GUIDELINES FOR PROFESSIONAL WORK EXPERIENCE IN ARCHITECTURE AND LANDSCAPE ARCHITECTURE
August 2008

All students in the Bachelor of Architecture, Master of Architecture (Coursework) and Bachelor of Landscape Architecture at the University of Western Australia are required to complete 16 weeks full-time (or equivalent) professional work experience before qualifying for the degree. These guidelines are designed to assist students in meeting these requirements.

1. RULES:

a. The Faculty rules relating to Professional Work Experience are as follows. (Students should refer to the UWA On-line handbook for the complete Faculty rules relating to their degree.)

Architecture

2.2.4.5(1) Before qualifying for the degree, a student must have completed not less than 16 weeks of full-time or part-time equivalent professional work experience considered appropriate by the Faculty.

(2) Students must complete at least 4 weeks full-time or part-time equivalent of professional work experience prior to commencing the final 48 points of study in the Bachelor of Architecture/Master of Architecture

(3) Students must complete at least 12 weeks’ full-time or part-time equivalent of the professional work experience under the supervision of a registered architect.

(4) Students may undertake a maximum of four weeks of the professional work experience in an allied field which is considered appropriate by the Faculty.

(5) If students undertake professional work experience overseas they must provide evidence that the person who supervised their work experience is a registered architect in the country in which the work experience was undertaken.

(6) Any professional experience gained must be for a minimum period of four consecutive weeks with one employer.

(7) Students must make their own arrangements for professional experience with advice from the Associate Dean.

(8) Students must provide evidence of their professional experience in accordance with the guidelines available from the Faculty.

(9) The Faculty may waive or vary the requirement for professional experience if it is satisfied that the requirements of (1) to (8) cannot be met.

Landscape Architecture:

2.2.7.4(1) Before qualifying for the degree, a student must have completed at least 16 weeks of full-time or part-time equivalent professional work experience considered appropriate by the Faculty.

(2) Students must complete at least 4 weeks full-time or part-time time equivalent of professional work experience prior to commencing the final 48 points of study in the Bachelor of Landscape Architecture
Students must complete at least 8 weeks full-time or part-time equivalent of the professional work experience under the supervision of a registered landscape architect.

Any professional experience gained must be for a minimum period of four consecutive weeks with one employer.

Students must make their own arrangements for professional experience with advice from the Associate Dean.

Students must provide proof of their professional experience in accordance with the guidelines available from the Faculty.

The Faculty may waive or vary the requirement for professional experience if it is satisfied that the conditions of (1) to (6) cannot be met.

b. Students must complete 16 weeks full-time or equivalent work experience. This equates to 80 days work altogether, so for example students who are working 2 days per week will need to do 40 weeks to complete their work experience requirement.

c. Students must complete at least 4 weeks of the work experience prior to commencing the final 48 pints of study in their degree. So, all students must have completed at least 4 weeks full-time or equivalent work experience before starting their final year of study.

d. Students can undertake the remaining 12 weeks of work experience any time during or after completion of their formal coursework studies; however they must complete the degree within the overall maximum time-limit. Therefore, students must have completed their work experience within 4 years of commencing the Bachelor of Architecture or Master of Architecture and within 8 years of commencing the Bachelor of Landscape Architecture. Students will require special approval from the Associate Dean for any extension of these time-limits.

e. In special circumstances students may be able to apply to have work experience counted toward their total requirement prior to the work actually being completed. Students must have a written contract with an employer guaranteeing that they will complete the stated number of weeks work experience, and must discuss any application of this nature with the Associate Dean prior to submitting the paper work. Applications of this nature will only be approved in extreme mitigating cases and approval is entirely at the discretion of the Associate Dean.

2. FINDING WORK:

a. The responsibility for finding work experience to fulfil the above requirements is the responsibility of the student.

b. The work can be paid or unpaid, full-time or part-time.

c. **Architecture:**
   The student must be employed by a registered architect for at least 12 of the 16 weeks work experience. The other 4 weeks may be undertaken with a professional in a related field.

   **Landscape Architecture:**
   The student must be employed by a registered landscape architect for at least 8 of the 16 weeks work experience. The other 8 weeks may be undertaken with a professional in a related field.

d. The work must be for a minimum of 4 consecutive weeks with one employer.

e. The student must be undertaking tasks which are relevant to practice in the profession.

f. If students have any doubts regarding whether a particular job would count towards their professional work experience requirements they should discuss it with the Associate Dean of the Faculty of ALVA before making any decision regarding the employment.

g. From time to time the Faculty will post notices alerting students to possible job opportunities in the profession in Perth.
The Associate Dean or Discipline Chairs can also advise students regarding the best way to go about finding work experience. RAIA, AILA or SONA may also be able to help.

3. RECORDING THE WORK EXPERIENCE:

a. Once the student has completed a period of work with any one employer they will complete the Professional Work Experience form for the appropriate degree. Students must submit a separate form for each employer / period of work.

b. Forms are available on-line at:


d. The form must be co-signed by the student and the employer and submitted to the front office.

e. The form will be approved by the Associate Dean: if necessary the student or employer will be contacted directly with any concerns before the work experience is approved.

f. Once the work experience has been approved a note will be placed on the student’s academic record detailing the work experience.

g. Once the full 16 weeks work experience has been completed the Faculty will register the completion of this component of the degree on the student record and will inform the student by email that they have completed the work experience component.

4. COMPLETION AND GRADUATION

a. Students who complete their work experience after they have completed all coursework requirements for the degree will still follow the process above.

b. The Faculty will attempt to remind students from time to time about submitting their work experience forms but does not guarantee to do so. It is the students’ responsibility to remember to submit their forms.

c. Students are **not** eligible to graduate from their degree until such time as the Faculty receives evidence that they have completed 16 weeks full-time or equivalent work experience.

d. Once the full 16 weeks work experience has been submitted and approved the Faculty will arrange for Student Administration to update the student’s record to indicate that they have completed all formal requirements for their degree.

e. Once the work experience has been approved students must apply to have their award confirmed by contacting the Graduations Office directly (see:

g. Applications for conferral of award in the March/April graduations close in early December of the previous year, and for the September graduation in early July of the same year, see Graduations office for exact dates. Late applications are not usually accepted and this is at the discretion of the Graduations Office. The Faculty will make all reasonable attempts to process completions quickly when graduation deadlines are approaching but students should submit their final work experience forms significantly in advance of the deadline.

[NB: Students should note that they will receive a package from the University regarding applying to graduate **only** in the semester that they have indicated on their student record that they expect to complete the degree. If a student does not complete their degree (including work experience) until after the semester that they nominated as their completion date, the Graduations Office will **NOT** be made automatically aware of their completion and **WILL NOT** take any steps to include them in a graduation ceremony automatically. When students submit their final work experience forms it is their responsibility to also contact the Graduations Office and request to have their degree confirmed at the next available Graduation ceremony.]