



**ARCHITECTS AND QUANTITY SURVEYORS
EDUCATION BOARD OF KENYA**

P.O. Box 40866 - 00100 Nairobi.

Contents

**Rules and Regulations
Syllabus Guidelines
Log Sheet.**

For Architects

ARCHITECTS AND QUANTITY SURVEYORS EDUCATION BOARD OF KENYA

ARCHITECTS AND QUANTITY SURVEYORS EDUCATION BOARD OF KENYA:

RULES & REGULATIONS:

Section 7 & 8 of the Architects and Quantity Surveyors Act, Cap. 525, Laws of Kenya, provide as follows;

Section 7:

No person shall be registered as an architect unless he-

- a) has attained the age of twenty-one years; and
- b) either:-
 - i) has had a minimum of five years of approved training followed by at least one year of practical experience in the work of an architect to the satisfaction of the Board, and has passed a prescribed examination; or
 - ii) has been admitted as a corporate member of an approved professional institution whose qualifications for such admission are not less than those set out in sub paragraph (i) of this paragraph; and
- c) has had a minimum of one year of professional experience in Kenya to the satisfaction of the Board or has satisfied the Board that he has otherwise acquired an adequate knowledge of Kenya building contract procedures;
- d) has paid the prescribed registration fee

Section 8:

No person shall be registered as a quantity surveyor unless he-

- a) has attained the age of twenty - one years, and
- b) either-
 - (i) has passed a prescribed examination, or
 - (ii) has been admitted as a corporate member of an approved professional institution whose qualifications for such admission include the equivalent of such prescribed examinations, and

- c) has had a minimum of one year of professional experience in Kenya to the satisfaction of the Board or has adequate knowledge of Kenya building contract procedures, and
- d) has paid the prescribed registration fee.

The prescribed examination referred to in sub sections 7 (b) (i) and 8 (b) (I) will conduct by the. Architects and Quantity Surveyors Education Board.

The Board of Registration of Architects and Quantity Surveyors is vested with the right to, "formulate, van and carry into effect a scheme and a curriculum for' education in architecture and quantity surveying". It is in this context that this issue is released.

The following Regulations shall apply and persons intending to sit these examinations are advised to acquaint themselves with the same.

REGULATIONS

1.00 ELIGIBILITY

Satisfy the requirements of Section 7 or 8 of the .Architects and Quantity **Surveyors** Act. (Cap 525); Laws of Kenya

2.00 APPLICATIONS

2.10 Applications from qualified candidates must be received on or before the 15^Ui May in the year the applicant wishes to appear for the examinations.

2.20 Applications must be in the prescribed form and must be legible.

2.30 Applications must be accompanied by certified support documents with certified English translation?, where applicable.

3. 00 EXAMINAIJONS FEE

3.10 Examination fees shall be paid by Bankers Cheque at the time of submitting the application.

3.20 After the close of receipt of applications Examinations fees will not be refunded under any circumstances.

3.30 Resitting candidates will pay full Examinations Fees, but if a candidate is resitting one paper the fees payable will be on a pro rata basis.

4 00 EXAMINATION PAPERS

Candidates will present themselves in the following papers:

4 10 ARCHITECTS

PAPER 1 - PROFESSIONAL ACTIVITIES 4Hours

Architectural Services & Remuneration
The Building Industry & Professional Organisations
Economic Factors in Building design & cost control
Method of measurement and specifications
The Design team :
The Construction Team
Project Management

PAPER 11 - LAW AND ARCHITECTURE 3Hours

Contract Administration
Legal Aspects in Architecture
Dispute Resolution
By-Laws & Planning Control
Regional & International Practice
Project Bidding

PAPER 111 - ORAL PAPER 30 Minutes

5.10 Candidates must score at least 50% of the marks awarded in each of the papers. 5.20

Candidates failing in both written papers will be required to resit the three papers.

6 00 LIMIT OF RESITS

6.10 Candidates may only present themselves for examination over three consecutive years.

6.20 Candidates failing after the third consecutive attempt will be informed about the area of weakness in writing and will be further advised to take a rest for a minimum period of one year before making further attempt (s)

7.0 APPEALS

These are professional examinations. A candidate adjudged incompetent or fail remains so and therefore no appeals will be entertained.

ISSUED - **ARCHITECTS AND QUANTITY SURVEYORS EDUCATION BOARD OF KENYA**

BOARD OF REGISTRATION OF ARCHITECTS AND QUANTITY SURVEYORS

SYLLABUS FOR ARCHITECTURAL PROFESSIONAL PRACTICE

NOTES

1 RULES AND REGULATIONS

Candidates should familiarise themselves with Rules and Regulations issued at the time of collection of the Application forms. The candidates are to present themselves for three papers:-

PAPER1	-	PROFESSIONAL	ACTIVITIES	4	Hours
PAPER11	-	LAW	AND ARCHITECTURE	4	Hours
PAPER 111	-	ORAL PAPER		1/2	Hour.

2. BOUND LOG-SHEETS

The candidates are to submit log-sheets covering the entire period of training in chronological order. The log-sheets should be a true record of activities of projects handled. Each project is to be covered by log-sheets(s) filled in hours to 0.5 of an hour. Candidates are to include any areas not covered in the standard two page log-sheets on a separate A4 size page. All log-sheets are to be signed by the project registered architect and is to include the registration number issued by the Board of Registration of Architects and Quantity Surveyors of Kenya.

All log-sheets are to be bound with a cover page clearly indicating the candidates name and a summary of the contents.

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3 SEMINAR AND TOPICS

Candidates will be required to attend a seminar organized by the Education Board in September. The seminar will be for three days and cover the syllabus under the following titles:-

- 1) Built Environment Professional in A Community
- 2) Professional Development
- 3) Planning and Development Control
- 4) Bye laws and Zoning
- 5) The Office
- 6) Job Generation and Marketing
- 7) Ethics
- 8) Construction Economics
- 9) Project Financing
- 10) Contract Conception
- 11) Applications/Contract Management
- 12) Dispute Resolution

Each of the topics will be presented by a professional for half an hour which will be followed by a fifteen minute Question and Answer Session. The Question and Answer Session will have the main participant and two or three discussants.

Candidates will participate in a closing Session at the end of the seminar. This will be an opportunity for candidates to seek answers to queries covering the entire syllabus.

4 REFERENCE LIST

The attached reference list is a guideline to candidate and is not exhaustive.

INTRODUCTION

This is a Syllabus Guideline for the training and examining of Graduate Architects in Kenya.

AIMS

The guideline gives useful ideas to the practical training of Architects and compliments the academic training already received. It is intended to raise the awareness and sensitize the newly trained Architects of the salient issues necessary for one to practice Architecture in Kenya. After successfully examining the candidates' only individuals who show they have the necessary understanding and sound knowledge of professional issues will be allowed to join the family of Registered Architects.

PRACTICAL TRAINING PERIOD

In normal circumstances this practical period is two years minimum after attaining a Degree in Architecture from a recognized Institution. In this period the Graduate Architect must be employed in a recognized Architectural Office or Institution where Architecture is practiced and under the supervision of a Registered Architect. In difficult circumstances where one is self employed, it must still be under the direction and supervision of a registered Architect.

OBLIGATION OF EMPLOYER OR SUPERVISION ARCHITECT

The Employer or supervising Architect must oversee and Guide the Graduate Architect and ensure that the latter gets exposed to and uses correct professional procedures in all aspects i.e. inception sketch design; final design; tender & contract, project Management and other related experience.

OBLIGATIONS OF THE GRADUATE ARCHITECT

The graduate Architect should have self awareness and learn on the 'job' all important professional principles while employed. They should be responsible enough to ensure they get involved or exposed as widely as possible to all aspects of the Architectural practice.

They should attend Continuous Professional Development (C.P.D) programmes arranged by the Board of Registration of Architects and Quantity Surveyors (BORAQS), BORAQS approved C.P.D. programme arranged by the Architectural Association of Kenya and other BORAQS approved professional association.

PART I PROFESSIONAL ACTIVITIES

1.0 PROFESSIONAL ORGANIZATIONS:

The purpose of Professional Association of Architects.

1.2 Professional Association of Architects in Kenya – The Architectural Association of Kenya.

Structure

- Chapters
- Committee
- Affiliated bodies

- Representation on other organisations
- Duties
- Code of Conduct

1.3 International Professional Associations of Architects:

C.A. A. - History
 -Construction
 -Code of Conduct

I.U.A -History
 -Aims
 - Construction

A.U. A. – History
 -Aims
 - Construction.

1.4 The Board of Registration of Architects and Quantity Surveyors.

2.0 ARCHITECTURE AS A LIVELIHOOD

2.1 Vocation

2.1.1 The Architects place in community

2.1.2 Rights and duties of an architect

2.2 Seeking Employment

2.2.1 Private Sector

2.2.2 Public Sector

2.2.3 Industry

2.2.4 Teaching

2.2.5 Employment conditions

2.2.6 Scope of work

2.2.7 Partnerships

2.2.8 Associateships

2.3 Obtainin2 Commission

- 2.3.1 Reputation
- 2.3.2 Public Relations & Marketing of Services
- 2.3.3 Specialisation
- 2.3.4 Friends and acquaintances
- 2.3.5 Competitions

2.4 **Working with Allied Professions**

- 2.4.1 Quantity Surveyors
- 2.4.2 Structural Engineers
- 2.4.3 Electrical Engineers
- 2.4.4 Mechanical Engineers
- 2.4.5 Civil Engineers
- 2.4.6 Inferior Designer's
- 2.4.7 Project Managers
- 2.4.8 Other Consultants

2.5 **Working with Client**

- 2.5.1 The Commission
- 2.5.2 The Brief
- 2.5.3 Acceptance of the Commission
- 2.5.4 Economic Factors
- 2.5.5 A satisfactory service

3.0 **THE CODE OF PRACTICE:**

- 3.1 Objects of the Code of Practice (Conduct)
- 3.2 The Main Principles of the Code
 - 3.2.1 Responsibility
 - 3.2.2 Remuneration
 - 3.2.3 Advertising
 - 3.2.4 Impartiality
 - 3.2.5 Unlimited Company
 - 3.2.6 Loyalty to the Profession

3.2.7 Other business or trade

3.2.8 Conflict of interest

3.2.9 Partnership with disqualified persons

3.3 **Discipline**

3.3.1 Removal of name from register for criminal offence or professional misconduct

3.3.2 Notice of removal of **name** from register

3.3.3 Right of appeal

3.4 **Competitions**

3.4.1 Types of competitions

3.4.2 Eligibility to compete

3.4.3 Procedure

3.4.4 Disqualification

3.4.5 Award

3.4.6 Practice Notes

4. **THE ARCHITECTS OFFICE**

4.1 **The Office**

4.1.1 Location

4.1.2 Size and layout

4.1.3 Accommodation

4.1.4 Staff

4.1.5 Lease Agreement?

4.2 **Administration**

4.2.1 Reception

4.2.2 Secretarial and typing

4.2.3 Printing

4.2.4 Filing (correspondence)

4.3 **Production**

4.3.1 The drawing office

4.3.2 Principal's Office(s)

4.3.3 Equipment

4.3.4 Drawing production - design
- Working drawing
- Details

4.3.5 Use of Computers CAD. Spreadsheets. Database. Analysis

4.3.6 Filing

4.3.7 Catalogues and samples

4.3.8 Library - data on technical/specialized Buildings

4.4 **Programming**

4.4.1 Acceptance or rejection of commission

4.4.2 Volume of work related to staff

4.4.3 Pre-commission synthesis

4.4.4 Post-commission analysis

4.4.5 Accounts

5.0 ARCHITECTURAL SERVICES

5.1 Normal Services of an Architect

- 5.1.1 Inception/Feasibility
- 5.1.2 Outline Proposals
- 5.1.3 Scheme Design
- 5.1.4 Detailed Design and Production Drawing
- 5.1.5 Tender Action
- 5.1.6 Post contract and Completion

5.2 Additional Service not included on Normal Services

- 5.2.1 Sites and Building
 - a) Selection of sites - suitability
 - b) Negotiations for sites and/or buildings
 - c) Surveys and measurements
- 5.2.2 Feasibility Studies
 - a) Technical appraisal? of a project
 - b) Town Planning and By-law enquiries
 - c) Approximate costs
 - d) Consultants
 - e) Timetable and contract procedure
- 5.3.1 Development Plans
 - a) Master Plans
 - b) Phased developments
- 5.4.1 Layouts, Roads and Services
 - a) If included in normal services
 - b) If part of a development plan
- 5.5.1 Project Management
 - a) Client Brief. Consultants. Feasibility
 - b) Contract Management

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- c) Construction Management

5.3 Special Services

- 5.3.1 Town planning work
- 5.3.2 Garden and landscaping design
- 5.3.3 Interior Design
- 5.3.4 Shop fitting and Exhibition work
- 5.3.5 Furniture and fittings
- 5.3.6 Work of Art
- 5.3.7 Valuing and Surveying
- 5.3.8 Litigation and Arbitration

6.0 REMUNERATIONS OF AN ARCHITECT

6.1 The Architects and Quantify Surveyors (Amendment) By -law 1968

- 6.1.1 Remuneration. The Calculation of fees and charges
- 6.1.2 Normal services
- 6.1.3 Additional services
- 6.1.4 Special services
- 6.1.5 Out-of-pocket expenses
- 6.1.6 Mode and Time of payment
- 6.1.7 Partial Services
- 6.1.8 Abandoned work
- 6.1.9 Resumed work

Proposed and latest amendments (Amendment Bill, 1989) to Cap 525 to be incorporated.

6.2 Variation of Fees

- 6.2.1 For work costing less than 7000 Pounds
- 6.2.2 For work on existing buildings
- 6.2.3 Repetitive works
- 6.2.4 Repeated buildings
- 6.2.5 The application of reduction
- 6.2.6 Fee Accounts
- 6.2.7 Consortium Services

6.3 The Kenya Government, Ministry of Public Work Scale of Fees (Latest Version/Edition)

6.4 Other forms of fees scales to be spelt out e.g. World Bank. FLDIC etc

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7 0 BOOK KEEPING AND ACCOUNTING IN AN ARCHITECTS OFFICE

7.1 Principles of Accounts

- 7.1.1 Petty cash and book management
- 7.1.2 Financial transactions using double entry book-keeping
- 7.1.3 Preparing account? Control statements
- 7.1.4 Checking and correcting accounting records, preparing comprehensive financial Statement.

7.2 Companies Balance sheets

- 7.2.1 Assets, equities and liabilities
- 7.2.2 Charts of accounts
 - a) Balance Sheets accounts
 - b) Income accounts
 - c) Expenses accounts

7.3 Reviewing audit reports

- 7.3.1 preparing tax returns

7.4 Statutory payments

- 7.4.1 NSSF
- 7.4.2 NHIF
- 7.4.3 NCC
- 7.4.4 PAYE
- 7.4.5 OTHERS

PART 11 LAW, ARCHITECTURE AND THE BUILDING INDUSTRY

8.0 LEGAL ASPECTS IN ARCHITECTURE

8.1 Law in the Architectural Profession

- 8.1.1 Partnerships

- 8.1.2 Agency

8.1.3 Negligence and other relevant tons

8.1.4 Registration

8.1.5 Code of Conduct, conditions of engagements, scale of fees

8.1.6 Competitions

8.2 Law in Architectural Procedure

8.2.1 Contracts

8.2.2 Methods of dispute resolution - .Arbitration, mediation. Reconciliation and litigation

8.2.3 Building regulations

8.2.4 Easements - light and support

8.2.5 Building owners rights

9.0 BY-LAWS AND PLANNING CONTROL/PLANNING AND DEVELOPMENT CONTROL

9.1 By-laws History

9.1.1 The need for by-laws

9.1.2 The growth and adoption of by-laws

9.1.3 Kenya Local Government Regulations

9.2 Building By-laws Control

9.2.1 Applications and submissions

9.2.2 Approval of plans

9.2.3 Siting and space about building

9.2.4 Building materials

- 9.2.5 Fire Resistance
- 9.2.6 Plumbing and drainage
- 9.2.7 Ventilation
- 9.2.8. Sanitation
- 9.2.9 General
- 9.2.10 Definitions
- 9.2.11 Schedules and Appendices

9.3 Planning Control

- 9.3.1 Zoning
- 9.3.2 Density Control - plot ratio
 - plot coverage
 - subdivision
- 9.3.3 Special areas - Buru Buru
- 9.3.4 Quality control
- 9.3.5 General

10.0 CONTRACT ADMINISTRATION

10.1 Procedure involving a Contract

- 10.1.1 Employer and contractor
- 10.1.2 The Architect as agent
- 10.1.3 The Quantity surveyor and Engineer

10.2 Contract Documents (with and without Quantities)

- 10.2.1 Drawings

10.2.2 Bills of Quantities or Specification

10.2.3 The Articles of Agreement

10.2.4 The Schedules of Conditions

10.3 Signing the Contract Documents

10.3.1 Parties to the Contract

10.3.2 Seal

10.3.3 Copies of Contract

10.3.4 Safe Keeping of Contract Documents

10.4 Applications of Contract Documents

10.4.1 Discrepancies in Documents

10.4.2 Default by contractor - examples

10.4.3 Default by employer - examples

10.4.4 Examination of the conditions

10.4.5 Liquidated Damages

10.4.6 Arbitration

11.0 THE STRUCTURE OF THE BUILDING INDUSTRY

11.1 The client

11.1.1 Clients role

11.1.2 Types of Clients

11.2 The Architect and Other Consultants

11.2.1 .Architects advice to clients on the use of consultants.

Type of work requiring consortia and consortium fee

11.2.2 Architects relationships with consultants. The issue of clear instructions.
Architects role as co-ordinator and executive consultant,

11.2.3 The consultant role in relation to the architect and to contractors

11.3 Building Contractor

11.3.1 Categories of contractors in Kenya

11.3.2 The Architects advice on the choice of contractors & tender procedures

11.3.2 Architects relationships with the contractors

11.4 Subcontractors and Specialists

11.4.1 Nominated subcontractors

11.4.2 Unnominated subcontractors

11.4.3 Provisional and Prime Cost Sums in relation to subcontractors

11.4.4 Their part in the building 'team'

11.5 Training within the Building Industry

11.5.1 Training in Technical Institutions

11.5.2 Training by experience

11.5.3 Qualifications and prospects

12.0 ECONOMIC FACTORS IN BUILDING

12.1 Capital investments

12.1.1 Choice on investment-returns - secured tenancies

12.1.2 The capital value of land (Urban/Rural)

12.1.3 Maximum development and returns 12.1.4 Plot ratio

12.1.5 Rentable areas and common areas

12.1.6 Areas not counted within maximum permissible areas mezzanines, basements, canopies etc

12.2 Building Costs

12.2.2 Designing within a capital budget

12.2.3 Designing within a capital budget

12.2.4 Designing within local builders capabilities

12.2.5 Designing maintenance reduction - effect on capital costs

Standard of finishes

12.3 Materials

12.3.1 Use and availability of local materials

12.3.2 Imported materials - effect on capital cost

12.3.3 Comparison between local and overseas materials

12.3.4 Ordering of materials from overseas

12.3.5 Labour costs

13.0 METHODS OF MEASUREMENTS AND SPECIFICATION

13.1 Estimating & Cost Plan

13.1.1 Estimates

- a) Square metre basis
- b) Elemental Quantities

- c) Approximate Quantities

13.1.2 Cost Plan

- a) Elemental

13.2 Tender Documentation

13.2.1 Specification & Drawings

13.2.2 Bills of Quantities

- a)Preliminaries. Form of contract. Form of lender
- b)E. A. Standard Method of measurement
- c)International Principles of Measurement
- d)Trade Order Bills
- e)Elemental Bills

13.2.3 Bills of Quantities Production

- a) Traditional Take-off & Typed Bills
- b) Traditional Take-Off & Word Processed Bills (Maybe with codes)
- c) Computer generated Bills of Quantities

13.2.4 Tender Procedure

- a) Open tender
- b) Pre-Qualification
- c) Tender Period
- d)Tender Opening
- e)Tender Analysis and Report

13.3 Contract Documentation

13.3.1 Form of Contract

13.3.2 Priced Bills of Quantities

13.3.3 Contract Drawings

13.4 Construction Period

13 4.1 Contract Procedures & Documentation:- Insurances, Performance

13.4.2 Valuations

13.4.3 Variations

13.4.4 Final Account

13.4.5 Contractual Claims

13.5 Defects Liability Period

13.5.1 Final valuation &. Certificate

PROFESSIONAL PRACTICE EXAMINATIONS: ARCHITECTS

LIST OF SELECTED READING MATERIALS

- The Architects and Quantity Surveyors Act, Cap 525,
(Government Printer, Nairobi)
- Turner H.H. Architectural practice and procedure, (Batsford, London)
- Beaven & Dry .Architects Job Book (Riba Publications. London)
- RIBA Handbook - Architectural practice and management (Rica
Publications. London)
- Frank-wood Business Accounting 1
- Hessein A Financial Accounting
- The Building Code 1968 (Government Printer, Kenya) (GPK)
- Local
- Government (Adoptive By Laws) Order 1995 (GPK)
- The Public Health Act, Cap 242 of 1972 (GPK)
- The Local Government Act, Cap 265 of 1977 (GPK)
- The Sectional Properties Act 1987 (GPK)

The Factories Act Cap 514 (GPK)
The Physical Planning Act 1996 (GPK)

Amunga John	Commission Approved Planning Policies 1960 -1991 Nairobi City
Adler Heap, D	Development Control
Mac Auslan. P	The Land and Development
Agevi E	Lane.. Law and Planning 1975 Statutory Building Regulations Study 1990
Johnston Freeth & Davey Tudor	(Intermediate Technology Development Group) RIB A Building Contract Manual (Riba Publications)
Jackson	A J Legal HandBook, the Architectural Press, London The Law of Kenya: An Introduction (E.AX.B, Kenya) Standard Form of Building Contracts EAIA/AAK Latest edition Standard Form of building contracts (MOPW) Latest edition
Lawrence & Williams	Conditions of Contract for Works of Civil Engineering Construction Part 1 and 11 (FEDIC) Arbitration and Awards (Estates Gazette Ltd) Arbitration Act 1995 (Government Printer, Nairobi)
Russell	Evidence Act Cap 80 (Government Printer. Nairobi)
Nisbet	Arbitration Estimating and Cost Control (Batsford) Standard Method of Measurement of Civil Engineering Works (ICE)

Brouehton	Economic Site Organization and Building Supervision (Spon)
	Cost Control in Building Design (HMSO)
Sir William R.A.	Principles of English Law of Contract (oxford)
Frank W. Macey	Conditions of Contract (Sweet & Maxwell)
Glaniville Williams	Learning the Law
	Architects Journal-Legal Studies 1971



**ARCHITECTS AND QUANTITY SURVEYORS
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P.O. Box 40866 Nairobi.

**Architects
Professional Examinations**

PRACTICAL EXPERIENCE LOG BOOK

Name of Candidate

Date Issued Log Book Serial No.



**ARCHITECTS AND QUANTITY
SURVEYORS
EDUCATION BOARD OF KENYA
(AQEBK)**

PRACTICAL EXPERIENCE LOG BOOK	
RECORD OF PRACTICAL EXPERIENCE IN ARCHITECTS OFFICE (TIME IN HOURS)	
LOG SHEET NO.	
LOG BOOK SERIAL NO.	

Candidates Name	University
Employers Name	Address
Description of Project	Location Of Site
Position Held in Team	Period (In Months)

Inception Stage

Months	a) Advice to client	b) Brief preparation	c) Feasibility studies	d) Reports preparation	e) Other
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
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14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
Totals					
Grand Total time in hours for the page					

Registered Supervising Architect Name BORAQS Registration No	Signature	Date
Employers Name Office Location	Signature	Date

Any Brief Comments

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



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LOG SHEET NO.	
LOG BOOK SERIAL NO.	

Candidates Name	University
Employers Name	Address
Description of Project	Location Of Site
Position Held in Team	Period (In Months)

Preliminary Designs Stage

Months	a)Site Surveys	b)Outline Proposals	c) Presentations	d)Cost analysis	e)consultants meetings	f)Public Authority consents	g) other
1							
2							
3							
4							
5							
6							
7							
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Grand Total time in hours for the page							

Registered Supervising Architect Name BORAQS Registration No.	Signature	Date
Employers Name Office Location	Signature	Date

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LOG SHEET NO.	
LOG BOOK SERIAL NO.	

Candidates Name	University
Employers Name	Address
Description of Project	Location Of Site
Position Held in Team	Period (In Months)

Final Design Stage

Months	a) Drawings	b) Schedules	c)Subcontractors & Suppliers	d)Consultants	e)BQS/ Specifications	f) Other
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
Totals						
Grand Total time in hours for the stage						

Registered Supervising Architect Name BORAQS Registration No.	Signature	Date
Employers Name Office Location	Signature	Date

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Candidates Name	University
Employers Name	Address
Description of Project	Location Of Site
Position Held in Team	Period (In Months)

Tender and Contract stage

Months	a) Architects Instructions	b) Site visits /Inspections	c)Site Meetings	d) Certificates Issuance	e) Other
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
Totals					
Grand Total time in hours for the stage					

Registered Supervising Architect Name BORAQS Registration No.	Signature	Date
Employers Name Office Location	Signature	Date

Any Brief Comments

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RECORD OF PRACTICAL EXPERIENCE IN ARCHITECTS OFFICE (TIME IN HOURS)	
LOG SHEET NO.	
LOG BOOK SERIAL NO.	

Candidates Name	University
Employers Name	Address
Description of Project	Location Of Site
Position Held in Team	Period (In Months)

Contract Management and Site Related Experience Stage

Months	a) Work Programming	b) Fees and fee notes	c) Letters and Reports	d) Maintenance	e) Final Account	f) Other
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24						
Totals						
Grand Total time in hours for the stage						

Registered Supervising Architect Name BORAQS Registration No.	Signature	Date
Employers Name Office Location	Signature	Date

Any Brief Comments

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



**ARCHITECTS AND QUANTITY
SURVEYORS
EDUCATION BOARD OF KENYA
(AQEBK)**

PRACTICAL EXPERIENCE LOG BOOK	
RECORD OF PRACTICAL EXPERIENCE IN ARCHITECTS OFFICE (TIME IN HOURS)	
LOG SHEET NO.	
LOG BOOK SERIAL NO.	

Candidates Name	University
Employers Name	Address
Description of Project	Location Of Site
Position Held in Team	Period (In Months)

Disputes

Months	a)Creation	b)Negotiation	c)Mediation/ Reconciliation	d)Adjudication	e)Arbitration	f)Litigation
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23						
24						
Totals						
Grand Total for the Stage						

Registered Supervising Architect Name BORAQS Registration No	Signature	Date
Employers Name Office Location	Signature	Date

Any Brief Comments

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**ARCHITECTS AND QUANTITY
SURVEYORS
EDUCATION BOARD OF KENYA
(AQEBK)**

PRACTICAL EXPERIENCE LOG BOOK	
RECORD OF PRACTICAL EXPERIENCE IN ARCHITECTS OFFICE (TIME IN HOURS)	
LOG SHEET NO.	
LOG BOOK SERIAL NO.	

Candidates Name	University
Employers Name	Address
Description of Project	Location Of Site
Position Held in Team	Period (In Months)

Research Stage

Months	a) Professional Paper Presentations (attach certified copies)	b) Professional Papers Published	c) Other	d) Other	e) Other
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22					
Totals					
Grand Total time in hours for the stage					

Registered Supervising Architect Name BORAQS Registration No.	Signature	Date
Employers Name Office Location	Signature	Date

Any Brief Comments

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**ARCHITECTS AND QUANTITY
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PRACTICAL EXPERIENCE LOG BOOK	
RECORD OF PRACTICAL EXPERIENCE IN ARCHITECTS OFFICE (TIME IN HOURS)	
LOG SHEET NO.	
LOG BOOK SERIAL NO.	

Candidates Name	University
Employers Name	Address
Description of Project	Location Of Site
Position Held in Team	Period (In Months)

Professional Development (CPD'S) (Attach Certified Details) Stage

Months	a) Practice and Ethics	b) law of Building Contract	c) Planning and Development	d) construction economics	e) Project Management	f) Marketing	g) Housing	h) Community Participation
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Totals								
Grand Total time in hours for the stage								

Registered Supervising Architect Name BORAQS Registration No.	Signature	Date
Employers Name Office Location	Signature	Date

Any Brief Comments

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



**ARCHITECTS AND QUANTITY
SURVEYORS
EDUCATION BOARD OF KENYA
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PRACTICAL EXPERIENCE LOG BOOK	
RECORD OF PRACTICAL EXPERIENCE IN A PROJECT SITE (TIME IN HOURS)	
LOG SHEET NO.	
LOG BOOK SERIAL NO.	

Candidates Name	University
Employers Name	Address
Description of Project	Location Of Site
Position Held in Team	Period (In Months)

Site Visit Stage

Months	a) Site Meeting	b) Site Inspection	c) Minute taking	d) Site Handover	e) Site Instructions	f) Others	g) Others	h) Others
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Totals								
Grand Total time in hours for the stage								

Registered Supervising Architect Name BORAQS Registration No.	Signature	Date
Employers Name Office Location	Signature	Date

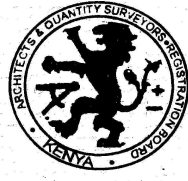
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REPUBLIC OF KENYA

Architects and Quantity Surveyors Education board

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www.boraqs.or.ke

DECLARATION FORM

I.....

Index No.....ID NO.....

hereby declare that the work I have submitted to the Board of Registration of Architects and Quantity Surveyors of Kenya as part of my Professional Examinations for the Year.....is a true record of the work done by me under the guidance of the following Registered persons

Name	Registration No.	Signature
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.....

Candidates Signature.....