

REGISTRATION OF ARCHITECTS IN NEW ZEALAND



PATHWAY TWO – RECOGNISED OVERSEAS REGISTRATON 2009

(EXCLUDING AUSTRALIA)

This pathway is for applicants who are currently registered as architects in jurisdictions recognised by the New Zealand Registered Architects Board (NZRAB), other than New Zealand or Australia.

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

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.

Recognised Registrations

The following architectural registrations other than in New Zealand or Australia are recognised by the NZRAB.

Canada	Provincial registration recognised by the National Council of Architectural Registration Boards (NCARB)
South Africa	South African Council for the Architectural Profession (SACAP)
United Kingdom	Architects Registration Board (ARB)
United States of America	State registration recognised by the National Council of Architectural Registration Boards (NCARB)

Practical Experience Requirements

Applicants are required to:

1. Complete a minimum of 45 weeks of practical experience in New Zealand under the direction of a Registered Architect. (This means in an employment situation. Mentoring is excluded).
2. Submit curriculum vitae with a record of all their practical work experience.
3. Supply Project Record Sheets (available on the Board's website) of the required 45 weeks of practical experience in New Zealand, or other evidence as to how they have acquired knowledge and experience of the relevant building and compliance legislation, systems of building, including earthquake requirements and the practice of architecture applying in New Zealand. All project record sheets must be endorsed by the employer.
4. Present a case study that demonstrates familiarity with the [Minimum Standards for Registration as a Registered Architect](#) in New Zealand.

Practical Experience Assessment

Part of the Pathway Two 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 Professional conversation 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 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, explaining the projects, the applicant's role within them, and how this indicates that the applicant meets the minimum standards for registration.
3. The conversation will focus on, but not be limited to the "domain specific" elements of architectural work, that is, the physical and social environment, the legal framework, typical contracts, construction processes and techniques specific to New Zealand.
4. The Assessors will ask questions relating to the case study as the conversation proceeds. If the Assessors consider that the case study being presented does 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 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.
2. The case study must cover a project or projects with which the applicant had a close personal involvement for as much of the period of the project or projects as possible.
3. The case study must NOT duplicate the minimum standard topics (See Case Study Requirements 8h below). That is the case study must in total cover the range of topics only once.
4. Two copies of the case study are to be provided for the Assessors. One copy for each Assessor.

5. Each copy of the 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 the 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) Each 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) A4 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 Standards 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 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 of Ethical Conduct for Registered Architects](#). Notes on your experience could be included with the case study.

Outcome:

- 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 project is submitted, a summary sheet in tabular form clearly identifying the standards covered in each project must be included with the case study.
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- l) 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 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.

- m) 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. The Board determines which applicants will be registered.
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)¹, 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.

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