

**WORK EXPERIENCE LOG BOOK**  
**GENERAL INFORMATION**

Students are required to undertake a minimum of 40 days work experience in Interior Architecture as part of their four year degree program. A minimum of 20 days of the work experience must be in practice. A maximum of 20 days experience can be undertaken in related fields such as consultancy, manufacturing, publishing etc. (Work experience in related fields must be pre-approved in writing by the IA Practice 422 unit controller)

The work experience is to be recorded on the official Log Sheets which can be downloaded from the website. Students are to use a separate Work Experience Log Book Project Sheet for each project and record the categories of experience, levels of experience and number of hours. Each sheet needs to be signed and dated by both the project supervisor and the student.

Students are encouraged to work in a variety of practices and related fields during their studies so they can explore the options that are available to them and to develop their areas of interest. Filling out the Log Book is not meant to be an onerous task and generally it is best if students spend time regularly updating their records. One of the main purposes of the **Project Sheets** is to help students evaluate the type of work experience they are receiving and assess whether this experience suits their goals and aspirations.

To fulfill the requirements of IA Practice 422 students must submit the completed **Summary Sheet/s** along with the **Project Sheets**.

If students have any queries regarding work experience requirements they should contact the IA Practice 422 unit controller. In 2008 the IA Practice 422 unit controller will be Paul Griffin.

Contact details: ph 9266 4056, email [p.griffin@curtin.edu.au](mailto:p.griffin@curtin.edu.au)



## **CATEGORIES OF EXPERIENCE**

### **GENERAL EXPERIENCE (Not project related)**

#### **OFFICE ADMINISTRATION**

- 1A Screening telephone enquires from consultants, suppliers or clients.
- 1B Letter writing, memorandums, minute taking.
- 1C General office duties including filing, photocopying, messages etc.

### **PROJECT RELATED EXPERIENCE**

#### **CLIENT MEETINGS**

- 2A Attendance at client or client department meetings
- 2B Involvement in discussions with client of the brief and preliminary drawings.
- 2C Formulation of client requirements

#### **SITE INVESTIGATIONS**

- 3A Preliminary site investigations and site measurements.
- 3B Preliminary meetings with authorities.
- 3C Assessment of the implication of relevant regulations.

#### **DESIGN STAGES**

- 4A Design decisions
- 4B The preparation of schematic and/or design development drawings and materials and finishes boards.
- 4C Checking the design against statutory requirements.
- 4D The formulation of budgets or estimates or cost plans or feasibility studies.

#### **CONTRACT DOCUMENTATION**

- 5A Contract documentation including the preparation of working drawings and written specifications.
- 5B Checking the documents against statutory requirements.

#### **CO-ORDINATION**

- 6A Co-ordinating the work of consultants.
- 6B Liaising with and/or co-ordinating work of suppliers.

#### **CONTRACT ADMINISTRATION**

- 7A Co-ordinating pricing by contractor/s and advising client on pricing results.
- 7B Preparing building contracts.
- 7C Inspecting construction.
- 7D Administration of contract and authorising payment of monies.

#### **OTHER**

- 8A Describe.

## **LEVELS OF EXPERIENCE**

- O Observer
- P Participant (member of project team – limited responsibility for decision making)
- E Executive (project leader – responsible for all decision making)

Bachelor of Arts (Interior Architecture)

## WORK EXPERIENCE LOG BOOK SUMMARY SHEET

STUDENT.....

STUDENT NO.....

SHEET NO.....

EMPLOYER DETAILS	PROJECTS	PROJECT SHEET NO.	NO. OF DAYS
NAME: ADDRESS: PHONE: FAX: EMAIL: WEB:			
NAME: ADDRESS: PHONE: FAX: EMAIL: WEB:			
NAME: ADDRESS: PHONE: FAX: EMAIL: WEB:			
TOTAL NO. OF DAYS			

