

## ▶ PROJECT RECORD FORM

### FOR MEETING THE CRITERIA FOR AN APPLICATION FOR REGISTRATION, PATHWAYS 1 & 2

Complete promptly as soon as the project experience is complete. Do not type outside of the box area provided. This is an electronic form but can be completed by hand if necessary. The applicant is to complete one form for each significant project worked on.

#### ▶ 1. APPLICANT INFORMATION

Applicant: \_\_\_\_\_ Employer: \_\_\_\_\_

#### ▶ 2. PROJECT DATA

Form No: \_\_\_\_\_ of \_\_\_\_\_ forms

Name of Project: \_\_\_\_\_ Location of Project: \_\_\_\_\_

Project Type: \_\_\_\_\_ Value: \$ \_\_\_\_\_

Construction Type: \_\_\_\_\_ Project Time Frame: \_\_\_\_\_ to \_\_\_\_\_

Start and finish dates of applicant's involvement in the project: \_\_\_\_\_ to \_\_\_\_\_

#### ▶ 3. APPLICANT'S INVOLVEMENT

Experience areas	Time in weeks			Observer: Defined as experience gained by careful observation of procedures carried out by others  Participant: Defined as experience gained as a team member or operative working under instruction or supervision of a responsible person  Project Leader: Defined as experience gained as a team member or operative working as the principal decision-maker on a project
	Observer	Participant	Project Leader	
A Project initiation and pre-design				
B Concept, preliminary and developed design stages				
C Detailed design and documentation				
D Procurement				
E Administration and observation of the contract works				
F Practice conduct and office management				
Signature of Applicant: _____			Date: _____	

#### ▶ 4. APPLICANT'S ROLE IN THE PROJECT

If the applicants role in the project was under the supervision of a New Zealand Registered Architect, then that supervising Architect must complete this section and sign in the space provided.  
If the applicants role in the project was NOT under the supervision of a New Zealand Registered Architect, then complete this section, but do NOT sign in the space provided.

A Project initiation and pre-design	
B Concept, preliminary and developed design stages	
C Detailed design and documentation	
D Procurement	
E Administration and observation of the contract works	
F Practice conduct and office management	
Other comments by supervisor	

Supervising Architect's  
Signature: \_\_\_\_\_

Supervising NZ Architect's  
Registration No.: \_\_\_\_\_

Date: \_\_\_\_\_