A+

Member
Australian
Institute of
Architects

A GUIDE TO YOUR
A+ MEMBERSHIP

MAXIMISE YOUR A+ MEMBERSHIP.

This e-brochure will help you understand all that A+ has to offer, and how to best utilise the benefits available for your practice.

You can now access your benefits directly from the A+ page on the *Institute's website*.

A+ Membership provides your practice with tools necessary to assist you in delivering the best possible architectural service to your clients.

A+ Membership means that every design professional in your practice is a member of the Institute, and every Member Level 1 and Graduate Tier A is required to complete a certain amount of CPD every year to ensure they are practicing at the highest level.

A+ is about a commitment to the Institute, best practice and the future of the profession.

A+ MEMBERSHIP INCLUDES:

- Membership for every professional in your practice
- Acumen – online practice advisory material
- Environment Design Guide – peer reviewed articles on sustainable design
- Australian Standards quick reference service – online access to every Australian Standard and more
- HR+ – a human resources portal and phone service
- Marketing materials – A+ branding at your disposal
- Benchmarking.com.au - a business benchmarking solution
- Preferential placement on Find an Architect
- Further discounts on CPD and events such as the National Conference and awards

FIRST THINGS FIRST: ACCESSING YOUR BENEFITS

You can now access your benefits directly from the A+ page on the Institute's website - however there's some important information you need to now about which log-ins to use to access your benefits.

There are **3 ways** to access your A+ member benefits: through your **practice**, your **individual membership** and through **HR+**. Here's a simple breakdown of how to access what. And remember, if you're having trouble with any of your log-in details, please email the membership team or give us a call on 1800 770 617.

PART I
ADMINISTRATION OF YOUR PRACTICE

Not everyone will use this section – Your A+ Portal is all about the administration of your A+ membership. This section will show you how to Access your A+ Portal with your practice's employer ID (E Number) and password.

PART II
YOUR INDIVIDUAL MEMBERSHIP

This section of the brochure is about maximising your A+ benefits. Your individual member number and password are set up when you join the Institute for the first time; either as an individual or when your practice adds you as a member.

You can access the following services with your individual member number and password:

1. Acumen

2. EDG

3. Standards Australia

4. HR+

5. Events or CPD registration

PART III
HR+

HR+ can be accessed by anyone in your practice. You can log in online through the member portal, call or email the HR+ service consultants to talk through any human resource related questions you have.

INTERNET BROWSERS

It's worth noting that the most compatible internet browsers are Internet Explorer, Mozilla Firefox and Google Chrome (for you fortunate Mac users, Safari does work, but some versions may not view HR+ and related content favourably. It is advised that you update Safari to the latest version possible in order to avoid any conflicts).

I NEED HELP!

If at any time you need further assistance with accessing any of the A+ benefits, please contact our membership team – membership@architecture.com.au. Alternatively, you can also contact us to schedule an in-house seminar and we can take you through your membership benefits.

1

Practice Management

A+ Practice

> Practice Details
> Member/Staff Management
> Linked Practices (Multi-Office Discount)

SAI Global Australian Standards Fact Sheet

Please view the SAI Global Fact Sheet for more information about how to use and login to the SAI Global Australian Standards system.

Practice Details

> Edit Practice Details
Edit details about your practice, including contact details

> Review invoices or update credit cards
Review previous or upcoming invoices for membership, or to update payment information.

> Download A+ Practice Logos
Download various badges and logos for use in emails and other documentation

^top

Member/Staff Management

List of Members

List of members associated with your practice.

Please note that all staff who are eligible for membership with the Institute of Architects must be registered as part of your practice's A+ membership requirements. You do not need to register staff who are currently on parental or post-graduate leave until such time as they return to active employment.

2

Australian Institute of Architects

Update Staff Numbers

3

Australian Institute of Architects

Community   Members
Architects   Practice Management
Media   A+ Practice Logos

A+ Practice Logos

You must download and read the A+ logo usage guide (pdf) ⅃ By downloading any of th

> Download all logos
Downloads all logos in a single zip file

A+ PORTAL

WHAT IS THE A+ PORTAL?

The A+ Portal is the central administrative hub for your practice. You can log in **here** with your employer ID and password to:

1. Update *payment*, *practice* and *staff* details

2. View past and future *invoices*

3. Update *staff numbers*

4. Download *A+ logos* to use for marketing material (picture 3)

NOTE

The A+ Portal is only accessible by the directors or office manager of an A+ practice using a unique employer ID and secure password.

HOW DO I USE THE A+ PORTAL?

Using the link above, enter your employer ID and password. **The employer ID will always start with an 'E' and will be followed by 3 or 4 numbers**.
If you don't know what this is, email us! Once you log in you'll be able to see the screen in picture 1.

This screen lets you access the administrative aspects of your practice and helps you communicate changes with the Institute so that your practice is always up to date. Whether your postal address has changed, a new staff member has been employed or a staff member has left
the practice, these changes can all be made on this page.

One of the most important changes you can make is to your staff numbers (picture 2) – these should be updated when eligible staff join or leave your practice. This ensures that your membership fees are accurately representing the number of eligible staff you have.

The 'Review Invoices' section is also handy when you need to access all the A+ payments you have made, and ones that will be coming up. Simply click the links on the left hand side to open A+ invoices in your browser.

INDIVIDUAL MEMBER PORTAL

1

2

3

WHAT IS THE INDIVIDUAL MEMBER PORTAL?

The Member Portal allows individual staff members to:

- update their contact details
- access the member discount program
- reset their password
- download the Members' Badge
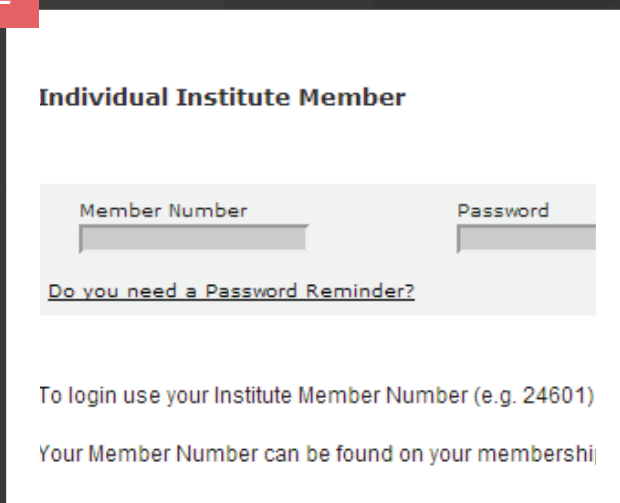- vote (if applicable)

HOW DO I USE THE INDIVIDUAL MEMBER PAGES?

Browse away and access your member benefits, Members' Badge and update your details. You can also access your A+ services from here.

Log out whenever you like by clicking the link in the top left corner.
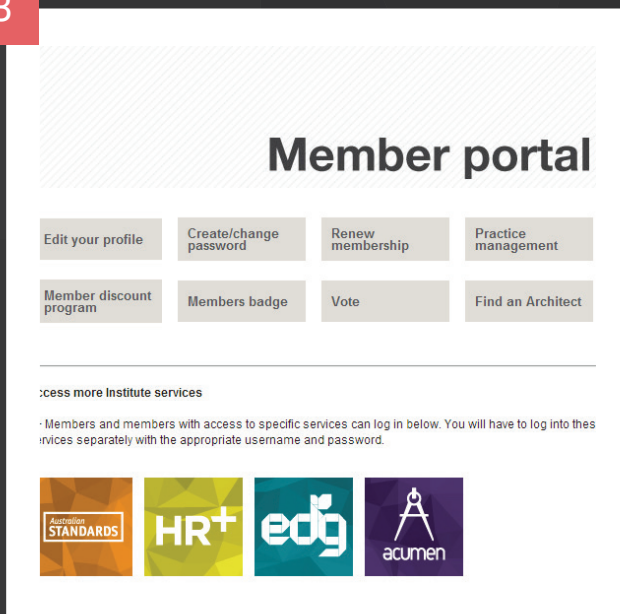
1

2

3

4
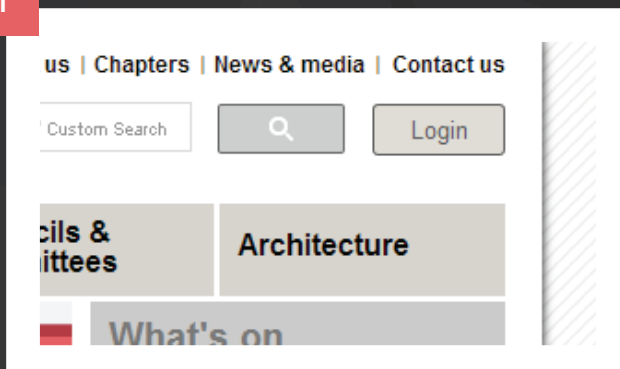
ACUMEN

WHAT IS ACUMEN?

Acumen is the Institute's online practice advisory database. It provides architects with the most relevant and up-to-date advisory material and news about managing an architectural practice and architectural projects. This dynamic database of information puts answers to everyday questions at your fingertips.

HOW DO I USE ACUMEN?

By clicking on the link above, you'll be sent straight to the Acumen website where you'll need to log in with your **individual member log in** details.

In the top right-hand corner (picture 1), enter your individual member number and password and hit the enter key on your keyboard. Once the page reloads, you'll be logged in.

You can print any of the content by clicking the link at the top of the page, and the website can be viewed in 3 different font sizes for easy reading – simply click the different sized A's at the top.

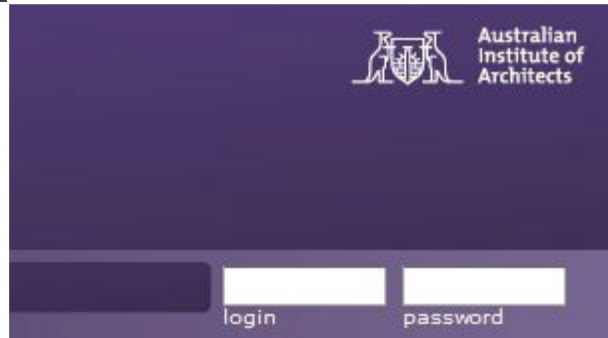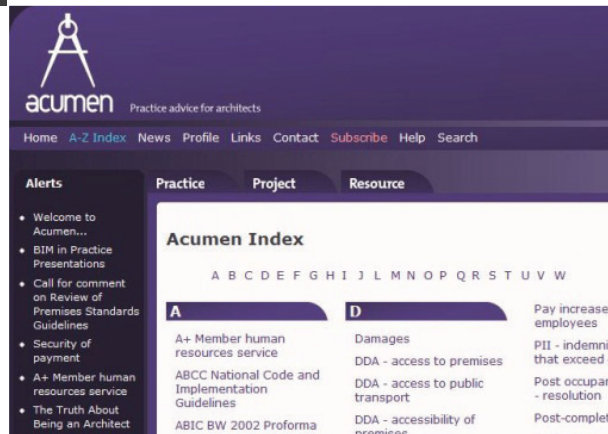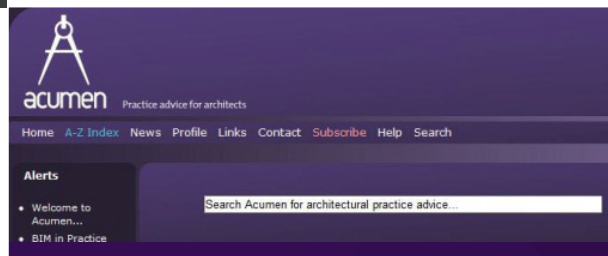There are 3 ways to search for advice on Acumen:

5. *Use the **search bar** at the top of the screen (picture 2).
   For example, simply type in 'contract administration', and all links on the website containing relevant information will be shown in the search results.*

6. *Access the **index** and search by letter (picture 3).
   By clicking 'C' we can scroll through all topics starting with 'C', and sure enough 'contract administration' pops up!*

7. *Browse through by **category** (picture 4). Acumen has been ordered to reflect three different aspects of the architectural landscape: running a Practice, managing a Project and external Resources. 'Contract Administration' is a crucial aspect of managing a project so, if you click into Project, and then core architectural services, 'contract administration' is accessible.*

Under the Resource section (picture 4) there's a link to a 'Free Legal Reference' service. Simply click that and you will receive 10 minutes of free legal advice from any of the practitioners listed.

1

edg
ENVIRONMENT
DESIGN GUIDE

HOME

DESIGN NOTES

EDG NEWS

SUBSCRIBE

4

August 2016 | EDG 87 JD

Enabling play friendly places

Jenny Donovan

A balanced mix of play activities is critical to a child's development. However for many children in Australia, as elsewhere in the developed world, the proportion of active, outdoor play is declining due to many interconnected environmental and social factors. This has significant adverse physical and mental health implications for young people, the adults they become and their communities. The environments we design can influence these environmental and social factors and contribute to making a place more conducive for play.

'The right to play is the child's first claim on the community. Play is nature's training for life. No community can infringe that right without doing enduring harm to the minds and bodies of its citizens.'
- David Lloyd George 1926 (Brown and Patte 2012)

Keywords: Social sustainability, neighbourhood, street layout and design, child health, recreation

Click here to go to design note

2

LOGIN

Search

5

edg
ENVIRONMENT
DESIGN GUIDE

EDG 87 JD • August 2016

environment**design**guide.com.au

ISSN 1442-5017

Enabling play friendly places

Jenny Donovan

Cover image: A brick spillway is articulated by steps, niches and platforms to provide for walking, climbing and sitting at Stawell Steps by Monash Architecture students and Japanese artist Hiroshi Nakao (Image: Peter Bennetts)

3

Browse Design Notes

Recent Design Notes
Notes published from November 2010

GEN – General Issues
General issues and miscellaneous

TEC – Technology
Details of specific technologies

DES – Design Strategies
Topic-specific strategies

NOT – Notes
Useful aids and references

PRO – Products and Materials
Products and materials

CAS – Case Studies
Case studies of built projects

ENVIRONMENT DESIGN GUIDE

WHAT IS EDG?

The Environment Design Guide (EDG) is Australia's leading source of environmental design advice for architects and allied professionals. EDG provides you with access to a database of over 200 peer-reviewed design notes on sustainability in the built environment, updated year-round with new and revised notes. EDG news is a quarterly e-newsletter, keeping you informed of news, reviews, new paper announcements, and listings of upcoming events.

HOW DO I USE EDG?

EDG presents a list of all the current papers, grouped together by category for ease of access. To find a specific topic, you can use the search bar (picture 2) or peruse the online or downloadable search index. To view papers, log in with your individual member number and password using the log-in link above or click in the top right of the website (picture 2). Notes can be downloaded in PDF format for easy viewing by clicking on the link at the bottom of the paper's abstract (picture 4).

1

2

Download the file **directly to your computer** by 'right-clicking' the link, and choosing 'Save target as' or 'Save file as' depending on your internet browser. You can then view it for up to 10 hours before you'll need to download it again.

Remember to log out when you're done; don't close the browser window!

AUSTRALIAN STANDARDS

WHAT IS THE AUSTRALIAN STANDARDS QUICK REFERENCE SERVICE?

Standards are published documents that set out the specifications and procedures to ensure your projects are safe, reliable, and work the way they were intended to. Our collaboration with SAI Global ensures that our A+ members have access to every Australian, AUS/NZ, and adopted ISO and IEC Standard currently available. Online access means the information you receive is always up to date, and it allows you to gain access from anywhere!

HOW DO I ACCESS AUSTRALIAN STANDARDS?

The link to access Standards is available by clicking the link above. We suggest adding this as a favourite so it is always easy to find.

To access the Australian Standards quick reference service, log in with your **individual member number and password** (picture 1). Once you're in, you will be able to access all Standards through a number of search options (picture 2). (**Please note**: Standards can take a couple of weeks to be activated with your A+ membership.)

1. Quick search
   Exactly how it sounds

2. Power search
   More advanced - lets you select certain parameters such as ISO or IEC specifically

3. Subject search
   This lets you search for all Standards within a given category

4. International Equivs
   Gives you the international equivalent of a specific Standard

The Australian Standards quick reference service provided by the Institute is comprehensive and constantly updated. This service currently includes:

• 10 hour file access time once it has been downloaded

• Copy and paste - for up to 25% of the standard for internal use

• LexConnect - a service that highlights which standards are referenced in Australian Commonwealth, state and territory legislation

• CodeConnect - a service that highlights which Standards are referenced in Australian Codes of Practice including the NCC and the BCA.

There is a log in time limit of 30 minutes, and if that lapses, you're free to log in again. The 10 hour download time refers to how long the file will be accessible once downloaded. After 10 hours, you can download it again. 'Recently Viewed Documents' is a handy feature which lets you revisit your recently viewed items, so you don't have to keep searching for them every time you log in.

1

Contact Details >   Location of Work >   Work Preference >   Practice Profile >   Steps 1 2 3 4

Step 1 – Are your details correct?

Ensure your details are correct by checking the information below. Amend anything that isn't up-to-date.

Click 'Next' to continue.

* = Required information

Practice name*

Enter any other names your business might be known as. You can include up to three.

FIND AN ARCHITECT

WHAT IS FIND AN ARCHITECT?

Find an Architect is an online service set up by the Institute allowing you to create an online profile for your practice. Find an Architect was featured during Seasons Two and Three of Grand Designs Australia.

Being an A+ Member gives your practice preferential placement on this service so that your practice appears higher on the list when prospective clients search.

HOW DO I CREATE MY PROFILE ON FIND AN ARCHITECT?

The link above will take you directly to the log-in page where you will be asked to use your practice log-in details. These are the same as your **A+ Portal log-in details**. Once you have logged in you
will be able to:

1. *Update your practice details (picture 1)*

2. *Stipulate where you would prefer to work (geographic location)*

3. *Specify what kind of work you specialise in (residential, non-residential)*

4. *Create your online profile*

Once you have completed these sections and hit 'Upload', your profile will be viewable on the website and accessible to anyone searching for an architect!

1

2

3

4

HR+

WHAT IS HR+?

HR+ is a dedicated human resources and industrial relations information service that gives A+ members access to expert advice in HR, IR, employment conditions and law, workplace health and safety, workers' compensation and superannuation, via an expert team of advisors at Wentworth Advantage. This service has been tailored to the architectural profession so rest assured, what you're getting is relevant.

HOW DO I USE HR+?

Using HR+ is easy! Simply login to the Member portal using your individual member number and password, then click on the HR+ icon where you will be taken to the HR+ access page.
(picture 1) After agreeing to the Terms of Use (picture 2) you will gain access to the HR+ website. (picture 3) Designed to reflect the employment life cycle, the website categorises an extensive library of resources that can be both viewed and downloaded. The website now offers Live Chat (picture 4) or, if you would prefer to speak to someone you can phone or email the consultants..

Or email: hrplus@architecture.com.au

Or log in to the online database by obtaining the details through our membership team.

BENCHMARKING

Benchmarking.com.au is a business benchmarking solution allowing practices to measure their financial and operational performance against other like-practices in the profession. Participation in the annual Benchmarking survey is FREE for A+ practices.

A questionnaire will run each year to help build on the data from previous years. All practices will be requested annually to complete the questionnaire online. The data from the questionnaire will form the basis of a confidential report which will then be distributed to each respondent, providing them with a comparison of their practice to the industry standard.

Your input will help to maintain an ongoing statistical database for the architecture profession. All data collected remains your property and the Institute has at no stage access to the individual results.

WEBINAR: Australian Institute of Architects
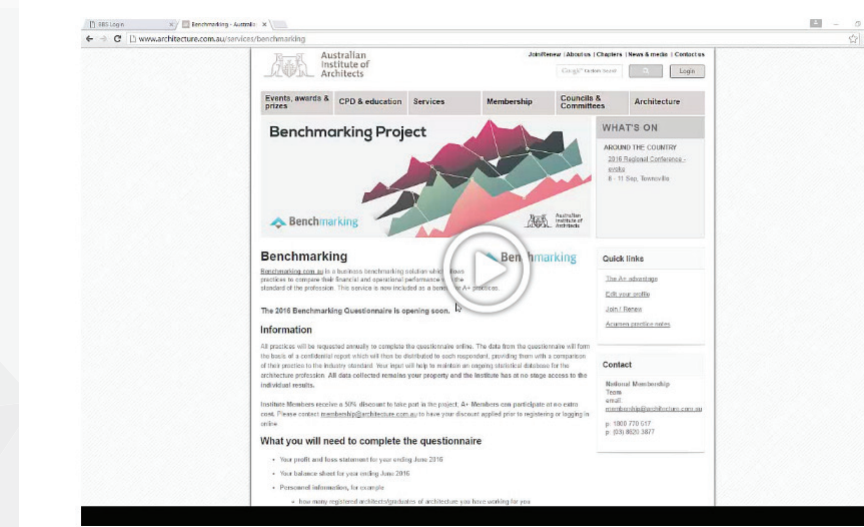
A Benchmarking webinar (picture 1) has been developed to assist practices with step-by-step instructions on how to complete the questionnaire.

DID SOMEONE SAY DISCOUNTS?

The Institute offers a range of ways to meet your CPD obligations and we are constantly growing the number of courses, programs, conferences etc. to make it easier for you to earn your CPD points. Being an A+ Member means you are eligible for discounts beyond those available to standard members for registration to these events. For example, you can save up to **15% more** than non-A+ Members to events such as the International Speaker Series and the National Conference.

The Institute offers a large range of CPD opportunities under the Refuel banner which include:

• National Seminar Series
• Continuum
• CPD Provider Network
• Regular events in local State and Territory offices

PALS FOR GRADUATES

PALS is a series of online learning modules and face to face tutorials that assist you in preparing you for the registration examination. If you qualify as a graduate under your practice's A+ Membership and you wish to become registered, you can save a total of **58%** on the cost of the Institute's Practice of Architecture Learning Series (PALS)! That's almost **25% more** of a discount than non-A+ members!

Register here!

FURTHER INDIVIDUAL DISCOUNTS

Within your Individual Member Portal, you may have noticed the 'Member Discount Program' link. We have collaborated with many different companies to offer you further discounts:

• Archibooks architecture.com.au/services/archibooks
• participating bookshops, 10%
• Discounts on purchases of contracts and agreements through architecturecontracts.com.au
• Other discounts and offers from a range of products and services.

This e-brochure has shown you how to maximise your A+ benefits and experience. Whether you're new to A+, or have been a member for a while, this should serve as a handy go-to resource for all your A+ queries.

Thank you for your interest in A+, and if you had any further questions, please email the membership team or give us a call on 1800 770 617.