



# PROFESSIONAL ARCHITECTS COUNCIL

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## TRAINEE ARCHITECT'S LOG BOOK

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Name of Trainee Architect

Pre-registration Number

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DATE OF PRE-REGISTRATION ..... / ..... / .....


DATE OF FINAL SUBMISSION OF LOG BOOK ..... / ..... / .....



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## GENERAL NOTES

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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 Professional Architect with at least 10 yr post-registration experience(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 6 consecutive months or 2 semesters (SR) which shall consist of a minimum of 120 working days or 900 working hours.
  7. During one SR, the TA should perform at least 350 hours 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 an indicative 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 and on various work stages as per annex. The TA must work on at least 1 project of each class.
  11. Mandatory Minimum Salary as at Jan 2018 : **Rs 30,000.00**
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## WORK STAGES & DESCRIPTION OF KEY TASKS

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*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, organizational 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.
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## **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 Taking Over**

- 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 Taking Over**

- 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.
- Snags during DNP

## **CLOSING OF PROJECT**

### **M Post Performance Certificate**

- Issue performance certificate
  - Issue final payment certificate
  - Assess client satisfaction
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# PROFESSIONAL TRAINING EXPERIENCE RECORD

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## WORK PLACEMENT SEMESTER MONITORING REPORT

Name of Trainee Architect

Semester Period

Placement Provider

Name of Training Mentor

Trainee Architect

Address

Home Telephone / Mobile

Fax

Email

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# PROJECT DETAILS

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*Use a separate sheet for each project.*

*(Details about works stages are hereafter attached)*

**Project Name**

**Total Working Hrs**

PARTICIPANT : ..... Hours

OBSERVER : ..... Hours

**Personal Commentary**

**Aims for next semester**

**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: ..... / ..... / .....

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## WORK STAGES – OBSERVER / PARTICIPANT

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	OBSERVER (hrs)	PARTICIPANT (hrs)	TOTAL (hrs)
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 Taking Over			
L. Post Taking Over			
<b>TOTAL HOURS</b>			

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# TRAINING MENTOR SHEET 1

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*Sheet to be filled by Training Mentor (TM) at start of training semester and submitted to PAC.*

I, the undersigned, undertakes to provide professional training to the trainee Architect ..... during semester ...../...../..... to ...../...../..... on the stages ticked below:

- INCEPTION
- DESIGN BRIEF
- CONCEPT
- DESIGN DEVELOPMENT
- TECHNICAL DESIGN
- STATUTORY APPROVALS
- PRODUCTION INFORMATION
- TENDER DOCUMENTATION
- TENDER ACTION
- MOBILISATION
- CONSTRUCTION
- POST TAKING OVER

**Hereunder is a tentative list of projects the Trainee Architect will be involved in:**

- 1. ....
- 2. ....
- 3. ....
- 4. ....
- 5. ....

**TRAINING MENTOR NAME:** .....

**SIGNATURE:** .....

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# TRAINING MENTOR SHEET 2

Sheet to be filled by Training Mentor (TM) at completion of training semester and submitted to PAC.

I, the undersigned, undertakes to provide professional training to the trainee Architect ..... during semester ...../...../..... to ...../...../..... on the stages ticked below:

	Project 1	Project 2	Project 3	Project 4	Project 5
INCEPTION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DESIGN BRIEF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONCEPT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DESIGN DEVELOPMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TECHNICAL DESIGN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STATUTORY APPROVALS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PRODUCTION INFORMATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TENDER DOCUMENTATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TENDER ACTION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MOBILISATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONSTRUCTION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
POST PRACTICAL COMPLETION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Project 1 .....

Project 2 .....

Project 3 .....

Project 4 .....

Project 5 .....

TRAINING MENTOR NAME: .....

SIGNATURE: .....

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## APPENDICES – WORK STAGES / KEY TASKS

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*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.*

- **Appraisal**
- **Design Brief**
- **Concept**
- **Design Development**
- **Technical Design (Detailing)**
- **Application for statutory approvals**
- **Production Information**
- **Tender Documentation**
- **Tender Action**
- **Mobilisation**
- **Construction to Taking Over**
- **Post Taking Over**
- **Post-Performance Certificate**

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## CURRICULUM VITAE

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Name of Trainee Architect

School of Architecture

UIA affiliated Institution

Trainee Architect

Address

Telephone

Fax

Email

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