



PROFESSIONAL ARCHITECTS' COUNCIL

TRAINEE ARCHITECT'S LOG BOOK

Name of Trainee Architect


Pre-Registration Number

DATE OF PRE-REGISTRATION / /

DATE OF FINAL SUBMISSION OF LOG BOOK / /



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GENERAL NOTES

1. The Trainee Architect (TA) shall undertake professional practice experience and development in preparation for Registration and obtain at least 2 years' approved post-qualification experience in Mauritius as required by the Professional Architects' Council (PAC). The status of a Trainee Architect (TA) is that of an employee first and foremost.
 2. The work placement shall be supervised by an Employment Mentor (EM). The Employment Mentor (EM) is the individual who directly supervises and has detailed professional knowledge of the work prepared by the Trainee Architect (TA) undertaking professional practice experience.
 3. The Employment Mentor (EM) should be a Professional Architect (PA) with at least 10 years' post-registration experience of the design of buildings and the administration of subsequent contracts.
 4. The Trainee Architect (TA) may also conduct a work placement under the direct supervision of an Employment Mentor (EM) who works as a Freelance Professional Architect (PA). Direct supervision does not mean the Employment Mentor (EM) has to necessarily employ the Trainee Architect (TA).
 5. The duration of the work placement shall be for a minimum of 2 years.
 6. The Trainee Architect (TA) may work for 2 consecutive years in the same firm under the supervision of the same Employment Mentor (EM). However, the TA is allowed to conduct his/her professional practice experience in different firms or under the direct supervision of different Employment Mentors. In such case, the minimum duration of the training period with a specific Employment Mentor shall be of 6 consecutive months which shall consist of a minimum of 120 working days or 900 working hours with at least 350 hours of active participatory work and the rest as observer.
 7. Prior to starting the work placement, the Employment Mentor (EM) must provide an indicative list of projects and tasks that shall be entrusted to the Trainee Architect (TA).
 8. The Employment Mentor (EM) must ensure that the Trainee Architect (TA) works on different types of projects with varying complexity and on all work stages of the PAC Outline Plan of Work in order to meet the Professional Criteria at Registration.
 9. The Trainee Architect (TA) shall be entitled to a remuneration during his/her work placement.
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PAC WORK STAGES & DESCRIPTION OF KEY TASKS

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

A - BRIEF AND CONCEPT DESIGN

Brief

- Identification of client's needs and objectives, business case and possible constraints on development.
- Preparation of feasibility studies and assessment of options to enable the client to decide whether to proceed.
- 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.

Concept Design

- 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.
- Review of procurement route.
- Completion of Project Brief.

B - SPATIAL COORDINATION AND TECHNICAL DESIGN

Spatial Coordination

- Development of Concept Design to include structural and building services systems, updated outline specifications and cost plan.

Technical Design

- Preparation of Technical Design(s) and specifications, sufficient to coordinate components and elements of the project and information for statutory standards and construction safety.
- Preparation of detailed information for construction.
- Preparation and/or collation of tender documentation in sufficient detail to enable a tender or tenders to be obtained for the project.

C - CONSTRUCTION AND HANDOVER

Tender Action

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



Project Planning

- Letting the Building Contract, appointing the contractor.
- Issuing of information to the contractor.
- Arranging site hand over to the contractor.

Construction

- 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.

Handover

- 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.
-

POST-QUALIFICATION EXPERIENCE RECORD

Name of Trainee Architect

Period

Placement Provider

Name of Employment Mentor

Trainee Architect

Address

Home Telephone

Mobile

Email

PROJECT DESCRIPTION

Use a separate sheet for each project.

(Details about works stages are hereafter attached)

Project Name

Total Working Hrs.

PARTICIPANT: Hours

OBSERVER: Hours

Personal Statement

Aims

Skills required to achieving aims

Trainee Architect's Declaration

I declare that I have worked in the above architectural practice for the said Work Placement Period and that the project details given and my involvement in the respective projects are true.

Signature:

Date: / /

PAC WORK STAGES CHECKLIST– OBSERVER / PARTICIPANT

	OBSERVER (hrs)	PARTICIPANT (hrs)	TOTAL (hrs)
A. Brief			
A. Concept Design			
B. Spatial Coordination			
B. Technical Design			
C. Tender Action			
C. Project Planning			
C. Construction			
C. Handover			
TOTAL HOURS			

APPRAISAL FORM 1

Sheet to be filled by the Employment Mentor (EM) at start of work placement and submitted to PAC.

I, the undersigned, undertake to supervise the work prepared by the Trainee Architect
..... during period
...../...../..... to/...../.....
on the stages ticked below:

- Brief
- Concept Design
- Spatial Coordination
- Technical Design
- Tender Action
- Project Planning
- Construction
- Handover

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

1.
2.
3.
4.
5.

NAME OF EMPLOYMENT MENTOR:

SIGNATURE:

APPRAISAL FORM 2

Sheet to be filled by the Employment Mentor (EM) at completion of work placement and submitted to PAC.

I, the undersigned, undertake to supervise the work prepared by the Trainee Architect
 during period
/...../..... to/...../.....
 on the stages ticked below:

	Project 1	Project 2	Project 3	Project 4	Project 5
Brief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concept Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spatial Coordination	<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"/>
Tender Action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Planning	<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"/>
Handover	<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

NAME OF EMPLOYMENT MENTOR:

SIGNATURE:

APPENDICES – PAC WORK STAGES / KEY TASKS

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

Brief

Concept Design

Spatial Coordination

Technical Design

Tender Action

Project Planning

Construction

Handover

PERSONAL DETAILS

Name of Trainee Architect

School of Architecture

UIA affiliated Institution

Trainee Architect

Address

Telephone

Mobile

Email
