

B.11

Overview of BEFA Assessor Role and Qualifications

(October 2020)

BEFA Assessor Role

The BEFA assessor is a volunteer position for the Broadly Experienced Foreign Architects (BEFA) Program with the Canadian Architectural Certification Board (CACB). It is the responsibility of each Regulator to recommend to the ROAC Standing Committee eligible members from within its jurisdiction to serve as assessors.

Each BEFA Assessment Panel is assembled by the CACB and has three members: a Chair, a National representative and a Regional representative.

BEFA assessors must respect that a BEFA applicant is measured against the standard of an intern entering the architectural profession in Canada (i.e. Day 1 of licensure for a Canadian architect). The BEFA assessors must also respect that the assessment process is not an exam but an opportunity for a BEFA applicant to demonstrate certain knowledge, experience and skills.

Specifically, an assessor with the BEFA program is responsible for the following:

- Reviewing the BEFA applicant's online submission and supporting documents;
- Determining if the applicant's submission is reasonably complete and if the applicant is eligible for an interview;
- Participating in conference calls/virtual meetings with other members of the panel to discuss the submission;
- Preparing for an interview with the BEFA applicant in conjunction with the other panel members, based on the materials that the applicant has submitted and in reference to the *Canadian Standard of Competency for Architects*;
- For Regional panel members, liaising with the Regulator regarding province/territory specific issues that need to be covered during the interview, as well as potential remedial action(s)
- Participating in the interview with the applicant (up to 3 hours) either in-person or remotely;
- Assisting the Chair with the preparation of interim and final reports; and
- Completing CACB's Peer Survey Reviews.

Time commitment required to review an applicant submission and participate in an interview:

- 6-8 hours to do the online review of the applicant's submission (1st few may take longer)
- Participating in up to two conference calls/ virtual meetings with other members of the panel
- A minimum two-day (2) commitment for the in-person interview process. (CACB will cover the assessor's expenses related to the interview)
- Review of the panel chair's interim and final reports to CACB

Work and decisions made by BEFA assessors, acting in their role for BEFA, are covered by Directors and Officers' insurance held by the CACB.

BEFA Assessor Qualifications

Practicing architects who have:

- At least 3 years of broad based practice experience
- Demonstrated knowledge of current architectural practice requirements in their province/territory
- Knowledge and understanding of:
 - Regulatory roles and responsibilities of a self-governing profession;
 - The role of the regulator in setting and maintaining standards of entry for the profession;
 - Education, experience and examination requirements for entry into the to practice of architecture in Canada;
 - Internship, CERB and other entry requirements of province/territory they represent (required) and other jurisdictions (desired); and
 - The business and practice of architecture in representative province/territory (required) and other jurisdictions (desired)
- A high degree of discretion and tact.
- The ability to communicate effectively.
- The availability to commit the volunteer time for up to 2 applications and participate in up to 2 assessment interviews per year.

Experience in interviews and decision writing is an asset.

BEFA Assessors will be required to comply with the CACB's policies related to privacy, confidentiality, conflict of interest, and information security protocols.

Other Requirements

Assessors are required to have access to:

- A desktop or laptop computer or tablet for reviewing online applicant documents;
- An up-to-date web browser, such as *Chrome*, *Safari*, *Firefox* or *Internet Explorer* to access the CACB's file-sharing website and virtual meeting platforms;
- A webcam/ camera for the consultation meetings, as some may be conducted virtually;
- A headset with microphone; and
- A stable WIFI internet or LAN internet connection (minimum 1MB)