



**ARCHITECTS AND QUANTITY SURVEYORS
REGISTRATION BOARD**

P.O Box 72673 Dar es Salaam.

Architecture

PRACTICAL EXPERIENCE LOG BOOK

Name of Candidate:

Year/Month of Examination:

TO BE FILLED IN BY HAND

GUIDE TO CANDIDATE / REGULATIONS

A Candidate's Documentary Submission

This is done in a logbook.

The logbook consists of four sections:

1. Experience Requirement Diary sheets

The Diary has the following items

Detailed breakdown of activities:

There are six sections for which the candidate will be examined for Experience Requirement (ER) which are:

- (i) Professional Curriculum Vitae (Use provided template in Appendix);
- (ii) Professional Training Diary sheets;
- (iii) Professional experience Evaluation;
- (iv) Professional casework;

Each of these sections are divided into subheadings; each one with hours expected and marks/points. The candidate is expected to indicate on the log sheets the number of hours spent on an activity, and the supervisor will certify this with a name and signature at the bottom of each ER entered. Entries will follow the structure outlined below:

- (i) Activity;
- (ii) Date;
- (iii) Total time spent on that activity;
- (iv) Points of Special interest;
- (v) Any brief comments of the supervisor;
- (vi) Signature of the candidate and the supervisor;
- (vii) Supervisors' rubber stamp.

The Diaries accepted will be only those issued by the Board and the Board will keep proper records of each Diary taken by issuing index number. Candidates are hereby requested to note that it is not necessary that training is to be for consecutive two years. The main emphasis should be to meet the minimum mandatory/recommended hours even if it is for a period exceeding two years.

Candidates who will have acquired the required minimum experience prior to the introduction of the new system will be considered accordingly on a historical basis, provided that the Board reserves the right to secure further information to authenticate the accuracy of information entered in the Diary.

2. Professional Curriculum Vitae covering:

- (i) Details of full time and/or part time education and dates of Examinations taken.
- (ii) The record of practical training undertaken prior to graduation.
- (iii) Professional experience post-graduation.
- (iv) Details of continuing Professional Development activities.
- (v) Particulars of persons involved in supervising and advising throughout the post-graduation Professional experience.

3. Professional Experience Evaluation

The Evaluation is an appraisal by the candidate covering the entire period of professional experience. It should not be merely a list of offices and projects: it should state the lessons learned at first hand, with good and bad practices clearly distinguished, analyzed and commented upon as appropriate. It is intended to reveal the candidate's understanding of and attitudes towards sound professional practice.

4. Professional Casework

The Casework is material selected by the candidate to provide tangible evidence of practical experience at a professional level. Normally, it should feature a single project only and it would be for the candidate to decide whether it is more representative to cover the total span of the routine project or whether to concentrate upon selected events within one contract which clearly demonstrate the candidate's ability to experience professional judgments. Documents should include a selection of drawings, copies of administrative procedural forms and letters relevant to Casework, a few of the programmer's photographs and a succinct and factual commentary adequate to put the other documents in context.

B. Logbook submission:

The logbook must be filled by the candidate and submitted to the Board at an interval of **three (3) MONTHS**. This will assist the current supervisor not to sign off works undertaken which they are not aware of. In addition, the supervisor will have sufficient time to evaluate professional activities undertaken by the candidate as recorded, thus providing closer supervision and guidance on areas that require additional experience.

The Candidate is required to complete the Assessment Form with the Total Hours Spent on each sub-heading, prior to submission of the Log Book. The Assessment Forms are to be completed and summarised on the "**Analysis of Hours of Experience**" and submitted **FOR EACH INTERVAL OF SUBMISSION**.

Note: Candidates must provide three copies of the logbook submission. Each copy comprising all four sections shall be contained within the **covers of a standard ring binder**.

- The *professional Curriculum Vitae* must be typewritten on A4 size paper.
- The *Professional Training diary Sheets* must be used for recording professional training. The diary Sheets must have been signed by the Candidate's Office supervisor at 2 monthly intervals.
- The *Professional Experience evaluation* must consist of a maximum of 200 words typewritten on A4 size paper.
- *Professional Casework* material may necessary be folded down to A4 size. A part from illustrative material the commentary in this part of the report should be between 2000 to 3000 words. Typewritten on A4 size paper.

C. Mandatory Requirements

- (i) The Candidate is to note that it is **MANDATORY** for the Candidate's Declaration Form to be fully completed, signed and submitted with the Logbook for Assessment.
- (ii) It is similarly **MANDATORY** that the Supervisor's Declaration Form is fully completed, signed and submitted.
- (iii) It is also **MANDATORY** that before the submission of the Logbook for the Final Assessment, both the Candidate and the respective Supervisor satisfy themselves that the **Mandatory Minimum Experience Requirement** has been achieved. This shall be of experience logged for **at least 50% of the Total Minimum Recommended Hours over at least 50% of the sub-section within each Section**. This shall be applicable to ALL SECTIONS **except SECTION 8**.

If any one of the above three mandatory requirements are not returned with a "YES", AQRB will refer the Candidate to gain additional experience and meet all three Mandatory Requirements

D. Supervising Architect

The Board places upon the Supervising Architect the responsibility of exercising professionalism and credibility in moulding the Candidate to be a worthy professional of the future, by making sure the Logbooks entries are true and correct, in tasks undertaken, relevant narrative, hours logged for the undertaken tasks, and also the overall entry of the requested information on the log sheets. It is expected of the Supervisor to guide the Candidate, assist and facilitate so as to allow the Candidate to attain a balanced experience to accord to the minimum requirements set.

The Board reserves the right to take to task the Supervisor who counter-signs Log Sheets for entries or experience which will prove not to reflect correctly the experience of the Candidate.

E. Professional Interview

The examiners will probe the candidate's knowledge and experience as set out in the Diary in the Documentary Submission. They will also seek by other relevant questions to satisfy themselves that the candidate:

1. Understands and appreciates the obligations and responsibilities that an Architect has to the client, to the profession, to other members of the construction team and to society.
2. Possesses the ability to fulfil these requirements.

The examiners will also pay attention to the ability of candidates to express themselves clearly and concisely in written and spoken English.

Note: The professional interview will be conducted by at least two examiners who will be practicing Architects. The Examiners will have to read the candidate's Documentary Submission. The panel of examiners may include also two Quantity Surveyors and other members of allied professions.

F. The Written Examination

The written examination is in two subjects

- Professional Activities;
- Architectural practice and law.

The papers are designed to reflect the scope of professional activities in the fields of Pre- and Post – Contract of a construction project, as well as office and job management. The papers will also touch areas like disputes, research and development and professional that an architect can be expected to be involved in. The questions of each subject are devised in order to enable candidates to demonstrate the range and quality of their knowledge and understanding of professional practice.

Note: The time allowed on each paper is between three and four hours

G. Study and Training Areas

You should prepare yourself for the AQRB Professional Examination by making sure that you have acquired practical experience or at least, working knowledge in the following fields in connection with AQRB BYLAWS:

1. Job Management

(a) Realization of Design

- i) Identification of various needs using appropriate aids and techniques;
- ii) Achievement of predetermined design standards and satisfying legal and statutory requirements;

- iii) Achievement of an acceptable balance between requirements of independent consultants;
- iv) Maintenance of design standards within budgetary control and to programme;
- v) Production of information by graphic and written means;
- vi) Documentation to proper classification systems and procedures;
- vii) Appropriate communication by drawings, specification, schedules and bills of quantities;
- viii) Effective communication in presentation reporting liaison work and feedback;
- ix) Legislation affecting planning and development e.g. planning permissions approvals under building acts or regulations and other similar statutory requirements. Ancient Monuments, Archaeological areas. Historic Buildings, town and Country Planning highways heritage.

(b) Procurement of Building

- i) Advice on the most appropriate path to building procurement;
- ii) Traditional and not-traditional ways of working e.g. consortium working design only;
- iii) Design/build, project management, management contracts;
- iv) Appropriate tender types, documentation procedure and good practice;
- v) Appropriate contract arrangements and die appropriate form of contract;
- vi) Contract planning, documentation and execution;
- vii) Site organization, mobilization and briefing, responsibilities and procedures;
- viii) Quality control and programming;
- ix) Architect's Instruction and Certificates;
- x) Valuations payments, claims within contract and ex-contract;
- xi) Sub-letting and position of sub-contractors manufactures and suppliers and statutory undertakers;
- xii) Liabilities, indemnities and insurances;
- xiii) Resolution of disputes;
- xiv) Records and maintenance information building appraisal and analysis;
- xv) Legislation affecting property and building e.g. Law of Property public;
- xvi) Health: Health and Safety at Work, building control, Defective Premises, occupier's liability, fire precautions, pollution, housing, places of entertainment.

(c) Rote of the precession and of the Construction Industry.

“Architect's appointment” categories of “architect's Services” and “Other Services”

Full or partial services with an awareness of correct procedures complications and pitfalls.

Codes of conduct and of practice.

Working knowledge of bodies which act in an advisory or consultative capacity to affect both the profession and the industry, e.g. NCC, AAT, AQRB, ERB etc.

Working knowledge of the ways in which bodies, both statutory and non-statutory affect day to day practice.

2. Practice Management

- i) Roles relationships and responsibilities associated with various ways of offering a range of professional services;
- ii) Resources necessary when offering specific professional services;
- iii) Strengths and weakness of different forms of carrying on business, e.g. partnership, companies, sole proprietor, or multidisciplinary;
- iv) Internal structure and organization appropriate to various ways of carrying on business;
- v) Ability to match commission with appropriate recommendation for professional services. Under satisfactory contract conditions against realistic free remuneration;
- vi) Management of people within the organization and when advice expertise and assistance from outside is necessary;
- vii) Working conditions conducive to efficiency;
- viii) Organization of information and technical facilities relevant to specific professional services
- ix) Detailed procedures necessary for concluding written agreements;
- x) How practice and objectives may be determined and implemented;
- xi) Selection of staff appointments within the organization and how to determine need for specialist advice on an adhoc or regular basis;
- xii) Work organization and control programming and progressing;
- xiii) Office procedures and services;
- xiv) Financial requirement: viability and profitability cash flow forecasting and budgeting provision of capital and sources of finance;
- xv) Financial procedures: accounting and records book keeping and accountancy services;
- xvi) Fee accounts negotiations and procedures;
- xvii) Taxation statutory requirements and procedures;
- xviii) Legal liabilities of the organization as employer and occupier of premises. Consideration of adequate insurance cover to protect the interests of the organization, clients, employers and third parties;
- xix) Marketing of professional services;
- xx) Legislation affecting the offering of professional services, e.g. Registration, Arbitration, Civil liberty, limitation of actions, misrepresentation, Trades Description, Sale of Goods and Services, contracts or employment, equal opportunities.

**LOG BOOK FOR TRAINING ARCHITECTURE
EXPERIENCE ASSESTMENT BASIS FOR ARCHITECT**

1. SECTION ONE: (A-B) INCEPTION STAGE & FEASIBILITY.

Sub-Section	Description	Minimum Recommended Hours	Total Available Points	Candidate's Total Hours Spent	Examiners Point Score
1.1	Appraisal of Client's requirement	28	1		
1.2	Site Data collection/sifting and Development control guidance	56	2		
1.3	Site survey	56	2		
1.4	Coordinate soil analysis/Geotechnical investigation and environmental and Social Impact Assessment	84	3		
1.5	Feasibility and Report writing	56	2		
	TOTAL	280	10		

**NOTE: Final Submission: Minimum Qualification (Hours) =140
Across 50% of Sections**

2. SECTION TWO: C- PRELIMINARY DESIGN STAGE

Sub-Section	Description	Minimum Recommended Hours	Total Available Points	Candidate's Total Hours Spent	Examiners Point Score
2.1	Technical meetings	28	1		
2.2	Outline proposal	140	5		
2.3	Preliminary cost estimates	24	0.8		
2.4	Presentations	14	0.5		
2.5	Public Authority Consent	14	0.5		
	TOTAL	220	7.8		

**NOTE: Final Submission: Minimum Qualification (Hours) =110
Across 50% of Sections**

3. SECTION THREE: D- SCHEME DESIGN STAGE

Sub-Section	Description	Minimum Recommended Hours	Total Available Points	Candidate's Total Hours Spent	Examiners Point Score
3.1	Development of Outline proposal	160	5.7		
3.2	Prepare annotated drawings and specifications	56	2		
3.3	Coordination of drawings with sub consultants / specialists	28	1		
3.4	Preliminary elemental cost estimates	14	0.5		
3.5	Building permits	28	1		
	TOTAL	300	10.7		

**NOTE: Final Submission: Minimum Qualification (Hours) =154
Across 50% of Sections**

4. SECTION FOUR: E- PRE -TENDER DOCUMENTS STAGE(DETAIL STAGE)

Sub-Section	Description	Minimum Recommended Hours	Total Available Points	Candidate's Total Hours Spent	Examiners Point Score
4.1	Development of detail design and coordination of sub consultant inputs into detail design.	112	4		
4.2	Revision cost estimate (Cost Analysis)	40	1.4		
4.3	Applications for approvals under Building Acts and Public Authority Consents.	84	3		
4.4	Determination of Forms of building contract to be used	56	2		
4.5	Client's approval of the type of construction, quality of materials, standard of workmanship and advice on the design and selection of furniture and fittings.	28	1		
	TOTAL	320	11.4		

**NOTE: Final Submission: Minimum Qualification (Hours) =168
Across 50% of Sections**

5. SECTION FIVE: (F-G) PRODUCTION INFORMATION AND BILLS OF QUANTITIES

Sub-Section	Description	Minimum Recommended Hours	Total Available Points	Candidate's Total Hours Spent	Examiners Point Score
5.1	Production drawings	280	10		
5.2	Prepare specification	168	6		
5.3	Provide information for the preparation of bills of quantities and/or schedules of works; Schedule of rates and/or quantities and/or schedule of works for tendering purposes.	168	6		
5.4	Incorporation of inputs of other consultants into production information and Co-ordinate production information	140	5		
5.5	Revise cost estimate and timetable for construction	94	3.4		
		850	30.4		

**NOTE: Final Submission: Minimum Qualification (Hours) =425
Across 50% of Sections**

6. SECTION SIX: (H-J) TENDER ACTION AND PROJECT PLANNING

Sub-Section	Description	Minimum Recommended Hours	Total Available Points	Candidate's Total Hours Spent	Examiners Point Score
6.1	Pre/post qualification of contractors	54	1.9		
6.2	Tender action and evaluation	84	3		
6.3	Advisory on contract issues	28	1		
6.4	Contract negotiation	28	1		
6.5	Preparation of contract documents and award	56	2		
	TOTAL	250	8.9		

**NOTE: Final Submission: Minimum Qualification (Hours) =125
Across 50% of Sections**

7. SECTION SEVEN: (K-L) SITE OPERATIONS (Project and Contract management and administration).

Sub-Section	Description	Minimum Recommended Hours	Total Available Points	Candidate's Total Hours Spent	Examiners Point Score
7.1	Site possession and Mobilization/work programme	54	1.9		
7.2	Commencement of works ; Progress meetings/inspections; Periodic report (quarterly/ Financial appraisal) and Certification of works	140	5		
7.3	Pre-handing over tests/commissioning and Practical completion matters	56	2		
7.4	Defects liability period/inspections/Defects liability Certificates and Certificate of making good defects	56	2		
7.5	Final account/Final Certificates and Project completion report	84	3		
	TOTAL	390	13.9		

**NOTE: Final Submission: Minimum Qualification (Hours) =195
Across 50% of Sections**

8. SECTION EIGHT: DISPUTE, RESEARCH & DEVELOPMENT, CPD AND INVOLVEMENT IN RELEVANT PROFESSIONAL BOARDS AND ASSOCIATIONS.

Sub-Section	Description	Minimum Recommended Hours	Total Available Points	Candidate's Total Hours Spent	Examiners Point Score
8.1	Dispute: Creation, Negotiation, Mediation ,Reconciliation, Adjudication, Arbitration and Litigation	28	1		
8.2	Research and development: Professional paper presentation, Profession paper published	28	1		
8.3	Continuing Professional Development (CPD): Practice and Ethics, Law of Building Contract, Planning and Development, Construction Economics, Project Management, Marketing, Housing and Community Participation.	84	3		
8.4	Involvement in relevant Professional Boards, Associations and related authorities: AQRB activities, AAT Activities, Other Professional Boards, NCC Activities, Understanding professional international associations.	50	1.8		
	TOTAL	190	6.8		

NOTE: Final Submission: **Minimum Qualification (Hours) = 76.2**
Across 40% of sub- sections

ANALYSIS OF HOURS OF EXPERIENCE FOR STAGE SUBMISSION

Section	Description	Minimum Recommended Hours	Total Available Points	Candidate's Total Hours Spent	Examiners Point Score
ONE	Inception Stage & Feasibility	280	10		
TWO	Preliminary Design Stage	220	7.8		
THREE	Scheme Design Stage	300	10.7		
FOUR	Pre -Tender Documents Stage(Detail Stage)	336	11.4		
FIVE	Production Information and Bills Of Quantities	850	30.4		
SIX	Tender Action and Project Planning	252	9		
SEVEN	SITE OPERATIONS(Project and Contract Management and Administration)	390	13.9		
EIGHT	Dispute, Research & Development, CPD and Involvement In Relevant Professional Boards and Associations.	190	6.8		
	TOTAL	2800	100		

NOTE: Final Submission: Minimum Qualification (Hours) =1400
 Across 50% of Sections 1,2,3,4,5,6,7 and 40% of Section 8.

Date of Submission _____
 Stage of Submission _____

Candidate's Name _____
 Candidate's signature _____

Supervisor's Name _____
 Supervisor's Signature and rubber stamp _____ Reg. Nr. _____



**ARCHITECTS AND QUANTITY SURVEYORS
REGISTRATION BOARD**

PRACTICAL EXPERIENCE LOG BOOK	
RECORDE OF PRACTICAL EXPERIENCE IN	
ARCHITECTS OFFICE (TIME HOURS)	
LOG SHEET NO	
LOG BOOK INDEX NO.	

Candidate Name:	
Description of Project	Location of Site
Position Held in Team	Period (in Months)

1. Inception Stage & Feasibility

Activity	Months												Total	Points of Special interest	
	1	2	3	4	5	6	7	8	9	10	11	12			
1.1:Appraisal of client requirement															
	13	14	15	16	17	18	19	20	21	22	23	24			
	Sub Total														
1.2Site Data collection /Sifting & Development control guidance															
	13	14	15	16	17	18	19	20	21	22	23	24			
	Sub Total														
1.3 Site Survey															
	13	14	15	16	17	18	19	20	21	22	23	24			
	Sub Total														
1.4 Coordinate soil analysis/Geotechnical Investigation and environmental and social impact assessment.															
	13	14	15	16	17	18	19	20	21	22	23	24			
	Sub Total														
1.5 Feasibility and report writing															
	13	14	15	16	17	18	19	20	21	22	23	24			
	Sub Total														

Grand Total Time in hours for the Page

Registered Supervising Architects Name AQRB Registration No.	Signature: _____	Date _____
Employers Name: Office Location:	Signature: _____	Date _____

Any brief Comment:

WHERE OTHER **APPROVED RELEVANT** WORK HAS BEEN CARRIED OUT OUTSIDE AN ARCHITECT'S OFFICE IT SHOULD BE DESCRIBED IN A SEPARATE SHEET

NOTE: Final Submission: **Minimum Qualification (Hours) =140**
Across 50% of sub- sections



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ARCHITECTS OFFICE (TIME HOURS)	
LOG SHEET NO	
LOG BOOK INDEX NO.	

Candidate Name:		Location of Site	
Description of Project		Period (in Months)	
Position Held in Team			

2. Preliminary Design Stages

Activity	Months												Total	Points of Special interest
	1	2	3	4	5	6	7	8	9	10	11	12		
2.1 Technical Meetings	1	2	3	4	5	6	7	8	9	10	11	12		
	13	14	15	16	17	18	19	20	21	22	23	24		
	Sub Total													
2.2 Outline Proposal	1	2	3	4	5	6	7	8	9	10	11	12		
	13	14	15	16	17	18	19	20	21	22	23	24		
	Sub Total													
2.3 Cost estimates	1	2	3	4	5	6	7	8	9	10	11	12		
	13	14	15	16	17	18	19	20	21	22	23	24		
	Sub Total													
2.4 Presentations	1	2	3	4	5	6	7	8	9	10	11	12		
	13	14	15	16	17	18	19	20	21	22	23	24		
	Sub Total													
2.5 Public Authority Consents	1	2	3	4	5	6	7	8	9	10	11	12		
	13	14	15	16	17	18	19	20	21	22	23	24		
	Sub Total													

Grand Total Time in hours for the Page														
Registered Supervising Architects Name											Signature:		Date	
AQRB Registration No.														
Employers Name:											Signature:		Date	
Office Location:														

Any brief Comment:

WHERE OTHER **APPROVED RELEVANT** WORK HAS BEEN CARRIED OUT OUTSIDE AN ARCHITECT'S OFFICE IT SHOULD BE DESCRIBED IN A SEPARATE SHEET

**NOTE: Final Submission: Minimum Qualification (Hours) =110
Across 50% of sub- sections**



**ARCHITECTS AND QUANTITY SURVEYORS
REGISTRATION BOARD**

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RECORDE OF PRACTICAL EXPERIENCE IN	
ARCHITECTS OFFICE (TIME HOURS)	
LOG SHEET NO	
LOG BOOK INDEX NO.	

Candidate Name:		Location of Site	
Description of Project		Period (in Months)	
Position Held in Team			

3. Scheme Design Stages

Activity	Months												Total	Points of Special interest
	1	2	3	4	5	6	7	8	9	10	11	12		
3.1 Develop outline Proposal	1	2	3	4	5	6	7	8	9	10	11	12		
	13	14	15	16	17	18	19	20	21	22	23	24		
	Sub Total													
3.2 Preparation of drawings and specifications.	1	2	3	4	5	6	7	8	9	10	11	12		
	13	14	15	16	17	18	19	20	21	22	23	24		
	Sub Total													
3.3 Coordination of drawings with sub consultants/ Specialist.	1	2	3	4	5	6	7	8	9	10	11	12		
	13	14	15	16	17	18	19	20	21	22	23	24		
	Sub Total													
3.4 Elemental Cost estimates	1	2	3	4	5	6	7	8	9	10	11	12		
	13	14	15	16	17	18	19	20	21	22	23	24		
	Sub Total													
2.5 Building Permits	1	2	3	4	5	6	7	8	9	10	11	12		
	13	14	15	16	17	18	19	20	21	22	23	24		
	Sub Total													

Grand Total Time in hours for the Page

Registered Supervising Architects Name AQRB Registration No.	Signature: _____	Date _____
Employers Name: Office Location:	Signature: _____	Date _____

Any brief Comment:

WHERE OTHER **APPROVED RELEVANT** WORK HAS BEEN CARRIED OUT OUTSIDE AN ARCHITECT'S OFFICE IT SHOULD BE DESCRIBED IN A SEPARATE SHEET

**NOTE: Final Submission: Minimum Qualification (Hours) =150
Across 50% of sub- sections**



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LOG BOOK INDEX NO.	

Candidate Name:		Location of Site	
Description of Project		Period (in Months)	
Position Held in Team			

4.Pre-Tender Documents Stage

Activity	Months												Total	Points of Special interest
	1	2	3	4	5	6	7	8	9	10	11	12		
4.1 Development of detail design and coordination of sub consultant inputs into detail design.	1	2	3	4	5	6	7	8	9	10	11	12		
	13	14	15	16	17	18	19	20	21	22	23	24		
	Sub Total													
4.2 Revision cost estimate (Cost Analysis)	1	2	3	4	5	6	7	8	9	10	11	12		
	13	14	15	16	17	18	19	20	21	22	23	24		
	Sub Total													
4.3 Applications for approvals under Building Acts and Public Authority Consents.	1	2	3	4	5	6	7	8	9	10	11	12		
	13	14	15	16	17	18	19	20	21	22	23	24		
	Sub Total													
4.4 Determination of Forms of building contract to be used	1	2	3	4	5	6	7	8	9	10	11	12		
	13	14	15	16	17	18	19	20	21	22	23	24		
	Sub Total													
4.5 Client's approval of the type of construction, quality of materials and standard of workmanship.	1	2	3	4	5	6	7	8	9	10	11	12		
	13	14	15	16	17	18	19	20	21	22	23	24		
	Sub Total													

Grand Total Time in hours for the Page

Registered Supervising Architects Name AQRB Registration No.	Signature:	Date
Employers Name: Office Location:	Signature:	Date

Any brief Comment:

WHERE OTHER **APPROVED RELEVANT** WORK HAS BEEN CARRIED OUT OUTSIDE AN ARCHITECT'S OFFICE IT SHOULD BE DESCRIBED IN A SEPARATE SHEET

**NOTE: Final Submission: Minimum Qualification (Hours) =160
Across 50% of sub- sections**



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RECORDE OF PRACTICAL EXPERIENCE IN	
ARCHITECTS OFFICE (TIME HOURS)	
LOG SHEET NO	
LOG BOOK INDEX NO.	

Candidate Name:		Location of Site	
Description of Project		Period (in Months)	
Position Held in Team			

5. Production Information and Bills of Quantities

Activity	Months												Total	Points of Special interest	
	1	2	3	4	5	6	7	8	9	10	11	12			
5.1 Production drawings															
	Sub Total														
5.2 Prepare specifications															
	Sub Total														
5.3 Provide information for the preparation of BOQ and/or schedules of works; Schedule of rates for tendering purposes.															
	Sub Total														
5.4 Incorporation of inputs of other consultants into production information and Co-ordinate production information															
	Sub Total														
5.5 Revise cost estimate and timetable for construction															
	Sub Total														
Grand Total Time in hours for the Page															
Registered Supervising Architects Name													Signature:	Date	
AQRB Registration No.															
Employers Name:													Signature:	Date	
Office Location:															

Any brief Comment:

WHERE OTHER APPROVED RELEVANT WORK HAS BEEN CARRIED OUT OUTSIDE AN ARCHITECT'S OFFICE IT SHOULD BE DESCRIBED IN A SEPARATE SHEET

NOTE: Final Submission: **Minimum Qualification (Hours) =425**
Across 50% of sub- sections



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Candidate Name:		Location of Site	
Description of Project		Period (in Months)	
Position Held in Team			

6. Tender Action and Project Planning

Activity	Months												Total	Points of Special interest	
	1	2	3	4	5	6	7	8	9	10	11	12			
6.1 Pre/post qualification of contractors															
	Sub Total														
6.2 Tender action and evaluation															
	Sub Total														
6.3 Advisory on contract issues															
	Sub Total														
6.4 Contract negotiation															
	Sub Total														
6.5 Preparation of contract documents and award															
	Sub Total														
Grand Total Time in hours for the Page															

Registered Supervising Architects Name		Signature:		Date	
AQRB Registration No.					
Employers Name:		Signature:		Date	
Office Location:					

Any brief Comment:

WHERE OTHER **APPROVED RELEVANT** WORK HAS BEEN CARRIED OUT OUTSIDE AN ARCHITECT'S OFFICE IT SHOULD BE DESCRIBED IN A SEPARATE SHEET

**NOTE: Final Submission: Minimum Qualification (Hours) =125
Across 50% of sub- sections**



**ARCHITECTS AND QUANTITY SURVEYORS
REGISTRATION BOARD**

PRACTICAL EXPERIENCE LOG BOOK	
RECORDE OF PRACTICAL EXPERIENCE IN	
ARCHITECTS OFFICE (TIME HOURS)	
LOG SHEET NO	
LOG BOOK INDEX NO.	

Candidate Name:	
Description of Project	Location of Site
Position Held in Team	Period (in Months)

8. Dispute, Research & Development, CPD and Involvement In Relevant Professional Boards and Associations.

Activity	Months												Total	Points of Special interest	
	1	2	3	4	5	6	7	8	9	10	11	12			
8.1 Disputes															
	13	14	15	16	17	18	19	20	21	22	23	24			
	Sub Total														
8.2 Research and development															
	13	14	15	16	17	18	19	20	21	22	23	24			
	Sub Total														
8.3 Continuing Professional Development (CPD)															
	13	14	15	16	17	18	19	20	21	22	23	24			
	Sub Total														
8.4 Involvement in relevant Professional Boards, Associations and related authorities															
	13	14	15	16	17	18	19	20	21	22	23	24			
	Sub Total														
Others															
	13	14	15	16	17	18	19	20	21	22	23	24			
	Sub Total														

Grand Total Time in hours for the Page

Registered Supervising Architects Name	Siganture:	Date
AQRB Registration No.		
Employers Name:	Siganture:	Date
Office Location:		

Any brief Comment:

WHERE OTHER APPROVED RELEVANT WORK HAS BEEN CARRIED OUT OUTSIDE AN ARCHITECT'S OFFICE IT SHOULD BE DESCRIBED IN A SEPARATE SHEET

NOTE: Final Submission: Minimum Qualification (Hours) =76
Across 40% of sub- sections

UNITED REPUBLIC OF TANZANIA
Architects and Quantity Surveyors Registration Board

Pamba Road
Tetex House
2nd Floor



P.O BOX 72673
Dar es Salaam, Tanzania
Tel: +2110292
Email: info@aqrb.go.tz
www.aqrb.go.tz

DECLARATION FORM BY CANDIDATE

I.....

Index No.Graduate Reg.No.....

do hereby declare that the work I have submitted to the Architects and Quantity Surveyors Registration Board of Tanzania as part of my Professional Examinations for the Yearis a true record of the work done by me under the guidance of the Registered persons as stated and signed off on the individual pages of Log Book.

Candidates Signature.....

Pamba Road
Tetex House
2nd Floor



P.O BOX 72673
Dar es Salaam, Tanzania
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DECLARATION FORM BY THE SUPERVISOR OF THE PROFESSIONAL TRAINING

I,, a Registered Architect with AQRB, Registration Nr.do hereby declare that the Log Book entries, against which I have signed off, are true and correct, reflecting the tasks undertaken, under my supervision, towards giving the Candidate the relevant experience.

I also declare that the narration by Candidate, hours logged, and overall entry of the requested information on the Log Sheets, are a true reflection of, and about, the tasks undertaken.

I am satisfied that the Candidate has gained sufficient experience and therefore is ready to submit the Log Book for the follow-on process towards the Professional Examination.

Supervisor's signature and stamp

Name, Address & Stamp of Firm/Company

.....
.....
.....
.....



ADMISSION TO ARCHITECTURE FINAL EXAMINATION

Declaration by Principal Architect of the Firm

This is to certify that _____ (full name of applicant)

had continuous full-time experience * in my office from _____ to _____

and that under direction he/she was involved in the following areas of work: Please tick (v) in the left hand side box and put hours in the right hand side box.

- Inception Stage
- Preliminary Designs Stage.....
- Final Design Stage
- Tender Stage
- Contract Administration and Site Related Experience
- Disputes
- Research
- Professional Development (CPD'S) (Attach Certified Details)
- Site Activities

***If employment has been part-time indicate here the number of hours per week for above mentioned work stages**

Job Title of Applicant _____

Name of Supervisor (Print) _____

Professional Qualifications of Supervisor _____

Name of Principal/Employer (Print) _____

Name of Practice/Company _____

Address of Practice/Company _____

Business of Practice/Company _____

Signature of Principal/Employer _____ Date _____

This is to certify that _____'s English language ability is adequate for independent practice as an Architect

Please note: a separate Certificate must be submitted for each term of employment.