

Architect's Competency Examination (ACE)

Introduction

This Examination is concerned with assessing applied knowledge and skill in relation to professional conduct and competence to practice as an Architect.

A graduate architect registered with PCATP shall acquire minimum of ONE year of professional experience to be eligible for Architect's Competency Examination (ACE). A graduate architect registered with PCATP shall accumulate 4 credit points of CPD before applying for Architects Competency Examination (ACE).

For assessment of competence, knowledge and skills of an applicant architect, PCATP shall arrange and hold an examination for the purpose. The ACE is an essential part of assessment for the title of PCATP Registered Architect. Those who are successful in the ACE examination are eligible for registration under the architect registration as per amended bye-law-2018.

Cut-off Date for enforcement of Requirement of Architect's Competency Examination (ACE)

1. A graduate architect (2014-2019) of 2014 intake or later will have to go through ACE for full registration with PCATP.
2. All earlier graduates applying for registration after 31st December 2019 will also have to go through ACE for full registration with PCATP.

Eligibility

- Must be a graduate from PCATP accredited institution and registered with PCATP.
- Must work as an Assistant Architect under the direct supervision of a PCATP registered Architect for a period of minimum one year.
- Must provide documentary proof of acquiring 4 CPD points after graduation.

Frequency of Architect's Competency Examination (ACE)

The ACE will be held by PCATP at least two times a year with a gap of no less than six months.

Process and Assessment

The process of ACE will consist of the following submissions, examination and interview. Candidates will be required to make a documentary submission :

- A. Curriculum Vitae
- B. Self-Evaluation
- C. Professional Experience Log (PEL) sheets (See Annexure-D)
- D. Case Study
- E. Professional Practice Examination
- F. Professional Interview

Weightages of Examination Components

Various components of ACE will carry the following weightages. A minimum of 50% marks will be required in ALL individual components to pass the Examination :

1. Curriculum Vitae	10 marks
2. Self-Evaluation	10 marks
3. Professional Experience Log (PEL) sheets	20 marks
4. Case Study	20 marks
5. Professional Practice Examination	30 marks
6. Professional Interview	10 marks

Curriculum Vitae

The curriculum vitae must not exceed two pages in length. It must list in chronological order the dates and places of academic study and qualification, and professional work, that have been significant in the candidate's professional development.

Self-Appraisal

The self-appraisal is expected to be an evaluation of one's own self covering all aspects of the candidate's academic career and professional experience. It should be able to convey to the evaluators how the candidate has been able to develop professionally through indication of specific examples, events, courses, experiences that can be accurately cross-referenced with the Curriculum Vitae and Professional Experience Log. It may also talk about the candidate's goals and professional or academic aspirations. The primary objective of the evaluators will be to look for evidence of Reflective Practice and a start of a process of professional and academic growth and maturity.

The self-evaluation must be between 1,500 and 2,500 words in length.

Professional Experience Log (PEL)

By the PCATP-ACE stage, candidates should have recently completed a minimum of 12 months' practical experience under the direct supervision of a PCATP registered Architect.

The PEL Sheets will be filled on a weekly basis giving a summary of :

- i. Name of project
- ii. Nature of the project
- iii. Nature of work done supported by visual evidence
- iv. Status of work done (Participant or Observer)
- v. Quantum of work done (hours)
- vi. Name of Supervisor (with signatures)

NOTE : All Log Sheets will have to be signed by the Candidate and verified, through signature, by the Supervising Architect. The log sheets will have to be accompanied by an annual summary too.

Any queries regarding the appropriateness and eligibility of experience should be directed to the PCATP Professional Development Board.

Case Study

Each Candidate will prepare one or more Case Studies for submission before the ACE. These Case Studies will serve as a detailed record of the project/s for the period of candidate's involvement.

The candidate may use a small project from inception to completion in which he/she has been personally involved or a larger project may also be taken up with the Case Study based on a particular part or stage of that project. The Case Study will cover all the relevant and important aspects of the project, supported by drawings, sketches and pictures, wherever necessary.

The evaluators will be looking for evidence of the candidate having the capacity to carry out a small example of applied research and prepare a technical report related to it. They will also be interested in ascertaining the extent of candidate's awareness of issues of Professional Practice, Construction, Management, Contracts, etc. The Evaluators should be able to correlate the Candidate's Curriculum Vitae, the Self Appraisal, The Professional Experience Log with the Case Study.

The maximum allowed length of the Case Study is 6,000 words.

Professional Practice Examination

The Professional Practice examination will test and evaluate the candidate's understanding of various aspects of Professional Life. See Annexure-C for the Scope of ACE.

Professional Interview

The professional interview will take place after receipt of the candidate's documentary submission and after successful passing of all No. 1 to 5 Examination Components and will be conducted by at least two Examiners who will be Professional Architects.

The interview will provide an opportunity for the examiners to confirm and deeply evaluate the rest of the submissions of ACE as well as get information about any other aspect of the candidate that has not been fully illuminated in the submissions.

How much does it cost?

The fees set for 2020 are as follows:

- Fee for Application to License Rs. 10,000/- due on registration
- Fee for License to Practice Examination Rs. 10,000/- payable on examination registration

Prices are correct at the time of preparation of this document. PCATP reserves the right to change the above mentioned fees. Please note that all fees will be non-refundable.

Attempts for Architect's Competency Examination (ACE)

The first opportunity to take the examination is in September 2020. There is no limit on the number of attempts that an applicant can make but any unsuccessful attempt will be followed by a gap of at least 6 months during which the applicant is expected to hone his/her skills further.

Frequency of Architect's Competency Examination (ACE)

The ACE will be held by PCATP at least two times a year with a gap of no less than six months.

How to apply?

To apply please complete the PCATP-ACE Application Form (See Annexure-G) and send via email to registrar@pcatp.com

PCATP ACE Scope of Evaluation

See Annexure-C

Annexure-C

ACE Scope and Criteria of Evaluation

To be able to convey grasp of professional abilities, the candidate is expected to show a keen awareness of the construction industry and methods, management skills, professional aptitude and integrity. Communications skills (verbal, written as well as graphical) are critical. The scope and criteria of evaluation detailed below will provide a greater insight into what the evaluators are looking for.

Professionalism

PCATP has a certain coded of professional conduct and expects its members to abide by the same. Apart from the basic necessity of professional competence, the candidate must show tendency to carry themselves with ethical, moral, financial integrity. The candidate is expected to have adequate ability to ensure effective communication, time management and self- management; show ability of autonomous working while making no compromise on professional standards of output. They must be keenly aware of their responsibility to the society in general, must be fully aware of limitations on their capacities, resources and experiences to ensure they do not enter situations beyond their control and grasp and, hence, keep themselves and the profession safe from disrepute.

Evidence of a grasp and understanding of the following points may convince the evaluators of the candidate's readiness for the responsibility :

- professional ethics (refer to PCATP code of Conduct);
- the architect's social responsibilities to the society;
- preservation of the environment;
- professional regulatory structures and their implications;
- Memberships of Professional Institutions, their importance, responsibilities and expectations;
- Characteristics of integrity, fairness, punctuality, courtesy, commitment and reliability;
- time management, planning and review;
- communication skills, presentation methods, conduct of professional meetings, recording of minutes and confirmation;
- negotiatory skills and adaptability;
- independent operation and related responsibilities, insurances, risks and remedies;
- continuing professional development.

Clients, Users, and delivery of services

A candidate should be able to demonstrate an understanding of the range and nature services that an architect as well as the team usually under him/her is expected to provide and how these services are expected to be provided while maintaining and safeguarding the contractual and legal rights of the owner and other stake holders. Evidence of the ability of the architect to deliver the required services in a timely and competent manner individually as well as a member of the design team is essential. All these aspects need to be backed up by a comprehension of relevant legislation, fee issues, remuneration of the rest of design team, their specific contracts etc.

Evidence of a grasp and understanding of the following points may convince the evaluators of the candidate's readiness for the responsibility :

- Different type of clients; individuals to companies, corporations and Governments;
- management of relationship with different types of clients;
- development of scope of services appropriate for the nature of appointment;
- Obligations and legal rights of all concerned;
- Reporting of progress, issues, complaints, advice and recommendations;
- Cost control and value engineering;
- Responsibility of coordination between various design inputs;
- Billing, Verification, Invoicing;
- intellectual property rights and copyright law;
- professional indemnity including insurance, professional licensing, third party insurance requirements.

Legal framework and processes

The candidate must demonstrate significant awareness of the legal context in which the architect is expected to operate. To ensure that the ability of compliance is there and all the relevant legal requirements and standards are followed.

Evidence of a grasp and understanding of the following points may convince the evaluators of the candidate's readiness for the responsibility :

- Contractual Laws, liabilities and rights;
- Heritage Laws, planning and conservation Acts, public agencies and their roles;
- Building bye laws, building approval process;
- Actual awareness of implications of usual contract terms;
- health and safety legislation and regulations;
- environmental and sustainability laws and their compliance;
- Universal accessibility.

Practice and management

A candidate must be able to communicate the basic understanding of management of an independent architectural practice and the relationship between the industry and the practice. The Candidate must show evidence of familiarity with resource management, administration, work load prioritizing, professional networking, legal business entities, taxation regimes, etc.

Evidence of a grasp and understanding of the following points may convince the evaluators of the candidate's readiness for the responsibility :

- the relationship between construction industry and the practice;
- types of practices, their registrations and legal requirements;
- human resource management;
- business plans for small, medium and large firms and taxation laws;
- marketing, fee calculation, bidding and negotiation;
- financial resource management and job costing;
- quality control and office administration;
- staff development and retention, career path identification;
- team work, group assignments;
- leadership skills.

Building procurement

The candidate must demonstrate a familiarity and understanding of construction procedures, rules and regulations, relevant procurement activities and responsibilities of types of personnel involved in the construction process. The candidate must show the potential and skill necessary to effectively plan various tasks of project execution, to communicate with the team with clarity and position of technical and legal soundness and have adequate knowledge to resolve routine construction related issues, claims and disputes. Knowledge of basics of contract administration and job related responsibilities of various stake holders is important.

Evidence of a grasp and understanding of the following points may convince the evaluators of the candidate's readiness for the responsibility :

- procurement systems and approvals
- Compliance with specifications
- importance of procurement process, method and time on the project;
- procurement tendering systems, governmental procurement procedures;
- procurement contracts, documentation, warranties;
- decision making methods;
- powers and limitations on the role of procurement contract manager;
- contingency preparations, quality certifications sampling.

Annexure-D

Professional Experience Log (PEL)

Introduction Page

PAKISTAN COUNCIL OF ARCHITECTS AND TOWN PLANNERS
PROFESSIONAL EXPERIENCE LOG
FOR ARCHITECT'S COMPETENCY EXAMINATION
GENERAL INFORMATION

Name of Applicant Architect
PCATP Registration No.
Period of Experience
Institution of B.Arch. Studies
Postal Address

From	To

E-mail
Cell Number
Landline

Name of Supervising Architect
PCATP Registration No.
Year of PCATP Registration
Firm's Name
Firm's PCATP Registration No.
Postal Address

E-mail
Cell Number
Landline

Comments of Supervising Architect

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Signature of Applicant Architect
Name

Signature of Supervising Architect
Name

Annexure-G

PCATP-ACE Application Form Page-1



PAKISTAN COUNCIL OF ARCHITECTS AND TOWN PLANNERS

Candidate Biographic Data Form

Application for Architects Competency Examination (ACE)

Please apply to:

The Registrar

Pakistan Council of Architects and Town Planners
61-C, 4th Floor, 21st Commercial Street
Phase-II Extension, D.H.A, Karachi

Paste
Passport Size
Photograph

Section – I Personal Details

Full Name: _____ Father's Name: _____

Nationality _____ CNIC no: _____

Date and Place of Birth: _____

Section – II Contact Details

Residential Address: _____

Office Address: _____

Email Address: _____ Cell Number: _____

Section – III Academic Details

Name of Institution: _____ Institute Enrollment Number: _____

Year of Passing: _____ Grade/GPA (Final Year): _____

Section – IV Details of the Present Employment (Optional)

Name and Address of Employer: _____

Duration: _____ Position Title: _____

Section – V Miscellaneous Details (Optional)

Professional Memberships (if any): _____

Special Skills: _____

Training / Awards / Certificate: _____

Freelance Work Details: _____

Annexure-G

PCATP-ACE Application Form Page-2



PAKISTAN COUNCIL OF ARCHITECTS AND TOWN PLANNERS

Candidate Biographic Data Form

Application for Architects Competency Examination (ACE)

Instructions for Application:

The Form should be filled in neat eligible hand or typed and sent by Registered Post or hand delivered to the Registrar, Pakistan Council of Architects and Town Planners, 61-C, 4th Floor, 21st Commercial Street, Phase-II Extension, D.H.A, Karachi, along with the following documents duly attested by the Head of the Department :

- a. Copy of CNIC
- b. Copy Professional Degree
- c. Copies of all Transcripts
- d. Letter of Employment (Optional)
- e. Two latest passport size photographs – one should be pasted on the form and one spare should be stapled to the form (photographs to be attested by HOD)
- f. Curriculum Vitae
- g. Self-Evaluation
- h. Professional Experience Log (PEL) sheets (See Annexure-D)
- i. Case Study
- j. Professional Practice Examination
- k. Professional Interview
- f. Registration Form
- l. Copy of Registration with PCATP
- m. Processing Fee of Rs. 10,000/= (Rupees Ten thousand only) per applicant must be submitted in cash (for Karachi only) or in the form of Pay Order / Bank Draft payable at any branch of a scheduled bank in Karachi and made out in the name of "PAKISTAN COUNCIL OF ARCHITECTS AND TOWN PLANNERS" or pay online on under mentioned Bank Details:

Bank Name: UBL Bank Branch: Shaheed-e-Millat Road

A/c Title: Pakistan Council of Architects & Town Planners

A/c No. 014901014010 Branch Code: 0149

IBAN No. PK24UNIL0112014901014010

NTN No. 3123405-4

NOTE: Provisional Degrees and Certificates will not acceptable for Examination Registration.

Annexure-G

PCATP-ACE Application Form Page-3



PAKISTAN COUNCIL OF ARCHITECTS AND TOWN PLANNERS

Candidate Biographic Data Form

Application for Architects Competency Examination (ACE)

APPLICANTS SHOULD CAREFULLY READ THIS DECLARATION

I (full name) _____ hereby solemnly declare that the particulars given on this form are true and correct in every respect. I further solemnly declare that result by PCATP shall be final and acceptable by me and my respective University and the result cannot be challenged at any forum or Court of Law.

Date

Applicant's Signature

Endorsement by the Institution:

We confirm the above mentioned information provided by the applicant is correct in all respect and duly verified by us.

Seal of the institute

Signature of the Head of the Department

For Office Use Only

Date of Receiving

Signature and Stamp (PCATP)

Admit Card No.

Roll No: