



WORK EXPERIENCE REQUIREMENTS

Architecture
Master of Architecture (Professional)

Revised 25 May 2021

Requirement of 480 hours minimum for Master of Architecture (Professional) graduation eligibility.

There is **NO REQUIREMENT** to complete any Work Experience Hours for the BAS, however up to 240 hours maximum of completed work experience within the BAS may count towards the MARCP work experience requirement.

Total hours required	Work Experience type	Comments
<p>480 hours in total required to graduate</p> <p>Hours from one or a combination of work experience types.</p> <p>All types of experience require 240 hours minimum being carried out while enrolled in the MARCP degree or after completion of ARCH9111</p> <p>240 hours maximum can be carried out while enrolled in the BAS</p>	within an 'Architect's office'	Generally automatic approval.
	within the 'discipline of architecture' eg employment by consultants	Usually approved but some discussion with the WEX co-ordinator may be required with possible adjustment to hours approved.
	Work on building sites	Usually approved but requires discussion with the WEX co-ordinator. Some adjustment to claimed hours may occur based on the tasks carried out.
	Other work experience	Work undertaken prior to commencing the BAS degree may qualify but needs special permission from the WEX co-ordinator. The type of work undertaken should result in skills that are transferable to the practice of architecture.
	Overseas work experience	Working for overseas architects will most likely be approved. Other types of overseas based work experience should be discussed with the WEX co-ordinator for approval.
	Work carried out as part of Studio projects. This may be on building sites, based in Architects' offices or as extended field type projects with a build component.	Hours above those normally expected for studio may be claimed. You cannot claim the expected studio time as work experience (credits value of the project x 10hrs) It is best for the entire group to claim these hours together.
	Teaching within the Unitec architecture programmes	Hours will most likely be approved for this work but it should be discussed with the WEX co-ordinator

WEX CO-ORDINATOR: AINSLEY O'CONNELL aoconnell@unitec.ac.nz

HAND-IN DATES FOR WORK EXPERIENCE HOURS SUBMISSION

It is best to submit your hours for approval in blocks of 120 hours as you undertake them. Final hours must be submitted three weeks after the close off date for applying to graduate for both April and September graduation events. This then enables your hours to be checked, your completed hours recorded on your transcript and your eligibility to graduate confirmed.

WORK EXPERIENCE RECORDS

- Work Experience Record forms are available on Moodle, both the BAS and MARCP home pages.
- Work Experience Records are to be completed (both Student Details and Employment Details), signed by student and employers, then sent to the Work Experience co-ordinator for recording and approval.
- Complete details of work undertaken for each different employer on a separate sheet.
- Hours are to be submitted in multiples of 120 hours only, e.g. between 1- 4 submissions.
- Each submission requires the Student Details sheet to be attached to the relevant Employer Details sheet(s), updated with the date and hours contained within each submission, including a running total of completed hours.
- 240 hrs minimum work experience must be carried out while enrolled in the MARCP degree.
- 240 hours maximum may be carried out while enrolled in the BAS degree.
- Some work prior to starting the BAS may be acceptable in special circumstances. Approval required from the Work Experience co-ordinator.

If you are unsure if the experience complies with the requirements, fill out the forms and discuss them with the Work Experience co-ordinator for approval prior to obtaining the employer's signature.

It is strongly recommended that you hand in your hours as you complete each 120 hour block. Please indicate if the work experience was gained during the BAS or the MARCP.

PLANNING YOUR TIME

- 480 hours is approximately **12 weeks** full-time work so cannot be started after finishing your Master's ARCH 9111 presentations without delaying your time for graduation.
- The work may be undertaken in blocks during a minimum of two summer vacations or on a more regular part-time basis.
- It is recommended to start these hours as early as possible in your degrees as you cannot graduate without them.

REASONS FOR WORK EXPERIENCE REQUIREMENTS

Work Experience is a distinguishing characteristic of the Master of Architecture (Professional) programme within the School of Architecture at Unitec. A number of advantages are to be gained from this experience, some of which are:

- Hours recorded on your transcript to show future employer's you have some experience
- Experience that can be used within your CV when applying for work after graduation
- Creating relationships with employers that may lead to work offers after graduation
- An understanding of how architect's practices are organised and managed
- An understanding of how architectural projects are organised, developed and administered
- An understanding of the relationships between design, documentation and construction
- An insight into the relationships between the clients, architects and other consultants

- Experience of working within an architectural team
- Exposure to the business of architecture and the need to account for your time
- Increasing your network of architect relationships that is always useful
- Exposure to different project types and areas of work that could result in specialisation
- Employers benefit from new blood inputting into the standard office routines which may result in beneficial changes within the office environment

WHAT TYPE OF WORK QUALIFIES TO MEET THE WORK EXPERIENCE REQUIREMENTS?

- The work needs to be within the *'discipline of architecture'*. Ideally the work will be undertaken within an architect's office. This may be paid or unpaid work.
- Working in consultants' or associated building discipline's offices may qualify as well – Interior Designers, non-registered architectural designers, Landscape Architects, Structural Engineers, Services Engineers, Quantity Surveyors, or Project Managers.
- Work on building sites may qualify depending on the range of tasks undertaken. Sometimes only part of this time will be approved, depending on the tasks undertaken.
- Appropriate practical work in the discipline of architecture undertaken prior to enrolling in the Bachelor of Architectural Studies or Master of Architecture (Professional) degree may qualify but needs to be discussed with the Work Experience co-ordinator.
- With all Work Experience undertaken in places other than an Architect's office or some other alternative work experience that you think may qualify to meet the Work Experience requirements, please fill out the Work Experience record forms and come and discuss this with Ainsley O'Connell. This may be done either prior to starting the work or after completion, but acceptance to meet the requirements of the Programme is at the discretion of the Programme Committee.

HOW DO I GET WORK?

The best way is through contacts so joining the NZIA (New Zealand Institute of Architects) as a student member is a good idea as it gives you access to various events and networking opportunities.

Sending out CV's is a first step but you need to follow up with phone calls and visits.

Always network. You never know who may offer you work or how this may come about. Having a name of an architect to call is always better than just cold calling.

When market conditions are slow as in times of recession, it may be that you have to offer to work for reduced or no financial recompense to complete the Work Experience requirements. Look upon this as practical training that can only increase your future employment possibilities.

The Practice Strand Convenor and Work Experience Copordinator:
Ainsley O'Connell

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