

STATUTORY RULES 2025

S.R. No.

Architects Act 1991

Architects Regulations 2025

The Governor in Council makes the following Regulations:

Dated:

Responsible Minister:

HARRIET SHING

Minister for Housing and Building

Clerk of the Executive Council

Part 1—Preliminary

1 Objectives

The objective of these Regulations is—

- (a) to regulate the professional conduct of architects; and
- (b) to prescribe procedures for the registration of architects and the approval of partnerships and companies; and
- (c) to prescribe procedures for renewal or reinstatement of—
 - (i) registration; and
 - (ii) approval of partnerships and companies; and
- (d) to prescribe the fees payable under the Act for applications for—
 - (i) registration and approval; and
 - (ii) renewal of registration and approval; and

- (iii) reinstatement of registration and approval;
and
- (e) to prescribe continuing professional
development requirements for architects; and
- (f) to prescribe other matters to give effect to the
Act.

2 Authorising provision

These Regulations are made under section 69 of the
Architects Act 1991.

3 Commencement

These Regulations come into operation on 26 April
2026.

4 Revocations

The following Regulations are **revoked**—

- (a) the Architects Regulations 2015¹;
- (b) the Architects Amendment (Fees) Regulations
2023²;
- (c) the Architects Amendment (Architectural
Practice Examination Fees) Regulations 2023³.

5 Definitions

In these Regulations—

AACA means the Architects Accreditation Council of
Australia ACN 109 433 114;

AACA Experienced Practitioner Assessment means
the Experienced Practitioner Assessment
conducted by the AACA to assess the
professional competency of an architect, and
their professional experience in complex
projects;

APEC Architect Supplementary Assessment means
the domain specific professional examination
process maintained by the AACA as the

Australian domestic monitoring committee for the Asia-Pacific Economic Cooperation Architect Project;

Architectural Practice Examination means the Architectural Practice Examination maintained by the AACA;

building practitioner has the same meaning as in the **Building Act 1993**;

client means an entity with whom an architect, an approved partnership or an approved company enters into an agreement (whether or not for payment) to provide architectural services;

Code means the Victorian Architects Code of Professional Conduct set out in Schedule 1;

corresponding registration board means the following—

- (a) Australian Capital Territory Architects Board established under section 64 of the Architects Act 2004 of the Australian Capital Territory;
 - (b) NSW Architects Registration Board established under section 59 of the Architects Act 2003 of New South Wales;
 - (c) Northern Territory Architects Board established under section 5 of the Architects Act of the Northern Territory;
 - (d) Board of Architects of Queensland established under section 77 of the Architects Act 2002 of Queensland;
 - (e) Architectural Practice Board of South Australia established under section 4 of the Architectural Practice Act 2009 of South Australia;
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- (f) Board of Architects of Tasmania established under section 3 of the Architects Act 1929 of Tasmania;
- (g) Architects Board of Western Australia established under section 5 of the Architects Act 2004 of Western Australia;

CPD means continuing professional development;

National Program of Assessment means the competency-based assessment process conducted by the AACA to determine whether a person's skills are equivalent to those of a person who has completed a qualification in architecture referred to in regulation 14;

officer, in relation to an approved company, means—

- (a) a person who is an officer (as defined in section 9 of the Corporations Act) of the company; or
- (b) a person (other than a person referred to in paragraph (a)), by whatever name called, who is concerned in, or takes part in, the management of the company;

required insurance information means the following information in relation to the insurance required by an order under section 17A of the Act—

- (i) the name and ABN, ACN or ARBN of the insurer;
- (ii) the name of the policy holder;
- (iii) the policy number;
- (iv) the date of issue and the expiry date of the policy;
- (v) the level of indemnity provided;
- (vi) the architects insured under the policy;

the Act means the **Architects Act 1991**.

Part 2—Professional conduct

6 Standard of practice

The standard for professional conduct and practice for architects is set out in the Code.

7 Guidelines

- (1) The Board may prepare guidelines on professional conduct and practice for architects, approved partnerships or approved companies.
- (2) The Board must cause a copy of the guidelines made by the Board—
 - (a) to be made available for inspection by any person at the offices of the Board during the usual office hours of the Board; and
 - (b) to be available to every architect on the Register; and
 - (c) to be published on the Board's website.

8 Board may determine and advise on compliance

- (1) The Board may give written advice to an architect on a matter in relation to which the Board determines, under section 18 of the Act, that an inquiry should not be held under Part 4 of the Act.
- (2) Without limiting subregulation (1), the Board may advise an architect in relation to a practice or conduct that the Board reasonably believes—
 - (a) does not comply with the guidelines prepared under regulation 7; or
 - (b) does not comply with the Act or these Regulations; or
 - (c) affects an architect's fitness to practise; or
 - (d) amounts to unprofessional conduct.

9 Unprofessional conduct

- (1) An architect who contravenes the Code is guilty of unprofessional conduct.
- (2) An architect who contravenes regulation 18(a) without reasonable excuse is guilty of unprofessional conduct.
- (3) An architect member of an approved partnership who contravenes regulation 18(b) without reasonable excuse is guilty of unprofessional conduct.
- (4) An architect director of an approved company who contravenes regulation 18(c) without reasonable excuse is guilty of unprofessional conduct.
- (5) Nothing in this regulation limits the meaning of unprofessional conduct.

Part 3—Registration of architects and approval of partnerships and companies

Division 1—Process

10 Classes of registration

- (1) For the purposes of section 9(2)(b) of the Act, the following classes of registration of architects are prescribed—
 - (a) practising architect;
 - (b) non-practising architect.
- (2) A person may be registered as a practising architect, or the person's registration as a practising architect may be renewed or reinstated, if the person—
 - (a) is eligible to be registered as an architect under section 10 of the Act; and
 - (b) intends to carry out work as an architect; and
 - (c) is covered by the required insurance; and
 - (d) subject to subregulation (3), has paid (as the case requires)—
 - (i) the applicable registration fee prescribed in regulation 11(2) or (3)(b); or
 - (ii) the registration renewal fee prescribed in regulation 21(2) and any applicable late registration renewal fee prescribed in regulation 21(3); or
 - (iii) the reinstatement of registration fee prescribed in regulation 23(2) together with the registration renewal fee prescribed in regulation 21(2); or
 - (iv) a reduced fee determined by the Board under regulation 36.

- (3) Despite subregulation (2)(d), a person may be registered as a practising architect, or the person's registration may be renewed or reinstated, without paying an applicable fee referred to in that subregulation if the Board waives that fee under regulation 36.
- (4) A person may be registered as a non-practising architect, or the person's registration as a non-practising architect may be renewed or reinstated, if the person—
 - (a) is eligible to be registered as an architect under section 10 of the Act; and
 - (b) has been registered as an architect under section 11 of the Act; and
 - (c) does not intend to carry out work as an architect; and
 - (d) has informed the Board of that intention.

11 Application for registration as an architect

- (1) For the purposes of section 9(2) of the Act, an application for registration as an architect—
 - (a) must be in writing; and
 - (b) must specify the class of registration sought; and
 - (c) if applicable, must include the information referred to in regulation 17(b); and
 - (d) must include the required insurance information; and
 - (e) if known to the applicant, must include the information referred to in regulation 17(a)(ii); and
 - (f) may include additional personal contact information not for publication in the Register.

- (2) Subject to subregulation (3), the prescribed fee for an application for first registration as a practising architect is 11 fee units.
- (3) In the case of an application for registration as a practising architect by an architect who has been registered as a non-practising architect for 2 or more years immediately before the date of the application—
 - (a) the Board may ask the architect to provide evidence of the architect's standard of professional practice; and
 - (b) the prescribed fee is 8 fee units.

Note

The **Mutual Recognition (Victoria) Act 1998** and the **Trans-Tasman Mutual Recognition (Victoria) Act 1998** may apply in relation to registration as an architect in Victoria.

12 Application for approval of a partnership or company

- (1) For the purposes of section 12(2) of the Act, an application for approval must—
 - (a) be in writing; and
 - (b) include the information referred to in regulation 17(c) or (d), as applicable; and
 - (c) include the required insurance information.
- (2) In the case of an application for approval of a partnership—
 - (a) each member of the partnership must verify the information in the application by statutory declaration; and
 - (b) the prescribed fee is 6.5 fee units.
- (3) In the case of an application for approval of a company—
 - (a) each director must verify the information in the application by statutory declaration; and

(b) the prescribed fee is 11 fee units.

Division 2—Qualifications

13 Qualifications—standard of professional practice

- (1) For the purposes of section 10(b) of the Act, the Board must have regard to the applicant's successful completion of the Architectural Practice Examination.
- (2) An applicant for the Architectural Practice Examination must pay the relevant fees specified in subregulation (3) to the Board.
- (3) The relevant fees for the Architectural Practice Examination conducted to assess the standard of professional practice under section 10(b) of the Act are—
 - (a) submission of logbook and statement of practical experience (Part 1) and sitting the written examination (Part 2), \$670; and
 - (b) re-sitting the written examination a second or subsequent time, \$265; and
 - (c) examination by interview (Part 3), \$510.

14 Qualifications in architecture

For the purposes of section 10(c)(i) of the Act, the prescribed qualifications are the following—

- (a) a qualification specified in column 2 of Schedule 2 given by a body specified in column 1 of that Schedule;
- (b) a qualification specified in column 3 of Schedule 2 given by a body specified in column 1 of that Schedule if the qualification was completed by 31 December of the year specified in column 3 for that qualification;

- (c) a qualification set out in a list of approved academic qualifications published by the Board under regulation 16;
- (d) a qualification recognised by a corresponding registration board and accepted by the Board;
- (e) a qualification obtained outside Australia and recognised by the Board to be equivalent to a qualification specified in column 2 of Schedule 2 or paragraph (c) or (d).

15 Prescribed course of study

For the purposes of section 10(c)(ii) of the Act, the prescribed course of study is—

- (a) the National Program of Assessment; or
- (b) the APEC Architect Supplementary Assessment; or
- (c) an approved course of study set out in a list published by the Board under regulation 16; or
- (d) the AACA Experienced Practitioner Assessment.

16 Board may approve list of qualifications or courses of study

- (1) For the purposes of regulations 14 and 15, the Board, from time to time, may publish a list of approved qualifications in architecture or approved courses of study in the Government Gazette.
- (2) If the Board publishes a list under subregulation (1), it may publish the list on its website.

Division 3—The Register

17 Contents of the Register

For the purposes of section 16 of the Act, the following are the prescribed particulars—

- (a) in the case of any architect—
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- (i) the date of registration; and
 - (ii) the registration number; and
 - (iii) the class of registration; and
 - (iv) if the architect holds a specialist qualification, the nature of that qualification;
- (b) in the case of an architect who is a member of an approved partnership or a director of an approved company—
 - (i) the name and approval number of the approved partnership or approved company; and
 - (ii) when the architect becomes a member or director and, if applicable, ceases to be a member or director;
- (c) in the case of an approved partnership—
 - (i) the date of approval; and
 - (ii) the approval number; and
 - (iii) the name and address of each member of the partnership; and
 - (iv) the name and registration number of each architect member;
- (d) in the case of an approved company—
 - (i) the date of approval; and
 - (ii) the approval number; and
 - (iii) the name and registration number of each architect director;
- (e) in the case of a practising architect, the required insurance information.

18 Notification of changed information

The following persons must notify the Registrar of any change in relation to information contained in the Register in writing and within 14 days of the change—

- (a) in the case of an entry relating to the registration of a practising architect, the architect;
- (b) in the case of an entry relating to the approval of a partnership, an architect member;
- (c) in the case of an entry relating to the approval of a company, an architect director.

Note

A contravention of this regulation by an architect without reasonable excuse is unprofessional conduct (see regulation 9).

19 Publication of information on Register

For the purposes of section 16C of the Act, the following information on the Register must be published by the Board on its website—

- (a) in the case of an architect—
 - (i) the information referred to in regulation 20(3)(a), (b) and (g)(ii); and
 - (ii) the class of registration; and
 - (iii) the date of registration;
- (b) in the case of an approved partnership—
 - (i) the information referred to in regulation 20(4)(a), (b), (c) and (e); and
 - (ii) the date of approval;
- (c) in the case of an approved company—
 - (i) the information referred to in regulation 20(5)(a), (b), (c) and (e); and
 - (ii) the date of approval;

- (d) a record of any disciplinary or criminal sanction imposed on an architect, including—
 - (i) the name of the architect; and
 - (ii) the date of the determination and subject matter.

20 Certified extract of Register

- (1) A person may apply in writing to the Registrar for a certified extract from the Register.
- (2) If the extract requested is not in relation to the applicant's own record of registration, the application fee is 5 fee units.
- (3) A certified extract from the Register in relation to an individual must include the following—
 - (a) the name of the individual;
 - (b) the individual's registration number;
 - (c) the address nominated by the individual for publication in the Register;
 - (d) the registration history of the individual;
 - (e) whether the individual was covered by the required insurance on a day, or days, specified;
 - (f) the name and ABN, ACN or ARBN of the insurer or insurers by which the individual was covered by the required insurance;
 - (g) if the individual is or has been an architect member or director of an approved partnership or approved company—
 - (i) any period of such membership or appointment as director; and
 - (ii) the name and approval number of the approved partnership or approved company.

- (4) A certified extract from the Register in relation to an approved partnership must include the following—
 - (a) the name of the approved partnership;
 - (b) the partnership's approval number;
 - (c) the address of the partnership's principal place of business;
 - (d) the approval history of the partnership;
 - (e) the name and registration number of each architect member;
 - (f) any period of membership of each architect member of the approved partnership;
 - (g) the name of each member in the approved partnership.
 - (5) A certified extract from the Register in relation to an approved company must include the following—
 - (a) the name of the approved company;
 - (b) the company's approval number;
 - (c) the address of the company's principal place of business;
 - (d) the approval history of the company;
 - (e) the name and registration number of each architect director;
 - (f) any period of appointment as director of each architect director of the approved company.
 - (6) Not more than 10 business days after the receipt of an application for a certified extract from the Register, the Registrar must—
 - (a) prepare and certify an extract of the Register; and
 - (b) at the applicant's election, cause the certified extract to be—
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- (i) made available; or
- (ii) posted to an address in Australia; or
- (iii) provided by means of an electronic communication.

Division 4—Renewal and reinstatement of registration or approval

21 Application for renewal of registration

- (1) For the purposes of section 15AAD of the Act, an application for renewal of registration as an architect must—
 - (a) be in writing; and
 - (b) be made to the Board before the end of the financial year; and
 - (c) include proof of required insurance; and
 - (d) include proof of compliance with the CPD requirements in Part 4; and
 - (e) include a fit and proper person statement.
- (2) The prescribed fee for an application for renewal of registration as a practising architect is 24 fee units.
- (3) The prescribed late registration renewal fee for an application for renewal of registration as a practising architect made within one month after the end of the financial year is 12 fee units.

22 Application for renewal of approval

- (1) For the purposes of section 15AAE of the Act, an application for renewal of a partnership or company approval must—
 - (a) be made to the Board before the end of the financial year; and
 - (b) be in writing.

- (2) The prescribed fee for an application for renewal of an approved partnership is 29 fee units.
- (3) The prescribed fee for an application for renewal of an approved company is 34 fee units.
- (4) The prescribed late approval renewal fee for an application for renewal of a partnership or company approval made within one month after the end of the financial year is 12 fee units.

23 Application for reinstatement of registration

- (1) For the purposes of section 15AAH of the Act, an application for reinstatement of registration as an architect after registration ceases must—
 - (a) be made to the Board within 2 months after the registration ceased; and
 - (b) be in writing; and
 - (c) include proof of required insurance; and
 - (d) include proof of compliance with the CPD requirements in Part 4; and
 - (e) include a fit and proper person statement.
- (2) Subject to subregulation (3), the prescribed fee for reinstatement of registration as a practising architect is 18 fee units.
- (3) A fee referred to in subregulation (2) must be paid in addition to the registration renewal fee under regulation 21(2).

24 Application for reinstatement of approval

- (1) For the purposes of section 15AAI of the Act, an application for reinstatement of an approval of a partnership or company must—
 - (a) be made to the Board within 2 months after the approval ceased; and
 - (b) be in writing.
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- (2) Subject to subregulation (3), the prescribed fee for reinstatement of an approval of a partnership or company is 18 fee units.
- (3) A fee referred to in subregulation (2) must be paid in addition to the prescribed approval renewal fee under regulation 22(2) or (3) (as the case requires).

25 Prescribed time for Board to make decision

For the purposes of sections 42(1)(b), 42(1)(f), 43(b) and 43(e) of the Act, the prescribed time is 3 months.

Part 4—CPD requirements

26 Definitions

In this Part—

CPD activity means an activity that may be undertaken or attended (including online) that—

- (a) aims to refresh, update or develop knowledge and skill relevant to the work and professional competency of a practising architect; and
- (b) is undertaken in the category of formal learning or informal learning, in the form of—
 - (i) an online or face-to-face course or module (including a self-paced course or module), lecture, seminar, workshop, conference, forum or information or trade session; or
 - (ii) private study or research or writing for publication; or
 - (iii) any other form of learning or training which the Board determines is a CPD activity under regulation 32(1)(a); and
- (c) is directly linked to the relevant performance criteria outlined in Table 1 of Schedule 3; and
- (d) is undertaken in addition to the usual professional delivery of architectural services—

but does not include an activity specified in a determination by the Board under regulation 32(1)(b).

formal learning means a CPD activity that—

- (a) is intended to provide education relating to architectural practices or industry; and
- (b) has clear learning outcomes linked to at least two performance criteria set out in Table 1 of Schedule 3; and

- (c) includes a formal assessment against the learning outcomes at the end of the activity; and
- (d) includes evidence of completion received from the provider of the activity;

informal learning means any CPD activity that is not formal learning;

performance criteria means an aspect of architectural practice that is specified under a unit of competency set out in Table 1 of Schedule 3;

practising architect means an architect who is—

- (a) registered with the Board under section 11 of the Act to provide architectural services full-time or part-time in Victoria for the relevant CPD cycle; and
- (b) not working in Victoria in accordance with the provisions of the **Mutual Recognition (Victoria) Act 1998**;

professional competency means the expected level of competency required for a practising architect;

CPD cycle means the financial year in which an architect is registered to provide architectural services in Victoria;

unit of competency means an area of required knowledge and skills involved in the practice of architecture specified in Column 1 of Table 1 in Schedule 3;

27 Prescribed CPD requirements

- (1) For the purposes of section 15B of the Act, the prescribed CPD requirements are that a practising architect—
 - (a) must comply with the applicable minimum points requirements for CPD set out in regulation 28; and

- (b) must complete any further CPD activity specified by the Board in a determination under regulation 30; and
- (c) must comply with any request for information under regulation 33.

28 Completion of CPD requirements

- (1) Subject to this Part, for the purposes of regulation 27(a), a practising architect must complete 20 CPD points in a CPD cycle.
- (2) The required number of CPD points to be completed by a person who is only a practising architect for part of a CPD cycle is to be calculated on a pro rata basis.

Example

If an architect is registered to practise for 3 months in a CPD cycle, the architect must complete 25 per cent of the points required for a full year's registration, which is 5 hours of CPD activities.

- (3) At least half of the CPD points a practising architect is required to complete under this regulation must be completed through formal learning activities.
- (4) For the purposes of this regulation, the CPD activities completed by a practising architect must be across at least 2 units of competency.
- (5) For the purposes of this regulation, one point is earned for each hour of participation in an activity, up to the maximum number of points (if any) specified by the Board for that activity in a determination under regulation 32(1)(c).

29 Circumstances in which completion of certain CPD requirements not required

- (1) A practising architect may make an application to the Board for a determination that the practising architect—
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- (a) is not required to complete any CPD requirements in a CPD cycle; or
 - (b) is required to complete some of the CPD requirements in a CPD cycle on a pro-rata basis.
- (2) The Board may determine that a practising architect is not required to complete some or all CPD requirements in a CPD cycle on one or more of the following grounds—
 - (a) serious illness or an accident experienced by the practising architect or an immediate family member of the practising architect;
 - (b) significant changes to the employment arrangements of the practising architect, including unemployment, redundancy or long service leave of at least 3 consecutive months;
 - (c) the practising architect being on parental leave;
 - (d) relocation or travel overseas of the practising architect, which results in the architect not providing architectural services in Victoria for at least 3 consecutive months;
 - (e) other exceptional circumstances which may have prevented the completion of CPD requirements as determined by the Board.
- (3) Within 10 days after receiving an application under subregulation (1), the Board must—
 - (a) make a determination in relation to the application; and
 - (b) notify the practising architect in writing of that determination.

30 Board may make a determination regarding further CPD requirements

- (1) For the purposes of regulation 27(1)(b), the Board may determine that a practising architect, or each practising architect of a specified class, must
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complete a specified CPD activity in addition to the CPD requirements under regulation 28 in a CPD cycle to address critical industry needs.

- (2) A determination under subregulation (1) must specify—
 - (a) the CPD activity to be completed; and
 - (b) whether the CPD activity is to be completed through formal or informal learning; and
 - (c) the form of the CPD activity.
- (3) The Board must give written notice of a determination under subregulation (1) to the practising architect, or each practising architect in the specified class, within 10 days after making the determination.

31 Board must consult with stakeholders before making certain determinations

- (1) The Board must not make a determination under regulation 30 unless the Board has first consulted with relevant architecture industry stakeholders regarding the determination.
- (2) For the purposes of subregulation (1), the Board may consult with relevant architecture industry stakeholders by giving the stakeholders a request for advice that sets out the proposed determination and specifies a day on or before which responses must be received by the Board.
- (3) The Board may make a determination under regulation 30 after the day specified in the request, whether or not a response to the request has been received by the Board.
- (4) For the purposes of this regulation, a *relevant architecture industry stakeholder*—
 - (a) is a person or body who the Board considers—

- (i) represents the interests of practising architects who will be affected by the proposed determination; or
- (ii) provides CPD training to practising architects who will be affected by the proposed determination; and
- (b) includes the following—
 - (i) a professional association which represents practising architects;
 - (ii) a union which represents practising architects;
 - (iii) a public authority.

32 Board may make determinations about CPD activity

- (1) The Board may determine any of the following—
 - (a) that a form of learning or training specified in the determination is approved for the purposes of paragraph (b)(iii) of the definition of CPD activity;
 - (b) that an activity specified in the determination is not a CPD activity;
 - (c) the maximum number of points that can be obtained by completing a specified form of CPD activity.
 - (2) A determination under subregulation (1)—
 - (a) must be in writing; and
 - (b) takes effect on the date specified in the determination.
 - (3) The Board must publish a determination under subregulation (1) on its website.
 - (4) A practising architect must not count completion of an activity specified in a determination under subregulation (1)(b) towards completion of the
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requirements set out in regulation 28 unless the practising architect commenced the activity before the day on which the determination took effect.

33 Board may request information from practising architects

- (1) The Board may request evidence of completion of a CPD requirement prescribed under regulation 27 from a practising architect.
- (2) A practising architect must provide the information requested by the Board under subregulation (1) in the form approved by the Board and within the time requested by the Board.

34 Retention of evidence of completed CPD

- (1) A practising architect must retain, for 5 years after the end of a CPD cycle, evidence of—
 - (a) compliance with minimum points requirements for CPD set out in regulation 28(1); and
 - (b) completion of any further CPD activity specified by the Board in a determination under regulation 30.
- (2) For the purposes of subregulation (1), the evidence must include the following for each CPD activity completed—
 - (a) the date of completion;
 - (b) the type or category of activity;
 - (c) the organisation that provided the activity;
 - (d) the category of learning (formal or informal);
 - (e) the number of CPD points claimed;
 - (f) how the activity relates to the specific performance criteria of a unit of competency;

- (g) in the case of a formal learning CPD activity, any applicable material specified in subregulation (3);
 - (h) any material relating to an application under regulation 29(1) requested by the Board.
- (3) For the purposes of subregulation (2)(g), material relating to a formal CPD activity may include the following—
- (a) certificate of completion from the provider specifying—
 - (i) the participant's name;
 - (ii) the participant's registration number;
 - (iii) the provider's name;
 - (iv) the date the activity was completed;
 - (v) that the activity was in the form of formal learning;
 - (vi) the number of contact hours for the activity;
 - (vii) the activity name and description;
 - (viii) relevance to specific performance criteria or a unit of competency;
 - (b) evidence of a structured assessment task that demonstrates learning and understanding of the content;
 - (c) evidence that an activity was structured to include significant interaction between the presenter and the participant;
 - (d) other material made as a result of preparation, delivery or undertaking of the activity.
- (4) For the purposes of subregulation (3)(c), significant interaction requires direct communication between the presenter and learner.
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Part 5—Other matters

35 Immediate suspension of registration

For the purposes of section 36A(1)(a) of the Act, the Board may immediately suspend the registration of an architect if the architect contravenes section 17C of the Act.

36 Reduction, waiver or refund of fees payable to the Board

Any prescribed fee collected by the Board under these Regulations may be reduced, waived or refunded in whole or in part if the Board is satisfied that payment of the fee will cause a person to suffer financial hardship.

Schedule 1—Victorian Architects Code of Professional Conduct

Regulation 6

Introductory note

This Schedule sets out the standards of professional conduct and practice for architects prescribed under section 69(1)(m) of the Act.

The Victorian Architects Code of Professional Conduct (the Code) applies to all architects registered by the Board to provide architectural services.

A failure to comply with the Code may constitute unprofessional conduct for the purposes of the Act and be grounds for disciplinary action under Part 4 of the Act.

The Code should be read in conjunction with the Act and these Regulations. A contravention of the Code may also be an offence under the Act. Conduct that does not contravene the Code may also be grounds for disciplinary action under section 32 of the Act.

Part 1—Preliminary

1 Objects of the Code

The objects of this Code are—

- (a) to establish core principles and rules of conduct to assist architects to act professionally and ethically;
- (b) to specify obligations imposed on architects when carrying out the work of an architect;
- (c) to outline the minimum standards of professional conduct and practice that architects must meet when carrying out the work of an architect;
- (d) to provide guidance to clients and prospective clients of architects about the standard of architectural services they are entitled to expect under a client-architect agreement; and
- (e) to promote the quality and safety of Victoria's environment and infrastructure.

Part 2—The Code

Division 1—General practice standards

2 Act in accordance with the law

- (1) An architect must comply with all applicable Victorian and Commonwealth laws.
- (2) An architect must withdraw from carrying out work of an architect if the architect reasonably believes that in carrying out that work, the architect may contravene the Act, the Regulations or this Code.
- (3) A person or body must not—
 - (a) represent a person as an architect unless that person is registered as an architect under the Act; or
 - (b) represent an unincorporated body as an architect unless that unincorporated body is an approved partnership under the Act; or
 - (c) represent a body corporate to be an architect unless that body corporate is an approved company under the Act; or
 - (d) carry out work as an architect unless covered by the required insurance; or
 - (e) represent themselves as covered by the required insurance or allow themselves to be represented as being covered by the required insurance if they are not covered by the required insurance.
- (4) An architect member or director of an approved partnership or approved company must—
 - (i) be responsible for the carrying out of architectural services by the approved partnership or approved company; and

- (ii) ensure architectural services are carried out by or under the supervision of a person who is registered as an architect under the Act; and
- (iii) take all reasonable steps to ensure that the approved partnership or approved company complies with an obligation imposed on an architect under clauses 2(2)(a)(i) to (iii), 4(2)(a) and (b), 6, 7, 11, 13 and 15 of this Code as if that obligation were imposed on the approved partnership or approved company.

3 Act in the public interest

- (1) When carrying out work, an architect must take all reasonable steps to protect the health and safety of people.
- (2) An architect has a responsibility, where possible, to act in accordance with the public interest and to give proper consideration to the—
 - (a) natural environment; and
 - (b) conservation of cultural heritage, including Aboriginal Cultural Heritage; and
 - (c) conservation of natural resources whilst striving to improve the built environment and quality of life.
- (3) An architect, by the architect's conduct, must endeavor to engender confidence in and respect for the profession of architecture.
- (4) An architect, by the architect's conduct, must endeavor to maintain the standards and integrity of the profession of architecture.

4 Act with honesty, integrity and openness

- (1) An architect must act honestly and with integrity at all times, including in any professional dealings with other architects, allied building professionals and consultants.
- (2) An architect must take all reasonable steps to ensure that—
 - (a) the architect's qualifications, experience, awards, honours and authorship are stated accurately in all documents; and
 - (b) the architect's name, registration number and contact details are identified clearly and accurately on stationery and signboards, and in public notices and publications, used or placed by the architect in connection with the architect's professional practice.
- (3) An architect must not—
 - (a) sign as checked, approved or supervised any drawings or other documents which the architect has not checked, approved or supervised; or
 - (b) permit the architect's name to be used in relation to any work, document or publication to falsely represent the architect's authorship of, responsibility for or agreement with the content or form of the work, document or publication.

5 Perform competently and with the required level of care, expertise and experience

- (1) An architect must—
 - (a) carry out the work of an architect competently and with reasonable care, including in any professional dealings with other architects, allied building professionals and consultants; and
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- (b) not perform any work as an architect that is outside the architect's area of expertise and experience unless under the direct supervision of an architect who holds the required expertise and experience; and
 - (c) maintain and improve their professional skills and knowledge; and
 - (d) document the architect's compliance with prescribed CPD requirements to demonstrate compliance.
- (2) An architect in charge of a client's project must—
 - (a) have suitable skills and experience to be in charge of the project; and
 - (b) maintain a thorough knowledge of the architectural services to be provided and of matters relating to the performance of those services.

Division 2—Client relations

6 Use clear and unambiguous client agreements

- (1) An architect must not provide architectural services for a client unless the architect, or an approved partnership or approved company of which an architect is a member, director or employee, has entered into a written and signed agreement with the client for the provision of those services.
 - (2) The client architect agreement must include the following—
 - (a) the parties to the agreement;
 - (b) the registration number of the approved partnership or approved company who is party to the agreement;
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- (c) the name, registration number and contact details of the architect responsible for carrying out the services;
 - (d) the scope, nature and specific requirements of the services;
 - (e) the timeframes for providing the services;
 - (f) a clear and unambiguous statement of how the professional fees and costs of the services will be calculated;
 - (g) a requirement that the architect must inform the client—
 - (i) how a change or amendment to the services will affect the professional fees and costs for the services; and
 - (ii) about the circumstances in which professional fees or costs may escalate;
 - (h) where possible, reasonable estimates of disbursements;
 - (i) how professional fees and costs, including disbursements, will be paid;
 - (j) how the architect may inform the client of progress in the provision of the services;
 - (k) how the client may authorise the architect to proceed with the services, or any part of the services;
 - (l) how the architect may obtain the client's authority to change or amend the services;
 - (m) how the client may make variations to the agreement;
 - (n) a reservation of the right of an architect to withdraw from the provision of services
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- under the agreement in the circumstances set out in clause 2(2);
 - (o) how the agreement may be terminated by either party and for what reason;
 - (p) a clear and unambiguous statement identifying—
 - (i) who owns copyright in any intellectual property associated with the services;
 - (ii) the terms of any licence given to the client to use that intellectual property;
 - (iii) any limits on the client’s use of the intellectual property; and
 - (iv) where additional costs or consents may be required for the client’s use of the intellectual property;
 - (q) details of current professional indemnity insurance that provides adequate coverage for the work covered by the agreement;
 - (r) the process in place for handling client complaints;
 - (s) how a client can make a complaint about the professional conduct or fitness to practise of the architect to the Board; and
 - (t) a requirement that the architect provide the client with a current copy of the Working with an Architect Checklist produced by the Board from time to time.
- (3) Subclause (2) applies to an agreement for the provision of architectural services entered into by an architect, an approved partnership or an approved company with a client on or after 26 April 2026.
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- (4) An architect must keep records to demonstrate that the client has provided written acceptance of the client architect agreement and any variation of the agreement.
- (5) An architect, architect member or director of an approved partnership or approved company must, on entering into a client architect agreement, provide to the client the names of all persons who will be involved in the provision of the architectural services, their role and the registration status of each employee.

7 Be open and transparent about fees and costs

An architect who has entered into an agreement to provide architectural services must—

- (a) provide the client with regular statements of account for the services provided under the agreement unless otherwise expressly agreed with the client; and
- (b) ensure that the fees and costs charged do not exceed the fee structure of the agreement.

8 Provide services diligently and promptly

An architect must provide architectural services diligently and with reasonable promptness according to timelines agreed with the client, or within a time that reasonably accords with the client's instructions.

9 Communicate with clients effectively and promptly

- (1) An architect must—

- (a) ensure that clients are kept adequately informed about the progress of their projects; and
- (b) take reasonable steps to ensure that a client is informed of decisions required of the client in respect of the services with reasonable promptness; and
- (c) provide sufficient relevant information with reasonable promptness to enable a client to make an informed decision in relation to the provision of services; and
- (d) respond, with reasonable promptness, to a client's reasonable requests for information or other communications about the provision of services to the client; and
- (e) take reasonable steps to ensure that all information and material provided to a client is accurate and unambiguous; and
- (f) promptly advise a client in writing of any circumstance that is likely to prevent the architect from providing the services under the agreement or from following the client's instructions in relation to the services, including a circumstance that imposes on the architect an obligation to withdraw from the provision of services under clause 2(2).

10 Administer building contracts impartially and diligently

- (1) For the purposes of this clause, an architect administers a building contract for a client if—
 - (a) the contract concerns the construction of a building and is entered into by the client with a building practitioner; and
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- (b) the architect has been engaged by the client to inspect or administer the provision of services under the contract.
- (2) If an architect is administering a building contract for a client, the architect must—
 - (a) act with fairness and impartiality in administering the building contract; and
 - (b) discharge the architect's obligations in connection with the administration of the building contract diligently and promptly; and
 - (c) provide the client and the building practitioner with relevant information about the administration of the building contract in a timely manner.

11 Maintain confidentiality

- (1) An architect must not disclose a client's confidential information without authority.
- (2) For the purposes of this clause, a *client's confidential information* means any information, agreed or understood by the architect and the client to be confidential, that is acquired from or provided to a client in the course of providing architectural services to the client.
- (3) An architect may disclose a client's confidential information if—
 - (a) the client consents in writing to the disclosure; or
 - (b) the disclosure is required by law.

12 Manage conflicts of interest

- (1) An architect must not enter into an agreement with a person for the provision of architectural
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services if the agreement would result in an actual or potential conflict between the interests of—

- (a) the architect and that person; or
- (b) a current client and that person.

(2) An architect member or director of an approved partnership or an approved company must take all reasonable steps to ensure that the partnership or company does not enter into an agreement with a person to provide architectural services if the agreement would result in an actual or potential conflict between the interests of—

- (a) a member of the approved partnership and that person; or
- (b) an officer of the approved company and that person; or
- (c) a current client of the approved partnership or approved company and that person.

(3) An architect must not continue to provide architectural services to a client that result in a conflict between the interests of—

- (a) the architect and that client; or
- (b) 2 or more current clients.

(4) An architect does not contravene this clause if the architect first—

- (a) discloses the actual or potential conflict of interest to each affected person; and
- (b) obtains the written consent of each affected person to continue providing architectural services to both affected persons.

13 Disclose referrals, recommendations and endorsements

- (1) An architect must not recommend, endorse, or specify a product, service or service provider to a client if the architect receives or expects to receive or could receive an inducement or other benefit from a third party to do so unless—
 - (a) the inducement is in the nature of salary, wages or attributable personal services income from an approved partnership or approved company; or
 - (b) the nature and value of the inducement is first disclosed in writing to the client.
- (2) An architect must disclose the nature of any referral arrangement in place between the architect and another person to a client before entering into an agreement to provide architectural services to the client.
- (3) An architect who is a member of an approved partnership, or a director of an approved company, must ensure that the nature of any referral arrangement in place between the approved partnership or approved company and another person is disclosed to a client before the partnership or company enters into an agreement to provide architectural services to the client.
- (4) For the purposes of this clause, *referral arrangement* means any arrangement to introduce or refer clients to an architect, approved partnership or approved company for valuable consideration.

Division 3—Business management and processes

14 Maintain adequate systems and resources

- (1) Architects must—
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- (a) have effective systems in place to ensure that their practice is run professionally and that projects are regularly monitored and reviewed; and
- (b) be able to provide adequate professional, financial and technical resources when entering into a contract and throughout its duration; and
- (c) ensure they have sufficient suitably qualified and supervised staff to provide an effective and efficient service to clients; and
- (d) take responsibility for the work carried out by a person under their supervision.

15 Document and maintenance of records

- (1) An architect who has entered into an agreement with a client to provide architectural services must keep documents in accordance with this clause.
- (2) The following documents in relation to the provision of architectural services under an agreement must be kept—
 - (a) the agreement in writing signed by the client;
 - (b) correspondence;
 - (c) records of financial transactions;
 - (d) records of client instructions and meetings related to the services provided to the client;
 - (e) photographs of work in progress;
 - (f) project journals, diaries or the like;
 - (g) drawings and other relevant documents;

- (h) a record containing the details of the architect responsible for supervising the work carried out.
- (3) Documents must be kept for the longer of—
 - (a) a period of 10 years after the completion of the architectural services; or
 - (b) the limitation period under section 134 of the **Building Act 1993**.

16 Provide a complaint handling process

- (1) Architects must have a written procedure in place which provides for prompt, professional and courteous handling of complaints and sets out—
 - (a) details of any special arrangements for resolving disputes; and
 - (b) the process for referring a complaint to the Board; and
 - (c) a reasonable timeframe for handling complaints, as far as practicable.

17 Co-operation with the Board

Subject to section 17D(1) of the Act, an architect must respond in a timely, complete and accurate manner to a request from the Board for any information or document.

Schedule 2—Qualifications in architecture

Schedule 2—Qualifications in architecture

Regulation 14

	<i>Column 1 Body</i>	<i>Column 2 Currently Accredited Qualification and Course Code</i>	<i>Column 3 Previously Accredited Qualification and end date</i>
1	Royal Melbourne Institute of Technology	Master of Architecture (MC163)	Bachelor of Architecture (2007)
2	Deakin University	Master of Architecture (MC-ARCH)	Bachelor of Architecture (Design Management) S701 (2023)
3			Master of Architecture (Design Management) S711 (2020)
4			Bachelor of Architecture (2006)
5		Master of Architecture and Master of Construction Management (D764)	
6		Bachelor of Design (Architecture)/Master of Architecture (D306)	
7	University of Melbourne	Master of Architecture (MC-ARCH)	Bachelor of Architecture/BPC (2010)
			Bachelor of Architecture (2012)
8		Master of Architectural Engineering (MC- ARCHENG)	

Schedule 2—Qualifications in architecture

<i>Column 1</i> <i>Body</i>	<i>Column 2</i> <i>Currently Accredited</i> <i>Qualification and</i> <i>Course Code</i>	<i>Column 3</i> <i>Previously</i> <i>Accredited</i> <i>Qualification and</i> <i>end date</i>
9	Master of Architecture and Master of Urban Cultural Heritage (MC-ARCHUP) from 2021	
10	Master of Architecture and Master of Urban Planning (MC-ARCHUD) from 2021	
11	Master of Architecture and Master of Urban Design (MC-ARCLARC) from 2023	
12	Master of Architecture and Master of Landscape Architecture (MC-ARCLARC)	
13	Master of Architecture and Master of Construction Management (MC-ARCHCM)	
14	Monash University	Master of Architecture and Master of Property (MC-ARCPROP)
15		Master of Architecture (F6001)
		Bachelor of Architectural Design/ Master of Architecture (VIM) (F6003)
16	Swinburne University of Technology	Master of Architecture (MA-ARC) from June 2021

Schedule 2—Qualifications in architecture

<i>Column 1 Body</i>	<i>Column 2 Currently Accredited Qualification and Course Code</i>	<i>Column 3 Previously Accredited Qualification and end date</i>
17	Master of Architecture and Urban Design (MA-ARCUD) from June 2021	

Schedule 3—Performance Criteria for CPD requirements

Regulation 26

Table 1

<i>Column 1</i>		<i>Column 2</i>
<i>Item</i>	<i>Unit of competency</i>	<i>Performance Criteria</i>
1	Practice Management and Professional Conduct	(a) Comply with the regulatory requirements and obligations pertaining to practice as an architect, including legislation, professional codes of conduct, obligations for CPD and professional indemnity insurance.
2		(b) Implement practice resources and apply ethical employment practice methods and quality assurance systems to facilitate efficient, consistent and timely delivery of architectural services.
3		(c) Apply principles of project planning, considering implications for Aboriginal and Torres Strait Islander Peoples, environmental sustainability, communities, stakeholders and project costs.
4		(d) Apply principles of project and staff planning and resource costs to establish realistic and achievable timeframes.
5		(e) Be able to apply essential elements of a client architect agreement across the range of procurement methods in relation to their appropriateness to the scale and type of the project, including alternatives for partial services and the engagement of secondary and sub-consultants.

Schedule 3—Performance Criteria for CPD requirements

<i>Column 1</i>		<i>Column 2</i>
<i>Item</i>	<i>Unit of competency</i>	<i>Performance Criteria</i>
6		(f) Be able to apply appropriate processes for reporting and varying the scope of services provided by an architect.
7		(g) Apply and follow processes for clear and consistent communication with clients and relevant stakeholders throughout the project, including obtaining approvals from clients and stakeholders.
8		(h) Be able to implement culturally responsive and meaningful engagement processes that respect the importance of Country and reciprocal relationships with Aboriginal and Torres Strait Islander Peoples across architectural services.
9		(i) Be able to apply contemporary and emerging building procurement methods. This involves identifying the most appropriate form of delivery for a project, taking into account risks, mitigation and adaptation strategies, and integrating appropriate construction contracts and consultancy contracts and/or agreements.
10		(j) Demonstrate understanding of the whole life carbon implications of procurement methods, materials, components and construction systems.
11		(k) Be able to assess, recommend and/or select an appropriate procurement process, with consideration for its impact on all phases of a project – including design, documentation and project delivery – and provide advice to the client in terms of the level of scope of service for consultants.

Schedule 3—Performance Criteria for CPD requirements

<i>Column 1</i>		<i>Column 2</i>	
<i>Item</i>	<i>Unit of competency</i>	<i>Performance Criteria</i>	
12		(l)	Provide independent, culturally responsive and objective advice across all aspects of architectural practice, including in relation to climate change implications, in accordance with relevant building codes, standards, technical specifications and guidelines, and planning regulations.
13		(m)	Be able to identify and apply strategies, programming and processes for documentation through all project stages to facilitate project delivery, as appropriate to selected procurement processes.
14		(n)	Be able to identify and apply construction services provisions and/or construction administration systems needed to fulfil all obligations appropriate to the procurement process in accordance with the terms of the agreement.
15		(o)	Comply with legal and ethical obligations relating to legislated requirements in relation to copyright, moral rights, authorship of cultural knowledge and intellectual property across architectural services.
16		(p)	Be able to apply risk management and mitigation strategies – including safety in design, project risk, requirement for resilience from the impacts of climate change and appropriate insurances – across architectural services.
17	Project Initiation and Conceptual Design	(a)	Have an understanding of Aboriginal and Torres Strait Islander Peoples' aspirations to care for Country and how these inform architectural design.
18		(b)	Be able to apply creative imagination, design precedents, research, emergent knowledge and critical evaluation in formulating and refining concept design options, including the exploration of three-dimensional form and spatial quality.

Schedule 3—Performance Criteria for CPD requirements

<i>Item</i>	<i>Unit of competency</i>	<i>Performance Criteria</i>
19		(c) Be able to identify, analyse and evaluate client project requirements and objectives using qualitative and quantitative methods and, where required by the terms of engagement, to assist cost estimators in determining project feasibility/viability.
20		(d) Be able to assess project budget and timeframe against project requirements and objectives, relevant legislation, statutory planning requirements, building codes and standards.
21		(e) Be able to apply project budgets, or work with a quantity surveyor to establish project budgets, based on understanding of cost planning, value management and factors influencing project cost relevant to the project type and scale.
22		(f) Identify and manage risks arising from real or perceived conflicts of interest.
23		(g) Be able to prepare a return brief for approval by the client and relevant stakeholders in response to a client brief and any areas of deviation or non-compliance.
24		(h) Be able to prepare and analyse project development options in response to a project brief – its objectives, budget, user intent and built purpose, risk and timeframes, including environmental sustainability considerations.
25		(i) Be able to draw on knowledge from the history and theory of architecture as part of preliminary design research and when developing the conceptual design.
26		(j) Be able to undertake site, cultural and contextual analysis as part of preliminary design research.

Schedule 3—Performance Criteria for CPD requirements

	<i>Column 1</i>	<i>Column 2</i>
<i>Item</i>	<i>Unit of competency</i>	<i>Performance Criteria</i>
27		(k) Understand how to embed the knowledge, worldviews and perspectives of Aboriginal and Torres Strait Islander Peoples, shared through engagement processes, into the conceptual design in a meaningful, respectful and appropriate way.
28		(l) Be able to draw on knowledge from building sciences and technology, environmental sciences and behavioural and social sciences as part of preliminary design research and when developing the conceptual design to optimise the performance of the project.
29		(m) Be able to develop and evaluate design options in terms of the heritage, cultural and community values embodied in the site, and in relation to project requirements.
30		(n) Be able to explore options for siting a project, including integrating information and analysis of relevant cultural, social and economic factors.
31		(o) Be able to identify, analyse and integrate information relevant to environmental sustainability – such as energy and water consumption, resource depletion, waste, embodied carbon and carbon emissions – over the lifecycle of a project.
32		(p) Be able to apply planning principles and statutory planning requirements to the site and conceptual design of the project.
33		(q) Be able to investigate, coordinate and integrate sustainable environmental systems – including water, thermal, lighting and acoustics – in response to consultants' advice.
34		(r) Communicate conceptual design proposals and associated information to client, stakeholders and communities using culturally responsive methods appropriate to different audiences.

Schedule 3—Performance Criteria for CPD requirements

		<i>Column 1</i>	<i>Column 2</i>
<i>Item</i>	<i>Unit of competency</i>	<i>Performance Criteria</i>	
35		(s)	Be able to assess operational and embodied carbon implications of materials, components, construction systems and supply chains (including transport) to achieve net zero whole life carbon when developing design concepts. This includes integrating relevant consultant expertise and advising on the impact of chosen materials, components and systems on carbon outcomes.
36	Detailed Design and Construction Documentation	(a)	Be able to apply creative imagination, design precedents, emergent knowledge, critical evaluation and continued engagement with Aboriginal and Torres Strait Islander Peoples to produce a coherent project design. This should be resolved in terms of supporting health and wellbeing outcomes for Country, site planning, formal composition, spatial planning and circulation as appropriate to the project brief and all other factors affecting the project.
37		(b)	Be able to produce timely, accurate, complete and comprehensible documentation of the design so that it can be constructed.
38		(c)	Be able to work within budget and time constraints while maintaining the defined project design intent. This includes participating in value management processes where engaged to do so.
39		(d)	Be able to integrate the material selection, structural and construction systems established in the conceptual design into the detailed design and documentation.
40		(e)	Be able to resolve and present a coherent detailed design solution within necessary timeframes to obtain client and stakeholder approvals.
41		(f)	Be able to coordinate and integrate input from specialists and consultants into the detailed design and documentation.

Schedule 3—Performance Criteria for CPD requirements

<i>Item</i>	<i>Unit of competency</i>	<i>Performance Criteria</i>
42		(g) Be able to prepare planning applications that comply with planning regulations.
43		(h) Be able to collaborate with nominated contractors early in the documentation process to identify key construction methodology opportunities and constraints.
44		(i) Maintain effective and clear communication in the coordination of relevant consultants, manufacturers and suppliers as required under the terms of engagement.
45		(j) Be able to nominate and integrate quality and performance standards with regard to selected materials, finishes, fittings, components and systems, considering the impact on Country and the environment, and the whole life carbon impact of the project. This includes integrating life cycle assessments and other expertise and advice from consultants.
46		(k) Be able to produce project documentation that meets the requirements of the contract and procurement process and complies with regulatory controls, building standards and codes, and conditions of construction and planning approvals.
47		(l) Be able to complete and communicate on-time, accurate documents for relevant stakeholders, including drawings, models, specifications, schedules and construction documentation.
48	Design Delivery and Construction Phase Services	(a) Be able to select and implement project administration systems, based upon an assessment of the selected procurement method and its implications on project delivery.
49		(b) Be able to implement project team structures necessary to deliver a full suite of professional services or partial services appropriate to the selected procurement process.

Schedule 3—Performance Criteria for CPD requirements

<i>Column 1</i>		<i>Column 2</i>
<i>Item</i>	<i>Unit of competency</i>	<i>Performance Criteria</i>
50		(c) Be able to continue engagement with relevant Aboriginal and Torres Strait Islander Peoples throughout all stages of the project and its delivery in a meaningful, respectful and appropriate way.
51		(d) Be able to provide advice to clients and lead (or contribute to) the process of selecting a qualified contractor in accordance with the agreed procurement method and construction contract.
52		(e) Be able to apply the principles and mechanisms implicit in the selected procurement method and associated construction contract(s), based on an understanding of the implications of differing contractual relationships.
53		(f) Be able to provide advice to clients on the impact of a selected procurement method on cost, time, life cycle implications and quality control during the construction phase.
54		(g) Be able to monitor construction progress and quality as required under the provisions of the construction contract, which may include site visits.
55		(h) Be able to apply appropriate and consistent systems for record keeping, document control and revision status during the construction phase.
56		(i) Be able to apply appropriate and consistent systems for identification of defects, rectifications and approval of substitutions.
57		(j) Be able to apply relevant processes required for certification of monetary progress claims, project variations, extensions of time, project instructions, and requests for information, practical completion or other administrative functions explicit in the selected procurement method and associated construction contract.

Schedule 3—Performance Criteria for CPD requirements

	<i>Column 1</i>	<i>Column 2</i>
<i>Item</i>	<i>Unit of competency</i>	<i>Performance Criteria</i>
58		(k) Complete documentation – including specifications, drawings, schedules, reports, certification and approvals – and other project information for issue to the client and relevant authorities, as required under the construction contract and relevant building and planning codes.
59		(l) Understand and mitigate risks associated with preparing and recording documentation.
60		(m) Apply appropriate methodologies for undertaking post occupancy evaluations and life cycle assessments where required under terms of engagement.

Endnotes

¹ Reg. 4(a): S.R. No. 28/2015 as amended by S.R. Nos 28/2023 and 135/2023.

² Reg. 4(b): S.R. No. 28/2023.

³ Reg 4(c): S.R. No. 135/2023.