



PROFESSIONAL ARCHITECTS' COUNCIL

TRAINEE ARCHITECT'S LOG BOOK

.....
[Name of Trainee Architect]

.....
(Starting date of training)

1. CONTENT

1. INTRODUCTION NOTE

2. FORWARD

XXXXXXXXXXXXXXXXXX

PROFESSIONAL ARCHITECTS' COUNCIL

GENERAL NOTES

1. The Trainee Architect (TA) shall conduct a professional training at any of the approved Placement Provider (PP) as provided by the PAC Council.
2. The PP could be a Mauritius based private architectural firm or the Ministry of Public Infrastructure or any other institution as may be approved by the Council.
3. The work placement shall be supervised by a Training Mentor (TM), who must be a Registered Professional Architect (PA).
4. The TA may also conduct a work placement under the direct supervision of a freelance PA.
5. The duration of the work placement shall be of 24 months.
6. The TA may work for 24 consecutive months in the same firm /under the supervision of the same PA. However, the TA is allowed to conduct his/her training in different firms or under the direct supervision of different PAs. In such case, the minimum duration of the training period shall be of 3 consecutive months or Quarterly Period (QP), which shall consist of a minimum of 70 working days or 560 working hours.
7. During one QP, the TA should perform at least 440hours of active participatory work and the rest as observer.
8. The TA must be involved at 80% as participant and 20% as observer on the overall work placement(s).
9. Prior to starting the training, the TM must provide a non exhaustive list of projects and tasks that shall be entrusted to the TA.
10. The PP/TM must ensure that the TA works on different types of projects with varying complexity as per Annex ... The TA must work on at least 1 project of each class.
11. Mandatory Minimum Salary?

PROFESSIONAL ARCHITECTS' COUNCIL

WORK STAGES & DESCRIPTION OF KEY TASKS

The Trainee Architect must demonstrate to have acquired adequate experience and knowledge both as participant and observer at all work stages.

PREPARATION

A Appraisal

- Identification of client's needs and objectives, business case and possible constraints on development.

B Design Brief

- Development of initial statement of requirements into the Design Brief by or on behalf of the client confirming key requirements and constraints. Identification of procurement method, procedures, organisational structure and range of consultants and others to be engaged for the project.

DESIGN

C Concept

- Implementation of Design Brief and preparation of additional data.
- Preparation of Concept Design including outline proposals for structural and building services systems, outline specifications and preliminary cost plan.

D Design Development

- Development of concept design to include structural and building services systems, updated outline specifications and cost plan.
- Completion of Project Brief.

E Technical Design

- Preparation of technical design(s) and specifications, sufficient to co-ordinate components and elements of the project and information for statutory standards and construction safety.

BUILDING PERMIT & OTHER STATUTORY APPROVALS

F Application for statutory approvals

- Preparation of further information for the application of Building Permit, and any other applicable statutory permission.

PRE-CONSTRUCTION

G Production Information

- Preparation of production information in sufficient detail to enable a tender or tenders to be obtained.
- Preparation of further information for construction required under the building contract.

H Tender Documentation

- Preparation and/or collation of tender documentation in sufficient detail to enable a tender or tenders to be obtained for the project.

I Tender Action

- Identification and evaluation of potential contractors and/or specialists for the project.
- Obtaining and appraising tenders; submission of recommendations to the client.

CONSTRUCTION

J Mobilisation

- Project Planning.
- Letting the building contract, appointing the contractor.
- Issuing of information to the contractor.
- Arranging site hand over to the contractor.

K Construction to Practical Completion

- Administration of the building contract to Practical Completion.
- Provision to the contractor of further Information as and when reasonably required.
- Review of information provided by contractors and specialists.

USE

L Post Practical Completion

- Administration of the building contract after Practical Completion and making final inspections.
- Assisting building user during initial occupation period.
- Review of project performance in use.

PROFESSIONAL ARCHITECTS' COUNCIL

Professional Training Experience Record

WORK PLACEMENT QUARTERLY MONITORING REPORT

Name of Trainee Architect :

Training Period :

Placement Provider :

Name of Training Mentor :

Contacts of Trainee Architect

Address :

Tel :

Fax :

Email :

Projects Details

Project Name (1) :

Project Name (2) :

Project Name (3) :

[See annex ..]

Total Working Hours : Participant:.....Hr Observer:Hr*

(Details about works stages are hereafter attached)

Personal Commentary :

.....

.....

.....

Aims for next quarter period :

Skills required to achieving aims:

.....

.....

.....

Trainee Architect's Declaration

I declare that I have worked in the above office for the said Training Period and that the project details given and my involvement in the respective projects are true.

Signature

Date:/...../.....

TRAINING MENTOR'S APPRAISAL

Name of Trainee Architect :

Training Period :

Placement Provider :

Name of Training Mentor :

Contacts of Placement Provider

Address :

Tel :

Fax :

Email :

Training Mentor Appraisal :
.....
.....
.....
.....
.....
.....

Aims for next quarter period :
.....
.....
.....
.....
.....
.....

Training Mentor's Declaration

I declare that the Trainee Architect has worked under my direct supervision for the said Training Period and that the project details given and his/her involvement in the respective projects are true.

Signature & Seal

Date:

The Quarter Monitoring Report must be sent to the PAC Council Registrar, not later than 30 days after completion of the quarterly training period.

Project Details

Project Name (1) :

Project Brief /Description :

Project Title :

Client :

Nature/Category :

Services Provided :

Project Architect/Team :

Consultant(s) :

Contractor :

Project Value : (MUR)

Current Stage :

Additional Info :

.....

.....

.....

.....

.....

.....

.....

.....

Tasks Description :

.....

.....

.....

.....

.....

.....

.....

.....

[\[Add for other projects\]](#)

WORK STAGES – PARTICIPATION/OBSERVATION

Work Stages	Participant (Hr)	Observer (Hr)	Total(Hr)
A. Appraisal			
B. Design Brief			
C. Concept			
D. Design Development			
E. Technical Design			
F. Application for statutory approvals			
G. Production Information			
H. Tender Documentation			
I. Tender Action			
J. Mobilisation			
K. Construction to Practical Completion			
L. Post Practical Completion			
Grand Total

PROFESSIONAL ARCHITECTS' COUNCIL

- APPENDICES - WORK STAGES / KEY TASKS

The Trainee Architect must submit relevant information (drawings, cost control, planning site meeting MoM, procurement documents, etc ...) to support his/her involvement and acquire experience in the different work stages.

1. **Drawings**
2. **Appraisal**
3. **Design Brief**
4. **Concept**
5. **Design Development**
6. **Technical Design**
7. **Application for statutory approvals**
8. **Production Information**
9. **Tender Documentation**
10. **Tender Action**
11. **Mobilisation**
12. **Construction to Practical Completion**
13. **Post Practical Completion**

PROFESSIONAL ARCHITECTS' COUNCIL

CURRICULUM VITAE

Name of Trainee Architect :

School of Architecture :

Full Address :

UIA affiliated Institution :

Contacts of Trainee Architect :

Home Address :

Tel :

Mobile :

Fax :

Email :