



لمبائك اركيتيك جوروترا فرؤفيسيونل دان جورواوكور باهن نكارا بروني دارالسلام  
Brunei Darussalam Board of Architects Professional Engineers and Quantity Surveyors

## **GUIDELINE NO. 15**

**ARCHITECTS, PROFESSIONAL ENGINEERS AND QUANTITY SURVEYORS, ORDER 2011  
AND  
ARCHITECTS, PROFESSIONAL ENGINEERS AND QUANTITY SURVEYORS, RULES 2016**

# PART II – SECTION 6 (b)

HANDBOOK FOR THE  
PROFESSIONAL COMPETENCE EXAMINATION  
(PART 3) FOR ARCHITECTURE CANDIDATES

**QUALIFICATION AND EXAMINATION COMMITTEE  
13<sup>rd</sup> June 2017**

**Brunei Darussalam  
Board of Architects Professional Engineers and  
Quantity Surveyors (BAPEQS)**

**HANDBOOK FOR  
PROFESSIONAL COMPETENCE  
EXAMINATION (PART 3)  
FOR ARCHITECTURE CANDIDATES**

Brunei Darussalam Board of Architects Professional Engineers and Quantity Surveyors  
1st Floor, Ministry of Development Training Centre Building (MODTC)  
Old Airport Road, BB3510  
Brunei Darussalam

Tel/Fax : (673) 2381430  
E-mail : [apeqsec@mod.gov.my](mailto:apeqsec@mod.gov.my)

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## 1.0 INTRODUCTION

- 1.1 This Handbook is issued by BAPEQS for the information of all candidates as a guide in their preparation for the Professional Competence Examination (Part 3) for Architectural Candidates.
- 1.2 This Handbook is to be read in conjunction with the notes for the Professional Experience and Development Record - Log Book (hereinafter referred to as the Log Book). In the event of discrepancies, the Handbook provisions shall prevail.

## 2.0 PROFESSIONAL REGISTRATION WITH BAPEQS

- 2.1 In accordance with the Architects, Professional Engineers and Quantity Surveyors Order, 2011, Section 17 (1)(a)(b)&(c), the qualifications for registration as an Architect are:
  - 17(1)(a) "Corporate" member of a Professional Institute or Association recognised by BAPEQS.
  - 17(1)(b) BAPEQS approved qualification in Architecture.
  - 17(1)(c) Satisfies BAPEQS that a person is otherwise qualified by proper and recognised training and passes such examination as may be required by BAPEQS.
- 2.2 For the purpose of 17(1)(a) BAPEQS recognises all the Professional Institutes shown in **Appendix I**.
- 2.3 For the purpose of Clause 17(1)(b), BAPEQS recognises Part 1 & 2 professional qualifications from academic institutions accepted by the accreditation and registration boards shown in **Appendix 1**
- 2.4 As per Section 6 (b) & (c) BAPEQS shall approve or reject applications and hold such examinations as the Board considers necessary to qualify for registration. In this respect the assessment and evaluation of all candidates under Clause 17(1)(a)(b) and (c) shall be carried out by BAPEQS assisted by the Examination panel.
- 2.5 As per Section 25(1) Practice Certificates are to be applied annually in such form and manner as determined by BAPEQS.

## 3.0 THE PROFESSIONAL COMPETENCE EXAMINATION (PART 3)

- 3.1 The Examination is conducted by BAPEQS and endorsed by the Brunei Darussalam National Accreditation Council. (BDNAC)

- 3.2 The Board may appoint a working committee from among Registered Practicing Architects, to form a qualification and examination panel tasked with the following:
- a) to prepare the examination papers;
  - b) to review application and submission documents;
  - c) to assist in conducting the Professional Competence Examination (Part 3);
  - d) to appoint three examiners including assistance from any external examiner/moderator (EM).
- 3.3 The Examination involves: -
- a) Submission of application and relevant documentation.
  - b) Submission of:
    - i) The Log Book
    - ii) Personal Evaluation of Professional Experience
    - iii) The Case Study.
  - c) A written examination
  - d) An oral examination
- 3.4 The scope of the Examination follows the syllabus as shown in **Appendix II** to this Handbook.
- 3.5 **Log Book, Personal Evaluation of Professional Experience, and the Case Study.**

The Log Book, Personal Evaluation of Professional Experience, and The Case Study, shall be completed and submitted 60 days before the date of the examination for that year.

### 3.6 **Written Examination**

The Written Examination is normally held in July of each year.

### 3.7 **Oral Examination**

The Oral Examination will be held within two weeks after the Written Examination. The oral Examination will test the applicant's proficiency in professional practice.

## 4.0 **AIM OF THE EXAMINATION**

- 4.1 The aim of this Examination in professional practice is to establish the required level of practical experience, skill, competency and maturity which an applicant ought to have attained to fulfil his professional duties, responsibilities and obligations while practising his profession as a registered practicing Architect in Brunei Darussalam.

- 4.2 The applicant is expected to be knowledgeable with the duties and responsibilities of the Architect in his dealings with his fellow Architects, the public, the approving authorities and other component parties of the building industry.
- 4.3 The practical training is designed to contribute towards the applicant's acquisition of the required skills and knowledge to discharge his professional responsibility competently and diligently.

## **5.0 VENUE AND FREQUENCY OF THE EXAMINATION**

- 5.1 The centre for the Examination is at Universiti Teknologi Brunei Darussalam or other venues as decided by BAPEQS.
- 5.2 The Examination is held once a year. However, the Board reserves the right to conduct additional examinations at its discretion.

## **6.0 APPLICATION PROCEDURE**

- 6.1 New applicants who wish to appear for the Examination is advised to register with BAPEQS a year in advance stating their intention to appear. The closing date for all applications would be 60 days before the date of the examination for that year.
- 6.2 Application must be made on the prescribed form available from BAPEQS or from the Board's website.
- 6.3 The application must be accompanied with evidence of academic and professional qualifications, completed Log Books, Personal Evaluation of Professional Experience, The Case Study and other relevant supporting documents.
- 6.4 The application must be accompanied with the prescribed examination fee, an amount to be determined by BAPEQS.
- 6.5 Repeaters are eligible to re-sit the Written Examination in the subsequent year. Applications must be submitted at least 60 days before the date of the examination for that year subject to satisfying the requirements.

## **7.0 QUALIFICATIONS FOR ACCEPTANCE**

- 7.1 Applicants must be Graduates from academic institutions recognised by BAPEQS
- 7.2 Under the provisions of Section 17(2) and 55(2)(b) of the Architects Professional Engineers and Quantity Surveyors Order 2011, an Architect shall be required to obtain such practical experience and professional examination as may be prescribed by BAPEQS.

- 7.3 The stipulated scope and period of practical training are as follows:
- a) The minimum period of practical working experience required is two (2) years which must be obtained after graduating. The stipulated period is to be completed 60 days before the closing date for the Examination in each year.
  - b) At least one of these two years of practical working experience shall be obtained in Brunei Darussalam in a practicing Architect's office which is registered with BAPEQS.
  - c) Periods of practical working experience in any practising Architect's office of **less than one (1) year** duration at any one time will not be counted towards the total period of practical working experience.
  - d) Practical experience in academic research and other fields may only be considered if sufficient level of experience can be shown subject to BAPEQS decision.

## 8.0 EVIDENCE OF PRACTICAL EXPERIENCE

- 8.1 The following evidence of practical experience must be submitted: -
- a) The applicant is required to have recorded his practical experience covering the full scope of basic architectural services in a prescribed log book strictly in accordance with the instructions specified therein. The accuracy of the records must be authenticated, signed and dated by his/her Supervising Architect to reflect periodic supervision by his/her Supervising Architect.
  - b) The log book and/or any other evidence of the applicant's practical experience will be examined by BAPEQS to determine the qualification of the applicant. **Incomplete and inadequate submissions shall be rejected.**

8.2 An applicant who has failed is allowed to re-sit the Written Examination and oral examination in the following year on the basis of the practical experience recorded in the Log Book submitted together with the first application. However, **this basis shall be restricted to every three (3) attempts only.** Before an applicant is accepted for the fourth (4<sup>th</sup>) and subsequent attempts, BAPEQS requires the applicant to submit an updated Log Book, Personal Evaluation of Professional Experience, and The Case Study, in respect of the practical experience for another one calendar year since the date of the Examination in which he/she last failed, after every subsequent three attempts.

- 8.3 **Log Books shall be entered regularly, to be signed and stamped immediately by the Supervising Architect** and indicating his/her current registration number with BAPEQS. Applicants are advised not to delay in filling their Log Books.

#### 8.4 Reports to be submitted by all new applicants and repeaters (for the fourth and subsequent attempts):

- a) **Personal Evaluation of Professional Experience, and the Case Study.** (For further details, please refer to **Appendix III**)
  - i) All applicants are required to submit a written appraisal to demonstrate the applicant's professional development. Personal Evaluation of Professional Experience should not exceed 5,000 words. It is intended to demonstrate the applicant's architectural education and professional development progress in the workplace.
  - ii) The Case Study Report is intended to give an objective, analytical and factual account demonstrating the knowledge and ability across all work stages from initial contact with client, through successive stages of the plan of works to final account and beyond to any user responses and performance studies. It should not exceed 8,000 words.

8.5 Any application which does not comply fully with all the above requirements shall be rejected by BAPEQS and the applicant shall not be eligible to continue further with the Examination.

### 9.0 REFERENCE MATERIALS

9.1 Candidates will be provided on loan with the following documents for reference during the Written Examination:

- a) Architects, Professional Engineers, and Quantity Surveyors Order, 2011.
- b) JKR/PAM Standard Form of Contract
- c) SIA Conditions of Appointment of Architect's services and Mode of payment.
- d) The Town and Country Planning Order 2015
- e) Building Control Order 2014
- f) Piawai Brunei Darussalam 12 : 2017. Building Guidelines and Requirements. 4<sup>th</sup> Edition

9.2 No other documents or portable communication devices other than calculators will be permitted to be brought into the Examination Room.

### 10.0 GENERAL

10.1 Information requested in the Application Form must be fully and legibly completed. Relevant supporting documents (degree/diploma, testimonials, etc.) shall accompany the completed Application Form. These documents shall be verified and certified by a Professional Architect registered with the Board. Any incomplete details in the Application Form may lead to the disqualification of the applicant from taking the Examination.

10.2 An applicant may withdraw from the Examination. There shall be no refund of the examination fees if the withdrawal is made less than a week prior to the Examination.



- 10.3 Official results will be announced by BAPEQS and the applicants will be notified in writing.
- 10.4 A candidate who has failed the examination assessment may submit a written appeal to review his/her performance together with a payment of \$25. The appeal is to be made within 2 weeks after the receipt of results and late appeals will not be considered. The appeal candidate would not be able to review his examination paper or assessment results.
- 10.5 Applicants must have completed their relevant practical experience by the closing date for applications for the Examination in each year.
- 10.6 Any applicant who fails the Written Examination or the oral examination may apply to re-sit the Examination in the following year.

## **APPENDIX I**

### **ACCREDITATION AND/OR REGISTRATION BOARDS, AND PROFESSIONAL INSTITUTES RECOGNISED BY BAPEQS**

#### **Brunei Darussalam**

Board of Architects, Professional Engineers, Quantity Surveyors (BAPEQS)  
Pertubuhan Ukur, Jurutera, dan Arkitek (Brunei) PUJA(B)

#### **United Kingdom**

Architects Registration Board (ARB)  
Royal Institute of British Architects (RIBA)

#### **Singapore**

Board of Architects (BOA)  
Singapore Institute of Architects(SIA)

#### **Malaysia**

Lembaga Architect Malaysia (LAM)  
Pertubuhan Akitekt Malaysia (PAM)

#### **Australia**

Architects Accreditation Council of Australia (AACA)  
Australian Institute of Architects (AIA)

#### **New Zealand**

New Zealand Registered Architects Board (NZRAB)  
New Zealand Institute of Architects (NZIA)

#### **United States**

National Council for Architectural Registration Board (NCARB)  
The American Institute of Architects (AIA)

#### **Canada**

Canadian Architectural Certification Board (CACB)  
Royal Architectural Institute of Canada (RAIC)

#### **Hong Kong**

Hong Kong Architects Registration Board (HKARB)  
Hong Kong Institute of Architects (HKIA)

**Others: BAPEQS will be authorised to add on the list and may consider other professional bodies on a case by case basis**

## APPENDIX II

### The Syllabus

#### 1.1 National Philosophy, Professional Legislation and Professional Bodies

- a) Professional Legislations -
  - Architects, Professional Engineers, and Quantity Surveyors Order, 2011.
  - Brunei Darussalam Board of Architects, Professional Engineers and Quantity Surveyors and its functions.
  - Code of Professional Conduct for Professional Architects.
- b) Professional Bodies -
  - Pertubuhan Ukur, Jurutera dan Arkitek, Brunei and its functions.

#### 2.1 Architect's Role in Society

- a) As a professional person -
  - Possess special skills and knowledge
  - Governed by Code of Professional Conduct
  - Maintain Competency
  - Integrity and Honesty
- b) Knowledge, skills and image as a -
  - Public sector Architect
  - Private sector Architect
  - Salaried Architect
- c) Privileges of an Architect -
  - Right to use abbreviation 'Ar.' before his name.
  - Right to provide 'architectural consultancy services'
  - Right to submit plans and drawings to any person or local authority in Brunei
- d) The Risk (liabilities) of an Architect -
  - Contractual liability
  - Quasi – contractual liability
  - Liability under Tort
  - Criminal Liability

#### 3.1 Architect's Practice

- a) Architectural practice as a service industry
- b) Different forms of practice under Chapter 39 Companies Act and Chapter 92 Business Names Act:
  - Sole Proprietorship
  - Partnership
  - Limited Liability Partnership
  - Partnership comprising wholly of registered Architects.
  - Multi-disciplinary partnerships
  - Body Corporate

- c) Office Administration
  - Financial planning & controls
  - Accounting in compliance with Corporate Income Tax Act
  - Statutory contributions for employees (TAP)
  - Billing for fees and reimbursables
  - Labour Laws
  - Professional Indemnity Insurance
- d) Management Functions:
  - Leadership ability
  - Communication skills
  - Business skills
- e) Appointment of Architects and Consultants:
  - Memorandum of Agreement
  - Conditions of Engagement
  - Architects Scale of Fees
    - Schematic Design Phase
    - Design Development Phase Contract Documentation Phase
    - Contract Implementation and Management Phase
  - Relationship with other Consultants and liabilities
  - Relationship and Professional dealings with Clients
- f) Marketing of Professional Services:
  - Code of Professional Conduct
  - BAPEQS General Circulars
- g) Continuing Professional Development
- h) Quality Assurance.

#### **4.1 Building Legislations and Regulations**

- Local authority & other statutory bodies regulations
- Chapter 143 Town and Country Planning (Development Control) Act. Including Subdivision & Amalgamation
- The Town and Country Planning Order 2015
- Building Control Order, 2014
- Building Control Regulations, 2014.
- Building Control (Temporary Buildings) Regulations, 2014
- Piawai Brunei Darussalam 12:2017. Building Guidelines and Requirements. 4<sup>th</sup> Edition
- Fire Safety Order, 2016
- Chapter 40 Land Code
- Land Code(amendment)Order 2016
- Chapter 189 Land Code (Strata) Act
- Housing Developers Act
- Environment Pollution Control Order. Environmental Impact Assessment Order and Hazardous Waste (Control of Export, Import and Transit) Order (Draft in process)
- Arbitration Order 2009 and Arbitration Procedure
- Energy Efficiency & Conservation Building Guideline 2015 for Non-Residential Buildings

- Employment Order 2009
- Workplace Safety and Health Order 2009.

### **5.1 Building Contract Administration**

- a) Types of Building Contract
  - JKR Brunei Standard Form of Contract (With and without Quantities)
  - PAM Standard Forms of Contract (With and without quantities)
  - Forms of contract related to other professional disciplines.
- b) Tender documentation, tender process and award.
- c) Contract Administration:
  - Insurance
  - Nominated Subcontractor Awards
  - Progress payments
  - Certification
  - Architect's Instruction and Variations
  - Shop drawing approvals
  - Site supervision
  - Liquidated Ascertained Damages/Extension of Time
  - Aspects of construction law
- d) Resolution of Dispute:
  - Mediation
  - Adjudication
  - Arbitration
  - Litigation
- e) Building Procurement System
  - Traditional System
  - Design and Build
  - Turnkey
  - Construction Management

## **APPENDIX III**

### **Part 3 Academic Portfolio**

The Part 3 'academic portfolio' consists of three elements:

- Log Book
- The Personal Evaluation of Professional Experience;
- The Case Study.

#### **Guidelines for the preparation of the Personal Evaluation of Professional Experience.**

The Personal Evaluation of Professional Experience has two elements:

- Curriculum Vitae.
- The Career Evaluation-An analytical account of the applicant's professional experience.

#### THE CURRICULUM VITAE.

The curriculum vitae is intended to give a comprehensive 2 (A4) page 'snapshot' of the applicant's career to date. It is therefore a factual summary of the applicant's education and work experience as well as related interests. It should be complete and follow a simple chronological sequence showing the applicant's achievements. It is a professional document that will be read in conjunction with the applicant's Log Book, The Career Evaluation and The Case Study.

#### THE CAREER EVALUATION.

It is intended to demonstrate the applicant's architectural education and professional development progress in the workplace.

The analytical account should include a summary sheet and outline of the structure of the principal office in which applicants have worked i.e size, sole proprietor, limited liability company or limited liability partnership, or multi or single discipline. The bulk of the text should be focussed on a critical appraisal of the applicant's experience.

The critical self-appraisal of the applicant's architectural education and practice experience covering all aspects of the applicant's training in offices, including work outside the recorded Log Book sheets.

An A4 format is preferred for the Personal statement of the applicant's critical self-appraisal and the text should not exceed 5,000 words, typed and illustrated with photographs and drawings. Page and paragraphs numbers are essential throughout the Personal Statement. A3 sheets in foldout form is acceptable.

#### **Guidelines for the preparation of The Case Study**

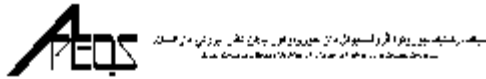
The Case Study Report is intended to give an objective, analytical and factual account demonstrating the knowledge and ability across all work stages from initial contact with client, through successive stages of the plan of works to final account and beyond to any user responses and performance studies.

It is an account of the development of a project and the applicant's own involvement in it. These include the applicant's analytical commentary on its management and copies of drawings, meeting notes and letters to demonstrate the stages covered in their professional casework.

The format should be A4 and should not exceed 8,000 words. A3 sheets in foldout form is acceptable.

**Guidelines for the preparation of the Log Book.**

The log Book sheets are a factual record of the applicant's professional training, and of the projects that the applicant has worked on, covering all the work stages in which the applicant was actively involved and observations made, and how the applicant has progressed. It must contain details of a minimum of 24 months of approved practical training experience.


**PROFESSIONAL EXPERIENCE AND DEVELOPMENT RECORD SHEET**

LOG BOOK

Student : \_\_\_\_\_

	Stage 1 - Year 1 Experience	Tick <input type="checkbox"/>
	Stage 2 - Year 2 Experience	<input type="checkbox"/>

Sheet Number : \_\_\_\_\_

Month : \_\_\_\_\_

Year : \_\_\_\_\_

Category of Experience	: Architectural Practice In Brunei	Tick <input type="checkbox"/>
	: Architectural Practice In any other Location	<input type="checkbox"/>
	: Construction Industry under the supervision of a qualified professional within the relevant field or others.	<input type="checkbox"/>

Location :  
School of Architecture /  
University :

Placement Provider :

Placement Address :

Placement Phone N<sup>o</sup>. :Student's Phone N<sup>o</sup>. :

Student's Email :

Brief Description of  
Placement Provider :

Employment Mentor :

Mentor's Profession :

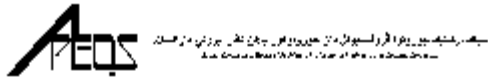
Membership of  
Professional Bodies :

Registration Number :

Mentor's Email :

Mentor's Phone N<sup>o</sup>. :





**PROFESSIONAL EXPERIENCE AND DEVELOPMENT RECORD SHEET**

LOG BOOK

Student : \_\_\_\_\_

Stage 1 - Year 1 Experience

Stage 2 - Year 2 Experience

Sheet Number : \_\_\_\_\_

Month : \_\_\_\_\_

Year : \_\_\_\_\_

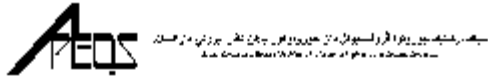
**Work Stages**

	Hours		Total
	P	O	
A-B Prepration			
Appraisal			
Design Brief			
C-E Design			
Concept			
Design Development			
Technical Design			
F-H Pre-Construction			
Production Information			
Tender Documentation			
Tender Action			
J-K Construction			
Mobilisation			
Construction to Practical completion			
L Use			
Post Practical Completion			

Hours spent on all work stages :      Participant :      Observer :      Total :

**Activities**

	Hours
Office Management	
General	
Total	



**PROFESSIONAL EXPERIENCE AND DEVELOPMENT RECORD SHEET**

LOG BOOK

Student : \_\_\_\_\_

Stage 1 - Year 1 Experience	<input type="checkbox"/>
Stage 2 - Year 2 Experience	<input type="checkbox"/>

Sheet Number : \_\_\_\_\_  
 Month : \_\_\_\_\_  
 Year : \_\_\_\_\_

**Project Details**

Project Name :

Project Description :

Project Tasks :

Work Stages :	Work Stages	Hours	Participant /Observer
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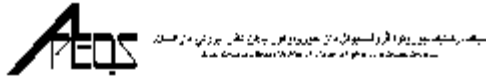
**Project Details**

Project Name :

Project Description :

Project Tasks :

Work Stages :	Work Stages	Hours	Participant /Observer
---------------	-------------	-------	-----------------------


**PROFESSIONAL EXPERIENCE AND DEVELOPMENT RECORD SHEET**

LOG BOOK

Student : \_\_\_\_\_

Stage 1 - Year 1 Experience

Stage 2 - Year 2 Experience

Sheet Number : \_\_\_\_\_

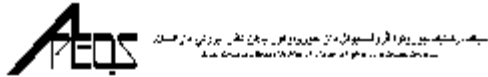
Month : \_\_\_\_\_

Year : \_\_\_\_\_

**Reflective Experience Summary****Task performance & Learning during this Period :****Personal development & role performance evaluation :****Aim for Next Period of experience :****Further Skill needed and actions to achieve aims :****Additional applicant / student comment, support required from placement provider :**

I confirm that I have worked in the above office between the dates stated and that the description of project details, tasks undertaken and learning achieved is accurate.

**Signature :****Date**



**PROFESSIONAL EXPERIENCE AND DEVELOPMENT RECORD SHEET**

**LOG BOOK**

Student : \_\_\_\_\_

Stage 1 - Year 1 Experience	Tick <input type="checkbox"/>
Stage 2 - Year 2 Experience	<input type="checkbox"/>

Sheet Number : \_\_\_\_\_  
 Month : \_\_\_\_\_  
 Year : \_\_\_\_\_

**Student / Employment Mentor Appraisal**

**Task performance & Review of workplace experience :**

**Review of other experience :**

**CPD completed :**

**General student requests and discussions :**

**Review if Reflective Experience Summary :**

**Preparation for next months/period of experience :**

**TO BE COMPLETED BY MENTOR : Comments and advice**

**Mentor Name :**

**Signature :**

**Date :**

## APPENDIX IV

### BAPEQS routes to Registration of Architects and Practitioners

CATEGORY	PART 1 & 2 ACADEMIC		PART 3		REGISTRATION OF ARCHITECTS	REGISTRATION OF PRACTITIONERS
			PRACTICAL EXPERIENCE	WRITTEN EXAMINATION		
17 (1) (a) (ROUTE 1)	Minimum 5 years full time accredited course		2 years overseas practical experience	Accredited Overseas (Part 3) PCE	BAPEQS recognised Parts 1,2 and 3  All nationalities	BAPEQS recognised Parts 1,2 and 3 + one year practical experience in Brunei.  Brunei citizens or PR
17 (1) (b) (ROUTE 2)	Minimum 5 years full time accredited course		Total 2 years.  Minimum one year in Brunei	BAPEQS (Part 3) PCE	BAPEQS recognised Parts 1 & 2 + BAPEQS Part 3  All nationalities	BAPEQS recognised Parts 1 & 2 + BAPEQS part 3  Brunei citizen or PR
17 (1) (c) (ROUTE 3)	BAPEQS recognised Part 1 or proper training and/or examination	BAPEQS recognised Part 2 or proper training and/or examination	5 to 10 years work experience  Minimum one year in Brunei	BAPEQS (Part 3) PCE	BAPEQS recognised Parts 1,2, and 3  All nationalities	BAPEQS recognised Parts 1, 2, and 3  Brunei citizen or PR  Mutual recognition basis for other nationalities

#### NOTE:

"Accredited" refers to all Universities and Institutions of Higher learning offering accredited professional Architectural courses in Part 1, 2, and 3. These accredited courses and examinations can be found on the websites of all the BAPEQS approved accreditation and registering bodies stated in Appendix I

## APPENDIX V



المجلس العربي للمهنة  
 Arab Association of Architects, Professional Engineers and Quantity Surveyors  
 المجلس العربي للمهنة  
 المجلس العربي للمهنة

## APPLICATION FOR BAPEQS PROFESSIONAL COMPETENCE EXAMINATION

(To be completed by Applicant in BLOCK LETTER)

Professional Competence Applied:

ARCHITECT

PROFESSIONAL ENGINEER  
 Engineering Discipline (Please specify \_\_\_\_\_)

QUANTITY SURVEYOR

Applicant's Current  
 Passport Size Photo

### PART I – PERSONAL PARTICULARS

Candidate's Name : \_\_\_\_\_

Identity Card No. : \_\_\_\_\_ Colour : \_\_\_\_\_

Home Address : \_\_\_\_\_

Tel No. : \_\_\_\_\_ (Home) \_\_\_\_\_ (Office) \_\_\_\_\_ (Mobile)

Email : \_\_\_\_\_

### PART II- QUALIFICATIONS

#### A. ACADEMIC QUALIFICATIONS

QUALIFICATIONS	UNIVERSITY / INSITUTION	TITLE OF QUALIFICATION	YEAR OBTAINED
HIGHER NATIONAL DIPLOMA or EQUIVALENT			
BACHELOR DEGREE or EQUIVALENT			
MASTERS DEGREE or POSTGRADUATE DIPLOMA or EQUIVALENT			
OTHERS (Please specify)			

**B. PROFESSIONAL MEMBERSHIP STATUS**

TITLE	INSTITUTION	YEAR OBTAINED	CURRENT EXPIRY DATE

**PART III – EMPLOYMENT PARTICULARS**

Dates for each Employment e.g. July 2001 to May 2002	Name & Address of Employer	Position	Brief Description of Duties

No. of years of practical experience: \_\_\_\_\_

I hereby declare that the particulars in this application are correct and accurate.

\_\_\_\_\_  
*Signature*

Name: \_\_\_\_\_

Date of application: \_\_\_\_\_

Note: The application must be accompanied with evidence of academic and professional qualification together with other documents relevant to meet the requirements of each specific discipline. (Architect, Professional Engineer or Quantity Surveyor).