

# **APAB Policy on Professional Experience Internship**

*All graduates of architecture will be required to have completed at least three years of acceptable professional experience prior to registration to practice as a Professional Architect.*

*Upon completion of their Bachelor of Architecture Degree (B'Arch) and return to Belize, graduates must register with APAB as Associate Members. They will be required to record their professional experience as per criteria outlined below and upon completion of their 3 year Professional Experience internship under the supervision and guidance of a registered Professional Architect who is a Corporate Member of APAB; they will be eligible to apply for registration as a Professional Architect.*

*The following guidelines are internationally accepted and are based on the International Union of Architects (UIA) guidelines for practical experience.*

## **Guidelines**

### **1. PERIOD OF PROFESSIONAL EXPERIENCE INTERNSHIP**

The experience set out below should be demonstrated prior to applying for registration as a Professional Architect and should be gained over the period of three years.

Mutual Recognition Agreements (MRA): Where agreements, recognizing professional experience internship for registration, exist between jurisdictions, graduates from these jurisdictions may undertake half of that experience in a foreign jurisdiction that is a signatory to the agreement.

### **2. OBJECTIVES OF THE PERIOD OF PROFESSIONAL EXPERIENCE INTERNSHIP**

The objectives of the period of professional experience internship (here after referred to as internship) are:

- To provide interns with the opportunity to acquire basic knowledge and skill in the practice of architecture;
- To ensure the practices, activities, and experience of interns is recorded by a standard method;
- To enable interns to attain a broad range of experience in the practice of architecture.

### **3. CATEGORIES OF EXPERIENCE**

An intern should receive practical experience and training under the direction of a registered Professional Architect who is a Corporate Member of APAB in at least half of the areas of experience nominated under each of the following four categories:

#### **3.1 Project and Office Management**

- Meeting with clients
- Discussions with clients of the brief and the preliminary drawings
- Formulation of client requirements
- Pre-contract project management
- Determination of contract conditions
- Drafting of correspondence
- Coordination of the work of consultants Office and project accounting systems
- Personnel issues

#### **2 Design and Design Documentation**

- Site investigation and evaluation
- Meetings with relevant authorities
- Assessment of the implications of relevant regulations
- Preparation of schematic and design development drawings
- Checking design proposals against statutory requirements
- Preparation of budgets, estimates, cost plans, and feasibility studies

### **3.3 Construction Documents**

- Preparation of working drawings and specifications
- Monitoring the documentation process against time and cost plans
- Checking of documents for compliance with statutory requirements
- Coordination of subcontractors documentation
- Coordination of contract drawings and specifications

### **3.4 Contract Administration**

- Site meetings
- Inspection of works
- Issuing instructions, notices, and certificates to the contractor
- Client reports
- Administration of variations and monetary allowances

## **4. RECORD OF PRACTICAL EXPERIENCE/TRAINING/INTERNSHIP**

Interns should maintain a written record, in a standard form or a logbook, of all periods of training, experience, and supplementary education received during the internship period.

This record should be set out under the areas of training nominated in Part 2 above. It should describe the nature and duration of activities undertaken, and each of these should be signed by a registered Professional Architect, who is Corporate Member, APAB as a true record of the experience gained by the intern.

The standard form or logbook is to be presented to the APAB board upon application, as evidence that the required professional experience internship is being undertaken or has been completed.

## **5. SUPERVISORS**

Interns should gain their experience under supervision. Supervisors are to be registered Professional Architects who are Corporate Members, APAB, who will either be the employer or the architect to whom the intern reports during each recorded period of experience.

## **6. CORE KNOWLEDGE AND ABILITY REQUIREMENTS**

At the completion of the period of professional experience internship, the intern should have demonstrated or be able to demonstrate knowledge and/or ability in the following:

### **6.1 The Practice of Architecture**

- An overview of the architectural profession in the national and international community
- A knowledge and appreciation of ethical standards
- Knowledge of the local architectural association
- An overview of the local construction industry and construction law
- Direction and coordination of consultants

- Office management and systems
- Legal aspects of practice
- Liability, risk management, and insurance

## **6.2 Project Management**

- Establishing and managing client agreements
- Scheduling of project activities and tasks
- Assessing codes, regulations, and legislation
- Project financing and cost control
- Project procurement and contractual systems
- Dispute resolution
- Management of subcontractors
- Project administration and monitoring systems

## **6.3 Pre-design and Site Analysis**

- Establishing, analyzing, and recording environmental issues relevant to the project
- Establishing and clearly defining a design brief
- Establishing, analyzing, and recording site conditions

## **6.4 Project Services and Systems**

- Coordinating the design and documentation of project services and systems into the project design and documentation process

## **6.5 Schematic Design**

- Analyzing the client brief and producing potential project design solutions through a process of hypothesis, evaluation, and reappraisal
- Graphically representing alternative project designs
- Presenting and agreeing preliminary design proposals with clients and other interested Parties

## **6.6 Design Development and Design Documentation**

- Investigating and establishing the specific spatial, organization and circulation requirements within and around a project
- Considering and deciding upon the disposition of construction and project services systems, materials, and components
- Developing drawings and documents to fully describe the developed design proposal for the approval of the client and other interested parties
- Analyzing possible effects on the context, users, etc.

## **6.7 Construction Documentation**

- Researching, analyzing, and selecting appropriate materials and systems for a project
- Preparing accurate consistent and complete construction drawings, specifications, and schedules that describe the extent and location of construction elements, components, finishes, fittings, and systems

## **6.8 Contract Administration**

- Preparing documents to invite bids or tenders
- Evaluating and making recommendations in respect of bids or tenders received

- Finalizing project contracts
- Administering project contracts
- Monitoring compliance with contract conditions and the requirements of relevant authorities
- Inspecting and evaluating construction works to ensure that they comply with the requirements of the contract documents