



NZRAB Initial Registration Policy

Approved 1 October 2020

Purpose

1. This policy provides the principles and procedures for the New Zealand Registered Architects Board (NZRAB) to meet the requirements of sections 8 to 10 of the Registered Architects Act 2005 (the Act) and Part 2 Subpart 2 of the Registered Architects Rules 2006 (the Rules) in regard to the initial registration of architects.
2. This policy describes the procedures by which the NZRAB determines whether applicants for initial registration meet the applicable minimum standards for registration and then either grant or decline registration.
3. The intent of this policy is that the NZRAB's initial registration procedures provide a transparent and fair process for applicants, with consistency of decision-making by the NZRAB.

Minimum Standards

4. To be granted initial registration, an applicant must have:
 - a) a recognised architectural qualification (for which a certified transcript of completion is acceptable), or an equivalent architectural qualification, or demonstrably equivalent knowledge; and
 - b) worked in the architectural field for a specified period, part of which must have been under the supervision of a registered architect in New Zealand, or have demonstrably equivalent experience; and
 - c) demonstrated to an Assessment Panel that they have the knowledge, skills, attitudes and experience, required to meet the minimum standards for registration.
5. Applicants for initial registration are to be assessed against the minimum standard specified in Rule 7(2), which is based on the National Competency Standards in Architecture established by the Architects Accreditation Council of Australia
6. Academic architectural qualifications are to be reviewed and recognised via the Architecture Program Accreditation Procedure in Australia and New Zealand (APAP ANZ), which the NZRAB administers in New Zealand.
7. The requirements in paragraphs 4 and 5 do not apply where:
 - a) The applicant is an Australian registered architect, in which case under the Trans-Tasman Mutual Recognition Act 1997 (TTMRA) the architect is entitled to be registered, on application together with payment of the ACR fee and any other applicable fees.

- b) The applicant is an APEC Architect from an economy with which New Zealand has an arrangement to facilitate the mobility of architects in the provision of architectural services. In that case, the applicant's home economy registration authority's judgement in terms of the applicant's generic knowledge, skills, attitudes and experience shall be accepted, the applicant being assessed by an Assessment Panel only in regard to any aspects of the minimum standard in Rule 7(2) that are specific to New Zealand.
- c) The applicant is a US registered/licensed architect of good standing from a state or territory that is a signatory to the Australia United States of America New Zealand Mutual Recognition Arrangement and meets the criteria specified therein. In that case, the applicant is entitled to be registered, on application together with payment of the ACR and any other applicable fees.
8. In accordance with paragraphs 4 and 5, an applicant will be granted initial registration when they have:

- a) a recognised qualification AND have:

EITHER:

A Supervision by NZ Registered Architect

- i) 5,250 hours practical experience, of which:
- (1) 3,550 hours must be subsequent to obtaining a recognised qualification i.e. from the date the degree is issued.
 - (2) Experience periods with a single employer must be not less than 150 consecutive hours.
 - (3) At least 1,650 hours must be spent under the direction of a registered architect in New Zealand.
 - (4) Up to 1,650 hours practical experience may be gained working in other sectors of the building industry or while self-employed, or while undertaking post-graduate architectural study or research. Suitable employment would include working with a construction firm, sub-trade, interior designer, designer, quantity surveyor, town planner, urban designer, structural or services engineer.

OR:

B Required Practical Experience

- ii) 9,750 hours of practical experience, of which:
- (1) 8,000 hours must be subsequent to obtaining a recognised qualification i.e. from the date of the degree or proof of eligibility to graduate
 - (2) experience periods with a single employer must be not less than 150 consecutive hours
 - (3) at least 3,150 hours must be spent in the practice of architecture in New Zealand
 - (4) 1,650 hours may be post-graduate study or research after the recognised degree or eligibility for registration.

OR:

C Previously Registered or Licensed Overseas

- iii) a current or previous registration/license in another jurisdiction and:
 - (1) have a five-year tertiary architectural qualification; and
 - (2) have seven years' relevant professional postgraduate experience
 - (3) have 12 months' relevant professional experience in New Zealand in the last three years
 - (4) are resident in New Zealand
 - (5) are proficient in English.

AND:

For all of A, B and C

- b) have demonstrated to an NZRAB Assessment Panel that they have the required knowledge, skills, attitudes and experience for practising architecture with skill and care, that meet the minimum standard for registration.
9. The requirement in paragraph 8 b) must be met via either:
- a) an interactive assessment with case study, in which the applicant presents the documentation for work that they have done and successfully shows that they meet the applicable minimum standards for registration, to apply where the applicant has NOT previously been a registered or licensed architect in New Zealand or elsewhere; or
 - b) an interview with project portfolio in which the applicant successfully shows that they meet the applicable minimum standards for registration, to apply where the applicant has previously been a registered or licensed architect in New Zealand or elsewhere and other criteria, as specified by the NZRAB, have been met.
10. For applicants who do not meet the requirements set out in paragraph 8, a Qualifications and Experience Assessment Panel (QEAP) will review their qualifications and experience to determine whether they are sufficient to allow the applicant to present for an interactive assessment with case study, as set out in paragraph 9 a).

QEAP

- 11. The QEAP comprises up to three persons with a relevant academic background and up to three NZRAB registration assessors, appointed by the Board.
- 12. Where the QEAP determines that an applicant's qualifications and experience ARE equivalent to the paragraph 8 a) standard required of applicants with recognised qualifications and/or the required practical experience, the QEAP will authorise the applicant to apply for initial registration and be assessed by an Assessment Panel.
- 13. If the QEAP determines that an applicant's qualifications and experience are NOT equivalent to the standard required of applicants with recognised qualifications and/or the required practical experience:

- a) The QEAP will specify the study and/or additional work experience that the applicant must complete in order to be permitted to apply for initial registration and be assessed by an Assessment Panel, but must advise the applicant of their right under paragraph 13 b).
 - b) The applicant may, within 20 working days of notification of the QEAP's decision in paragraph 13 a), make a written submission to the QEAP, explaining or providing further evidence that the minimum standard requirement has already been met.
 - c) the QEAP must consider any explanation or further evidence provided by the applicant under paragraph 13 b) (if any) and notify the applicant either that:
 - (1) its determination is now affirmative, as in paragraph 12; or
 - (2) its determination remains as stated in paragraph 13 a), and the QEAP's decision is now final.
14. Where an applicant is an experienced architectural designer or a registered/licensed architect from another jurisdiction with the required generic architectural knowledge, skills, attitudes and experience, the QEAP may decide that the applicant may proceed to an interview in accordance with paragraph 9 b) (Pathway 3 application for registration).
15. Once the applicant has completed the QEAP's requirements and presented evidence of this to QEAP, the applicant may apply for initial registration and be assessed by an Assessment Panel, subject to the requirement that this must occur within five years of the QEAP having made its determination.

Procedures

16. The NZRAB will maintain on its website documentation which fully describes the NZRAB's policies, procedures and requirements for initial registration, or for the reinstatement of registration for former New Zealand architects (Pathways).
17. Applicants are required to complete all of the NZRAB published application requirements for initial registration (including payment of any applicable fees) in order for their application to be accepted.
18. The Assessment Panel comprises two architects who are members of the trained group of assessors who form the NZRAB Standing Panel of Assessors. Assessment Panels must comply with NZRAB's policies and procedures as determined from time to time by the Board of the NZRAB.
19. In each case, if a member of the Assessment Panel has a conflict of interest, or becomes conflicted, in regard to the applicant, they must step aside and be replaced by another member of the Standing Panel.
20. On completion of the assessment, the Assessment Panel must prepare a report on the applicant which must include a recommendation to the Board as to whether the applicant meets the applicable minimum standards for registration and therefore should or should not be registered.
21. The Board must consider the Assessment Panels' recommendations and must decide whether to register or decline to register the applicant.
22. Where the Board is satisfied that an applicant for initial registration meets the minimum standard in Rule 7, the applicant must be notified that their application is approved, and that on payment of the fee for an Annual Certificate of Registration, their name will be

entered on the New Zealand Architects Register and they will be issued with a Certificate of Registration.

23. Where the Board is not satisfied that an applicant for initial registration meets the minimum standard in Rule 7, the applicant must be notified that their application is declined, and provided with a copy of the Assessment Panel's report, along with notification of their right to appeal the decision to the District Court under section 38 of the Act and of the time within which an appeal must be lodged. The letter must also include notification of the application process for a review of the assessment procedures under Rule 35.
24. The Board's decisions to approve or decline an application for registration must be recorded in Minutes, including the registration/data base number of the applicant. However, in the Minutes made public on the NZRAB's website, the names of unsuccessful applicants must be omitted.
25. Where applicants are currently registered in Australia, Board decisions are not required given that registration in these cases is 'as of right' under the TTMRA. Where applicants qualify under the USA MRA, the Board will be satisfied that they meet the minimum standards for registration based on their having the qualifications and experience required to be eligible to rely on the USA MRA.

Te Reo Māori

26. Applications/case studies written in Te Reo Māori and/or requests that professional conversations take place in Te Reo Māori are to be accommodated.
27. Application documents and case studies in Te Reo Māori are to be translated into English, for the Assessors and Executive where necessary, at NZRAB cost.
28. Professional conversations are to be translated between the parties into Te Reo Māori and English by a professional accredited translator paid for by the NZRAB.
29. The Assessors' report and recommendation to the Board shall be in English and Te Reo Māori.

NZ Sign Language

30. Applications from persons who are deaf or who wish to have their professional conversation in NZ Sign Language are to be accommodated. Applications/case studies are to be written in the usual way. For the professional conversation NZ Sign Language may be used through a professional signer paid for by the NZRAB.

Disabled

31. Where an applicant has a disability that causes them to be challenged by the application process, every effort shall be made to find an alternative way of determining whether the applicant has the required knowledge, skills, attitude and experience to meet the minimum standard in Rule 7(2). Methodology for doing this shall be determined case-by-case by the Registration Convenors, provided that the provisions of the Act and Rules are met.

Assessors

32. The NZRAB shall appoint and maintain a standing panel of currently registered architects as assessors who are capable of assessing applicants for initial (and continuing) registration in terms of whether or not applicants meet the minimum standard.
33. Assessors are appointed in line with the Board's Appointments Policy.

34. Assessors are to make themselves available to undertake interactive assessments in Auckland, Wellington and Christchurch, and other centres when required from time to time. Video platform assessments may be undertaken at the Board's direction. If the Board authorises the use of the recording function for video assessments, the applicants are to be advised prior to the commencement of the assessment that it may be recorded and of the purpose of making the recording (e.g. for quality assurance).

Convenors/Deputy Convenors

35. The Board may appoint three persons to act as Registration Convenors, their tasks being to lead and mentor the assessors, provide advice to potential applicants, assist the Executive organise initial (and continuing) registration assessments, and provide reports for the Board on recent registration assessments.
36. The Registration Convenors are appointed from the ranks of the assessors and may be appointed on the basis that one each shall be within convenient travelling distance from respectively Auckland, Wellington and Christchurch.
37. In addition, three Deputy Convenors may be appointed on the same basis.

The Register

38. The names, and other details as required by section 21 of the Act, of all registered architects, architects in voluntary suspension, architects whose registration has been suspended for other reasons, and architects in default are to be available to the public via an online New Zealand Architects Register.