



## PAKISTAN COUNCIL OF ARCHITECTS AND TOWN

### Architect's Licensing Examination (ALE)

#### 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 Licensing Examination (ALE).
- A graduate architect registered with PCATP shall accumulate 2 credit points of CPD before applying for Architects Licensing Examination (ALE).

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

The graduate Architects shall apply for PCATP registration after graduation. The Council shall enter the name of such graduate Architects in a register and shall be issued a registration number classified as (RA ) Registered Architect . The registered Architects shall be entitled to work in any PCATP registered architect or architectural firms / offices, government or semi government offices, construction companies, corporations, join academic institutions involved in research and teaching . He or she can pursue higher education and avail scholarships within or outside the country etc.

Those registered under this category shall not;

- indulge in independent practice; and sign submission/construction drawings.
- vote in any poll of the Members or in any election

till such time they have passed the Architect's Licensing Examination (ALE) conducted by PCATP and entered as Licensed Architect.

#### Cut-off Date for enforcement of Architect's Licensing Examination (ALE)

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

#### Eligibility

- Must be a graduate from PCATP accredited institution.
- The following steps are to be followed;
  - 1) Must be registered with PCATP.
  - 2) Work under the direct supervision of a PCATP licensed Architect or a licensed Architectural firm, for a period of ONE year starting from registration with PCATP.
  - 3) The supervising Architect must have 5 years' experience after registration with PCATP.
  - 4) In case of licensed Architectural firm, it should be minimum of A-4 category.
- Must provide documentary proof of acquiring 2 CPD points.



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### **Frequency of Architect's Licensing Examination (ALE)**

The ALE will be held by PCATP twice a year.

### **Process and Assessment**

The process of ALE will consist of the following;

Candidates will be required to make a documentary submission:

- A: Curriculum Vitae
- B: Evidence of 2 CPD points
- C: Professional Experience Log (PEL) sheets (See Annexure-D)  
Part-1: Professional Licensing Examination  
Part-2: Interview.

Interviews will be conducted only of the successful candidates for the written Professional Licensing Examination.

*Note: For supervising the candidates in their offices Supervising Architect will acquire 2 CPD points per student over one year of certified supervision.*

### **Professional Experience Log (PEL)**

PCATP-ALE Stage C,

Candidates should have recently completed a minimum of 12 months' practical experience under the direct supervision of a PCATP Licensed Architect or PCATP Licensed Architectural firm. The PEL Sheets will be filled on a monthly 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.*
- *Any queries regarding the appropriateness and eligibility of experience should be directed to the PCATP Professional Development Board.*
- *The Logs must be submitted on quarterly basis. (Every 3 months)*

### **Professional Licensing Examination**

The Professional Licensing Examination will test and evaluate the candidate's understanding of various aspects of Professional Practice Work. (See Annexure-C for the Scope of ALE)

### **Interview**

The interview will take place after successful passing of written examination.

### **How much does it cost?**

The fees set for 2021 are as follows:



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- **Fee for registration for ALE shall be Rs. 10,000/=. This fee shall entitle the candidate to 3 attempts within a period of 2 years from the first attempt.**

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.

### **How to apply?**

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

### **Attempts for Architect's Licensing Examination (ALE)**

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 six (6) months during which the applicant is expected to hone his/her skills further.

**PCATP ALE Scope of Evaluation** See Annexure-C.



## Annexure-C

### **ALE 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 certain codes 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.

### **Communication skills**

A candidate must be able to communicate the basics of interpersonal and business communication, effectively and with greater awareness and skill in both personal and business environments. *Communication is effective where there are no barriers to communication. The message should be clear and complete. The communication should always be consistent with the objectives, policies and programs of the enterprise.* Employers often identify “good communication skills” as a requirement in job descriptions. In fact, employers consistently list communication skills in their most highly desired skill sets in new and existing employees.

### **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.

### **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.

### **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.



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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.

### **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.

### **DETAILS OF SYLLABUS FOR ARCHITECT'S LICENSING EXAMINATION (ALE)**

Architect's Licensing Examination (ALE) shall cover the following components:

#### **i. PROFESSIONALISM**

- 1) Professional regulatory structures and their implications;
- 2) PCATP Code of ethics and professional obligation of architects;
- 3) Memberships of Professional Institutions, their importance, responsibilities and expectations;
- 4) Types of practices, their registrations and legal requirements;
- 5) Different type of clients; individuals to companies, corporations and Governments;
- 6) Management of relationship with different types of clients;
- 7) Continuing professional development.

#### **ii. COMMUNICATION SKILLS**

- 1) Understanding the basic English;
- 2) Principles of effective communication;
- 3) Business messages;

#### **iii. PRACTICE AND MANAGEMENT**

- 1) Marketing, fee calculation, bidding, negotiation and contract terms.
- 2) Building bye laws, building approval process;
- 3) Quality control and office administration;
- 4) Human resource management;

#### **iv. DELIVERY OF SERVICES**

- 1) PCATP Conditions of Architects' appointment
- 2) Responsibility of coordination between various design inputs;
- 3) Billing, Verification, Invoicing;
- 4) Intellectual property rights and copyright law;
- 5) Professional indemnity including insurance, professional licensing, third party insurance requirements.

#### **v. BUILDING PROCUREMENT**

- 1) Procurement systems and approvals;
- 2) Procurement tendering systems, governmental procurement procedures;
- 3) Compliance with specifications;
- 4) 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 LICENCING EXAMINATION  
GENERAL INFORMATION

Name of Applicant Architect	
PCATP Registration No.	
Period of Experience	From To
Institution of B.Arch. Studies	
Postal Address	
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-ALE Application Form Page-1

<p><b>Please apply to:</b> <b>The Registrar</b> Pakistan Council of Architects and Town Planners Office No. 7-12, First Floor, Usman Center, D-12 Markaz, Islamabad.</p>	
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### Section – I Personal Details

Full Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_  
Nationality \_\_\_\_\_ CNIC no: \_\_\_\_\_  
PCATP Reg No. \_\_\_\_\_

### Section – II Contact Details

Residential Address: \_\_\_\_\_  
Office Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Cellular Number: \_\_\_\_\_

### Section – III Academic Details

Name of Institution: \_\_\_\_\_  
Year of Passing: \_\_\_\_\_

### Section – IV Details of the Present Employment

Name and Address of Employer: \_\_\_\_\_  
Duration: \_\_\_\_\_ Position Title: \_\_\_\_\_  
Name of Supervising Architect \_\_\_\_\_ PCATP Reg No: \_\_\_\_\_

### Section – V Other Details

Professional Memberships (if any): \_\_\_\_\_  
Special Skills: \_\_\_\_\_  
Training / Awards / Certificate: \_\_\_\_\_  
Freelance Work Details: \_\_\_\_\_  
Evidence of CPD Points: \_\_\_\_\_

**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, Office No.7-12, First Floor, Usman Centre, D-12 Markaz, Islamabad, along with the following documents:

- a. CV
- b. Copy of CNIC
- c. Letter of Employment
- d. Two latest passport size photographs – one should be pasted on the form and one spare should be stapled to the form.
- e. Evidence of CPD Points
- f. Professional Experience Log sheet (PEL)
- g. Registration and Form processing Fee of Rs. 10,000/=(Rupees Ten thousand only) per applicant must be submitted 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	IBN No. PK24UNIL0112014901014010 NTN No. 3123405-4



**APPLICANTS SHOULD CAREFULLY READ THIS DECLARATION**

**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 the result cannot be challenged at any forum or Court of Law.

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Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

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**For Office Use Only**

**Date of Receiving**

**Signature and Stamp (PCATP)**

**Admit Card/ Roll No.**