APE Candidate
Part 1 Document Checklist

ā rbv

Architects
Registration Board
of Victoria

You do not need to submit this document with your application. This checklist is for guidance only.

1 LOGBOOK

- ☐ Full name and contact details
- ☐ Clear headshot photograph (<u>do not insert</u> the contact page from your passport)
- ☐ Logbook eligibility status "Achieved"
- ☐ Non-project hours (if any) <u>do not</u> relate to projects and total less than 70 hours
- ☐ Full and complete project particulars for each project (if incomplete, NDAs are noted)
- ☐ Where logged experience is gained under the supervision of an architect, include the supervising architect's:

    full <u>registration name</u>

    <u>individual registration number</u> valid in the project's <u>jurisdiction</u> at the time of the project

- ☐ No "bundled" projects (each project has a separate site location)

2 STATEMENT OF PRACTICAL EXPERIENCE (SoPE)
CURRICULUM VITAE (CV)

- ☐ One page only (no index, title or contents pages; no executive summary/other blurb)
- ☐ <u>Name</u> and <u>contact details</u> on every page
- ☐ List of supervising architects (only includes architects - name and registration no. - referred to in the Logbook and SoPE)
- ☐ Only refers to projects in the Logbook and SoPE

Disclaimer: This is not an exhaustive list. Please ensure you review in conjunction with the APE Handbook. You do not need to submit this document with your application.

Find out more on the ARBV
website www.arbv.vic.gov.au

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2 STATEMENT OF PRACTICAL EXPERIENCE (SOPE) – CONT...

PROJECT DETAILS PAGES

- [ ] No photographs or images
- [ ] Full and complete project particulars consistent with the Logbook
- [ ] Verification preface statement on each relevant page ("I confirm the candidate's description of the project and the candidate's involvement")
- [ ] Verification signature (need one signature per project)
- [ ] Two (2) signed written letters of reference (if required, per submission not per project)

APE PERFORMANCE CRITERIA REPORT

- [ ] Lists projects in the SoPE (do not include all projects in the Logbook)
- [ ] PC 45 is not met by an overseas project
- [ ] Each mandatory Part 1 PC is met by at least 1 project included in the SoPE

STATUTORY DECLARATION

- [ ] ARBV Statutory Declaration template (see template)
- [ ] Signed by candidate
- [ ] Signed by an authorised witness (name, qualification & contact details complete)

QUALIFICATIONS

- [ ] Accredited Australian or international qualification (see link)
- [ ] Official academic transcript (not certificate) detailing date of course completion
- [ ] Overseas Qualification Assessment AACA outcome letter (if required)
- [ ] National Program of Assessment outcome letter (if required)

Find out more on the ARBV
website www.arbv.vic.gov.au