



LEMBAGA
ARKITEK
MALAYSIA

Interior Design Licensure Exam

ARCHITECTURAL EXAMINATION COUNCIL MALAYSIA

MAJLIS PEPERIKSAAN SENIBINA MALAYSIA

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1.0 Introduction

- 1.1 This Handbook is issued by the **Architectural Examination Council Malaysia** (*Majlis Peperiksaan Senibina Malaysia*) under the auspices of the Board of Architects Malaysia (*Lembaga Arkitek Malaysia, LAM*) hereinafter referred to as the **Examination Council**, for the information of all registered Graduate Interior Designers as a guide to their preparation for the **Interior Design Licensure Examination (IDLE)**.
- 1.2 This Handbook is to be read in conjunction with the Practical Experience Log Book. In the event of discrepancies, the provisions in this Handbook shall prevail.

2.0 Professional Registration with the Board of Architects Malaysia

- 2.1 In accordance with the Architects Act 1967, passing the Interior Design Licensure Examination is one of the qualifications to register as an Interior Designer with the Board of Architects Malaysia.
- 2.2 There is no exemption from this Examination for the above purpose.

3.0 The Interior Design Licensure Examination

- 3.1 The Interior Design Licensure Examination is conducted by the Examination Council pursuant to Section 4(1)(ga) of the Architects Act 1967.
- 3.2 The Examination Council may appoint an **Examination Panel**, consisting of members from among the registered Interior Designers and Architects, to conduct the IDLE examination.
- 3.3 The IDLE examination involves:
 - a. submission of application and relevant documentation;
 - b. **Stage 1** — Submission of the **Practical Experience Log Book**, the **Professional Experience Evaluation Report** and the **Professional Casework Report** (if required);
 - c. **Stage 2 – Interview Assessment**; and
 - d. **Stage 3 – Written Examination**.
- 3.4 **Stage 1 – Practical Experience Log Book**
The Practical Experience Log Book (hereinafter referred to as the Log Book), shall be completed in accordance with Clause 8.1 and submitted by the closing date for the Examination each year.
- 3.5 **Stage 2 – Interview Assessment**
The Interview Assessment shall be held after passing the Log Book assessment and before taking the Written Examination, at a date to be set by the Examination Panel. The Interview Assessment will test the applicant's proficiency in technical matters and professional practice. If the applicant fails the Interview Assessment, he / she shall not be permitted to proceed to Stage 3 – the Written Examination.

3.6 Stage 3 – Written Examination

The Written Examination comprises of two papers: Paper I consisting of multiple choice questions for a duration of 1.5 hours, and Paper II consisting of essay-type questions for a duration of 2.5 hours.

3.7 The scope of the Examination follows the syllabus as shown in Appendix I to this Handbook.

4.0 Objective of the Examination

4.1 The objective of this Examination is to establish the required level of practical experience, skills, competency and maturity which an applicant ought to have attained to fulfill his professional duties, technical, management and regulatory responsibilities and obligations while practising his profession as an Interior Designer in Malaysia.

4.2 The applicant is expected to be knowledgeable about the duties and responsibilities of an Interior Designer in his dealings with his fellow professionals, his clients, the public, the approving authorities and other component parties of the building industry.

4.3 The practical training period is expected to contribute towards the applicant's acquisition of the required skills and knowledge to be able to discharge his professional responsibilities competently and diligently.

5.0 Venue & Frequency of the Exam

5.1 The venue for the Examination shall be at Kuala Lumpur or at any other place as determined by the Examination Council.

5.2 The Examination shall be held once a year. However, the Examinations Council reserves the right to vary the schedule at its sole discretion.

6.0 Application Procedure

6.1 New applicants who wish to appear for the Examination must register with the Examination Council a year in advance. The closing date for this registration shall be **2 February of each year**.

6.2 The application must be made on the prescribed form available from the Examination Council via the LAM website. See also Appendix IV.

6.3 The application must be accompanied with evidence of academic and professional qualifications, Part I (IDQA) certificate (if relevant), completed Log Book(s), Professional Experience Evaluation Report and the Professional Casework Report (if required).

6.4 The application must be accompanied by the Examination fee as prescribed in the application form.

- 6.5 Unsuccessful candidates are eligible to re-sit the Examination in the subsequent year upon registration before 2 February of that year, subject to satisfying the requirements under Clause 6.4, on the basis of the practical experience recorded in the Log Book submitted together with the first application. However, **this basis shall be restricted to every three (3) attempts only**. Before an applicant is accepted for the fourth (4th) and subsequent attempts, the Examination Council requires the applicant to submit an **updated Log Book** and **Professional Experience Evaluation Report** in respect of the practical experience for another one calendar year since the date of the Examination in which he / she last failed.

7.0 Qualifications for Acceptance

- 7.1 To be eligible to register for the IDLE exam, applicants must be registered as a Graduate Interior Designer with the Board of Architects Malaysia pursuant to Section 27D(1) of the Architects Act 1967.
- 7.2 Under the provisions of Section 27D(3)(a) of the Architects Act 1967, a registered Graduate Interior Designer shall be required to obtain such practical experience as may be prescribed by the Board of Architects Malaysia.
- 7.3 The required practical experience is to be recorded in the Practical Experience Log Book and submitted to the Examination Council for Stage 1 of IDLE.
- 7.4 The stipulated scope and period of practical experience are as follows:
- a. The minimum period of practical working experience required is two (2) years (104 weeks) which must be obtained subsequent to registration as a Graduate Interior Designer with the Board of Architects Malaysia.

The stipulated period is to be completed by **2 February**, the closing date for the Examination each year.
 - b. At least one (1) year of these two (2) years of practical working experience shall be in full-time employment in an Interior Designer or Architect's office located in Malaysia and registered with the Board of Architects Malaysia.
 - c. The remaining period of practical working experience can be obtained from offices whose nature of works is **related to the built environment**, located either in Malaysia or elsewhere.
 - d. Periods of practical working experience in any Interior Designer or Architect's office of **less than six (6) months duration at any one time, shall not be considered** towards the total period of practical working experience.

- e. * Post-graduate research in a relevant area **related to the built environment** of up to a year's duration, acceptable to the Examination Council, may be considered towards the required practical experience, provided that such experience is substantively supervised by at least an Associate Professor of an accredited / recognised university or institute of higher learning. Additionally, such research must be principally authored by the applicant and acceptable to the university as a substantive research document. Post-graduate research conducted on a commercial basis shall not be regarded as part of the practical experience, unless prior approval has been obtained from the Examination Council.
- f. * The applicant who, after having registered as a Graduate Interior Designer, has further completed not less than **two (2) years of full time teaching** in an accredited university or an accredited interior design educational institution in Malaysia together with not less than a total of **two thousand (2,000) hours** of acceptable continuous part-time practical experience in an Interior Designer or Architect's office in Malaysia which is registered with the Board of Architects Malaysia, may also qualify for the required practical experience.
- g. * Practical experience in offices as defined in the Practical Experience Log Book – other than an Interior Designer or Architect's office – can be considered towards the required practical experience, up to a maximum of twelve (12) months. The experience so obtained in those offices by the applicant must cover a reasonable range of professional activities to be carefully described under the Practical Experience Log Book, or if more written space is required, in a separate accompanying report.

Such experience must be under the supervision of an in-house Interior Designer, Architect, Engineer, Quantity Surveyor or Town Planner who is registered with their respective professional Boards. In the case of those working with building products' manufacturers, their supervisors must be allied professionals registered with the respective professional Boards.

Note: * Applicants under these categories of experience will additionally have to complete and submit a **Professional Casework Report** as detailed under Clause 8.4 (b).

8.0 Evidence of Practical Experience

- 8.1 The following evidence of practical experience must be submitted:
 - a. The applicant is required to have recorded his practical experience covering the full scope of interior design services in the prescribed Log Book strictly in accordance with the instructions specified therein. The accuracy of the records must be **authenticated, signed and dated by his / her Supervising Interior Designer / Architect** to reflect their periodic supervision.
 - b. The Log Book and / or any other evidence of the applicant's practical experience will be examined by the Examination Panel for adequacy. Incomplete and inadequate submissions shall be rejected.
- 8.2 Proof of practical experience via employment must be furnished in the form of **EPF / KWSP statements** for the duration recorded in the Log Book.

8.3 **Log Books shall be entered regularly, and be signed and stamped immediately by the Supervising Interior Designer / Architect** indicating his / her registration number with the Board of Architects Malaysia. Applicants are advised not to delay in filling their Log Books.

8.4 **Reports to be submitted by all new applicants and repeaters for the fourth (4th) and subsequent attempts:**

a. Professional Experience Evaluation Report (PEER)

All applicants are required to submit a written appraisal in **approximately 2,000 words** covering the entire period of his / her professional experience. This report should not merely be a list of offices and projects; it should state the experience learnt at first-hand of the various stages of works covering the full scope of interior design services, with good and bad practices clearly identified, analysed and commented upon as appropriate.

For further details, please refer to Appendix II.

b. Professional Casework Report (PCR)

Where deemed necessary after scrutiny of the application by the Examination Council, the applicant may also be required to submit a Professional Casework Report consisting of **approximately 1,500 words**. Applicants with category (e), (f) or (g) types of experience under Clause 7.4, must complete a Professional Casework Report for submission in addition to the Professional Experience Evaluation Report. The submission shall consist of concise material selected by the applicant to provide tangible evidence of practical experience at a professional level.

The submission shall include a selection of drawings, copies of documents relevant to the casework, a few progress photographs and factual commentary.

For further details, please refer to Appendix III.

8.5 Any application which does not comply fully with all the above requirements shall be rejected by the Examination Council and the applicant shall be ineligible to continue further with the current Examination.

9.0 Reference Materials

9.1 Candidates shall be provided with the following documents for reference during Paper II only of the Written Examination:

- a. Architects Act, 1967
- b. Architects Rules, 1996
- c. Uniform Building By-Laws, 1984

9.2 No other documents shall be permitted to be brought into the examination room.

10.0 General

- 10.1 Information requested in the application form must be fully and legibly completed. Relevant supporting documents (degree / diploma, testimonials, etc) shall accompany the completed application form. These documents shall be verified and certified by an Interior Designer / Architect registered with the Board. Any incomplete details in the application form can possibly lead to the disqualification of the applicant from taking the Examination.
- 10.2 An applicant may withdraw from the Examination stated under Clause 3.3 or part thereof. There shall be no refund of the examination fees if the withdrawal is made less than thirty (30) calendar days prior to the said Examination.
- 10.3 Official results will be announced by the Examination Council and the applicants will be notified in writing.
- 10.4 Any applicant who fails may request, within two weeks after the announcement of the official results, for his papers to be reviewed upon payment of a fee which shall be twice the examination fee. The result of the review shall be final.

INTERIOR DESIGN LICENSURE EXAMINATION

The Syllabus

1.0 Professional Legislation and Professional Bodies

- a. Professional Legislations and Bodies
 - Architects Act, 1967
 - Architects Rules, 1996
 - Second Schedule Code of Professional Conduct
 - Third Schedule Conditions of Engagement
 - Fourth Schedule Memorandum of Agreement between the Client and the Interior Designer for Interior Design Consultancy Services
 - LAM General Circulars
- b. Professional Bodies
 - Board of Architects Malaysia and its functions
 - Architectural Examination Council Malaysia
(*Majlis Peperiksaan Senibina Malaysia, MPSM*)
 - Architectural Accreditation and Education Council Malaysia
(*Majlis Akreditasi dan Pengajian Senibina Malaysia, MAPS*)
 - Malaysian Institute of Interior Designers (MIID) and its functions
- c. Allied Professional Institutions and their basic functions

2.0 Interior Designer's Role in Society

- a. As a professional person
 - Possess special skills and knowledge
 - Governed by Code of Professional Conduct
 - Maintain competency
 - Integrity and honesty
- b. Knowledge, skills and image as a:
 - Private sector Interior Designer
 - Salaried Interior Designer
- c. Privileges of an Interior Designer
 - Right to provide 'Interior Design consultancy services'
- d. The Risks and Liabilities of an Interior Designer
 - Contractual liability
 - Quasi – contractual liability
 - Liability under Tort
 - Criminal liability

3.0 Professional Interior Designer's Practice

- a. Interior Design practice as a service industry
- b. Different forms of practice
 - Sole Proprietorship
 - Partnership (Partnership Act)
 - Interior Design Body Corporate
- c. Office Administration
 - Financial planning & controls
 - Accounting in compliance with Income Tax Act and Service Tax Act
 - Statutory contributions for employers and employees
 - Billing for fees and reimbursables
 - Applicable Labour Laws
 - Professional Indemnity Insurance
- d. Management Functions
 - Leadership ability
 - Communication skills
 - Business skills
- e. Appointment of Interior Designer and Consultants
 - Conditions of Engagement
 - Memorandum of Agreement and Fees
 - Relationship with other Consultants, Responsibilities and Liabilities
 - Professional dealings with Clients and Authorities
- f. Marketing of Professional Services
 - Code of Professional Conduct
 - LAM General Circulars
- g. Continuing Professional Development (CPD)
- h. Quality Assurance

4.0 Building Legislations and Regulations

- Uniform Building By-Laws, 1984
- Fire Fighting (Bomba) Guidelines
- Local authorities & other statutory bodies

5.0 Contract Administration

- a. Types of Building Contracts
 - Forms of Contract
 - PAM Standard Form of Contract Private Edition, 2006 (With and Without Quantities)
 - JKR / PWD 203
- b. Tender documentation, tender invitation, evaluation and award
- c. Contract Administration
 - Letter of Award (LA)
 - Site Possession
 - Nominated Sub-contractor (NSC) and Suppliers
 - Progress Payments
 - Certification
 - Interior Designer's Instruction and Variations
 - Shop Drawings and Material Approvals
 - Requests for Information (RFI)
 - Site Supervision
 - Liquidated Damages
 - Extension of Time
 - Non-Compliance Report (NCR)
 - Defects & Making Good Defects
 - Testing & Commissioning (T&C)
 - Hand Over
 - Aspects of Construction Law, eg. CIPAA, CIDB Act, etc
 - Insurances
- d. Dispute Resolution
 - Mediation
 - Adjudication
 - Arbitration
 - Litigation
- e. Procurement Methods
 - Conventional
 - Design and Build
 - Turnkey
 - Management Contract

INTERIOR DESIGN LICENSURE EXAMINATION

Guidelines for the preparation of the

Professional Experience Evaluation Report (PEER)

as required under Clause 8.4(a) of the IDLE Handbook.

1.0 The Objectives the Professional Experience Evaluation Report (PEER)

- a. As detailed evidence of adequate experience and exposure in various aspects of Interior Design practice and to **complement the Log Book**.
- b. Serves as a record of practical experience which covers the various problems, their solutions and the proper management of project implementation professionally which may cover more than one project.

2.0 Report Requirements

Applicants are to select as wide a range of work as possible and describe **three (3) significant projects** that the candidate has undertaken. These are to be classified under the following broad headings:

- a. Role of applicant pertaining to each project selected;
- b. Aspects of Professional Practice experienced by the applicant in each selected project which the applicant considers relevant and which achieves the objectives of 1(a) to 1(c) above;
- c. Other Aspects such as Office Management, Contract Management, etc which the applicant considers relevant;
- d. Problems of Practice experienced the project, their solutions and relevant comments;
- e. Description of each selected project must be **certified by the applicant's Supervisor** as follows:

“I certify that (Name of Applicant) has been involved in this project and that the applicant, in my opinion, has demonstrated his / her professional competency in carrying out his duties.”

3.0 General

- a. The report shall not merely be a list and short descriptions of projects but cover explicitly aspects stated in Section 2 above.
- b. The report shall reveal sound judgement in solving practical problems and procedures followed by the applicant.
- c. The report will assist the Examiner in his assessment as to whether the applicant is adequately exposed to professional practice and is to be recommended for acceptance to the remainder of the IDLE.
- d. Applicants whose Professional Experience Evaluation Report is inadequate will be deemed to have failed and will not be allowed to proceed further with the IDLE examination.

INTERIOR DESIGN LICENSURE EXAMINATION

Guidelines for the preparation of the

Professional Casework Report (PCR)

as required under Clause 8.4(b) of the IDLE Handbook.

1.0 Introduction

A case study of a project is to be presented in a report format by applicants who apply to appear for the Examination under the following categories:

- a. Applicants with teaching experience in a tertiary institution within the built environment field, or doing relevant research, or working under a relevant allied professional for a minimum of 2 years and have 2,000 hours of part-time practical experience recorded in the Log Book.
- b. Any other applicants who have been imposed this additional requirement by the Examination Council at its sole discretion.

2.0 Project

The project selected should:

- a. cover the most number of stages of work (e.g. schematic design, design development, contract documentation, and contract implementation & management) in which an applicant has obtained his practical experience; and
- b. be the one which the applicant has been handling for a major part of his practical experience.

3.0 Define Scope of Work and Role

For the project, the applicant shall clearly define:

- a. the organizational structure in the Interior Designer's/ Architect's office indicating his/her position in the project team;
- b. the scope of work of the applicant and his role, *viz-a-viz* the other members of the team; and
- c. the average number of hours per week spent by the applicant on this project.

Note: This part of the report is to be authenticated by the Supervising Interior Designer / Architect

4.0 Analysis of Work Done

Elaborate on the details given in the Log Book by explaining the progress of the project and the experience obtained under the following categories:

- a. fill up the week number as in the Log Book.
- b. fill up the stage of work as given in the Log Book.
- c. describe the nature of the work.
- d. highlight any special events, significant happenings or interesting experience gained.
- e. give references to substantiate where possible, eg minutes of site / consultant's meetings, progress certificates, ID's Instructions, correspondence, drawings of interest, photographs, etc. All these must be labeled as appendices.

Note: This part of the report is to be **authenticated by the Supervising Interior Designer / Architect.**

5.0 Applicants Analysis of Experience Gained

Applicants are to analyse the experience gained with reference to only this project and his shortcomings thereof under the following categories:

- a. Dealing with clients.
- b. Dealing with other consultants.
- c. Dealing with contractors / suppliers.
- d. Dealing with statutory authorities.

6.0 Declaration

Applicant to make the following declaration, sign and date the report:

“I hereby declare that the above is my own experience obtained in the course of my work experience and I hereby submit the same as my Professional Casework Report (PCR) as part of my submission for the Interior Design Licensure Examination. I understand that if the information submitted is untrue, falsified or is found to be plagiarised in part or whole, my application may be rejected and / or I may be barred from taking the IDLE examination for a duration to be determined by the Examination Council.”

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INTERIOR DESIGN LICENSURE EXAMINATION

IDLE

Complete All Sections In BLOCK Letters

* Delete Whichever Is Not Applicable

A. PERSONAL PARTICULARS OF APPLICANT

Full Name _____

Graduate ID Reg. No. _____ Sex * Male / Female
Date of Birth _____ Place _____
NRIC (New) _____ (Old) _____
Nationality _____ Passport No. _____
Correspondence _____
Address _____

Phone (_____) _____ Fax (_____) _____
Mobile (_____) _____
Email _____
Current Employer _____

CLOSING DATE 2 FEBRUARY



FOR OFFICIAL USE ONLY

Date Received _____
Payment Rec'd RM _____
Receipt No. _____
Date Notified _____
Remarks _____

B. IDLE EXAMINATION

Application for IDLE for the Year _____
Previous Attempt(s) (List Years) _____
Preferred Exam Centre * KL
Preferred Language * BAHASA MALAYSIA / ENGLISH

C. CHECKLIST OF SUBMISSION

Tick ✓

This Application Form, duly completed & signed	<input type="checkbox"/>
A copy of a recent passport sized colour photograph	<input type="checkbox"/>
Current Year LAM Graduate ID Certificate	<input type="checkbox"/>
Practical Experience Log Book(s) _____ Books	<input type="checkbox"/>
Professional Experience Evaluation Report	<input type="checkbox"/>
Professional Casework Report (if required)	<input type="checkbox"/>
Examination Fees Full Exam RM 900.00	<input type="checkbox"/>
Written Papers only RM 600.00	<input type="checkbox"/>

All payments to be made via online payment to
CIMB account # 8600095858 in favour of **Lembaga Arkitek Malaysia**

D. DECLARATION

I hereby declare that all the information provided and documents submitted herewith are accurate and true.
I further understand that the submission of falsified information and documents shall disqualify me for this
Examination and the forfeiture of any fees paid.

Signature of Applicant

Date



INTERIOR DESIGN LICENSURE EXAMINATION

SUMMARY OF PRACTICAL EXPERIENCE

Name _____ LAM Grad ID Reg No. _____

	COLLEGE / UNIVERSITY	FROM		TO		QUALIFICATIONS OBTAINED	FOR OFFICIAL USE
		MONTH	YEAR	MONTH	YEAR		
TERTIARY EDUCATION							
MALAYSIAN EXPERIENCE	EMPLOYER (Name, City)	FROM MONTH	YEAR	TO MONTH	YEAR	DURATION (No. of Weeks)	FOR OFFICIAL USE
SUB-TOTAL (A)							
OVERSEAS EXPERIENCE							
SUB-TOTAL (B)							
GRAND TOTAL (A + B)							