

## REGISTRATION OF ARCHITECTS IN NEW ZEALAND



### **PATHWAY ONE – RECOGNISED NEW ZEALAND/AUSTRALIAN QUALIFICATIONS (PLUS PRACTICAL EXPERIENCE) 2009**

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This pathway is for applicants who hold a recognised New Zealand or Australian qualification in architecture, or an appropriate certificate indicating equivalency. Pathway One applicants must also meet practical experience requirements.

The application process requires the completion of the **initial application form** and the provision of evidence that the applicant holds a **recognised qualification** and meets the **experience requirements**.

Certified copies of applicants' degree certificates must be provided. Project Record Sheets (available on the Board's website) are required for recording and verifying practical experience. Project Record Sheets must be endorsed by the employer.

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### **Qualifications Requirements**

Pathway One applicants must hold one of the following qualifications.

#### **New Zealand**

- University of Auckland - B.Arch
- Victoria University of Wellington - B.Arch
- Unitec - B.Arch

#### **Australia**

- University of Canberra - B.Arch
- University of Sydney - B.Arch
- University of New South Wales - B.Arch
- University of Technology, Sydney - B.Arch; DipTech [Arch]
- University of Newcastle - B.Arch
- Queensland University, - B.Arch, M Arch Studies – General Practice Stream
- Queensland University of Technology - B.Arch; Grad Dip Arch; Dip Arch
- University of Adelaide - B.Arch<sup>1</sup>
- University of South Australia - B.Arch; DipTech [Arch]
- University of Tasmania - B.Arch
- University of Melbourne - B.Arch
- Royal Melbourne Inst. of Technology - B.Arch; Assoc & Fellowship Dips in Arch
- Deakin University - B.Arch
- University of Western Australia - B.Arch
- Curtin University of Technology - B.Arch; Assoc in Arch

#### **Or:**

- AERB – Special Certificate
- NZRAB – Equivalency Certificate (See Pathways Four and Five)

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<sup>1</sup> Those who between 1984 and 1985 completed the B Arch course, which embodied the B Arch Studies course, must also obtain from the school a certificate that additional study in architectural practice has been completed.

## **Practical Experience Requirements**

Applicants must have relevant work experience of not less than 140 weeks. The following requirements apply:

1. Of the 140 weeks practical experience, 95 weeks must be subsequent to obtaining a recognised qualification i.e. from the date the degree is issued.
2. Experience periods must be not less than four consecutive weeks.
3. At least 45 weeks must be spent under the direction of a Registered Architect in New Zealand or Australia. (This means after gaining a recognised qualification and in an employment situation. Mentoring is excluded).
4. The closing date for practical experience is the date the application is made.
5. Up to 45 weeks practical experience may be gained working in other sections of the building industry, or while self-employed. Suitable employment would include working with a construction firm, sub-trade, interior designer, designer, quantity surveyor, town planner, urban designer, or structural or services engineer.
6. Post-graduate study or research of up to 45 weeks may be considered as practical experience.
7. For overseas experience, other than in Australia, to be included, applicants' overseas employers must provide references stating the period of employment.

## **Practical Experience Assessment**

Part of the Pathway One assessment procedure is a Practical Experience Assessment, which takes the form of a face-to-face professional conversation between the applicant and two or three Assessors.

The objective of the Practical Experience Assessment is to ensure that the applicant is capable of practising architecture, including as a sole practitioner, with skill and care, in conformity with the standard of the practice of architecture in New Zealand.

The following details apply.

1. The professional conversation takes a maximum of 3 hours, excluding breaks taken during the conversation. The applicant needs to carefully manage the time.
2. In the discussion, the applicant leads the Assessors through his or her case study or studies, explaining the projects, the applicant's role within them, and how this indicates that the applicant meets the minimum standards for registration.
3. It is expected that the applicant will be able to explain the case study or studies in no more than two hours, leaving adequate time for the Assessors to discuss various aspects of the case study or studies.
4. If the Assessors consider that the projects do not adequately address any of the standards, they may pose questions of a more theoretical or hypothetical nature. This may include asking the applicant to sketch typical construction details.
5. In some instances there may be an observer or trainee assessor present. They are not part of the assessment process.

## Case Study Requirements

1. It is required that every applicant present a minimum of one and a maximum of three projects to comprise their case study. It is recommended that projects are chosen which were undertaken within the last five years. The applicant must explain why at least one of the projects is a complex building (see separate form). Case studies are to be presented in standard NZ English. Applicants who have English as a second language should consider having their case study proofread for spelling and grammar.
2. The case study must cover projects with which the applicant has had a close personal involvement for as much of the period of the project as possible.
3. The case study must NOT duplicate the minimum standard topics (See Case Study Requirement 8 below). That is, the case study must in total cover the range of topics only once.
4. Two copies of the case study are required, one copy for each Assessor.
5. Each copy of a case study must be provided in (and not exceed) a hard body foolscap filing box as shown below. This is to make sure that the contents are protected in transit. Case studies which do not meet this specification **will be sent back**. Editing the content of the case study is very important.



6. The applicant must prepare and bring a third copy of their case study to the professional conversation. One copy of the case study material will be returned to the applicant at the time of the professional conversation. The other copy will not be returned and will be destroyed once application results are finalised.
7. If, when the case study is first received, a preliminary review indicates more information is required, applicants will be advised before the professional conversation.
8. The following requirements should be adhered to:
  - a) Case study is to be A4 portrait shape, and spiral bound.
  - b) Plans must be legible and bound together in a single group for each case study, and must be able to be folded into the file boxes.
  - c) The A4 case study reports shall have coloured card dividers with thumb tabs to identify sections within.

- d) All pages must be consecutively numbered.
- e) Each case study must start with a comprehensive contents page, referring to the page numbered sections.
- f) Each case study must have a brief précis of the project, describing the works, the project delivery process and the applicant's role.
- g) The body of the case study must consist of sections leading chronologically through the project, each section having a written commentary and examples of typical documents relevant to each stage. In each case this must include an explanation of how the applicant has met the relevant [Minimum Standard for Registration as a Registered Architect](#) and the applicant's own analysis of that stage of the work, including observations on how the process could have been improved.
- h) As per the minimum standards, the case study or studies will take into account the following:

#### **A. Project initiation and pre-design**

##### **Outcome:**

- to formulate an initial response to a project brief for a complex building sufficient to obtain agreement and endorsement of overall objectives and concept by a client and other interested parties.

##### **Performance Indicators**

The brief for the project has been established.

The extent of the Architect's services and the basis of the Architect's charges have been established.

The role and basis of employment of any other consultants involved have been established.

#### **B. Design stages**

##### **Outcomes:**

- to create a design for a complex building that is capable of realisation through the exercise of knowledge, imagination, judgement, and professional responsibility.
- to develop a design proposal for a complex building from an initial concept.
- to resolve a schematic design for a complex building sufficient to obtain agreement and authorisations to proceed to documentation for its translation into built form.

##### **Performance Indicators**

Topographical and climatic conditions have been identified.

Site services have been identified.

Existing constructions have been investigated.

Legal status, Resource Management controls, controls protecting public health, environment, safety and welfare issues relating to the site have been identified.

#### **C. Project review and communication**

##### **Outcomes:**

- to continuously comply with the brief and meet contractual arrangements throughout the course of implementation of a design project for a complex building.
- to communicate information throughout the course of determining a brief and throughout the conceptual design development, documentation and construction phase of the engagement.

#### **Performance Indicators**

Design solutions have been developed that answer the client's brief in terms of function and cost, respond to the location and address issues of context.

The preferred solution(s) have been clearly presented to the client, any responses considered.

Client has been informed about the issues relating to Resource Consents and a suitable process has been adapted to deal with them.

#### **D. Detailed design**

##### **Outcome:**

- to generate documentation of a building project so that it can be costed, built, and completed in accordance with the brief, time frame, costs and quality objectives.

#### **Performance Indicators**

Consultants have been briefed; their work is co-ordinated with others.

Consultants' documents have been checked.

Appropriate building materials and systems have been evaluated and selected.

Working drawings and specifications that explain construction detailing appropriate for the project have been developed.

An efficient system has been used to minimise discrepancies.

#### **E. Contract documentation and procurement**

##### **Outcomes:**

- to establish an appropriate procurement method and complete contractual arrangements with all participants.
- to establish project management by confirming objectives and conditions at the inception of a project.

#### **Performance Indicators**

Knowledge and familiarity of different types of contracts and contract conditions has been demonstrated.

Knowledge of the role of the Architect in preparing documentation has been demonstrated.

Familiarity with a range of procurement processes has been demonstrated.

Appropriate procedures through the tendering and contract negotiation processes have been followed.

#### **F. Contract administration and observation**

**Outcomes:**

- to provide contract administration for the construction of a project.
- to prepare as-built record documents before, or at, completion of a building project to provide for effective occupancy and as research input for future operational use.
- to document responsibilities and assemble information for future operational use before or at completion of a project.

**Performance Indicators**

Documents and appropriate procedures to administer a construction contract have been utilised.

The actual construction has been evaluated for compliance with the construction documents, and any discrepancies rectified.

**G. Statutory requirements****Outcome:**

- to understand and comply with the applicable New Zealand statutory and regulatory requirements.

**Performance Indicator**

Comply with the laws and regulations governing planning, building procurement and the practice of architecture.

**H. Practice conduct and office management.****Outcomes:**

- to establish and maintain an architectural practice.
- to conduct his or her practice of architecture to an ethical standard at least to equivalent to the code of ethical conduct.

**Performance Indicators**

Knowledge of alternative practice models is exhibited.

Accounting procedures have been established and maintained.

The legal constraints affecting an architectural practice, as a business entity and as an employer, have been understood.

Work has been organised and performance against time and cost plans have been monitored.

Client satisfaction has been monitored.

Awareness of sources of professional support has been demonstrated.

- i) The applicant should also be able to discuss professional conduct and have a good understanding of the [Code of Minimum Standards of Ethical Conduct for Registered Architects](#). Notes on your experience could be included with the case study. See guidance below.

**Outcome:**

Pathways to Registration are subject to alteration and change without notice.

- to comprehend, and apply his or her knowledge of, accepted principles underpinning - widely applied good practice for professional architecture; and - good architectural practice for professional architecture in New Zealand.

### **Performance Indicators**

The legal and regulatory obligations in the conduct of an architectural practice have been observed.

Knowledge of ethical principle has been demonstrated.

**Note:** It is appropriate within the case study to provide written comment on your experience in G, H, and i.

- j) Where more than one case study is submitted, a summary sheet in tabular form clearly identifying the standards covered in each case study must be included with the case studies.
- k) A case study should **not** include standard documents such as the Standard Conditions of Contract or standard technical literature, but should include documents specific to the project. It is recommended that where appropriate and relevant your case study you should include at least the following documentation:
- Commissioning agreements
  - Briefing documentation
  - Preliminary design sketches
  - Developed design sketches
  - E-mails and file notes and other correspondence
  - Notes to consultants
  - Minutes of design meetings
  - Examples of construction drawings
  - Examples of contract instructions
  - Examples of minutes of site meetings
  - Examples of progress payment schedules
  - Examples of specification sections
  - Schedules to Conditions of Contract and Conditions of Tender
  - Tender analysis documents
  - Any other documents you consider relevant.

A case study will not be assessed by weight, but there must be sufficient examples of the most important documents for the Assessors to get a detailed picture of the contractual relationships that were involved.

- l) If the applicant has not had a personal involvement with some part or stage of a project, this must be clearly indicated.

## **The process following the professional conversation**

1. The Assessors participate in a moderation meeting shortly after the assessments are completed.
2. A recommendation accompanying the report concerning each applicant is then submitted to the Board.
3. Applicants are advised in writing of their success or otherwise.
4. Applicants who have not been successful will be advised of their right to request a review of the assessment procedure under the Registered Architects Rules 2006, Part 2 (sub part 5, rule 35)<sup>1</sup>, and also their right to appeal the Board's decision to the District Court under Part 2 section 38 (1) (a) of the Registered Architects Act 2005.

<sup>1</sup>The fee for the review of the assessment procedure is \$843.75 incl GST.