

Overseas Architect Assessment Program

This Application Form is for overseas architects seeking assessment of their skills and knowledge to determine eligibility for registration as an architect in Australia.

The Overseas Architect Assessment Program provides a ‘fast-track’ to registration in Australia for overseas architects who have the appropriate skills and knowledge and are not eligible for registration under existing [mutual recognition agreements](#).

Successful completion of this program allows applicants to bypass the Architectural Practice Examination (APE) and apply directly for registration as an architect with their state or territory architects registration board.

1. The Program

Applicants must demonstrate an applied understanding of the required Performance Criteria from the [National Standard of Competency for Architects \(NSCA\)](#). Through a portfolio of complex projects, applicants will demonstrate appropriate experience and practice of architecture at an Executive Level, as well as capacity to exercise professional skill as an architectural practitioner in Australia.

Applicants submit a Professional Portfolio (limited to 4-6 projects) and CV. These documents become the **Assessable Items**. Applicants also submit relevant academic and registration documents, included in the **Supporting Items**. Assessment of applications are conducted via a desk-based Eligibility Verification, followed by a Panel Interview.

2. Eligibility

- a. Minimum 5-year (or equivalent) professional qualification in architecture
- b. **7-years** relevant professional postgraduate experience with a minimum of 3 years as an architect practising at Executive Level
- c. 12 months relevant professional experience in Australia within the last 3 years
- d. Resident in Australia
- e. English language proficiency

Please contact AACA if you have any questions regarding eligibility.

2.1 Eligibility Definitions

- a. **Minimum 5-year (or equivalent) professional qualification/s in architecture** – applicants must hold a professional qualification in architecture, which was obtained via coursework over a minimum period of 5 years full-time study or equivalent. **Please note:** some qualifications include a compulsory period of practical experience, this does not contribute to the minimum period of study.
- b. **Relevant professional experience** – completed post-graduation, and demonstrated through the provision of architectural services on complex projects, under the supervision of an architect or in a self-employed capacity operating at the Executive (principal decision maker) Level.
- c. **Evidence of current registration/licensure** – if relevant.
- d. **Resident in Australia** – supply proof of residency (permanent or relevant temporary visa) as issued by Department of Immigration and Border Protection.
- e. **English Proficiency** – required if the qualification was undertaken in a language other than English, or English is not the applicant’s first language.

Evidence of English proficiency may be:

 - IELTS Test Certificate with overall band score of 6.5 or above
 - Letter from current employer stating that the applicant has a standard of English appropriate for professional practice in architecture

3. The Assessment Process

- a. **Submission** is lodged electronically by applicant.
- b. **Eligibility Verification** the AACA will review all applications to check eligibility is met.
 - Verification of applicant's qualification/s and registration/licensure
 - Verification of portfolio and experience
 - Case Study about the practice or architecture in the home jurisdiction
- c. **Panel Interview** the Overseas Architect Assessment is determined through an interview with a Panel of Assessors. In the interview the applicant's **Assessable Items** are discussed to determine the extent to which the required NSCA Performance Criteria are met and the applicant's ability to practice to the standard expected of a practising architect in Australia. The interview will be held at the architect's registration board in the jurisdiction where the applicant wishes to apply for registration.
- d. **Outcome**
 - i. **Successful Applicants** will be required to submit the outcome letter to the relevant registration authority in order to apply for registration.
 - ii. **Unsuccessful Applicants** will be advised of the Performance Criteria which were identified as deficient. Unsuccessful applicants may be required to complete further study, professional development, the National Program of Assessment (NPRA) and/or the Architectural Practice Examination (APE).

4. Submission Requirements

Applications are submitted electronically. For details on how to submit, see the Application Form [Section 5. Submission Checklist]. If any of the documents are not in the English language, see Explanatory Notes [Section 6. Certification and Translation of Documents].

Application Form

a. Application Form

1. Applicant Details
2. Education
3. Architect Recognition
4. Statutory Declaration
5. Submission Checklist

Supporting Items

b. Academic Documents – for each qualification .pdf *certified copies* of:

- i. Degree Certificate/Testamur
- ii. Academic Transcript

Please Note: If applicants have completed a Stage 1 Provisional Assessment from the Overseas Qualifications Assessment Program (OQA), applicants may provide the Outcome Certificate issued by the AACA instead of Academic Documents.

c. Proof of Residency – .pdf copy of either:

- i. Proof of residency as issued by the Department of Immigration and Border Protection; or
- ii. Copy of Australian Passport at photo identification page

d. Evidence of registration/licensure (if applicable) – .pdf *certified copies* of:

- i. Evidence of initial registration
- ii. Evidence of current registration

e. English Proficiency – if required [see 2. Eligibility Definitions].

f. Proof of Name Change – .pdf *certified copy*, if applicable.

4. Submission Requirements Continued

Assessable Items

Compiled in to a single A4 PDF document (maximum file size 50mb).

- g. **Current CV** (maximum 4 pages)
- h. **2 References** (maximum 2 pages each) – from persons who can comment on the applicant’s professional capacity to operate to the standard expected of an architect in Australia, one of whom must be an architect registered in Australia. Contact details of referees must be supplied as they may be contacted.
- i. **Project Portfolio** – (maximum 2 pages per project) the portfolio is used to present extracts from the 4-6 Complex Projects to demonstrate the required [Performance Criteria](#) from the NSCA.

Complex Project: Typically a project of medium scale or larger, that requires the skill and knowledge to deliver the resolution and integration of complicated aspects including but not limited to: siting, planning, structure, services, materials, composition and configuration.

- j. For each Project referenced in the Portfolio, include a **Project Summary** with the following information:
 1. Project Name + Location
 2. Building type + cost
 3. Applicant’s role on the project
 4. Project date of completion
 5. Project Description (maximum 500 words) linking relevant aspects of the applicant’s responsibilities relevant to the required [Performance Criteria](#).

5. Useful Links

[National Standard of Competency for Architects](#)

[Industry Profile: The Profession of Architecture in Australia](#)

[The Regulation of the Architect Profession in Australia – An Overview](#)

[Architect’s Model Statutory Code of Professional Standards and Conduct](#)

6. Certification and Translation of Documents

Certification

An authorised person must certify all copies of documents submitted to the AACA. A certified copy is a copy of an original document that is certified as a true copy by an authorised person. For documents certified overseas, applicants contact the closest Australian High Commission, Australian Consulate or Australian Embassy for details of people who can certify documents in that country.

For documents certified in Australia, the AACA only accepts certification by: **Justices of the Peace, legal practitioners, and admission officers at all Australian universities**. Certification from any other persons is not accepted.

To have copies certified both the original and the copy of the document must be seen by the person certifying the documents. Each page of the document must be certified separately, and must clearly show:

- the words ‘certified true copy of the original’;
- the signature of the certifying officer; and
- the name and address or provider/registration number (where appropriate) of the certifying officer legibly printed below the signature.

It must be possible for the AACA to contact the certifying officer from the details provided.

Translation

All documents submitted to the AACA must be translated into English if the original copy is in another language. A complete translation of each document must be provided. The AACA does not accept partial or extract translations.

For documents translated in a country outside Australia, authorities in the country where the translation is made must approve the translator. Contact the closest Australian High Commission, Australian Consulate or Australian Embassy for further advice.

For documents translated in Australia, the AACA accepts translations by translators accredited by the National Accreditation Authority for Translators and Interpreters (NAATI). Consult the Yellow Pages Australian Business Directory to find an accredited translator.

7. Fees

The fee for Overseas Architect Assessment:
AUD \$2,700

Applicants are required to make full payment with the application.

The AACA's preferred method of payment is funds transfer from an Australian bank account.

The AACA's bank account details are:

Account Name: AACA
BSB Number: 032-727
Account Number: 13-2465

Enter the family name and date of birth in the description field when completing a bank transfer. A copy of the transaction receipt must be included with the application.

8. Contact the AACA

Email mail@aaca.org.au

Phone (02) 6230 0506

Mail Architects Accreditation Council of Australia (AACA)
PO Box 236
CIVIC SQUARE ACT 2608

Overseas Architect Assessment Program

1. Applicant Details

Preferred title:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/> : _____	Gender:	
Family name:			
Given name/s:			
Previous name:			
Date of birth:			
Residency Status:			
Postal address:		Suburb	State
Contact phone:			
Email:			

2. Education

		Primary	Secondary	Other
General Schooling:	Number of years			
	Certificate Name			
	Country			
	Start Schooling	Month: Year:	End Schooling	Month: Year:
Name of first qualification:				
Granting institution:				
Year of graduation:				
Name of second qualification: (if applicable)				
Granting institution:				
Year of graduation:				
Name of third qualification: (if applicable)				
Granting institution:				
Year of graduation:				

3. Architect Recognition

3.1	
Recognition Details	Name of Registration/Licensing Body (if applicable)
	Country (if applicable)
	Jurisdiction (if applicable)

3.2	
Registration/ Licensure	Registration/Licence No. (if applicable)
	Date of Initial Registration/Licensure (if applicable)
	Have you ever been refused License or Registration? If yes, provide reason.

3.3	
Architect Recognition Process	Explain the recognition process for the title 'architect' in home jurisdiction (maximum 250 words)

4. Statutory Declaration

Commonwealth of Australia
STATUTORY DECLARATION
Statutory Declarations Act 1959

1 *Insert the name, address and occupation of person making the declaration*

I,¹

make the following declaration under the *Statutory Declarations Act 1959*:

2 *Set out matter declared to in numbered paragraphs*

2

I solemnly declare that:

- a. I acknowledge that that I have read and understood the information supplied in the Overseas Architect Assessment Program Explanatory Notes;
- b. all information and documents provided are complete, correct and up-to-date;
- c. I acknowledge that the failure to provide all information as indicated in the Overseas Architect Assessment Program Explanatory Notes will mean that the AACA is unable to complete its assessment and will not be able to express an opinion as to the status of your application;
- d. I authorise the AACA to make any enquiries necessary to assist in the assessment of your qualifications and to use any information supplied in my application for that purpose;
- e. I consent to the release of any information provided to a state or territory architects registration authority;
- f. I acknowledge that the provision of false or misleading information may result in:
 - i) information being provided to a state or territory architects registration authority; and/or
 - ii) a decision by the AACA to review any opinion provided relating to your application; and
- g. I agree to inform the AACA of any changes to my circumstances (e.g. address) while my application is being considered.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

3 *Signature of person making the declaration*

3

4 *Place*

Declared at ⁴

on ⁵

of ⁶

5 *Day*

6 *Month and year*

Before me,

7 *Signature of person before whom the declaration is made (see over)*

7

8 *Full name, qualification and address of person before whom the declaration is made (in printed letters)*

8

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

Note 2 Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

4. Statutory Declaration

A statutory declaration under the *Statutory Declarations Act 1959* may be made before—

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
Bailiff

Bank officer with 5 or more continuous years of service
Building society officer with 5 or more years of continuous service
Chief executive officer of a Commonwealth court
Clerk of a court

Commissioner for Affidavits
Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
- (c) exercising his or her function in that place

Employee of the Commonwealth who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
- (c) exercising his or her function in that place

Fellow of the National Tax Accountants' Association

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge of a court

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student

Member of the Association of Taxation and Management Accountants

Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:

- (a) an officer; or
- (b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
- (c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of:

- (a) the Parliament of the Commonwealth; or
- (b) the Parliament of a State; or
- (c) a Territory legislature; or
- (d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

- (a) the Commonwealth or a Commonwealth authority; or
 - (b) a State or Territory or a State or Territory authority; or
 - (c) a local government authority;
- with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

- (a) the Commonwealth or a Commonwealth authority; or
- (b) a State or Territory or a State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution

5. Submission Checklist

X

Application Form	Completed Parts 1-3 of the Application Form Saved as .pdf		
	Completed with witness 4. Statutory Declaration Please Note: Statutory Declaration can be submitted as separate .pdf document to the Application Form		
Supporting Items	<i>Certified copies</i> of all relevant Academic Documents for each qualification: i. Testamur/Degree Certificate; and ii. Academic Transcript or AACA Outcome Certificate from Stage 1 Provisional Assessment Saved as .pdf		
	Proof of Residency Status either: i. Proof of residency as issued by the Department of Immigration and Border Protection; or ii. Copy of Australian Passport at photo identification page Saved as .pdf		
	<i>Certified copies</i> of Registration/Licensure documents (if applicable) Saved as .pdf		
	English Proficiency (if required) i. IELTS Test Certificate; or ii. Employer Letter		
	Certified evidence of Name Change (if required) Saved as .pdf		
Assessable Items	Saved as single .pdf document	CV	
		2 References (maximum 2 pages each)	
		Portfolio of 4-6 Complex Projects (maximum 2 pages per project) that addresses the relevant components of the NSCA	
Payment Receipt	Proof of payment		
<p>Documents to be submitted via email to mail@aca.org.au</p> <p>Applicants may use file-sharing website (i.e. Dropbox) and supply link to submission.</p> <p>Applicants will receive a receipt of submission within 7 business days of submission.</p>			