

PATHWAY TWO – RECOGNISED OVERSEAS REGISTRATION 2010

(EXCLUDING AUSTRALIA) REFINED EXPERIENCE AREAS

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 Forms (available on the Board's website) are required for recording and verifying practical experience. Project Record Forms 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 Forms (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 forms 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 usually two Assessors.

The objective of the 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 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 project(s), 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). The case study is to be presented in standard NZ English and checked for spelling errors
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 Eastlight filing box or Colorado box as shown below. This is to make sure that the contents are protected in transit. 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 may be available after the registration round is completed.
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 **Experience Areas see appendix 1**.
 - i) Where more than one project is submitted for the case study a summary sheet in tabular form clearly identifying the standards covered under each project must be included with the case study.
 - j) 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.
- k) 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 meeting shortly after the assessments are completed.
- 2 A recommendation accompanying the report concerning each applicant is then submitted to the Board for its consideration. See advice on the Board's website about Board meetings.
- 3 Applicants are advised in writing of their success or otherwise. Applicants who do not meet the minimum standards will be sent a copy of the Assessors report.
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.

The Registration Fee

The fee for Pathway Two is \$2,036.25 incl GST.

The fee must be paid at the time of applying and may be paid the following ways.

- Cheque payable to New Zealand Registered Architects Board or NZRAB (Attach to application) or
- Visa or MasterCard credit cards through the facility on the Board's website (Note this payment method on your application form) or
- Payment by electronic transfer to: NZRAB – ASB – Wellington. (Note this payment method on your application form) or

Please use as a bank transfer reference **P2** and your last name.

NZRAB BANK DETAILS

12	3192	0032560	000
Bank (2)	Branch (4)	Account (7)	Suffix (3)

If you want a receipt please email debbie@nzrab.org.nz.

MINIMUM STANDARDS FOR REGISTRATION AS AN ARCHITECT

Pathway 1/2 Applications for NZRAB Registration Guidelines for the Preparation of Case Studies for the Practical Experience Assessment

Overarching principles applicants for initial registration will be required to meet in order to gain registration as an architect.

PRINCIPLE 1

The applicant must demonstrate that he or she is able to practise competently to the standard of a Registered Architect.

Reference New Zealand Registered Architects Rules (NZRAR) 2006 minimum standard (1) To meet the minimum standard for registration, a person must demonstrate that he or she is able to practice competently to the standard of a registered architect.

PRINCIPLE 2

The applicant should be able 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.

Reference NZRAR 2006 minimum standard (a) comprehend and apply his or her knowledge of, accepted principles underpinning – (i) widely applied good practice for professional architecture; and (ii) good architectural practice for professional architecture in New Zealand.

Case Studies should be arranged to cover the following Experience Areas.

A. Project initiation and pre-design

Reference NZRAR 2006 minimum standard (j) to establish project management by confirming objectives and conditions at the inception of a project.

Outcome

To confirm objectives and conditions at inception of project.

Performance Indicators

The brief for the project as well as budget and time constraints have been established and assessed.

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 specialist consultants required has been established.

Ethical practices are followed.

Topographical and climatic conditions and any existing services have been identified.

Existing constructions have been investigated, including options for reuse.

Legal status and Resource Management issues relating to the site have been identified.

B. Concept, preliminary and developed design stages

Reference NZRAR 2006 minimum standards

- (b) to create a design for a complex building that is capable of realisation through the exercise of knowledge, imagination, judgement, and professional responsibility; and
- (c) to formulate an initial response to a project brief for a complex building sufficient to obtain endorsement of overall objectives and concept by a client and other interested parties; and
- (d) to develop a design proposal for a complex building from an initial concept; and
- (e) to resolve a *schematic design for a complex building sufficient to obtain agreement and authorisation to proceed to documentation for its translation into built form; and
- (f) to continuously comply with the brief and meet contractual arrangements throughout the course of implementation of a design project for a complex building; and
- (g) to communicate information throughout the course of determining a brief and throughout the conceptual design, design development, documentation, and construction phases of the engagement.

Outcomes

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

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.

To develop a design that is consistent with the design concept.

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

Performance Indicators

Generate a design concept that can be realised as a building in response to the design brief, user requirements, the physical location and the wider urban or rural context.

The design concept and its development demonstrates the exercise of critical choice, aesthetic judgement, creative imagination and demonstrates a clear and coherent design approach.

The design concept and its development demonstrates an understanding of architectural history and building traditions and an understanding of relevant social, cultural and environmental issues including issues of sustainability.

The design concept and its development demonstrates compliance with the law, relevant codes, regulations and industry standards for development, design, construction and services.

The development of the design concept demonstrates knowledge of the ethical basis, laws and statutes that regulate the practice of architecture.

An appropriate cost control and reporting process is established and followed.

A documentation process has been established, confirming timings, participants and procedures.

The developed design demonstrates the implications of physical, technical, cost and regulatory constraints and demonstrates the process of collaboration and integrates sources of specialist information and expertise.

The developed design investigates and analyses detailed requirements for organisation of spaces, areas and circulation within and around a building.

The developed design considers options for and decides on the structural system, construction elements, materials and building components and building service systems.

The progressive development of the design is clearly communicated at each of its stages and the agreement of client to proceed to the detailed design stage is obtained.

* *Note that this is the terminology used in the AACA National Competency Standards in Architecture and is the Australian term for what we commonly call Developed Design.*

C. Detailed design and documentation

Reference NZRAR 2006 minimum standard (h) to generate documentation of a building project so that it can be costed, built, and completed in accordance with the brief, time frame, cost, and quality objectives.

Outcomes

To continuously comply with the project brief and the design concept and meet requirements of engagement agreements throughout the course of implementation of a design project.

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.

Performance Indicators

Appropriate building materials and systems have been evaluated and selected and technical issues resolved.

Architectural drawings are prepared with regard to the location, extent of building elements, components, finishes, fittings and systems, and communicated to the various participants.

Specifications and schedules are prepared and cross referenced and coordinated.

Consultants have been briefed; their work is co-ordinated with others & their documentation has been reviewed.

Quality, cost and time parameters are reviewed as the documentation is developed.

Requirements for regulatory consents are understood and consents are gained.

Design changes which evolve during the documentation process are communicated to the client for approval.

Ethical practices are followed.

D. Procurement

Reference NZRAR 2006 minimum standard (k) to establish an appropriate procurement method and complete contractual arrangements with all participants.

Outcome

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

Performance Indicators

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

Experience and 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 particularly with respect to ethical principles.

E. Administration and observation of the contract works

Reference NZRAR 2006 minimum standards

- (i) 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; and
- (l) to provide contract administration for the construction of a project; and
- (m) before, or at, completion of a project, to document responsibilities and assemble information for future operational use.

Outcomes

To provide contract administration for the construction and completion of a project.

To provide and compile documentation for effective occupation of the project and as a future reference source.

Performance Indicators

Administrative processes are established and maintained for a standard construction contract.

Construction progress is systematically monitored and compliance with the contract provisions and budget ensured.

Progress claims, variations and extensions of time are evaluated and certified.

Problems and uncertainties are resolved and advice provided.

A mechanism is established for regular progress reporting to the client on variations to the program, budget and quality.

Defects are identified and rectification by the contractor is monitored.

Compliance with contract documents and requirements of regulatory authorities is verified at completion of the contract.

Handover advice and as-built records are provided.

Project maintenance and operation manuals as required by the contract are assembled.

Ethical practices are followed.

F. Practice conduct and office management

Reference NZRAR 2006 minimum standards

(n) to establish and maintain an architectural practice; and

(o) to conduct his or her practice of architecture to an ethical standard at least equivalent to the code of ethical conduct; and

(p) understand and comply with the applicable New Zealand statutory and regulatory requirements.

Outcomes

To establish and maintain an architectural practice.

To conduct his or her practice of architecture to an ethical standard at least equivalent to that required by code of ethical conduct.

Understand and comply with the applicable New Zealand statutory and regulatory requirements.

Performance Indicators

Knowledge of practice models is exhibited.

Practice management and accounting procedures have been established and maintained.

Comply with the law and regulations governing the conduct of an architectural practice particularly understand the legal constraints affecting an architectural practice, as a business entity and as an employer.

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.

An understanding of the legal responsibilities of an architect, with regard to registration, practice and construction contracts is demonstrated.

An understanding of professional ethics and ethical practice is demonstrated.