



## Queensland Requirements for Submissions for the APE Parts 1 & 2

For Queensland candidates, application for the Architectural Practice Examination is made to the Board of Architects of Queensland (the BOAQ).

### Applications must include:

- Completed application form (downloadable from the BOAQ website);
- Completed logbook (downloadable from the AACA website);
- Statement of Practical Experience (SOPE) (which has each project profiled signed off by the relevant supervising architect/other practitioner verifying the involvement of the Candidate), with summary CV – refer section 3.1.8 of AACA APE Procedure for Candidates AND the BOAQ Information Sheet 9;
- Signed Queensland Statutory Declaration attesting to the accuracy of all documentation submitted; and
- Evidence of approved qualification/entry pathway.

### Requirements for SOPEs

In addition to the requirements for Architectural Practice Examination (APE) Part 1 & 2 Submissions outlined in section 3.1.8 of the AACA's APE Procedure for Candidates, Queensland applicants are also required to meet the below additional requirement for their SOPEs. This information will assist the BOAQ to verify information submitted by candidates.

In addition to including the name and registration number of the supervising architect for each featured project (where applicable), Candidates are also required to include the following relevant details and signature of the supervising architect or other relevant person for each featured project.

- **Where an architect has supervised the Candidate's work on a project profiled in their SOPE** - the architect's name and BOAQ or other Architect Registration Board registration number must be included, and the relevant SOPE profile must be signed off by the architect to verify the Candidate's description of the project and the Candidate's involvement.
- **Where another individual has supervised the Candidate's work on a project profiled in their SOPE** - that person's name, relevant professional credentials, and contact details must be included, and the relevant SOPE project profile signed off by that individual to verify the Candidate's description of the project and the Candidate's involvement.
- **Where a project has been undertaken by the Candidate at executive level with no supervisor** - this should be clearly indicated. In such cases, the client's name and contact details and the name, contact details and project role of other relevant professionals who are in a position to verify the Candidate's description of the project and the Candidate's involvement should be included. Also, the project profile should be signed by the person the candidate reasonably considers to be most able to verify the candidate's description and involvement in the project.
- Where a candidate submits a SOPE which includes a project for which they are unable to obtain the verification and signature of their supervisor/client/other professional, the name and contact details of the supervisor/client/other relevant professional are still to be supplied along with an explanation of why the verification could not be obtained.

**IMPORTANT NOTE: Misuse of the title 'architect' in either the SOPE, CV or related documents**

- Applications from APE Candidates that include any instance/s of misuse of restricted titles/words pursuant to the Architects Act 2002 will not be accepted.
- Any misrepresentation by a Candidate that they are an 'architect', or other misuse of titles or words restricted under the *Architects Act 2002* (Qld) (incl. ss113-114) or *Architects Regulation 2019* (Qld) (Schedule 1) may constitute a breach/es of the Act which may be prosecuted by the BOAQ.
- The BOAQ is also empowered to issue Penalty Infringement Notices (ie. fines) for offences related to holding out to be an architect when not an architect, including the use of restricted titles and terms in a context that suggests that a person is an architect when they are not an architect.
- Any such misrepresentation would also indicate that the Candidate has failed to understand NSCA Performance Criteria 9.7.

**N.B. SOPE's must include:**

A precis at the head of each project in the SOPE that contains the following information.

Project Name:

Location:

Period:

Area:

Cost:

Construction:

Practice:

Supervising Architect:

Candidate Responsibility:

Construction Contract Type:

Practices Construction Administration Involvement:

Log Book Reference:



## Preparing your Submission for the APE Parts 1 & 2

Candidates must provide both a **hard copy** and an **electronic** submission to the Board. Please submit the following documents in the specified format and order.

### Hardcopy Submission

Candidates must submit the following documents in hard copy:

1. APE Parts 1 & 2 Application Form (from Board's website);
2. Candidate's Checklist;
3. **Statutory Declaration** attesting to the accuracy of all documentation submitted. It needs to be signed, and witnessed, by an authorised person. A pro forma of the Statutory Declaration is included with the application form; and
4. A **certified** copy of one of the following:
  - Architectural degree certificate (a full academic transcript is acceptable if it shows completion of the course); or
  - Board letter stating attainment of equivalence of qualifications; or
  - Board letter stating attainment of an acceptable standard of practice.
5. List of Employers
6. Statement of Practical Experience (formatted as per NSCA-Procedure-for-AACA-APE-Candidates).
7. Payment form
8. Post these to  
APE Submission  
BOAQ  
GPO Box 316  
BRISBANE QLD 4001

### Electronic Submission

In addition to the hard copy submission, candidates must email the following two electronic files to [APE@boaq.qld.gov.au](mailto:APE@boaq.qld.gov.au):

#### File 1

- named "*Surname, First Name, APE 1*"
- to contain only the Electronic Logbook (in one PDF format no larger than 1MB)

#### File 2

- named "*Surname, First Name, APE 2*"
- to contain the following documents (all in one pdf file no larger than 2MB) in the following order:
  - Application form;
  - Checklist;
  - Degree or equivalent;
  - Completed Stat.Dec.;
  - List of Employers; and
  - Statement of Practical Experience (formatted as per NSCA-Procedure-for-AACA-APE-Candidates).

### Enrolment for APE

Enrolment dates for the APE are published on the Board's website under the "Graduates and APE Candidates" tab in the Ready for the APE section. Please note that enrolment closes at 4pm, and no extensions will be granted.