated by technical considerations, integrating structure, construction technologies and service systems into a functionally effective whole
	28 The schematic design is informed by theoretical considerations, and intellectual and aesthetic judgement
1.2.3 Communicate the schematic design clearly	29 The development of the schematic design utilises freehand drawings, diagrams, other graphic techniques and modelling to explore three-dimensional form and relationships
	30 Describe the schematic design through drawings and/or three-dimensional representation, computer simulation or other visual and/or written techniques
1.2.4 Agree the schematic design with the client and interested parties	31 The schematic design proposals are evaluated and tested to enable agreement on selection and commitment to the development of a preferred design
	32 The design approach, concept and conditions are articulated to inform a client and other interested parties
	33 Client expectations and limitations are reconciled, differences resolved, consequences recognised, alternatives ordered and responsibility for decisions assumed
	34 The agreement of client to proceed to the detailed design stage is obtained

## Context 1.3

**To develop a detailed design which is consistent with the design concept**

Element	Performance Criteria
1.3.1 Investigate and analyse detailed requirements for organisation of spaces, areas and circulation within and around a building	35 The detailed design determines specific spatial requirements and relationships for building occupancy and functions
	36 The detailed design investigates internal and external patterns of circulation and project implications are assessed
	37 The detailed design demonstrates the integration of construction and technical systems in the spatial arrangement
	38 The detailed design interprets, assesses and incorporates information and recommendations provided by consultants, specialists and manufacturers
1.3.2 Consider options and decide the disposition and assembly of the structural system, construction elements, materials and building components	39 The detailed design investigates and evaluates the choice of structural system, based upon an understanding of structural principles and their application
	40 The detailed design investigates and evaluates construction elements based upon an understanding of technical performance and the requirements of building standards
	41 The detailed design is assessed for consistency with design concept
	42 The detailed design investigates and evaluates materials and building components based upon an understanding of their physical properties- strength, performance and durability
	43 The detailed design demonstrates a considered judgement of the visual and contextual qualities of the structural system, construction elements, materials and building components
	44 The selection of building materials is consistent with, and appropriate to, the structural and construction system proposed and details of assembly are technically proficient
	45 The selection of fittings, fixtures and finishes is suitable for the purpose, cost and assembly
1.3.3 Establish requirements for building service systems	46 Specialists are consulted as necessary
	47 The active and passive service systems selected for thermal comfort, lighting and acoustics are suitable for the occupation, function and environmental parameters
	48 The mechanical and electrical, hydraulic and transportation systems selected are suitable for the occupation, function and environmental parameters and appropriate to time constraints
	49 Specialists are consulted as necessary
	50 Appropriate technical and mechanical systems and equipment is integrated with the schematic design

## Context 1.4

**To resolve a detailed design sufficient to obtain agreement and authorisation to proceed to documentation for its translation into built form**

<b>Element</b>	<b>Performance Criteria</b>
1.4.1 Progressively finalise all decisions relating to the assessment of specialist information, design detail, material choice and building costs and management strategies	51 The detailed design demonstrates the consideration and resolution of each aspect of the project brief
	52 The detailed design demonstrates that all building elements are sufficient and appropriate for construction intentions and environmental sustainability
	53 The detailed design demonstrates consistency between the proposed building elements, construction systems, project budget and time constraints
	54 The detailed design demonstrates the integration of specialist information and expertise
	55 The detailed design demonstrates continuing consideration of the interests of building users, the community and other relevant groups
1.4.2 Communicate the detailed design clearly	56 The development of the detailed design utilises freehand drawings, diagrams, other graphic techniques and modelling to explore three-dimensional form and relationships
	57 The detailed design is described through drawings and/or three-dimensional representation, computer simulation or other visual and/or written techniques
1.4.3 Negotiate and agree the detailed design proposal with the client and other interested parties	58 Clear and accurate professional advice is provided on the detailed design response to each aspect of the project brief
	59 The reasons for any departure from the project brief are explained and agreed
	60 All other outstanding issues are resolved in readiness for commencement of the construction documentation
1.4.4 Prepare for start of construction documentation	61 A strategy and program for construction documentation are adopted
	62 The requirement for any additional specialist consultants is identified and their scope of work defined

## Context 1.5

**To continuously comply with the project brief and meet contractual agreements throughout the course of implementation of a design project**

<b>Element</b>	<b>Performance Criteria</b>
1.5.1 Resolve, in detail, all components of the design in order to prepare instructions for their construction or supply	63 The detailed design demonstrates a clear and coherent design approach has been maintained
	64 Decisions made are timely and conform to the agreed contractual and administrative program
	65 The ongoing contribution of consultants and suppliers is co ordinated

## Unit 2 Documentation

Documentation prepared for the construction, contract management and handover of an architectural project, including architectural drawings, specifications and schedules, must conform with relevant codes and industry standards.

The compliance of documentation, supplied by consultants, with codes and regulations is to be verified.

The consistency of all project documentation (in the selection and disposition of building elements, components, finishes and fittings) with design objectives and budgetary constraints must be demonstrated.

Upon registration, an architect is required to demonstrate documentation competencies at a level which could be undertaken in the circumstances of an independent practitioner.

Context 2.1 **To generate documentation and clearly communicate information for an architectural project so that it can be costed, built and completed in accordance with the brief, time frame, cost and quality objectives**

Element	Performance Criteria
2.1.1 Establish a documentation process	66 Participants in the documentation process are identified
	67 Approach and procedures for the documentation process are identified
	68 Time schedules for the completion of documentation are established
	69 Monitoring and checking protocols are established
2.1.2 Prepare architectural drawings with regard to the location, extent of building elements, components, finishes, fittings and systems	70 Materials, products and systems are selected and described in accordance with the detailed design
	71 Timely, accurate, complete and comprehensible drawings are produced for consultants, building contractors and relevant authorities
	72 Design changes which evolve during the documentation process are communicated to the client for approval
2.1.3 Prepare architectural specifications and schedules	73 Timely, accurate, complete and comprehensible specifications and schedules are produced for consultants, contractors and relevant authorities
	74 The specifications and schedules nominate type, quality and performance standards with regard to selected materials, finishes, fittings, components, systems and special items
	75 The specifications and schedules identify and describe the type and extent of work of separate building trades and sub-contractors
	76 The specifications, schedules and drawings are cross-referenced and co-ordinated
2.1.4 Co-ordinate the documentation of the project	77 The architectural and consultants' documentation are checked for consistency and compatibility
	78 The architectural and consultants' documentation are checked and confirmed for consistency with the detailed design and with quality, cost and time parameters
	79 The documentation is consistent with the type of building contract and/or procurement procedure that has been selected for the project
2.1.5 Agree on the documentation with the client and other interested parties	80 The client is provided with a clear explanation and understanding of the documentation
	81 The documentation is resolved and agreed in readiness for commencement of construction

Context 2.2 **To provide documentation for effective occupation of the project and as a future reference source**

Element	Performance Criteria
2.2.1 Provide handover advice and as-built records	82 A clear explanation and documentation of building operation and systems is provided
	83 Accurate documents are prepared that record the location and extent of building elements and services, including those changes which occurred during the construction process

## Unit 3 Project Management

Project Management processes of creating, maintaining and monitoring systems that must achieve timely, efficient and cost effective delivery of the architectural project.

Project Management may establish project teams, the development of client and project team agreements, the identification and implementation of appropriate contractual administration and compliance monitoring regimes, and project record keeping.

Upon registration, an architect is required to demonstrate project management competencies at a level which could be undertaken in the circumstances of an independent practitioner.

### Context 3.1 To confirm objectives and conditions at inception of project

Element	Performance Criteria
3.1.1 Establish and evaluate identified requirements, perceptions and priorities	84 Project requirements are established, evaluated and assessed and priorities allocated
	85 Project budget and time constraints are confirmed following an analysis of the project brief and factors affecting delivery
	86 The project brief is monitored and assessed against the budget, program and external factors
3.1.2 Establish site conditions	87 The limitations of the site and its environs are investigated, identified and opportunities recorded
	88 Site access and utility connections are identified and considered
	89 Specialist input is identified and obtained
	90 The options for re-use and life cycle costing and, where relevant, the conservation of existing buildings and infrastructure are considered
3.1.3 Assess potential interaction between the project, the environment and the community	91 The implications of environmental factors are investigated, assessed and reported
	92 The implications of cultural factors are investigated, assessed and reported
	93 Opportunities for engagement with community participation processes are investigated and recommendations made
3.1.4 Assess regulatory context	94 The implications of the law, relevant codes, regulations and industry standards are identified, understood and assessed
3.1.5 Consider construction systems and materials options	95 Construction systems, service systems and material options consistent with the project brief and the design objectives are considered

Context 3.2

**To establish an appropriate procurement method and complete contractual arrangements with all participants**

<b>Element</b>	<b>Performance Criteria</b>
3.2.1 Establish terms of agreement with client	96 Services to be provided to the client and professional fees are identified and clearly communicated
	97 A method of engagement is established, appropriate to the scale and nature of the project and the scope of services to be provided
3.2.2 Establish project procurement options	98 The advantages and disadvantages of procurement options are considered
	99 Project opportunities and constraints are assessed, key issues identified and recommendations made to the client
3.2.3 Prepare preliminary project evaluations, programs and feasibility studies	100 Project scope is clearly defined
	101 A project cost analysis is undertaken which reflects an understanding of procurement method, contractual arrangements and other project parameters
	102 Time, cost, and quality requirements are recognised and balanced against client needs and priorities
3.2.4 Establish project information management systems	103 Recording and information systems are established to satisfy all requirements of the contract of engagement
	104 Systems are established to ensure the flow of information, instructions, approvals and agreements between all participants
3.2.5 Establish requirements for, and co-ordinate, specialists	105 The need for consultants, contractors and suppliers is established
	106 The scope of specialist services is specified and briefs prepared
	107 The selection of specialists including fee arrangements is negotiated and client agreement secured
3.2.6 Prepare and conclude contractual agreements and negotiations for proceeding with project construction	108 The types of construction contracts are considered and assessed and recommendations made to the client
	109 The financial arrangements for project construction proposed by the contractor are analysed
	110 Contractor qualifications are evaluated prior to selection
	111 The terms and conditions of the contract are reviewed, negotiated and finalised
	112 Ethical practices are followed

Context 3.3 **To provide contract administration for the construction of a project**

Element	Performance Criteria
3.3.1 Administer a standard form construction contract	113: Administrative processes are established and maintained which ensure progressive fulfilment of requirements of contract documents
	114: Construction progress is systematically monitored and compliance with the contract provisions and budget ensured
	115: Progress claims, variations and extensions are evaluated and certified
	116: Problems and uncertainties are resolved and advice provided
	117: Defects are identified and rectification by the builder is monitored
	118: Instructions are issued
3.3.2 Monitor compliance with contract documents and requirements of relevant regulatory authorities	119: Authority approvals are obtained as required
	120: A mechanism is established for regular progress reporting to the client on variations to the program, budget and quality
	121: Compliance with contract documents and requirements of regulatory authorities is verified at completion of the contract

Context 3.4 **Before, or on completion of the contract, to compile and document information and responsibilities for future operational use**

Element	Performance Criteria
3.4.1 Assemble project maintenance and operation manuals as required by the contract	122: Warranties, maintenance agreements, certificates and approvals are obtained and handed over
	123: Maintenance and operation manuals are prepared and provided
	124: Client responsibilities at handover are identified and advised
3.4.2 Undertake post occupancy evaluation and assess for future operational use	125: Performance information is systematically acquired, analysed, reviewed and disseminated as necessary

## Unit 4 Practice Management

Practice Management ensures that appropriate systems are in place, and sufficient resources available, to maintain an architectural practice.

Administrative and accounting systems must facilitate the efficient, timely and profitable provision of professional services. Management of staff, technical and financial resources enable the scope of, and demand for, a practice's professional services to be met. Quality systems must monitor client satisfaction and data should be continuously collected and reviewed to improve performance.

The conduct of an architectural practice must comply with the law and regulations and observe professional and community standards.

Upon registration, an architect is required to demonstrate practice management competencies at a level which could be undertaken in the circumstances of an independent practitioner.

### Context 4.1

#### To establish and maintain an architectural practice

Element	Performance Criteria
4.1.1 Define practice objectives and establish a practice structure and strategies for their achievement	126 Knowledge is demonstrated of alternative practice models, such as sole practice, partnership, company, joint-venture, multi-disciplinary, secondary consultancy and networking
	127 An appropriate practice structure is established in response to anticipated scope and demand for professional services
	128 A business plan is developed and a strategy established for performance review
	129 Professional, technical and financial resources adequate and appropriate for the practice structure and strategies are adopted
	130 Engagement procedures are identified
4.1.2 Establish and maintain practice management systems	131 Client satisfaction and project performance is monitored and information for improvement of future services recorded
	132 A practice management system is established to report, monitor and review financial performance of the practice
	133 Accounting procedures are established and maintained
	134 Specialists for practice management advice are consulted as necessary
	135 Administrative systems and quality management standards are established and applied to facilitate the efficient, timely and profitable provision of professional services
	136 All practice management systems are regularly analysed and reviewed
	137 A comprehensive library system of information and material essential for practice is established and maintained
4.1.3 Deploy and manage staff	138 Staff numbers and skills are managed to meet practice needs
	139 Staff responsibilities are clearly defined and their understanding ensured
	140 Personnel records are maintained to ensure efficient administration of the terms and conditions of employment
	141 Opportunity is provided for staff to undertake personal and professional development
	142 Ethical practices are followed
4.1.4 Comply with the law and regulations governing the conduct of an architectural practice	143 Compliance with the law and regulations governing the conduct of an architectural practice, as a business entity and as an employer is demonstrated
	144 Compliance with the law and regulations governing accounting and financial matters is demonstrated
	145 Compliance with common law and duty of care provisions, and the laws of contract and tort is demonstrated
	146 Compliance with copyright law and the protection of intellectual property is demonstrated
	147 Specialists are consulted as necessary for financial, legal, professional and other practice advice
4.1.5 Observe the standards of conduct expected by the community of a professional in the practice of architecture	148 An understanding of the legal responsibilities of an architect, with regard to registration, practice and building contracts is demonstrated
	149 An understanding of professional ethics and ethical practice is demonstrated

# Competency standards in architecture practice

Architectural competence	Pre-design	Unit 3	Project Management	Context 3.1	To confirm objectives and conditions at inception of project	Element 3.1.1	Establish and evaluate identified requirements, perceptions and priorities	Element 3.1.2	Establish site conditions	Element 3.1.3	Assess potential interaction between the project, the environment and the community	Element 3.1.4	Assess regulatory context	Element 3.1.5	Consider construction systems and materials options		
		Context 3.2	To establish an appropriate procurement method and complete contractual arrangements with all participants	Element 3.2.1	Establish terms of agreement with client	Element 3.2.2	Establish project procurement options	Element 3.2.3	Prepare preliminary project evaluations, programs and feasibility studies	Element 3.2.4	Establish project information management systems	Element 3.2.5	Establish requirements for, and co-ordinate, specialists				
	Design	Unit 1	Design	Context 1.1	To create an architectural design through the exercise of knowledge, imagination, judgement and professional responsibility	Element 1.1.1	Generate a design concept that can be realised as a building	Element 1.1.2	Recognise the need to sustain the natural and the built environment, and the needs and aspirations of building users and the community, in the formulation of a design concept	Element 1.1.3	Comply with the law and regulations governing planning, building design, procurement and the practice of architecture	Element 1.1.4	Communicate the design concept clearly				
				Context 1.2	To formulate an architectural design in response to a project brief, sufficient to obtain endorsement of overall objectives and design concept by a client and other interested parties	Element 1.2.1	Interpret project brief and decide design objectives and parameters with the client	Element 1.2.2	Develop a schematic design through a repetitive process of hypothesis, evaluation and re-appraisal	Element 1.2.3	Communicate the schematic design clearly	Element 1.2.4	Agree the schematic design proposals with client and interested parties				
				Context 1.3	To develop a detailed design which is consistent with the design concept	Element 1.3.1	Investigate and analyse detailed requirements for organisation of spaces, areas and circulation within and around a building	Element 1.3.2	Consider options and decide the disposition and assembly of the structural system, construction elements, materials and building components	Element 1.3.3	Establish requirements for building service systems						
				Context 1.4	To resolve a detailed design sufficient to obtain agreement and authorisation to proceed to documentation for its translation into built form	Element 1.4.1	Progressively finalise all decisions relating to the assessment of specialist information, design detail, material choice and building costs and management strategies	Element 1.4.2	Communicate the detailed design clearly	Element 1.4.3	Negotiate and agree the detailed design proposal with the client and other interested parties	Element 1.4.4	Prepare for start of construction documentation				
		Detailed design	Context 1.5	To continuously comply with the project brief and meet contractual agreements throughout the course of implementation of a design project	Element 1.5.1	Resolve, in detail, all components of the design in order to prepare instructions for their construction or supply											
			Unit 2	Documentation	Context 2.1	To generate documentation and clearly communicate information for an architectural project so that it can be costed, built and completed in accordance with the brief, time frame, cost and quality objectives	Element 2.1.1	Establish a documentation process	Element 2.1.2	Prepare architectural drawings with regard to the location, extent of building elements, components, finishes, fittings and systems	Element 2.1.3	Prepare architectural specifications and schedules	Element 2.1.4	Co-ordinate the documentation of the project	Element 2.1.5	Agree on the documentation with the client and other interested parties	
					Context 2.2	To provide documentation for effective occupation of the project and as a future reference source	Element 2.2.1	Provide handover advice and as-built records									
					Contract administration	Context 3.3	To provide contract administration for the construction of a project	Element 3.3.1	Administer a standard form construction contract	Element 3.3.2	Monitor compliance with contract documents and requirements of relevant regulatory authorities						
Context 3.4						Before, or on the completion of the contract, to compile and document information and responsibilities for future operational use	Element 3.4.1	Assemble project maintenance and operation manuals as required by the contract	Element 3.4.2	Undertake post occupancy evaluation and assess for future operational use							
Practice						Unit 4	Practice Management	Context 4.1	To establish and maintain an architectural practice	Element 4.1.1	Define practice objectives and establish a practice structure and strategies for their achievement	Element 4.1.2	Establish and maintain practice management systems	Element 4.1.3	Deploy and manage staff	Element 4.1.4	Comply with the law and regulations governing the conduct of an architectural practice

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PO Box 236 Civic Square  
ACT 2608 Australia  
Telephone: 612 6230 0506  
Facsimile: 612 6230 7879  
Email: [registrar@aaca.org.au](mailto:registrar@aaca.org.au)

[www.aaca.org.au](http://www.aaca.org.au)