

TOPICS OF THE 21 PRE-RECORDED ONLINE MODULES?



Australian
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What are the topics covered in the program of the 21 pre-recorded [online modules](#)?

O1 What is the Law?	This module outlines the legal obligations of an architect and the consequences of breaching them. It focuses on five key areas of special importance: negligence, contracts, the Architects Acts, the National Construction Code, and safe design.
O2 What is a Contract?	Contract law exists so that there is as much consistency and certainty as possible in everyone's relations with one another. In the business sector, businesspeople must be able to hold each other to their promises. On the other hand, it is clear that in certain situations, statements made by a party should not be taken by another as a promise. Contract law aims to strike a balance between these considerations.
O3 Authority Approvals and Planning Controls	This module is aimed to assist graduates to have a better understanding of authority approvals, planning controls and how these matters affect the practice of architecture. We will also briefly introduce other standards such as NCC and DDA that affect your work during the preparation of development applications.
O4 Professional Indemnity Insurance	Professional indemnity insurances are some of the most important insurances that an architect needs to undertake business and can prevent it from going under in the event of a claim. This module will discuss: <ul style="list-style-type: none">- One of the most important clauses of a professional indemnity insurance policy, the 'insuring clause';- Common 'need to know' insurance terms;- The difference between professional indemnity and public liability insurance;- Other types of insurance that are relevant for your business;- Common policy exclusions;- The fundamental nature of a professional indemnity policy namely that it is a 'claims made and notified' insurance;- The important requirement of the duty to notify;
O5 Practice Management	This module covers a range of topics from the establishment of a practice through to its successful operation.
O6 Risk Management	This module discusses areas of risk arising in architectural practice including avoidable and unavoidable risks, and introduces a number of tools that assist architects in managing risk in the delivery of designs.
O7 Commissions and Briefs	This module deals predominately with the early parts of architects' interactions with a potential client. This topic relates closely to subsequent

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	modules 9, 10 and 11, which deal with the specific mechanics of the client-architect agreement.
09 Services, Fees and Agreements	This module provides an understanding of some of the key considerations when initially approached by a client, what to consider in formulating a fee proposal, and what to look out for in a client architect agreement.
08 Consultants	Architects are not the only professionals required to provide design and other services for construction projects. The architect works with consultants from up to dozens of other disciplines to obtain expert advice and design inputs. The selection of, engagement of and collaboration with these consultants brings a range of risks and responsibilities that architects must carefully manage for the success of the project. This module introduces the fundamentals of architects' working arrangements with consultants to help candidates understand how to manage these roles.
10 Client Architect Agreement Part 1	Having sound knowledge of the client-architect agreement and all its different components is critical to a successful project outcome. The scope of services and associated fee structure put in place needs to be well understood to ensure a project can be properly serviced.
11 Client Architect Agreement Part 2	Having sound knowledge of the client-architect agreement and all its different components is critical to a successful project outcome. Knowing about aspects relating to rights and obligations can assist if issues or problems arise during the course of the project. This module will look into: <ul style="list-style-type: none"> - Provisions relating to architect's rights on a project; - How to deal with disputes and possible termination; - Itemising various aspects in special conditions; - Advising the client of theirs and the architect's obligations;
12 Project Cost Control	This module introduces the subject of managing costs on a project.
13 Moral and Ethical Rights	Ethics and ethical practices interact with everything the architect does, from the seemingly trivial through to the seriously life threatening. Moral rights are also incredibly important for the architect—in terms of respecting the work of others as well as protecting your own work, and for providing a meaningful and valuable built environment legacy for future generations.
14 Building Procurement	This module covers: <ul style="list-style-type: none"> - An overview of the range of procurement methods currently used by the construction industry, particularly traditional lump sum contracts vs non-traditional contracts;

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	<ul style="list-style-type: none"> - The impact on services required of the architect by each procurement method; - The 'standard' forms of contract available in the Australian construction industry; - Advice regarding recommending a form of contract; - Understanding various contract insurance risks;
15 Tendering	<p>This module covers:</p> <ul style="list-style-type: none"> - the objectives of and ethical background to tendering; - the process of calling tenders; - the process of receiving, evaluating and selecting tenders; - advice regarding tender negotiations; - accepting and engaging a contractor;
16 Contracts	<p>This module introduces the various types of building contracts and aspects to consider when selecting which contract to use. It will then cover providing advice to clients and how they may be included in tender processes and the issues likely to be faced when administering the contract.</p>
17 Contract Terminology and Intro to ABIC	<p>This module focuses on the specific terms and conditions contained within a standard form construction contract, again using the ABIC Simple Works Contract as the example.</p> <p>This module works through the contract schedules and explains why they are relevant, before covering the key terms and conditions throughout the Simple Works Contract.</p>
18 Contract Administration - Framework	<p>This module covers:</p> <ul style="list-style-type: none"> - The role of the architect; - Admin essentials;
19 Contract Administration - Finance	<p>This module provides an outline and understanding of the principles of lump sum contracts with regard to financial aspects, how to manage changes to the works and the contract price, how to make payment for the works and keeping the client informed of costs during construction..</p>
20 Contract Administration - Time	<p>There are three fundamental aspects of a building project: the quality of the work, the cost of the work, and time. This module deals with the last of these three aspects.</p>
21 Preparation for APE 2 & 3	<p>This module covers aspects across the three components of the Architectural Practice Examination (APE), including tips, techniques, submission requirements and a few practical aspects of applying for and undertaking each part of the APE.</p>