

Australian Institute of Architects

A+ Practice Membership

A guide to managing your A+ membership

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Australian
Institute of
Architects

A+ Practice Management

Who needs to be listed under my A+ practice membership?

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A+ practice members agree to invite all eligible staff to join the Institute as members under their membership.

Eligible staff includes all architects, graduates of architecture and affiliated built-environment professionals, working 3 or more days per week in the practice. Practices are not obliged to include any administrative staff, contractors or those on extended leave. Concessional fee options are available to members on parental and post graduate leave and to those working 0.4 FTE or less. Conditions apply.

Staff not eligible for membership but who require access to Institute resources for the performance of their role can be enrolled in the non-member **Access** category.

The **A+ Member List** in the member portal displays all currently enrolled staff and their categories of membership.

All listed staff are A+ members of the Institute and receive access to A+ benefits and services.*

Note: Members shown on the A+ Member List without a category are provisional and do not receive access to benefits until approved.

See **pages 8-11** for further details on A+ Member Categories.

**Staff allocated to the Access category are non-members and receive access to limited benefits and services.*

A+ Practice Management

What are the available categories of membership?

Only staff eligible for one of the listed categories of membership can be included in the A+ Member List.*

Note: Fees for A+ membership are based on the total number of staff and their categories of membership.

Refer to the A+ rates table for detailed fees of each category based on practice size.

See **pages 8-13** for further details on A+ Member Categories

Member

Registered architects (practicing)

Includes members who have been elevated to Fellow and Life Fellow

Associate

Those who have graduated from an accredited or recognised course in architecture (Master of Architecture or equivalent) more than 5 years ago **or**,

Non-practicing/formerly registered architects in allied roles

Graduate

Those who have completed an accredited or recognised course of architecture (Master of Architecture or equivalent) within the last 5 years

Affiliate

Completion of a bachelor degree qualification or higher in a discipline related to any architecture-related field such as interior design, landscape architecture, project management, engineering

Honour categories

Institute members who have been elevated to Life Fellow, Fellow or Honorary Fellow will have their category displayed automatically.

Students

Active SONA members working in A+ practices can be included without any additional fees. Students must be enrolled in a bachelor degree or master's course related to the built-environment and already be enrolled in student membership. Students are not counted towards the calculation of the A+ practice fee component.

*Access (non-member)

Staff not eligible for membership but who require access to Institute resources for the performance of their role, can be enrolled in the non-member **Access** category. The Access category is limited to online resources (Aus Standards, Acumen, Community platform, HR Hub, HR Help desk, digital AA magazine and member discounts.)

Adding new staff to the A+ Member List

How do I nominate a new staff member to be linked to the A+ Practice Membership?

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A+ MEMBER LIST

Click **Invite Staff** to invite a new eligible staff member

Click **Edit** to request a change to a member's category, to remove a member who is no longer eligible or to advise that a member is on temporary leave

INVITE STAFF

DOWNLOAD COMPANY ROSTER

Step 1 – Invite the Staff Member

1. Go to the **A+ Member List** page
2. Click the **Invite Staff** button
3. Complete the [A+ Membership Nomination](#) form
4. You will receive an onscreen confirmation of your nomination

Step 2 – Your Staff Member's Application

Upon your completion of the [A+ Membership Nomination](#) form the new staff member will receive an email with a link to complete their [A+ Member Application](#). Once submitted, they will be confirmed if eligible and approved.

You will then both receive an email to confirm they have been activated and linked to your A+ Practice Membership and can start accessing A+ member benefits.

Please allow 3-4 business days following the staff member's completion of the A+ Member Application form for activation of their membership.

Removing staff from the A+ Member List

How do I remove staff from my A+ membership?

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<u>iMIS ID</u>	<u>First Name</u>	<u>Last Name</u>	<u>Category</u>	<u>Current Condition</u>	<u>Category Change Required</u>	<u>Removal Required</u>	<u>Concessional Fee Required</u>	<u>Edit</u>
201061	Archi	Tect	Member	Just Graduated				

Edit

First / Preferred Name: Archibald

Last Name: Tect

Member Number: 201061

Current Membership Category: Affiliate

Current Condition:

Change Type: (None) (None) Category Change Concessional Fee Change **Removal**

SAVE & CLOSE CANCEL

1. Go to the **A+ Member List**
2. Click the **Edit** button
3. Select a reason for removal from the **Removal Required** dropdown.
4. Click **Save & Close**

The staff member removed will receive an email notifying them of their removal from the membership. The staff member will be removed from the A+ practice membership. Removed staff will be contacted by the Institute to offer them the opportunity to rejoin as an individual member.




Category changes

How do I change a staff member's category?

When?

E.g.

A Graduate or Associate member who has become a registered architect with an Australian Registration Authority. Elevate to **Member**.

<u>iMIS ID</u>	<u>First Name</u>	<u>Last Name</u>	<u>Category</u>	<u>Current Condition</u>	<u>Category Change Required</u>	<u>Removal Required</u>	<u>Concessional Fee Required</u>	<u>Edit</u>
201061	Archi	Tect	Member	Just Graduated				
201607	Engi	Neer	Associate					
201712	Surv	Eyor	Graduate					

Edit

First / Preferred Name

Archibald

Last Name

Tect

Member Number

201061

Current Membership Category

Affiliate

Current Condition

Change Type

(None)

(None)

Category Change

Concessional Fee Change

Removal

SAVE & CLOSE

CANCEL

1. Go to the **A+ Member List**
2. Click the **Edit** button
3. Select the new member category from the **Category Change Required** dropdown.
4. Click **Save & Close**

The staff member will receive an email asking them to complete the [Membership Category Change Request form](#). This form requests verification of qualifications or registration status for the change to be approved. Following completion of this form, please allow 3-4 business days for the change to be processed.

Concessional fee required




How do I apply for concessional fees for staff with reduced working hours?

When?

1. A staff member has reduced working hours due to being on parental leave or post-graduate leave or is working 0.4 FTE or less. Apply here for a reduced fee.
2. A staff member's leave period ends, or they return to working 3 or more days per week. Cancel concessional fee.

Note:

The reduced fee for temporary leave is only applicable to the Member, Fellow, Life Fellow, and Associate categories in all practice sizes and the Affiliate category in practices with 20 or less staff. The fees for the Graduate category and the Affiliate category in larger practices are already lower than the reduced fees available under the concessional fees. Students are also ineligible for access to concessional fees.

<u>iMIS ID</u>	<u>First Name</u>	<u>Last Name</u>	<u>Category</u>	<u>Current Condition</u>	<u>Category Change Required</u>	<u>Removal Required</u>	<u>Concessional Fee Required</u>	<u>Edit</u>
201061	Archi	Tect	Member	Just Graduated				
201607	Engi	Neer	Associate					
201712	Surv	Eyor	Graduate					

Edit

First / Preferred Name

Archibald

Last Name

Tect

Member Number

201061

Current Membership Category

Associate

Current Condition

Change Type

Concessional Fee Change

(None)

Category Change

Concessional Fee Change

Removal

Concessional Fee

SAVE & CLOSE

CANCEL

1. Go to the **A+ Member List**
2. Click the **Edit** button
3. Select the type of leave from the **Concessional Fee Required** dropdown.
4. Click **Save & Close**

The staff member will receive an email directing them to an online form where they must provide confirmation of their eligibility. Supporting documentation will be required.

A+ eligible members

Available categories:

Member

Associate

Graduate

Affiliate

Student

Non-member category:

Access

A+ Member Eligibility

Category: Member

(includes Fellow & Life Fellow)

1. Registered architect in Australia (practising)

OR

2. Architects that are currently registered with or accredited by [NCARB](#), [RIBA](#), [Malaysian Institute of Architects](#), [Architects Education & registration board of New Zealand](#), [Architectural Institute of British Columbia](#), [Singapore Institute of Architects](#) or [The Hong Kong Institute of Architects](#).

Note:

A+ principals must be currently registered as practising architects in Australia.

A+ eligible members

Available categories:

Member

Associate

Graduate

Affiliate

Student

Non-member category:

Access

A+ Member Eligibility

Category: **Associate**

1. Members must have successfully completed an accredited Master of Architecture (or equivalent) in Australia obtained more than 5 years ago

OR
2. Overseas completed qualification must be accredited by [AACA](#) (successful [Overseas Qualifications Assessment Stage 2 assessment](#)), [NCARB](#), [RIBA](#) Part 2, [Malaysian Institute of Architects](#), [Architects Education & registration board of New Zealand](#), [Architectural Institute of British Columbia](#), [Singapore Institute of Architects](#)

OR
3. Non-practicing/formerly registered architects working in non-traditional roles

A+ eligible members

Available categories:

Member

Associate

Graduate

Affiliate

Student

Non-member category:

Access

A+ Member Eligibility

Category: **Graduate**

1. Members must have successfully completed an accredited Master of Architecture (or equivalent) in Australia within the last 5 years.

OR

2. Overseas completed qualification must be accredited by [AACA](#) (successful [Overseas Qualifications Assessment Stage 2 assessment](#)), [NCARB](#), [RIBA](#) Part 2, [Malaysian Institute of Architects](#), [Architects Education & registration board of New Zealand](#), [Architectural Institute of British Columbia](#), [Singapore Institute of Architects](#)

AND

3. All Graduate Members must hold a qualification that would allow them to undertake the [Architectural Practice Examination](#) with the view to becoming a registered architect in Australia.

A+ eligible members

Available categories:

Member

Associate

Graduate

Affiliate

Student

Non-member category:

Access

A+ Member Eligibility

Category: **Affiliate**

1. Members must have completed a bachelor degree qualification or higher in a discipline related to the built environment. (e.g. interior design, landscape architecture, project management, engineering) This can include those with an undergraduate degree (ie Bachelor of Architecture).

OR

2. Members can also have overseas architecture tertiary qualifications (Bachelor degree or higher) that is [not recognised in Australia](#) as being equivalent to the Master of Architecture (AU) and therefore do not yet qualify automatically to undertake the [Architectural Practice Examination](#).

A+ eligible members

Available categories:

Member

Associate

Graduate

Affiliate

Student

Non-member category:

Access

A+ Member Eligibility

Category: **Student**

1. Tertiary students enrolled in a degree or masters level qualification in a course of study related to the built-environment

AND

2. Student is already an active SONA member. (no additional A+ member fees apply for students)

[Click here](#) for more information about enrolling students into SONA membership.

Note:

Fees are not charged to the practice (or count towards the calculation of the Practice fee component) for student members who work within their practice however to be included, students must already be enrolled as active SONA members. Concessional fees are not available for Student members.

A+ eligible members

Available categories:

Member

Associate

Graduate

Affiliate

Student

Non-member category:

Access

A+ Member Eligibility

Category: **Access**

1. Staff of an A+ practice who require access to online resources and benefits to fulfil the requirements of their role but who are not eligible for any of the listed member categories.
2. Staff assigned to the 'Access' category are not members and cannot use a member badge or post-nominals. They cannot refer to themselves as being Institute members nor market themselves as such.
3. If at any time, a staff member assigned to the Access category becomes eligible for a member category, they are no longer eligible for inclusion in the Access category and must apply for transfer to the relevant member category.

Note:

Refer to the A+ benefits matrix for specific information regarding the benefits accessible by Access category staff.