



NZRAB Initial Registration Policy

Adopted and amended: 30 November 2010, 29 November 2012, 15 July 2014, 14 July 2016, 8 September 2016, 25 January 2019, reviewed 12 September 2019

Purpose

1. This policy provides a set of principles and procedures that allow of the New Zealand Registered Architects Board (NZRAB) to meet the requirement of sections 8 to 10 of the Registered Architects Act 2005 (the Act) and the Registered Architects Rules 2006 (the Rules) subpart 2 in regard to the initial registration of architects.
2. As such, this policy describes the procedures by which the NZRAB will determine whether or not applicants for initial registration meet the applicable minimum standards for registration and then either grant or decline registration.
3. The overall intent is that the NZRAB shall have initial registration procedures which ensure that those being registered for the first time or renewing their registration meet the applicable minimum standards for registration with a high degree of consistency.
4. These procedures also need to be transparent and fair to all applicants.

Minimum Standards

5. To be granted initial registration, each applicant must meet three broad requirements, these being that the applicant has:
 - 5.1. a recognised architectural qualification (for which a certified transcript of completion is acceptable), or an equivalent architectural qualification, or demonstrably equivalent knowledge
 - 5.2. 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 had demonstrably equivalent experience
 - 5.3. demonstrated to an Assessment Panel that they have the appropriate knowledge, skills, attitudes and experience.
6. Applicants for initial registration shall be assessed against the minimum standards specified in Rule 7(2), which in turn are based on the National Competency Standards in Architecture which are the property of the Architects Accreditation Council of Australia.

Academic architectural qualifications shall be reviewed and recognised via the Architecture Program Accreditation Procedure in Australia and New Zealand (APAPANZ), which the NZRAB administers in New Zealand.

7. Exemptions shall be granted to rules 5 and 6 where:
 - 7.1. The applicant is an Australian Registered Architect, in which case under the Trans-Tasman Mutual Recognition Arrangement (TTMRA) the architect is entitled to registration in New Zealand as of right.

- 7.2. 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 judgment 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 architectural process in New Zealand that are specific to New Zealand.
 - 7.3. 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.
8. An applicant shall be granted initial registration when they:
- 8.1. have a recognised qualification and have:
 - 8.1.1. 5250 hours practical experience, of which:
 - 8.1.1.1. 3550 hours must be subsequent to obtaining a recognised qualification i.e. from the date the degree is issued.
 - 8.1.1.2. Experience periods with a single employer must be not less than 150 consecutive hours.
 - 8.1.1.3. At least 1650 hours must be spent under the direction of a Registered Architect in New Zealand.
 - 8.1.1.4. Up to 1650 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
 - 8.1.2. 9750 hours of practical experience, of which:
 - 8.1.2.1. 8000 hours must be subsequent to obtaining a recognised qualification i.e. from the date of the degree or proof of eligibility to graduate
 - 8.1.2.2. experience periods with a single employer must be not less than 150 consecutive hours
 - 8.1.2.3. at least 3150 hours must be spent in the practice of architecture in New Zealand
 - 8.1.2.4. 1650 hours may be post-graduate study or research after the recognised degree or eligibility for registration.

OR

8.1.3. are currently or were previously registered/licensed in another jurisdiction and:

- 8.1.3.1. have a five-year tertiary architectural qualification; and
- 8.1.3.2. have seven years' relevant professional postgraduate experience
- 8.1.3.3. have 12 months relevant professional experience in New Zealand in the last three years
- 8.1.3.4. are resident in New Zealand
- 8.1.3.5. are proficient in English;

AND

8.2. have demonstrated to an NZRAB Assessment Panel that they have the required knowledge, skills, attitudes and experience for practising architecture with skill and care, in conformity with the standard of the practice of architecture in New Zealand.

9. Requirement 8.2 shall be met via either:

- 9.1. 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
- 9.2. 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 have a recognised qualification and/or the required work experience set out in 8.1 or do not meet the requirements of 8.2, specific procedures and criteria shall be available to determine whether their individual qualifications and/or experience in aggregate are sufficient to allow them to present for the assessment set out in 9.1 above and, if not, to determine what additional study or experience shall be required for them to be adequately prepared to do so.

11. These specific procedures shall entail the establishment of a Qualifications and Experience Assessment Panel (QEAP) that will, as a first step, review an individual's qualifications and experience where they are not recognised qualifications and/or the required practical experience.

12. The QEAP shall comprise up to three persons with a relevant academic background and up to three NZRAB registration assessors, appointed by the Board on the recommendation of the Registration Committee.

13. Where the QEAP determines that an applicant's qualifications and experience are equivalent to the 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.

14. If the QEAP determines that an applicant's qualifications and experience are NOT equivalent to the standard required of applicants with recognised qualifications and the required practical experience, 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.

15. Where the QEAP requires additional study and/or work experience, but the applicant believes they can provide evidence that the requirement has already been met, they are permitted to make a further written submission to the QEAP.
16. 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 an interactive assessment with case study, as described in clause 9.1, is not required and an interview without case study will suffice, as described in clause 9.2, to occur either in due course or after the applicant has completed any additional study or work experience required by the QEAP.
17. 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

18. Specific procedures shall be in place for those seeking initial registration depending on whether applicants:
 - 18.1. have recognised qualifications and the required work experience
 - 18.2. do not have recognised qualifications or the required work experience
 - 18.3. are experienced registered architects from other jurisdictions
 - 18.4. are former New Zealand architects
 - 18.5. are APEC Architects from economies with which the NZRAB has entered into mutual registration arrangements
 - 18.6. are USA architects that meet the requirements of the Australia United States of America New Zealand Mutual Recognition Arrangement 2016 (USA MRA)
 - 18.7. are registered in Australia and able to practice there.
19. The NZRAB shall make available to potential applicants via the NZRAB website documentation which describes the NZRAB's policies, procedures and requirements for initial registration, or for the reinstatement of registration for former New Zealand architects.
20. On request, potential applicants for initial registration, including those who have gained an assessment from the QEAP where this is required, may seek verbal advice from a convenor as to whether they have sufficient experience on appropriate projects to present for the professional conversation assessment for initial registration under clause 10.1.
21. Applicants who have met the QEAP's requirements for additional study and/or work experience shall either undertake the same registration procedure as applicants with recognised qualifications and the required work experience under clause 10.1 or the initial registration interview procedure that applies under clause 10.2, as determined by QEAP.
22. Applicants shall complete all of the NZRAB published application requirements for initial registration in order for their application to be accepted.

23. Applicants shall then either:
 - 23.1. meet with an assessment panel to present and explain examples of their architectural work through a case study as a way of demonstrating that they have the required knowledge, skills, attitudes and experience, benchmarked against the skills and competences specified in clause 6, and to allow for a broader holistic judgment that the applicant would be safe to practice in New Zealand as a sole practitioner
 - 23.2. meet with an assessment panel with a project portfolio to be assessed in regard to their knowledge, skills, attitudes and experience, benchmarked against the skills and competences specified in clause 6, and to allow for a broader holistic judgment that the applicant would be safe to practice in New Zealand as a sole practitioner
 - 23.3. meet with an assessment panel to be assessed in regard to their knowledge, skills, experience and attitudes are appropriate to practice in New Zealand given that the applicant has been a registered/licensed architect in another jurisdiction and has done supervised architectural work in New Zealand for at least 12 months
 - 23.4. meet with an assessment panel to be assessed in regard to whether their architectural skills and knowledge are reasonably up to date given that the applicant has been a New Zealand Registered Architect before
 - 23.5. meet with an assessment panel to be assessed in regard to their knowledge as it relates to aspects of the architectural process in New Zealand that are specific to New Zealand, given that the applicant is a APEC Architect from an economy that has an APEC Architect Mutual Recognition Arrangement with New Zealand
 - 23.6. be granted registration on the basis that the applicant is currently an Australian Registered Architect or is a licensed architect of good standing from a US state or territory that is a signatory to the Australia United States of American New Zealand Mutual Recognition Arrangement.
24. The assessment panel shall comprise two architects who are members of the trained group of assessors who form the NZRAB Standing Panel of Assessors.
25. In each case, if a member of the assessment panel is in any way conflicted in regard to the applicant, they shall step aside and be replaced by another member of the Standing Panel
26. On completion of the assessment, the assessment panel shall prepare a report on the applicant which shall include a recommendation to the Board as to whether or not the applicant meets the applicable minimum standards for registration and therefore should or should not be registered.
27. Where an application for initial registration is accepted, the applicant shall be advised of this fact and presented with an invoice for their annual Certificate of Registration, so that when payment is received the applicant is deemed to be a Registered Architect and is recorded on the New Zealand Architects Register as such.
28. Where an application for initial registration is declined, the applicant shall be advised in writing and provided with a copy of the assessment panel's report, along with advice as to how they can appeal to the NZRAB in regard to the process (though not the judgment), or to the District Court.
29. Board minutes shall record the names of successful and unsuccessful applicants and their registration/data base numbers, though in the minutes made public on the

NZRAB's website the names of unsuccessful applicants shall be deleted.

30. Where applicants are currently registered in Australia or qualify under the USA MRA, board decisions shall not be required given that registration in these cases is 'as of right'.

Assessors

31. The NZRAB shall appoint and maintain a standing panel of architects as assessors who are able and sufficient to assess applicants for initial (and continuing) registration in terms of whether or not applicants meet the required standard.
32. Assessors shall be appointed for six-year terms, renewable.
33. Appointments of assessors and the termination of appointments as assessors shall be made by the Board on the recommendation of the Registration Committee.
34. Assessors shall be available to undertake interactive assessments in Auckland, Wellington and Christchurch, and other centres when required from time to time.
35. Assessors must at all times be objective, ethical and fair when making assessments and recommendations. Assessors must also maintain confidentiality where required and step aside if conflicts of interest arise.

Convenors/Deputy Convenors

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

The Register

39. The names, and other details as required by the Act (S21), of all Registered Architects, architects in voluntary suspension, architects whose registration has been suspended for other reasons, and architects in default shall be available to the public via an online New Zealand Architects Register.