

Guide to the Minimum Standards for Initial Registration

This guide has been written to help applicants for registration prepare their case studies for registration. The foundation for this interpretive guide is the Minimum Standards for Registration as a Registered Architect (Registered Architects Rules (RAR) 2006 7(2)) (attachment 1).

Below are principles which underpin the six Experience Areas in which registration applicants must show competence.

PRINCIPLE 1

The applicant must demonstrate that he or she is able to practice competently to the standard of a registered architect

Reference RAR 7(2)(a)(i)(ii) , (d), (f) and (g)

PRINCIPLE 2

The applicant must 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 RAR 7(2)(a)(i)(ii), (d), (f) and (g)

CASE STUDIES AND PREPARATION

Case studies should be arranged to cover the following Experience Areas A-F.

A. Project initiation and pre-design

Reference RAR 7(2)(b) and (c)(i)(ii) and (f)

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 RAR 7(2)(c)(i)(ii)

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 which 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.

C. Detailed design and documentation

Reference RAR 7(2)(c)(iii)

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 RAR 7(2)(c)(iv)

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 contract works

Reference RAR 7(2)(c)(v) and (f)

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 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 RAR 7(2)(e)(f) and (g)

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.

Attachment 1

Registered Architects Rules 2006

Rule 7: Minimum standard for registration as registered architect

(1) To meet the minimum standard for registration, a person must demonstrate that he or she is able to practise competently to the standard of a registered architect.

(2) The extent to which the person is able to do the following must be taken into account in assessing whether or not he or she meets the overall standard in subclause (1):

(a) comprehend, and apply his or her knowledge of, accepted principles underpinning—

- (i) widely applied good practice for professional architecture; and
- (ii) good practice for professional architecture that is specific to New Zealand; and

(b) demonstrate an ability to apply the accepted principles referred to in paragraph (a) through the exercise of knowledge, imagination, judgement, collaboration, and professional responsibility; and

(c) demonstrate a sound understanding of the stages and processes of an architectural commission, including—

- (i) project establishment; and
- (ii) the design stages; and
- (iii) detailed design and documentation; and
- (iv) contractor procurement; and
- (v) administration and observation of contract work; and

(d) demonstrate an ability to realise a complex architectural project based on knowledge and appropriate professional experience; and

(e) understand the risks and responsibilities of establishing and maintaining an architectural practice; and

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

(g) understand and comply with the applicable New Zealand statutory and regulatory requirements, including the building code.