

# PRACTICAL EXPERIENCE POLICY



In accordance with the Professional Architects (Registration) Act Chapter 362:02 Article III Membership.

- All applicants applying for Corporate Membership must complete a minimum of:
  - (4) years of working experience after graduation under the supervision of a Registered Professional Architect of Belize. (18) months can be prior to graduation under the supervision of a Registered Professional Architect of Belize or under the supervision of a Registered Professional Architect of a country who has a Mutual Recognition Agreement with Belize.
  - For Corporate Members or Registered Professional Architects of a similarly constituted Association, which is approved by the Board of Directors of APAB, (2) years working experience under the supervision of a Registered Professional Architect of Belize and Proof of Registration.
  - Log book of working experience which follows APAB's Policy on Professional Experience Internship.

Graduates who hold a Bachelor of Architecture Degree (BArch) must register with APAB as an Associate Member and are required to:

- Under the supervision of a Registered Professional Architect, record their practical experience in the form of a Log Book following the Guidelines listed below which are internationally accepted and are based on the International Union of Architects (UIA) guidelines for Practical Experience. Downloadable Log Book Page is provided by APAB.

# PRACTICAL EXPERIENCE GUIDELINES



## Period of Practical Experience

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 (4) years.

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

## Objectives of the Period of Practical Experience

The objectives of the Period of Practical Experience 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

## Categories of Practical Experience

An intern should receive Practical Experience and Training under the direction of a Registered Professional Architect in at least (50%) of each Category of Practical Experience listed below.

### 1. Project and Office Management

- a. Meeting with clients
- b. Discussion with clients of the brief and the preliminary drawings
- c. Formulation of client requirements
- d. Pre-contract project management
- e. Determination of contract conditions
- f. Drafting of correspondence
- g. Coordination of the work consultants Office and Project accounting systems

# PRACTICAL EXPERIENCE GUIDELINES



## Categories of Practical Experience Continuation

### 2.Design and Design Documentation

- a. Site investigation and evaluation
- b. Meeting with relevant authorities
- c. Assessment of the implications of relevant regulations
- d. Preparation of schematic and design development drawings
- e. Checking design proposals against statutory requirements
- f. Preparation of budgets, estimates, cost plans, and feasibility studies

### 3.Design and Design Documentation

- a. Site investigation and evaluation
- b. Meeting with relevant authorities
- c. Assessment of the implications of relevant regulations
- d. Preparation of schematic and design development drawings
- e. Checking design proposals against statutory requirements
- f. Preparation of budgets, estimates, cost plans, and feasibility studies

### 4.Contract Administration

- a. Site meetings
- b. Inspection of works
- c. Issuing instructions, notices, and certificated to the contractor
- d. Client reports
- e. Administration of variations and mentary allowances

# PRACTICAL EXPERIENCE CORE KNOWLEDGE & ABILITY REQUIREMENTS



At the completion of the Period of Practical Experience, interns should have demonstrated or be able to demonstrate knowledge and/or ability in the following:

## 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

## 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
- Project administration and monitoring systems

## 3. Pre-design and Site Analysis

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

## 4. Project Services and Systems

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

# PRACTICAL EXPERIENCE CORE KNOWLEDGE & ABILITY REQUIREMENTS



## 5. Schematic Design

- Analyzing the client brief and producing potential project design solutions through a process of hypothesis, evaluation, and reappraisal

## 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 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.

## 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, and finishes, fitting, and systems

## 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