

Practical Experience Log Book

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Sample Index Sheet of Practical Experience

Sample Practical Experience Record

Index Sheet of Practical Experience

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Candidate's Name (as per NRIC / Passport)

Name of University and degree obtained (Bachelor and Master degree)

Details of Undergraduates Practical experience (If applicable)

Details of Employment

Job No.	Employer's firm name and address	Type of practice	Employment From ____ to	Sheet No.

Practical Experience Record

Candidate's Name (as per NRIC / Passport)

Size of team

1. Project title(s)

Position in team

Year

Month

Job No

Sheet No

Participant	
Observer	

Non-project	Project Phases				Client	Authorities	Consultants	Contractors
	Design	Approvals	Documentation	Contract Admin				

2. Role

3. Activities

4. Time Spent

(Hours per month)

5. Team

coordination

No.	Activity	Time Spent (Hours per month)	Team coordination
1	Site Investigation Site survey/report		
2	Building survey/report		
3	Problem/brief preparation		
4	Office programming		
5	Authorities requirements/pre-consultation		
6	Design Concept/development		
7	Client/consultants meetings		
8	Drawings/reports/models		
9	Environmental requirements		
10	Cost Plan		
11	Preparation for submissions Development control submission drawings		
12	Bldg control/Tech Dept submission drawings		
13	Production information Tender drawings preparation/schedule		
14	Consultants		
15	Specialist sub-contracts		
16	Specifications/bills of quantities		
17	Contract Tender and award		
18	Site meetings		
19	Progress site/quality control		
20	Valuation/certificates		
21	Disputes/claims		
22	Final accounts/completion as built		
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24	Planning inquiries		
25	Arbitration		
26	Litigation		
27	Mediation		
28			
29			
30			

Practical Experience Record

6. Project details

7. Points of special interest for the month

8. PPE Supervisor

Name :

Firm :

BOA Reg No. :

Signature :

Date :

9. PPE Advisor

Name :

Firm :

BOA Reg No. :

Signature :

Date :

GUIDE TO COMPLETING THE PRACTICAL EXPERIENCE RECORD SHEETS

Section 1 : Job Title(s)

- 1) Job Title(s) - List the projects which you are involved in during the month.
- 2) Size of team - State the number of people working on each job.
- 3) Position in team - State your role in the team. For example, if you are directly assisting the architect of the project, state "Assistant to Architect".
- 4) Year and Month - Enter the calendar month and year. Record one month per sheet.
- 5) Job No. - The job number should correspond with the number allocated to the project in the "Index Sheet of Practical Experience". To list the jobs according to the approximate percentage of time spent on the project(s) within that particular month, i.e. if you spent 60% of the time on job 4, 30% on job 6 and 10% on job 8, indicate "4, 6, 8".
- 6) Sheet No. - Number the sheet sequentially, starting from 1.

Section 2 : Role

Tick the appropriate box to indicate whether you participated in or observed the listed activity.

Section 3 : Activities

The twenty-seven (27) activities listed are typically undertaken in an architect's office, and most should be covered during the prescribed period of practical experience. Three extra rows are provided to allow candidates to record any other additional significant activities he/she might be involved in.

Section 4 : Time Spent (Hours per month)

Enter the corresponding duration of the activities in hours. There are two main categories: Non-project experience (For example, administrative work, R&D etc, which are not directly related to one building project) and Project experience.

Section 5: Team Coordination

Team Coordination - Tick if the activity was carried out in collaboration with other parties who have an interest in the project such as the client, authorities, consultants and contractors.

Section 6 : Project details

Provide a short update on the status of each project.

Section 7 : Points of special interest for the month

Provide a brief description of any noteworthy points of special interest you encountered. Outline the challenges faced, your assessment of the issues, and the steps taken to address and resolve them.

Section 8 : Practical Experience Supervisor

The Supervisor must endorse the completed sheet at the end of each month, following a discussion with the candidate on his/her progress.

Section 9 : Practical Experience Advisor

The Advisor must countersign the completed sheets at regular intervals (not more than 3 months), following a discussion with the candidate on his/her progress.

Index Sheet of Practical Experience

1

Candidate's Name (as per NRIC / Passport)

Seow Wei Jian Andrew

Name of University and degree obtained (Bachelor and Master degree)

Master of Architecture (Singapore University of Technology and Design) 2020 - 2021

Bachelor of Arts in Architecture (National University of Singapore) 2017 - 2021

Details of Undergraduates Practical experience (If applicable)

Internship 1 (KJ Architects Pte Ltd) - May 2018 to Aug 2018 (Term break)

Internship 2 (T2 Atelier) - Aug 2019 to Dec 2020 (Architecture Internship Programme)

List of Employment

Job No.	Employer's firm name and address	Type of practice	Employment From ____ to	Sheet No.
1 to 8	Design Atelier Pte Ltd 168 Robinson Road Singapore 068956	Licensed Corporation	1st April 2023 to 30th May 2025	1 to 12
9 to 11	Oriental Design Partnership 1 West Coast Road Singapore 127291	Partnership	1st June 2025 to Present	13 to 14

Index Sheet of Practical Experience

2

Candidate's Name (as per NRIC / Passport)

Seow Wei Jian Andrew

List of Job Experience

Job No.	Project Title	Form of Contract	Project Cost (S\$)	Duration (months)	Sheet No.
1	Proposed Condominium Housing at Claymore Road	SIA	8 mil	1 mth	5
2	Proposed Commercial Development at Beach Road	SIA	15 mil	6 mth	1 - 4
3	Proposed Factory with 3-storey Administration Block at Jurong	PSSCOC	6.5 mil	2 mth	11 - 12
4	Proposed Entertainment Centre at Sentosa	SIA	10 mil	10 mth	1 - 5 8 - 12
5	Proposed Conservation to existing 2-storey row house at Chinatown.	D&B	2 mil	2 mth	8 - 9
6	Proposed shopping centre at Holland Road	SIA	4.8 mil	3 mth	10 - 12
7	Proposed condominium housing at Stevens Road	SIA	9 mil	4 mth	6 - 8
8	Proposed Alterations and Additions to existing 2-storey bungalow at Thomson Road	D&B	6 mil	9 mth	4 - 12
9	Proposed 4 pairs of semi-detached houses at Bukit Timah Road	D&B	2.5 mil	3 mth	13 - 14
10	Proposed extension to existing Club House at Anson Road	SIA	3 mil	3 mth	13 - 14
11	Proposed Sports Camp at Pasir Ris.	PSSCOC	3 mil	3 mth	13 - 14

Practical Experience Record

Candidate's Name (as per NRIC / Passport)
Seow Wei Jian Andrew

Size of team
Job 4 : 4
Job 6 : 3
Job 8 : 2

1. Project title(s)

- Job 4 : Proposed Entertainment Centre at Sentosa.
- Job 6 : Proposed Shopping Centre at Holland Road.
- Job 8 : Proposed alteration and additions to existing 2-storey bungalow at Thomson Road.

Position in team
Job 4 & 6 : Asst to Partner
Job 8 : Asst to Architect

Year
2025

Month
January

Job No
4, 6, 8

Sheet No
10

Participant
Observer



Non-project

Project Phases			
Design	Approvals	Documentation	Contract Admin

Client
Authorities
Consultants
Contractors

2. Role

3. Activities

4. Time Spent (Hours per month)

5. Team coordination

2. Role	3. Activities	4. Time Spent (Hours per month)	5. Team coordination
<input checked="" type="checkbox"/>	1 Site Investigation Site survey/report	8	
	2 Building survey/report		
<input checked="" type="checkbox"/>	3 Problem/brief preparation	10	<input checked="" type="checkbox"/>
	4 Office programming		
	5 Authorities requirements/pre-consultation	10	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	6 Design Concept/development	80	<input checked="" type="checkbox"/>
	7 Client/consultants meetings	12	
	8 Drawings/reports/models	3	
	9 Environmental requirements		
	10 Cost Plan		
<input checked="" type="checkbox"/>	11 Preparation for submissions Development control submission drawings	30	<input checked="" type="checkbox"/>
	12 Bldg control/Tech Dept submission drawings		
<input checked="" type="checkbox"/>	13 Production information Tender drawings preparation/schedule	35	
<input checked="" type="checkbox"/>	14 Consultants	10	<input checked="" type="checkbox"/>
	15 Specialist sub-contracts		
	16 Specifications/bills of quantities		
<input checked="" type="checkbox"/>	17 Contract Tender and award		
	18 Site meetings	12	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	19 Progress site/quality control	18	<input checked="" type="checkbox"/>
	20 Valuation/certificates	5	<input checked="" type="checkbox"/>
	21 Disputes/claims		
	22 Final accounts/completion as built		
	23 Licensing TOP/CSC		
	24 Planning inquiries		
	25 Arbitration		
	26 Litigation		
	27 Mediation		
	28		
	29		
	30		

Practical Experience Record

6. Project details

- Job 4 : Preparing drawings for submission to DC and BC. Scheme was further refined to take full advantage of site
- Job 6 : Conceptual design was represented to client. Client suggested that main entrance be modified and made
- Job 8 : Building works have commenced. Ground beams scheduled to be completed soon. Interruptions expected

7. Points of special interest for the month

Job 8 is demanding close attention and heavy responsibility but challenging. While the revisions have eroded quite a fair bit of

Generally, it has been a satisfying month. Through discussions and observation, I am gradually gaining an insight into the

8. PPE Supervisor

Name : Ar. Simon Kim
Firm : Design Atelier 3 + 1
BOA Reg No. : 1234
Signature : *SIMON KIM* Date 8 February 2025

9. PPE Advisor

Name : Ar. Norman Lim
Firm : Akitek Gamberina
BOA Reg No. : 2345
Signature : *NORMAN LIM* Date 16 February 2025