

**MAJLIS PEPERIKSAAN SENIBINA
Lembaga Arkitek Malaysia (LAM)**

**PART III PROFESSIONAL EXAMINATION
PRACTICAL EXPERIENCE LOG BOOK**

Applicants are required to read all the conditions stipulated in this Document. Non-compliance to any requirements shall result in their applications to be rejected.

1.0 GENERAL INFORMATION

1.1 Section 10 (1) (b) of the Architects Act 1967 stipulates the following :

“Subject to this Act, a person who is registered as a registered Architect under paragraph (a) shall be required to obtain such practical experience as may be prescribed by the Board and to pass the examination as may be determined by the Board in order to be entitled to apply for registration as a Professional Architect under subsection (2)”.

1.2 The prescribed practical experience is for a minimum period of two (2) years (104 weeks) which must be obtained subsequent to the registration as an Architect with the Board of Architects Malaysia.

1.3 The two-year period is to be completed by 1st March being the closing date for the applicant to be eligible to take the Part III Professional Examination conducted by the Majlis Peperiksaan Senibina(MPS) LAM.

1.4 The Practical Experience Log Book (hereinafter referred to as the Log Book) should be read in conjunction with the Handbook for the Part III Professional Examination.

2.0 PURPOSE OF THE PRACTICAL EXPERIENCE LOG BOOK

2.1 The Log Book is to record the practical experience which have been acquired by the applicant as evidence of meeting the appropriate requirement covering the full scope of basic architectural services.

2.2 The information contained in the Log Book presented and certified by the Supervisor plays an important role in assessing the applicant for admission to the Part III Professional Examination.

2.3 The Log Book and/or any other evidence of the applicant's practical experience will be examined by the Examiners to determine the qualification of the applicant.

2.4 The Log Book will be returned to the candidates after the Oral Examination.

3.0 RESPONSIBILITIES OF THE APPLICANT

- 3.1 The applicant shall obtain the experience under the supervision of a Professional Architect.
The applicant's experience shall cover the full scope of basic architectural services viz:
- (a) Schematic Design Phase
 - (b) Design Development Phase
 - (c) Contract Documentation Phase
 - (d) Contract Implementation and Management Phase
- 3.2 The applicant shall, during the period of employment, gain knowledge and understanding of architectural practice and the implications of professional decisions made during the period of practical experience.
- 3.3 The applicant shall record his practical experience in the Log Book strictly in accordance with the instructions specified therein. Such records shall be authenticated, signed and dated by the supervising Professional Architect at a six monthly intervals.
- 3.4 Incomplete and inadequate submission shall be rejected .
- 3.5 The Log Book shall be accompanied with the Professional Experience Evaluation Report in respect of at least one project as in the log sheets to reflect the practical experience gained in the full scope of basic architectural services.

4.0 THE RESPONSIBILITIES OF THE SUPERVISING PROFESSIONAL (Professional Architect/Professional Engineer)

- 4.1 The Supervising Professional shall ensure the applicant is provided with adequate practical experience at a professional level in order to qualify for admission to the Part III Professional Examination.
- 4.2 The Supervising Professional is required to authenticate the practical experience entered in the log sheets.

5.0 RULES IN COMPLETING THE LOG BOOK AND THE PROFESSIONAL EXPERIENCE EVALUATION REPORT

- 5.1 The applicant shall refer to Clause 8.0 of the Handbook for the Part III Professional Examination for evidence of practical experience that must be submitted.
- 5.2 The applicant is advised to read carefully the information included with the Log Sheets and supporting documents.
- 5.3 Log Sheet entries reflect the experience gained as stipulated under paragraph 3.0 above. The entries shall be authenticated by the Supervising Professional.

5.4 In completing the Record of Practical Experience Log Sheets, applicant shall comply with the following :

- Separate Log Sheets shall be used for each project;
- Complete all necessary details specified in the Record of Practical Experience Log Sheets;
- Tick the appropriate column of actual practical experience gained;
- Complete the details required in Document MPS-LAM 1, MPS-LAM 2, MPS-LAM 3 (where appropriate) and MPS-LAM 4.

6.0 NON-COMPLIANCE OF STIPULATED REQUIREMENTS

Submission by applicants which do not comply with the stipulated requirements shall be rejected.

**MAJLIS PEPERIKSAAN SENIBINA
Lembaga Arkitek Malaysia (LAM)**

SUMMARY OF PRACTICAL EXPERIENCE LOG SHEETS

Name of Applicant :

Address of Residence :

.....

Name of Employer	Name of Supervising Professional	Type of office	Dates of employment from.....to.....	Job no.	Sheet no.

DECLARATION BY APPLICANT

I,(Name) hereby declare that the information contained in this document is a true record of the practical experience that I have acquired.

.....
Date

.....
Signature

.....
Registration No.

DECLARATION BY SUPERVISING PROFESSIONAL

I,(Name) hereby confirm that the information entered into this page is a true record of the actual practical experience that the above applicant has acquired under my supervision.

.....
Date

.....
Signature

.....
Registration No.

.....
Chop

**MAJLIS PEPERIKSAAN SENIBINA
Lembaga Arkitek Malaysia**

PRACTICAL EXPERIENCE LOG SHEET

Job. No. :

Sheet No :

Applicant			
Employer			
Period of Training	From : dt / mth / yr	To : dt / mth / yr	
Job Title			
Site			
Position in Team		Value of Project :	

Note :-

1. Use separate sheet for different projects.
2. The Record of Practical Experience Log Sheet must be accompanied with the Professional Experience Evaluation Report.

Scope of Mandatory Experience	Year		
Tick (✓) below as appropriate			
A) Schematic Design Phase			
(i) take client's instructions and analyse the project brief;			
(ii) prepare preliminary conceptual sketch proposals;			
(iii) develop preliminary conceptual sketch proposals sufficient to submit for planning approval in principle;			
(iv) prepare preliminary construction cost estimates;			
(v) prepare and submit drawings and other documents for planning approval.			
B) Design Development Phase			
(i) develop schematic design drawings for other consultants to commence their design work;			
(ii) prepare and submit drawings with particulars for building approval;			
(iii) update preliminary construction costs estimates;			
(iv) update project planning and implementation schedule.			
C) Contract Documentation Phase			
(i) prepare and finalise drawings and other documents for bills of quantities;			
(ii) in collaboration with other consultants, prepare documents for competitive tenders;			
(iii) invite tenders for the works;			
(iv) evaluate results of the tenders and submit a report and recommendation to the client;			
(v) award the contract on behalf of the client;			
(vi) prepare contract documents together with other consultants for signature by the client and the contractor.			

Scope of Mandatory Experience	Year		
D) Contract Implementation and Management Phase			
(i) perform all functions and duties of an Architect under the terms and conditions of the building contract;			
(ii) advise client on site staff required for the project and its budget;			
(iii) provide information and issue instructions to the contractor under the terms and conditions of the building contract for works to proceed;			
(iv) examine the works programme submitted by the contractor and to be satisfied that the works can be completed within the contract period;			
(v) inspect the works at periodic intervals to ensure the works are being executed in accordance with the building contract and to enable the Architect to recommend the issuance of the certificate of practical completion.			
(vi) apply for a certificate of fitness for occupation from the appropriate authorities;			
(vii) recommend issuance of a certificate of completion in compliance to individually built detached houses;			
(viii) prepare as-built drawings and maintenance manuals together with all warranties;			
(ix) prepare a certificate of making good defects;			
(x) prepare final accounts and a final certificate of payment.			

DECLARATION BY APPLICANT

I,(Name) hereby declare that the information contained in this document is a true record of the practical experience that I have acquired.

.....
Date

.....
Signature

.....
Registration No.

DECLARATION BY SUPERVISING PROFESSIONAL

I,(Name) hereby confirm that the information entered into this page is a true record of the actual practical experience that the above applicant has acquired under my supervision.

.....
Date

.....
Signature

.....
Registration No.

.....
Chop

**MAJLIS PEPERIKSAAN SENIBINA
Lembaga Arkitek Malaysia (LAM)**

**PRACTICAL EXPERIENCE LOGSHEET
(Non-Architect's Office)**

Job no. :
Sheet no. :

Name of Applicant :

Name & Address of Employer :

Type of Firm :

Year :	Month																		
	Week ending Saturday																		
	Week no.																		

Note :-

1. Use separate sheet for different projects.
2. The Record of Practical Experience Log Sheet must be accompanied with the Professional Experience Evaluation Report.

Scope of Mandatory Experience	Enter the number of hours spent each week on each scope.																		
A) Schematic Design Phase																			
(i) take client's instructions and analyse the project brief;																			
(ii) prepare preliminary conceptual sketch proposals;																			
(iii) develop preliminary conceptual sketch proposals sufficient to submit for planning approval in principle;																			
(iv) prepare preliminary construction cost estimates;																			
(v) prepare and submit drawings and other documents for planning approval.																			
B) Design Development Phase																			
(i) develop schematic design drawings for other consultants to commence their design work;																			
(ii) prepare and submit drawings with particulars for building approval;																			
(iii) update preliminary construction costs estimates;																			
(iv) update project planning and implementation schedule.																			

Scope of Mandatory Experience	Enter the number of hours spent each week on each scope.											
C) Contract Documentation Phase												
(i) prepare and finalise drawings and other documents for bills of quantities;												
(ii) in collaboration with other consultants, prepare documents for competitive tenders;												
(iii) invite tenders for the works;												
(iv) evaluate results of the tenders and submit a report and recommendation to the client;												
(v) award the contract on behalf of the client;												
(vi) prepare contract documents together with other consultants for signature by the client and the contractor.												
D) Contract Implementation and Management Phase												
(i) perform all functions and duties of an Architect under the terms and conditions of the building contract;												
(ii) advise client on site staff required for the project and its budget;												
(iii) provide information and issue instructions to the contractor under the terms and conditions of the building contract for works to proceed;												
(iv) examine the works programme submitted by the contractor and to be satisfied that the works can be completed within the contract period;												
(v) inspect the works at periodic intervals to ensure the works are being executed in accordance with the building contract and to enable the Architect to recommend the issuance of the certificate of practical completion.												
(vi) apply for a certificate of fitness for occupation from the appropriate authorities;												
(vii) recommend issuance of a certificate of completion in compliance to individually built detached houses;												
(viii) prepare as-built drawings and maintenance manuals together with all warranties;												
(ix) prepare a certificate of making good defects;												
(x) prepare final accounts and a final certificate of payment.												
E) Others												
Total Hours per week												

DECLARATION BY APPLICANT

I,(Name) hereby declare that the information contained in this document is a true record of the practical experience that I have acquired.

.....
Date Signature Registration No.

DECLARATION BY SUPERVISING PROFESSIONAL

I,(Name) hereby confirm that the information entered into this page is a true record of the actual practical experience that the above applicant has acquired under my supervision.

.....
Date Signature Registration No. Chop

Note : Refer to Paragraph 7.4 (f) of the Handbook for the Part III Professional Examination.

**MAJLIS PEPERIKSAAN SENIBINA
Lembaga Arkitek Malaysia (LAM)**

PARTICULARS OF EMPLOYER	
Name, address and telephone number of main office	
Type of office (private, public, industrial, etc.)	
Principal's names	
No. of Professionals Architects No. of Architects No. of Technical Staff	
Type of organisation and proportion of works undertaken (e.g. 20% housing, 30% schools, 10% factories, 40% others.), specialist staff and other relevant particulars.	

DECLARATION BY APPLICANT

I,(Name) hereby declare that the information contained in this document is a true record of the practical experience that I have acquired.

.....
Date

.....
Signature

.....
Registration No.