

# **INFORMASI PENGISIAN APLIKASI ASEAN ARCHITECT**



**INDONESIA MONITORING COMMITTEE**

2014

Dapat diunduh dari situs IMC, <http://imc.or.id/>

## **SYARAT ASEAN ARCHITECT (AA)**

- Tamat pendidikan program studi arsitektur lima tahun penuh atau empat tahun + satu tahun pendidikan profesi arsitek dari perguruan tinggi yang terakreditasi;
- Arsitek profesional, memiliki Sertifikat Keahlian (SKA) yang telah diregistrasi;
- Pengalaman kerja minimal **sepuluh tahun** secara terus-menerus setelah tamat pendidikan, **lima tahun** diantaranya setelah registrasi SKA
- Minimal selama **dua tahun** di antaranya menangani proyek arsitektur dalam skala / besaran tertentu yang ditetapkan oleh ASEAN *Architect Council* (AAC) (lihat tabel halaman berikut);
- Untuk perpanjangan masa berlaku sertifikat AA perlu memenuhi persyaratan program pemutakhiran keprofesian (*Continuing Professional Development, CPD*);
- Tidak mempunyai catatan tentang pelanggaran teknis maupun etika profesi di tingkat nasional maupun internasional;
- Memenuhi persyaratan lain yang ditentukan oleh AAC.

## **SYARAT PENDAFTARAN ASEAN ARCHITECT**

(silakan digunakan sebagai *check list*)

1. Format 1 – asli;
  2. Format 2 – asli dan ditandatangani *attestant*;
  3. Format 3 – asli dan ditandatangani;
  4. Form pernyataan – asli dan ditandatangani
  5. Fotokopi ijazah S-1 Arsitektur dan pendidikan tinggi selanjutnya bila ada;
  6. Fotokopi Sertifikat Keahlian (SKA) yang masih berlaku;
  7. Berkas pengalaman kerja (CV) dalam Bahasa Inggris – asli dan terbaru;
  8. Fotokopi KTP;
  9. Pasfoto 1 buah, 4 x 6 cm.
- 
- Berkas aplikasi tidak perlu dijilid ataupun diapit (*staple*), silakan gunakan *binder clips / clear sleeves / business file*;
  - Sebelum menyampaikan berkas asli, salinan aplikasi beserta kelengkapannya dapat dikirimkan terlebih dahulu melalui email ke **secretariat@imc.or.id** dengan subjek aplikasi AA.
- 

Terima kasih.

# Format 1

## SIGNIFICANT ARCHITECTURAL WORK APPLICATION FOR ASEAN ARCHITECT REGISTRATION

Receipt No.: Diisi oleh petugas

Name of Applicant: \_\_\_\_\_  
(As written in Passport)

Title (if any): \_\_\_\_\_  
(e.g. Mr., Mrs, Ms., Ar., Dr., etc)

Place and Date of Birth: \_\_\_\_\_  
(DD/MM/YY)

Architect Registration No.: Nomor Registrasi SKA  
(nomor yang berada di dalam kotak)

Date of Issued: Tanggal penetapan SKA  
(DD/MM/YY)

Qualification: Klasifikasi dan Kualifikasi Tenaga Ahli,  
sesuai SKA dalam Bahasa Indonesia

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: Harap diisi

Country: \_\_\_\_\_

E-mail address: Harap diisi dengan jelas

Cellular Phone No.: \_\_\_\_\_

Present Occupation: Pekerjaan / jabatan di perusahaan  
(cantumkan nama perusahaannya)

Office Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: Harap diisi

Country: \_\_\_\_\_

Phone/Fax No.: \_\_\_\_\_

I wish to be placed on the ASEAN Architect Register (AAR) and apply as described below in accordance with the provision that defines two (2) years experience in responsible charge of significant architectural works.

## **EXPLANATORY NOTES FOR THE TWO YEARS EXPERIENCES IN RESPONSIBLE CHARGE OF SIGNIFICANT ARCHITECTURAL WORKS**

(for Format 2 & Format 3)

1. The definition of significant architectural work will vary between ASEAN Member Countries. As a general guideline, the work should have required the exercise of independent architectural judgment, the projects or programmes concerned should have been substantial in duration, cost or complexity, and the professional architect should have been personally accountable for their implementation.
2. In general, a professional architect may be taken to have been in responsible charge of significant architectural work when they have:
  - 2.1 planned, designed, coordinated and executed a project of reasonable complexity; or
  - 2.2 undertaken part of a large project based on an understanding of the whole project; or
  - 2.3 undertaken novel, complex and / or multi-disciplinary work.
3. The above refers to an Architect having possessed at least two years experiences in responsible charge of significant architectural works in at least 2 of the following categories of projects. The final project sizes for each category shall be determined by the ASEAN Architect Council (AAC):

Project Category Examples of Project Size to be decided by the ASEAN Architect Council (AAC)

<b>No</b>	<b>Project Categories</b>	<b>Example of Projects Size</b>
1	Commercial	Shopping Complex of area about 10,000m <sup>2</sup> , Hotel of unit numbers about 100 rooms, etc.
2	Industrial	Industrial building of area about 4,000m <sup>2</sup>
3	Residential	Apartment blocks of units numbering about 200 units
4	Public Buildings	Public buildings of area about 4,000m <sup>2</sup>
5	Master Planning	Mixed development of size about 10 hectares

## Format 2

List of significant Architectural Work Experiences  
(describe in retrospective order, beginning with the most recent one.)

Dimulai dari pekerjaan terkini / terbaru

Work No.	Starting Date/ Ending Date/ (months)	Name of Organisations/ Position/Title	Name of Work	Attestant's Column		
				Signature	Relationship of Attestant to Applicant	Tel/Fax
	Diisi bulan - tahun sejak awal hingga berakhirnya pekerjaan serta durasi pekerjaan dalam bulan	Nama biro / badan usaha, posisi dan jabatan aplikan	Nama pekerjaan dengan besaran-besaran pekerjaan (luas, jumlah unit, dsb.)	↑	Hubungan kerja antara pemberi tanda tangan dengan aplikan	
				Bila tidak memungkinkan untuk mendapatkan tandatangan attestant, lampirkan surat keterangan dari pengguna jasa (SPK) / surat keterangan dari pimpinan biro.		

*Note: The attestant above shall be, in principle, the representative of the organisation under which the applicant executed his architectural work.*

### Format 3

Detailed Description of Significant Architectural Work (describe, in detail, each work listed in the preceding page.)

<b>Work No.</b>	<b>Position in Architectural Work</b>	<b>Contents of Work</b> (describe the contents and significance of the work, the applicant's role, and the degree of the applicant's responsibility. Using about 50 words.)
↑		Uraikan (kira-kira 50 kata), apa yang signifikan pada pekerjaan terkait, peran dan tingkat tanggung jawab aplikan dalam hal tersebut
↓	Urutan sesuai Format 2	
↓		

*Note: Make a copy of this sheet when an extra sheet is needed.*

To Indonesian Monitoring Committee on Architectural Services,  
I hereby declare that the above descriptions are true to the best of my knowledge.

Signature :

**SIGN HERE**

Architect Applicant's name: .....

Date: Tanggal pengisian aplikasi

## DECLARATION FOR ASEAN ARCHITECT (AA) APPLICATION

I hereby declare that:

	YES	NO
I am an Architect	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I meet the entire requirements as specified in Article 3 of the ASEAN Mutual Recognition Arrangement (MRA)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
No disciplinary action have been taken against me	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I am not bankrupt	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Others:

Mohon cantumkan data historis keanggotaan di organisasi profesi dan sertifikat (SKA pertama, kualifikasi, tanggal; SKA naik kualifikasi/grade, tanggal; SKA perpanjangan, tanggal).  
Silakan cantumkan pula keanggotaan / jabatan Anda dalam organisasi profesi / institusi lainnya yang berkaitan erat dengan kearsitekturan.

Yours Sincerely,



.....

Name: .....

Date: .....

Identity Card No.: **Nomor KTP** .....

Ar. Reg. No.: **Nomor Registrasi SKA** .....

*Note: Please tick (✓) in the relevant box*