



# **ARCHITECTS AND QUANTITY SURVEYORS REGISTRATION BOARD**

**P.O Box 72673 Dar es Salaam.**

## **INTERIOR DESIGN**

### **PRACTICAL EXPERIENCE LOG BOOK**

**Name of Candidate:**

**Year/Month Of Examination:**



**ADMISSION TO INTERIOR DESIGN  
ENTRY EXAMINATION  
Certificate of Practical Experience (Declaration by Principal)**

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This is to certify that \_\_\_\_\_ (full name of applicant)  
had continuous full-time experience \* in my office from \_\_\_\_\_ to  
\_\_\_\_\_ and that under direction he/she was involved in the following areas of work:

Please tick (v) in the left hand side box and put hours in the right hand side box.

<input type="checkbox"/>	Inception Stage .....	<input type="text"/>
<input type="checkbox"/>	Preliminary Designs Stage.....	<input type="text"/>
<input type="checkbox"/>	Final Design Stage .....	<input type="text"/>
<input type="checkbox"/>	Tender and Contract Stage .....	<input type="text"/>
<input type="checkbox"/>	Contract Management and Site Related Experience Stage.....	<input type="text"/>
<input type="checkbox"/>	Disputes .....	<input type="text"/>
<input type="checkbox"/>	Research Stage .....	<input type="text"/>
<input type="checkbox"/>	Professional Development (CPD'S) (Attach Certified Details) Stage.....	<input type="text"/>
<input type="checkbox"/>	Site Activities Stage.....	<input type="text"/>

**\*If employment has been part-time indicate here the number of hours per week**

Job Title of Applicant \_\_\_\_\_

Name of Supervisor (*Print*) \_\_\_\_\_

Professional Qualifications of Supervisor \_\_\_\_\_

Name of Principal/Employer (*Print*) \_\_\_\_\_

Name of Practice/Company \_\_\_\_\_

Address of Practice/Company \_\_\_\_\_

Business of Practice/Company \_\_\_\_\_

Signature of Principal/Employer \_\_\_\_\_ Date \_\_\_\_\_

Please complete of applicable

This is to certify that \_\_\_\_\_'s English language ability is adequate  
for independent practice as an Architect

**Please note: a separate Certificate must be submitted for each term of employment.**

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# ARCHITECTS AND QUANTITY SURVEYORS REGISTRATION BOARD

## NOTES ON USE OF THE PRACTICAL EXPERIENCE DIARY FOR CANDIDATES IN INTERIOR DESIGN FINAL EXAMINATION.

### INTRODUCTION

The examination in Professional Practice is designed as a practical test to identify potential persons for registration, as persons having:

- Sound knowledge, skill and experience in the realization of design and the procurement of buildings
- Ability and experience in the organization, administration and management of architectural practice.
- Sufficient understanding of the role of the profession and the Construction Industry in modern society.

The intention of the Examination is to establish a high base line of competence for entry into the profession with potential for continuing professional development. Candidates will be required to demonstrate a scope range and quality of experience that is unlikely to be acquired in less than two years working at a professional level.

Components of the examination

#### **A. Documentary Submission**

This consists of four sections

##### **i) Professional Curriculum Vitae covering:**

- (a) Details of full time and/or part time education and dates of Examinations taken.
- (b) . The record of practical training undertaken prior to graduation
- (c) . Professional experience post graduation.
- (d) . Details of continuing Professional Development activities.
- (e) . Particulars of persons involved in supervising and advising throughout the post graduation Professional experience.

##### **ii) Professional Training Diary Sheets.**

Each sheet covers a calendar month. Entries should be made under the following work categories:

- (a) . Job Management - Pre – Design (Plan of Work A,B)
- (b) . Job Management - Design (Plan of Work: C,D,E)
- (c) . Job Management - Production Information (Plan of Work F.G)
- (d) . Job Management - Tender Action (Plan of Work H)
- (e) . Job Management - Contract (Plan of Work J,K,L)
- (f) . Practice Management- Architects Appointment and Services
- (g) . Practice Management- Organization and Programming
- (h) . Practice Management- Budgetary Control
- (i) . Practice Management- General Support Services
- (j) . Practice Management- Legal and Quasi-legal

Time spent on the various activities is indicated by entering the hours per week in the appropriate category. Space is provided for comments to be made both by the Office,

supervisor and the candidate's Professional Examiner from AQRB. Where practicable, the examiner should visit the candidates at their place of training at least twice a year.

**iii). Professional Experience Evaluation**

The Evaluation is an appraisal by the candidate covering the entire period of professional experience. It should not be merely a list of offices and projects: it should state the lessons learned at first hand, with good and bad practices clearly distinguished, analysed and commented upon as appropriate. It is intended to reveal the candidate's understanding of and attitudes towards sound professional practice.

**iv). Professional Casework**

The Casework is material selected by the candidate to provide tangible evidence of practical experience at a professional level. Normally, it should feature a single project only and it would be for the candidate to decide whether it is more representative to cover the total span of the routine project or whether to concentrate upon selected events within one contract which clearly demonstrate the candidate's ability to experience professional judgments.

Documents should include a selection of drawings, copies of administrative procedural forms and letters relevant to Casework, a few of the programmer's photographs and a succinct and factual commentary adequate to put the other documents in context.

**B: Written Examination**

The written examination is in two parts.

Part 1: Professional Activities.

Part 2: interior Design Architectural Practice and Law:

The papers are designed to reflect the scope of professional activities in the fields of job Management and Practice Management. The questions of each part are devised in order to enable candidates to demonstrate the range and quality of their knowledge and understanding of professional practice.

**C: Professional Interview**

The examiners will probe the candidate's knowledge and experience as set out in the Documentary Submission. They will also seek by other relevant questions to satisfy themselves that the candidate:

Understands and appreciates the obligations and responsibilities that an architect has to the client, to the profession, to other members of the building team and to society.  
Possesses the ability to fulfil these requirements.

**The examiners will also pay attention to the ability of candidates to express themselves clearly and concisely in written and spoken English.**

## **REGULATIONS**

### ***Documentary submission***

Candidates must provide three copies of the submission. Each copy comprising all four sections shall be contained within the covers of a standard ring binder.

The *professional Curriculum Vitae* must be typewritten on A4 size paper.

The *Professional Training diary Sheets* must be used for recording professional training. The diary Sheets must have been signed by the Candidate's Office supervisor at 2 monthly intervals.

The *Professional Experience evaluation* must consist of a maximum of 200 words typewritten on A4 size paper.

*Professional Casework* material may necessary, be folded down to A4 size. A part from illustrative material the commentary in this part of the report should be between 2000 to 3000 words. Typewritten on A4 size paper.

### **Written Examination.**

The time allowed or each paper is between three and four hours.

### **Professional Interview**

This will be conducted by at least two examiners.

The Examiners will have read the candidate's Documentary Submission.

The examiners will all be practicing architects, but members of allied professions will be involved as well.

### **Personal attitudes towards development**

The AQRB Examination in Professional Practice is about competence in practice. It is about one's ability to show that he understands and appreciate the obligations and responsibilities that an architect has to an employer, to a client, to the profession to other members of the building team and to society and that he posses the ability to fulfil these requirements. It is concerned with professional attitudes, maturity and responsibility. All these attributes will be tested against ones ability to apply both theory and practical knowledge, and in the light of his professional experience.

Society, as reflected in the law and popular opinion, has afforded the professional person a measure of status. To match this it also requires of the professional person a commensurate degree of accountability. The need to ensure his standards at the point of entry is the concern of all professional organizations.

## **Documentary Submission**

### **Purpose**

The intention is to provide the Examiners, in advance of the Professional Interview with evidence of the candidate's professional competence. Within one binder a candidate is required to provide details of where the candidate has worked (Professional Curriculum Vitae): at what level and to what purpose the candidate has been employed (Profession & Training Diary Sheets): what effect he/she feel this has had been employed (Professional Experience Evaluation): and what is the candidate's professional expertise (Professional Case work). By studying this Documentary Submission, the Examiners will be able to gain a reliable impression as to the candidate's admissibility and will have a factual basis upon which to structure his Professional Interview.

### **Preparation**

The material should be prepared systematically over a pre-determined period, the length of which the candidates must decide for themselves. This might be dictated to some extent by extraneous circumstances. It cannot be stated too strongly that short cuts are just not possible. He should read carefully what has been written about the various components. Be clear as to the intentions, be certain about the requirements and be sure that the detailed matters are complied with. Advice about the way to record your experience appears in the Professional Training Diary.

### **Related Components**

There is a close relationship between the various components of the Documentary Submission. The Profession Experience evaluation should indicate his own views on the sound practice or otherwise of the events as factually and faithfully recorded in the Diary Sheets. Evidence of experience will appear in both Diary and Evaluation but care is needed to ensure that it demonstrates beyond doubt your ability to match technical attainment with impeccable contract administration and sound practice.

It may not have been possible to control the range of the candidate's experience. Even unfortunate experiences can be educational and should be accurately recorded and objectively evaluated. However, Casework which ignores sound practice or which patently reflects sloppy administration or disregard of well-established principles and procedures is unlikely to provide evidence satisfactory in the eyes of the Examiners. Select with care and if in doubt seek advice from your Professional Adviser.

## **Written Examination**

### **Theory Applies**

The AQRB Examination in Professional Practice differs from Examinations at undergraduate level in least one fundamental respect. The latter were in the main tests of theoretical knowledge of and context for the practice of architecture. In this Examination although evidence of a sound grasp and understanding of theory will be expected it is the ability to apply theory in practice in a coordinated and relevant manner that is paramount. Candidates because of their experience at a professional level of working will be expected to demonstrate the ability to exercise sound professional judgments in the light of all the relevant circumstances. This is central to the AQRB Examination in Professional Practice.

## **Sound Practice**

Professional Practice should not be regarded as a number of separate subjects with definable boundaries. There is a considerable amount of overlap and subject areas impinge one upon another. Moreover, professional practice is constantly changing and developing in content and procedures. Integration and coordination are essential to bring desired results.

The headings of the Professional Training Diary Sheets and those listed in the Description and Regulations show two broad divisions namely Job Management and Practice Management.

Job Management – issues which are directly related to running a job from inception through to final account; matters of client relationships design organization programming inviting tenders recommending contract forms. Site inspection and contract administration generally.

Practice Management – issues which are directly related to the company Partnership Department or Cooperative providing the Architectural Service: matters of personnel management Accounting, resources, organizational framework and all the legal connotations.

## **Professional Interview**

### **Nature of the Interview**

The examiners will probe the candidate's knowledge and experience as set out in the Documentary Submission. But the Professional Interview is not merely an oral examination. You will be expected to comment upon any aspect of practice which the Examiners may raise within the context of the study and training areas as set out in this Guide and to show an awareness of current issues in practice and the profession.

### **Examiners**

Candidates will be interviewed by at least two experienced and well-briefed practitioners. They will take view of your training and your ability to deal with situations in a responsible and mature way and be among whether on balance you are a person fit for entry to the profession. They will assess the attitudes a candidate reveals during the Interview and his/her ability to inspire trust and confidence which is fundamental to professionalism.

### **Communication at the Interview**

Candidates will need to express themselves clearly in thoughtful, concise and positive way. Prepare for the interview by being well read on current issues and check over the work previously submitted

### **A strategy for Professional Training**

The candidate should have a strategy for professional training. The onus is on you to ensure that it is at a professional level that it is both wide and detailed enough and that it relates to work of sufficient complexity. This should include working with allied professions as consultants and have experience, which brings the problems of site coordination and control associated with subcontracts into sharp focus.

The see of the job is not material rather it is the nature of the work, is important, it is your responsibility to ensure that you are given, or that you are able to secure, the right opportunities. It is also essential that you are able to demonstrate that you have made the best use of those opportunities.

Devise this professional training strategy in collaboration with the office and your Professional Adviser. Your employer should take a keen interest in your professional development and be prepared to discuss with you what kind of opportunities the office can realistically offer.

You should in addition, arrange for regular discussion and review with your Office supervisor and your Professional Adviser. It is easy to become insular and unaware of omissions or false conclusions. The quarterly summary of diary Sheets is an ideal opportunity to exercise discipline in this respect. The discipline should also extend to completing Diary Sheets on a regular monthly basis: they are designed to be convenient abstract from your office records and are useful as checklists. Complete them systematically, intelligently and seek comment and advice on a quarterly basis.

## **Study and Training Areas**

You should prepare yourself for the AQRB Professional Examination by making sure that you have acquired practical experience or at least, working knowledge in the following fields:

### **Job Management**

#### **1. Realization of Design**

- Identification of various needs using appropriate aids and techniques
- Achievement of predetermined design standards and satisfying legal and statutory requirements
- Achievement of an acceptable balance between requirements of independent consultants.
- Maintenance of design standards within budgetary control and to programme.
- Production of information by graphic and written means; appropriate choice of
- Documentation to proper classification systems and procedures.
- Appropriate communication by drawings, specification, schedules and bills of quantities.
- Effective communication in presentation reporting liaison work and feedback.
- Legislation affecting planning and development e.g. Planning permissions approvals under building acts or regulations and other similar statutory requirements. Ancient Monuments, Archaeological areas. Historic Buildings, town and Country Planning highways heritage.



## 2. Procurement of Building

- Advice on the most appropriate path to building procurement
- Traditional and not-traditional ways of working e.g. consortium working design only.
- Design/build, project management, management contracts.
- Appropriate tender types, documentation procedure and good practice.
- Appropriate contract arrangements and die appropriate form of contract.
- Contract planning, documentation and execution.
- Site organization, mobilization and briefing, responsibilities and procedures.
- Quality control and programming.
- Architect's Instruction and Certificates.
- Valuations payments, daims within contract and ex-contract
- Sub-letting and position of sub-contractors manufactures and suppliers and statutory undertakers.
- Liabilities, indemnities and insurances.
- Resolution of disputes
- Records and maintenance information building appraisal and analysis
- Legislation affecting property and building e.g. Law of Property public
- Health: Health and Safety at Work, building control, Defective Premises, occupier's liability, fire precautions, pollution, housing, places of entertainment.

## 3. Rote of the precession and of the Construction Industry.

“Architect's appointment” categories of “architect's Services” and “Other Services”

Full or partial services with an awareness of correct procedures complications and pitfalls.

### **Codes of conduct and of practice.**

Working knowledge of bodies which act in an advisory or consultative capacity to affect box the profession and the industry, e.g. NCC, AAT, AQRB, ERB etc.

Working knowledge of the ways in which bodies, both statutory and non-statutory affect day to day practice.

### **Practice Management**

- Roles relationships and responsibilities associated with various ways of offering a range of professional services
- Resources necessary when offering specific professional services.

- Strengths and weakness of different forms of carrying on business, e.g. partnership, companies, sole proprietor, or multidisciplinary
- Internal structure and organization appropriate to various ways of carrying on business.
- Ability to match commission with appropriate recommendation for professional services. Under satisfactory contract conditions against realistic free remuneration.
- Management of people within the organization and when advice expertise and assistance from outside is necessary.
- Working conditions conducive to efficiency
- Organization of information and technical facilities relevant to specific professional services
- Detailed procedures necessary for concluding written agreements.
- How practice and objectives may be determined and implemented.
- Selection of staff appointments within the organization and how to determine need for specialist advice on an adhoc or regular basis.
- Work organization and control programming and progressing
- Office procedures and services.
- Financial requirement: viability and profitability cash flow forecasting and budgeting provision of capital and sources of finance.
- Financial procedures: accounting and records book keeping and accountancy services.
- Fee accounts negotiations and procedures.
- Taxation statutory requirements and procedures.
- Legal liabilities of the organization as employer and occupier of premises. Consideration of adequate insurance cover to protect the interests of the organization, clients, employers and third parties.
- Marketing of professional services
- Legislation affecting the offering of professional services, e.g. Registration, Arbitration, Civil liberty, limitation of actions, misrepresentation, Trades Description, Sal E OF Goods and Services, contracts or employment, equal opportunities.

## LOG BOOK FOR TRAINING IN INTERIOR DESIGN

### ASSESTMENT FOR EXPERIENCE REQUIRED FOR INTERIOR DESIGN

<b>SECTION ONE</b>	<b>A-B INCEPTION STAGE &amp; FEASIBILITY</b>	<b>MINIMUM MAN HOURS</b>	<b>TOTAL POINT</b>
1.1	Advice to Client	28	1
1.2	Obtain information about the Site from the Client	28	1
1.3	Visit the Client in initial appraisal	56	2
1.4	Assist the Client in preparation of Clint's Requirements	28	1
1.5	Prepare proposals and make application for outline planning permission	56	2
1.6	Review with the Client alternative design and Construction approaches and cost implications	56	2
1.7	Develop the Client's Requirements	28	1
	<b>TOTAL</b>	<b>280</b>	<b>10</b>

<b>SECTION TWO</b>	<b>C-PRELIMINARY DESIGN STAGE</b>	<b>MINIMUM MAN HOURS</b>	<b>TOTAL POINT</b>
2.1	Site Surveys	28	1
2.2	Analyse the Client's Requirements, prepare Outline proposal	28	1
2.3	Provide information to discuss proposals with and incorporate input of other consultants	28	1
2.4	Provide information to other consultants for their preparation of an approximation of construction cost	56	2
2.5	Prepare an approximation of construction cost	28	1
2.6	Submit outline proposals and approximation of construction cost for the Client's preliminary approval	28	1
2.7	Propose a procedure for cost planning and control	28	1
	<b>TOTAL</b>	<b>224</b>	<b>8</b>

<b>SECTION THREE</b>	<b>D-SCHEME DESIGN STAGE</b>	<b>MINIMUM MAN HOURS</b>	<b>TOTAL POINT</b>
3.1	Development scheme design from approved outline proposal	56	2
3.2	Provide information to discuss proposals with and incorporate input of other design	56	2
3.3	Provide information to other consultants for their preparation of cost estimate	28	1
3.4	Prepare cost estimate (stage C-Cost Analysis)	28	1
3.5	Prepare preliminary timetable for construction	56	2
3.6	Consult with planning authorities	28	1
3.7	Submission scheme design showing spatial arrangements, materials and appearance, together with cost estimate for the Client's approval	56	2
	<b>TOTAL</b>	<b>308</b>	<b>11</b>

<b>SECTION FOUR</b>	<b>E-FINAL DESIGN STAGE</b>	<b>MINIMUM MANHOURS</b>	<b>TOTAL POINT</b>
4.1	Development detail design from approved scheme design	56	2
4.2	Provide information to discuss proposal with and incorporate input of other consultants into detail design	56	2
4.3	Provide information to other consultants for their revision of cost estimate	28	1
4.4	Revision cost estimate (Stage C-Cost Analysis)	28	1
4.5	Prepare applications for approvals under Building Acts and / or Regulations and other statutory requirements (Stage	28	1
4.6	Prepare building notice under Building Acts and/or Regulations (Stage C-Public Authority Consents)	28	1
4.7	Agree form of building contract and explain the Client's obligations there under	28	1
4.8	Obtain the Client's approval of the type of construction, quality of materials and standard of workmanship	56	2
4.9	Other; Advise on the design and selection of furniture and fittings Facilitation of Production	28	1
	<b>TOTAL</b>	<b>336</b>	<b>12</b>

<b>SECTION FIVE</b>	<b>F-G PRODUCTION INFORMATION AND BILLS OF QUANTITIES FINAL</b>	<b>MINIMUM MANHOURS</b>	<b>TOTAL POINT</b>
5.1	Prepare production drawings	56	2
5.2	Prepare specification	56	2
5.3	Provide information for the preparation of bills of quantities and/or schedules of works	56	2
5.4	Prepare Schedule of rates and/or quantities and/or schedule of works for tendering purposes (Stage C-Cost Analysis)	56	2
5.5	Provide information to, discuss proposals with and incorporate input of other consultants into production information	28	1
5.6	Co-ordinate production information	28	1
5.7	Provide information to other revision Consultants for their revised of cost estimate	28	1
5.8	Revise cost estimate (State C-Cost Analysis)	28	1
5.9	Review timetable for construction	28	1
	<b>TOTAL</b>	<b>394</b>	<b>13</b>

<b>SECTION SIX</b>	<b>H-J TENDER AND CONTRACT STATE</b>	<b>MINIMUM MAN HOURS</b>	<b>TOTAL POINT</b>
6.1	Advise and obtain the Client's approval to a list of Tenders for the building contract in accordance with PPRA procedure	28	1
6.2	Invite tenders accordance with PPRA procedure	28	1
6.3	Appraise and report on tender with other consultants	28	1
6.4	Appraise and report on tenders	28	1
6.5	Advise the Client on the appointment of the contractor and on the responsibilities of the parties and the Architect under the building contract	56	2
6.6	Prepare the building contract and arrange it to be signed	28	1
6.7	Provide production information as required by the building contract	28	1
	<b>TOTAL</b>	<b>224</b>	<b>8</b>

<b>SECTION SEVEN</b>	<b>K-L CONTRACT MANAGEMENT, SITE RELATED EXPERIENCE, OPERATIONS, SITE ACTIVITIES AND COMPLETION</b>	<b>MINIMUM MAN HOURS</b>	<b>TOTAL POINT</b>
7.1	Administer the terms of the building contract	56	2
7.2	Conduct meetings with the contractor to review progress	28	1
7.3	Provide information to other consultants for the preparation of financial report to the Client	28	1
7.4	Site Meeting, Site Inspection, Minute Taking, Site Handover, Site Instructions	56	2
7.5	Other	28	1
7.6	General inspect materials delivered to the site	28	1
7.7	As appropriate instruct the opening up of completed work to determine that it is generally in accordance with the contract documents	56	2
7.8	As appropriate visit the site of the extraction and fabrication and assembly of materials and components to inspect such materials and workmanship before delivery to site	28	1
7.9	At intervals appropriate to the stage of construction visit the works to inspect the progress and quality of the works and to determine that they are being executed generally in accordance with the contract documents	56	2
7.10	Direct and control of the activities of staff	28	1
7.11	Give general advice on maintenance	28	1
	<b>TOTAL</b>	<b>420</b>	<b>15</b>

<b>SECTION EIGHTY</b>	<b>M-N DISPUTE, RESEARCH &amp; DEVELOPMENT AND PROFESSIONAL DEVELOPMENT</b>	<b>MINIMUM MAN HOURS</b>	<b>TOTAL POINT</b>
8.1	Creation, Negotiation, Mediation Reconciliation, Adjudication, Arbitration and Litigation	28	1
8.2	Professional paper presentation, Profession paper published	28	1
8.3	Practice and Ethics, Law of Building Contract, Planning and Development, Construction Economics, Project Management, Marketing, Housing and Community Participation	56	2
	<b>TOTAL</b>	<b>112</b>	<b>4</b>





**ARCHITECTS AND QUANTITY SURVEYORS REGISTRATION BOARD (AQRB)**

<b>PRACTICAL EXPERIENCE LOG BOOK</b>	
RECORD OF PRACTICAL EXPERIENCE IN	
ARCHITECT'S OFFICE (TIME HOURS)	
LOG SHEET NO.	
<b>LOG BOOK SERIAL NO.</b>	

Candidates Name:	University Attended:
Employers Name:	Address:
Description of Project: .....	Location of Site:
Position Held in Team:	Period (In Months):

**2. Preliminary Designs Stages**

Months	a). Site Surveys	b). Outline Proposals	c). Presentations	d) Cost Analysis	e). Consultants Meetings	f) Public Authority Consents	g) Others
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16							
17							
18							
19							
20							
21							
Totals							
Grand Total time in hours for the page							

Registered Supervising Architect Name AQRB Registration No.	Signature:	Date:
Employers Name: Office Location:	Signature:	Date:

Any Brief Comments:

WHERE OTHER **APPROVED RELEVANT** WORK HAS BEEN CARRIED OUT OUTSIDE AN ARCHITECT'S OFFICE, IT SHOULD BE DESCRIBED IN A SEPARATE SHEET.





**ARCHITECTS AND QUANTITY SURVEYORS REGISTRATION BOARD (AQRB)**

<b>PRACTICAL EXPERIENCE LOG BOOK</b>	
RECORD OF PRACTICAL EXPERIENCE IN	
ARCHITECT'S OFFICE (TIME HOURS)	
LOG SHEET NO.	
<b>LOG BOOK SERIAL NO.</b>	

Candidates Name:	University Attended:
Employers Name:	Address:
Description of Project: .....	Location of Site:
Position Held in Team:	Period (In Months):

**3. Final Design Stage**

Months	a). Drawings	b). Schedules	c). Subcontractors & Suppliers	d) Consultants	e). BOQ/Specifications	g) Others
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21						
Totals						
Grand Total time in hours for the page						

Registered Supervising Architect Name AQRB Registration No.	Signature:	Date:
Employers Name: Office Location:	Signature:	Date:

Any Brief Comments:

WHERE OTHER **APPROVED RELEVANT** WORK HAS BEEN CARRIED OUT OUTSIDE AN ARCHITECT'S OFFICE, IT SHOULD BE DESCRIBED IN A SEPARATE SHEET.



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RECORD OF PRACTICAL EXPERIENCE IN	
ARCHITECT'S OFFICE (TIME HOURS)	
LOG SHEET NO.	
LOG BOOK SERIAL NO.	

Candidates Name:	University Attended:
Employers Name:	Address:
Description of Project: .....	Location of Site:
Position Held in Team:	Period (In Months):

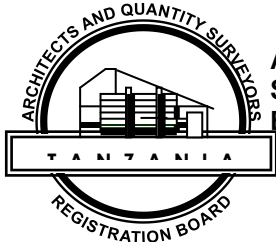
**4. Tender and Contract Stage (IN HOURS)**

Months	a). Architect's Instructions	b). Site Visits / Inspections	c). Site Meetings	d) Certificates Issuance	g) Others
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20					
21					
Totals					
Grand Total time in hours for the page					

Registered Supervising Architect Name AQRB Registration No.	Signature:	Date:
Employers Name: Office Location:	Signature:	Date:

Any Brief Comments:

WHERE OTHER **APPROVED RELEVANT** WORK HAS BEEN CARRIED OUT OUTSIDE AN ARCHITECT'S OFFICE, IT SHOULD BE DESCRIBED IN A SEPARATE SHEET.



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<b>PRACTICAL EXPERIENCE LOG BOOK</b>	
RECORD OF PRACTICAL EXPERIENCE IN	
ARCHITECT'S OFFICE (TIME HOURS)	
LOG SHEET NO.	
<b>LOG BOOK SERIAL NO.</b>	

Candidates Name:	University Attended:
Employers Name:	Address:
Description of Project: .....	Location of Site:
Position Held in Team:	Period (In Months):

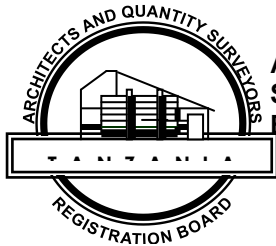
**5. Contract Management and Site Related Experience Stage**

Months	a). Work Programming	b). Fees and Fee Notes	c). Letters and Reports	d) Maintenance	g) Final Account	f). Other
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Totals						
Grand Total time in hours for the page						

Registered Supervising Architect Name AQRB Registration No.	Signature:	Date:
Employers Name: Office Location:	Signature:	Date:

Any Brief Comments:

WHERE OTHER **APPROVED RELEVANT** WORK HAS BEEN CARRIED OUT OUTSIDE AN ARCHITECT'S OFFICE, IT SHOULD BE DESCRIBED IN A SEPARATE SHEET.



**ARCHITECTS AND QUANTITY SURVEYORS REGISTRATION BOARD (AQRB)**

<b>PRACTICAL EXPERIENCE LOG BOOK</b>	
RECORD OF PRACTICAL EXPERIENCE IN	
ARCHITECT'S OFFICE (TIME HOURS)	
LOG SHEET NO.	
<b>LOG BOOK SERIAL NO.</b>	

Candidates Name:	University Attended:
Employers Name:	Address:
Description of Project: .....	Location of Site:
Position Held in Team:	Period (In Months):

**6. Disputes**

Months	a). Creation	b). Negotiation	c). Mediation / Reconciliation	d) Adjudication	g) Arbitration	f). Litigation
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21						
Totals						
Grand Total time in hours for the page						

Registered Supervising Architect Name AQRB Registration No.	Signature:	Date:
Employers Name: Office Location:	Signature:	Date:

Any Brief Comments:

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LOG SHEET NO.	
<b>LOG BOOK SERIAL NO.</b>	

Candidates Name:	University Attended:
Employers Name:	Address:
Description of Project: .....	Location of Site:
Position Held in Team:	Period (In Months):

**7. Research and Development**

Months	a). Professional Paper Presentations (attach certified copies)	b). Professional Paper Published	c). Others	d) Others	g) Others
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Totals					
Grand Total time in hours for the page					

Registered Supervising Architect Name AQRB Registration No.	Signature:	Date:
Employers Name: Office Location:	Signature:	Date:

Any Brief Comments:

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<b>LOG BOOK SERIAL NO.</b>	

Candidates Name:	University Attended:
Employers Name:	Address:
Description of Project: .....	Location of Site:
Position Held in Team:	Period (In Months):

**8. Professional Development (CPD'S) (Attach Certificate Details) Stage**

Months	a). Practice and Ethics	b). Law of Building Contract	c). Planning and Development	d) Construction Economics	e). Project Management	f). Marketing	g). Housing	h). Community Participation
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Totals								
Grand Total time in hours for the page								

Registered Supervising Architect Name AQRB Registration No.	Signature:	Date:
Employers Name: Office Location:	Signature:	Date:

Any Brief Comments:

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RECORD OF PRACTICAL EXPERIENCE IN	
ARCHITECT'S OFFICE (TIME HOURS)	
LOG SHEET NO.	
<b>LOG BOOK SERIAL NO.</b>	

Candidates Name:	University Attended:
Employers Name:	Address:
Description of Project: .....	Location of Site:
Position Held in Team:	Period (In Months):

**9. Site Activities**

Months	a) Site meeting	b) Site Inspection	c) Minute taking	d) Site Handover	e) Site Instructions	f) Others	g) Others	h) Others
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Totals								
Grand Total time in hours for the page								

Registered Supervising Architect Name AQRB Registration No.	Signature:	Date:
Employers Name: Office Location:	Signature:	Date:

Any Brief Comments:  
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**ARCHITECTS AND QUANTITY  
SURVEYORS REGISTRATION  
BOARD (AQRB)**

**EXAMINER ASSESSMENT FORM**

S/NO.	EXPERIENCE REQUIREMENT	MINIMUM RECOMMENDED MANHOURS	TOTAL POINTS SCORE
1	<i>Inception stage</i>		
2	<i>Preliminary Design Stages</i>		
3	<i>Final Design Stage</i>		
4	<i>Tender and Contract Stage</i>		
5	<i>Contract Management and Site related experience stage</i>		
6	<i>Disputes</i>		
7	<i>Research and Development</i>		
8	<i>Professional Development Stage</i>		
9	<i>Site Activities</i>		
10			
11			
	<b>TOTAL</b>		

Registered Supervising Architect Name AQRB Registration No.	Signature:	Date:
Employers Name: Office Location:	Signature:	Date:

Any Brief Comments:

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**UNITED REPUBLIC OF TANZANIA**  
Architects and Quantity Surveyors Registration Board

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Pamba Road  
Tetex House  
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Dar es Salaam, Tanzania  
Tel: +2110292  
Email: [info@aqrb.go.tz](mailto:info@aqrb.go.tz)  
[www.aqrb.go.tz](http://www.aqrb.go.tz)

**DECLARATION FORM**

I.....

Index No. ....ID NO.....

hereby declare that the work I have submitted to the Architects and Quantity Surveyors Registration Board of Tanzania as part of my Professional Examinations for the Year .....is a true record of the work done by me under the guidance of the following Registered persons

Name	Registration No.	Signature
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

Candidates Signature.....