



Chartered Institute of
Architectural Technologists

Chartered Architectural Technologist, MCIAT

Professional and Occupational Performance (POP) Record

Competencies

May 2010

Unit 1 Client and user requirements

Underpinning Knowledge

In the *Knowledge and Performance Portfolio*, please detail and record your knowledge evidence. If you have an exemption, then provide details of the qualification/s.

1.1 Identify, assess and challenge client requirements and preferences

- know how to challenge client requirements
- know how to investigate, analyse and challenge requirements

1.2 Identify, analyse and challenge user and community factors

- know how to challenge user requirements
- know how to identify community requirements

Performance Evidence

In the *Knowledge and Performance Portfolio*, please detail and record your work place evidence ensuring the points below are provided:

- name of project/s being used
- a brief description of the particular aspect of the project and how it satisfies/demonstrates your competence
- where the evidence is stored (i.e. if within practice archive — c:\job12\brief letter)

1.1 Identify, assess and challenge client requirements and preferences

- records of analysed client project goals, priorities, needs and requirements

1.2 Identify, analyse and challenge user and community factors

- records of investigated project user and community requirements, opportunities and constraints

Unit 2 Feasibility studies

Underpinning Knowledge

In the *Knowledge and Performance Portfolio*, please detail and record your knowledge evidence. If you have an exemption, then provide details of the qualification/s.

2.1 Assess survey requirements, data standards and outputs

- know how to evaluate measured survey data and investigations

2.2 Select critical investigation requirements

- know how to select critical aspects and agree priorities
- know how to inspect property for condition and prepare condition survey reports
- know how to collate and evaluate information for the assessment of energy efficiency

2.3 Investigate and evaluate development factors, likely problems and potential solutions

- know how to choose investigation methods and evaluate factors

Performance Evidence

In the *Knowledge and Performance Portfolio*, please detail and record your work place evidence ensuring the points below are provided:

- name of project/s being used
- a brief description of the particular aspect of the project and how it satisfies/demonstrates your competence
- where the evidence is stored (i.e. if within practice archive — c:\job12\brief letter)

2.1 Assess survey requirements, data standards and outputs

- assessed existing data and project survey requirements

2.2 Select critical investigation requirements

- confirmed project technical investigation requirements (**evidence must come from a live project**)

2.3 Investigate and evaluate development factors, likely problems and potential solutions

- evaluated project investigation data and development options (**evidence must come from a live project**)

Unit 3 Sustainable development

Underpinning Knowledge

In the *Knowledge and Performance Portfolio*, please detail and record your knowledge evidence. If you have an exemption, then provide details of the qualification/s.

3.1 Identify and evaluate resource availability

- know how to investigate the factors which impact upon the utilisation and sustainability of finite and renewable resources

3.2 Investigate and evaluate sustainable development requirements

- know how to investigate and evaluate the best balance between potential asset value and sustainability and the design, function and performance of the project
- know how to investigate and evaluate the requirements for alternative development options of adaptation, refurbishment, maintenance and conservation

3.3 Establish arrangements for sustainable development

- know how to identify, minimise and manage project risks by assessing legislative controls and adopting sustainability policies

3.4 Assess environmental impact of development proposals

- know how to investigate and assess the factors that impact on the environmental quality and sustainability of development proposals

Performance Evidence

In the *Knowledge and Performance Portfolio*, please detail and record your work place evidence ensuring the points below are provided:

- name of project/s being used
- a brief description of the particular aspect of the project and how it satisfies/demonstrates your competence
- where the evidence is stored (i.e. if within practice archive — c:\job12\brief letter)

3.1 *No Performance Evidence required — only Underpinning Knowledge*

3.2 Investigate and evaluate sustainable development requirements

- records of goals and priorities for development identified, investigations conducted and decisions made
- records of confirmed design, function and performance requirements

3.3 *No Performance Evidence required — only Underpinning Knowledge*

3.4 *No Performance Evidence required — only Underpinning Knowledge*

Unit 4 Project planning

Underpinning Knowledge

In the *Knowledge and Performance Portfolio*, please detail and record your knowledge evidence. If you have an exemption, then provide details of the qualification/s.

4.1 Select and agree procurement procedures with clients

- know how to evaluate, select and agree procurement methods

4.2 Recommend and agree forms of contract

- know how to select and agree a form of contract

4.3 Select and form a design team

- know how to evaluate and select design services and resources

4.4 Confirm and agree design team responsibilities and processes

- know how to agree design responsibilities and processes

4.5 Establish and monitor design team working methods

- know how to select, specify and agree monitoring methods

4.6 Establish project team partnering

- know how to identify the objectives and processes for establishing project team partnering

Performance Evidence

In the *Knowledge and Performance Portfolio*, please detail and record your work place evidence ensuring the points below are provided:

- name of project/s being used
- a brief description of the particular aspect of the project and how it satisfies/demonstrates your competence
- where the evidence is stored (i.e. if within practice archive — c:\job12\brief letter)

4.1 Select and agree procurement procedures with clients

- records of selected and agreed project procurement procedures

4.2 Recommend and agree forms of contract

- records of reviewed forms of contract for projects

4.3 Select and form a design team

- evaluated and selected design team requirements

4.4 Confirm and agree design team responsibilities and processes

- records of agreed project team briefing and programmes

4.5 Establish and monitor design team working methods

- records of monitored project design procedures (**evidence must come from a live project**)

4.6 No Performance Evidence required — only Underpinning Knowledge

Unit 5 Health and safety

Underpinning Knowledge

In the *Knowledge and Performance Portfolio*, please detail and record your knowledge evidence. If you have an exemption, then provide details of the qualification/s.

5.1 Identify and assess hazards and risks

- know how to make clients aware of the relevant health and safety regulations and their obligations in relation to them
- know how to collaborate with parties who have an interest to ensure compliance of the design with the relevant health and safety regulations
- know what constitutes a hazard arising from operations and individual activities

5.2 Make design choices to reduce health and safety risks

- know how to eliminate or reduce identified hazards through developing and modifying designs
- know how to promote the implementation of the risk reduction measures

5.3 Ensure your actions reduce risks to health and safety

- know how to act so as to protect the health and safety of yourself and others
- know how to identify hazards and evaluate and reduce risks in the workplace

Performance Evidence

In the *Knowledge and Performance Portfolio*, please detail and record your work place evidence ensuring the points below are provided:

- name of project/s being used
- a brief description of the particular aspect of the project and how it satisfies/demonstrates your competence
- where the evidence is stored (i.e. if within practice archive — c:\job12\brief letter)

5.1 Identify and assess hazards and risks

- records of client checks and design information required by others (**evidence must come from a live project**)
- iterative hazard assessments demonstrating collaboration with people who may have an interest (**evidence must come from a live project**)

5.2 Make design choices to reduce health and safety risks

- records of eliminated hazards and risk reduction measures (**evidence must come from a live project**)
- records of the implementation of risk reduction measures and their promotion (**evidence must come from a live project**)

5.3 Ensure your actions reduce risks to health and safety

- records of actions taken to reduce risks to health and safety

Unit 6 Regulations

Underpinning Knowledge

In the *Knowledge and Performance Portfolio*, please detail and record your knowledge evidence. If you have an exemption, then provide details of the qualification/s.

6.1 Assess regulatory requirements and constraints

- know how to review and assess regulatory development options
- know how to match with legislation and advise on findings

6.2 Assess and advise upon options for potential developments

- know how to match findings and advise on implications
- know how to identify project implications and alternatives

6.3 Assess and advise on legal requirements and constraints

- know about identifying regulatory requirements on development

6.4 Confirm statutory control and consent requirements and their implications

- know about identifying aspects of projects requiring consent
- know how to prepare applications

Performance Evidence

In the *Knowledge and Performance Portfolio*, please detail and record your work place evidence ensuring the points below are provided:

- name of project/s being used
- a brief description of the particular aspect of the project and how it satisfies/demonstrates your competence
- where the evidence is stored (i.e. if within practice archive — c:\job12\brief letter)

6.1 Assess regulatory requirements and constraints

- summaries of assessed project regulatory requirements

6.2 Assess and advise upon options for potential developments

- summaries of assessed constraints and implications for project development

6.3 Assess and advise on legal requirements and constraints

- reports on assessed legal implications for project development

6.4 Confirm statutory control and consent requirements and their implications

- prepared statutory consent applications and support information

Unit 7 Concept design development

Underpinning Knowledge

In the *Knowledge and Performance Portfolio*, please detail and record your knowledge evidence. If you have an exemption, then provide details of the qualification/s.

7.1 Prepare, present and agree proposals for briefs

- know how to agree requirements and select data

7.2 Develop design programmes which meet the requirements of the brief

- know how to develop design programmes

7.3 Assess and develop significant parameters affecting the project design

- know how to develop design parameters

7.4 Select, test and develop design options

- know how to develop design options and match test results

Performance Evidence

In the *Knowledge and Performance Portfolio*, please detail and record your work place evidence ensuring the points below are provided:

- name of project/s being used
- a brief description of the particular aspect of the project and how it satisfies/demonstrates your competence
- where the evidence is stored (i.e. if within practice archive — c:\job12\brief letter)

7.1 Prepare, present and agree proposals for briefs

- presented detailed project briefs

7.2 Develop design programmes which meet the requirements of the brief

- developed project design programmes

7.3 Assess and develop significant parameters affecting the project design

- assessed project design parameters and concepts

7.4 Select, test and develop design options

- refined project design options

Unit 8 Design proposals

Underpinning Knowledge

In the *Knowledge and Performance Portfolio*, please detail and record your knowledge evidence. If you have an exemption, then provide details of the qualification/s.

8.1 Present and justify project design recommendations

- know how to present and justify design recommendations, proposals and options

8.2 Advise clients on the selection and modification of design proposals

- know how to advise on design proposals

8.3 Assess detailed design implications of design recommendations

- know how to assess the implications of design recommendations for detailed designs
- know how to assess and advise on project cost strategies

Performance Evidence

In the *Knowledge and Performance Portfolio*, please detail and record your work place evidence ensuring the points below are provided:

- name of project/s being used
- a brief description of the particular aspect of the project and how it satisfies/demonstrates your competence
- where the evidence is stored (i.e. if within practice archive — c:\job12\brief letter)

8.1 Present and justify project design recommendations

- presented project design proposals

8.2 Advise clients on the selection and modification of design proposals

- records of advice on and explanations of design recommendations

8.3 Assess detailed design implications of design recommendations

- records of confirmed project design solutions

Unit 9 Technical design development

Underpinning Knowledge

In the *Knowledge and Performance Portfolio*, please detail and record your knowledge evidence. If you have an exemption, then provide details of the qualification/s.

9.1 Identify the purpose, methods and techniques for preparing detailed designs

- know how to identify detailed design purposes, formats and techniques
- know how to identify design interactions between parts of the overall project design
- know how to maintain design coherence between all aspects of the detailed design
- know how to choose techniques for investigating, calculating, testing, developing and specifying detailed design solutions

9.2 Evaluate and select materials, components and systems

- know how to select products which meet the identified construction and installation criteria and standards and balance cost and quality
- know how to analyse the construction and installation criteria which are significant to the overall design
- know how to evaluate and select construction work methods for buildability
- know how to plan construction work activities and resources to meet project work requirements
- know how to plan for and review factors relating to the maintenance and conservation of property

9.3 Investigate, calculate, analyse and resolve detailed design solutions

- know how to investigate and apply criteria for selecting detailed design solutions
- know how to calculate and test the relative effectiveness of different design solutions
- know how to resolve any conflicts between the different detailed design factors

Performance Evidence

In the *Knowledge and Performance Portfolio*, please detail and record your work place evidence ensuring the points below are provided:

- name of project/s being used
- a brief description of the particular aspect of the project and how it satisfies/demonstrates your competence
- where the evidence is stored (i.e. if within practice archive — c:\job12\brief letter)

9.1 Identify the purpose, methods and techniques for preparing detailed designs

- records of identified detailed design purpose, methods and techniques

9.2 Evaluate and select materials, components and systems

- records of selected construction materials, components and systems

9.3 Investigate, calculate, analyse and resolve detailed design solutions

- analysed and presented detailed project design solutions

Unit 10 Design information management

Underpinning Knowledge

In the *Knowledge and Performance Portfolio*, please detail and record your knowledge evidence. If you have an exemption, then provide details of the qualification/s.

10.1 Set up systems for controlling document production

- know how to specify, select and agree requirements and systems for controlling the production of documents

10.2 Integrate, evaluate and recommend changes to design information

- know how to choose production methods, integrate, evaluate and check design information and recommend changes

Performance Evidence

In the *Knowledge and Performance Portfolio*, please detail and record your work place evidence ensuring the points below are provided:

- name of project/s being used
- a brief description of the particular aspect of the project and how it satisfies/demonstrates your competence
- where the evidence is stored (i.e. if within practice archive — c:\job12\brief letter)

10.1 Set up systems for controlling document production

- records of established project production document control procedures (**evidence would normally come from a structured assessment by candidate's Supervisor**).

10.2 Integrate, evaluate and recommend changes to design information

- records of evaluated and checked project documents, drawings and graphical information (**evidence must come from a live project**)

Unit 11 Specifications

Underpinning Knowledge

In the *Knowledge and Performance Portfolio*, please detail and record your knowledge evidence. If you have an exemption, then provide details of the qualification/s.

11.1 Draft prescriptive technical specifications

- know how to draft technical clauses from standard sources

11.2 Define technical performance specification requirements

- know how to define performance and verification criteria

Performance Evidence

In the *Knowledge and Performance Portfolio*, please detail and record your work place evidence ensuring the points below are provided:

- name of project/s being used
- a brief description of the particular aspect of the project and how it satisfies/demonstrates your competence
- where the evidence is stored (i.e. if within practice archive — c:\job12\brief letter)

11.1 Draft prescriptive technical specifications

- checked prescriptive specifications

11.2 Define technical performance specification requirements

- checked performance specifications

Unit 12 Tenders and contracts

Underpinning Knowledge

In the *Knowledge and Performance Portfolio*, please detail and record your knowledge evidence. If you have an exemption, then provide details of the qualification/s.

- 12.1 Select and evaluate forms of tender and potential tenderers**
 - know how to select tender type and criteria and evaluate tenderers
- 12.2 Formulate estimate, bid and tender enquiries**
 - know how to draft tender documents and agree tender actions
- 12.3 Evaluate, select and agree estimates, bids and tenders**
 - know how to evaluate, choose and agree tenders
- 12.4 Negotiate and agree contracts**
 - know how to agree contract terms and conditions
- 12.5 Issue and enforce certification for contracts**
 - know how to justify and enforce certification compliance

Performance Evidence

In the *Knowledge and Evidence Portfolio*, please detail and record your work place evidence ensuring the points below are provided:

- name of project/s being used
 - a brief description of the particular aspect of the project and how it satisfies/demonstrates your competence
 - where the evidence is stored (i.e. if within practice archive — c:\job12\brief letter)
-
- 12.1 Select and evaluate forms of tender and potential tenderers**
 - evaluated project tender enquiries and tenderers
 - 12.2 Formulate estimate, bid and tender enquiries**
 - records of processed project tender documents, queries and amendments
 - 12.3 Evaluate, select and agree estimates, bids and tenders**
 - evaluated and checked project tenders
 - 12.4 Negotiate and agree contracts**
 - records of negotiated contract documents
 - 12.5 Issue and enforce certification for contracts**
 - checked and issued contract certification

Unit 13 Contract compliance

Underpinning Knowledge

In the *Knowledge and Performance Portfolio*, please detail and record your knowledge evidence. If you have an exemption, then provide details of the qualification/s.

13.1 Control contracts against agreed quality standards

- know how to set up and use systems for controlling work quality

13.2 Control contract compliance with legal and statutory requirements

- know how to investigate non-compliance with legal and statutory requirements

13.3 Control contract progress against agreed programmes

- know how to develop progress monitoring systems and recommend options

13.4 Control contract costs against agreed budgets

- know how to develop cost control systems and recommend savings

Performance Evidence

In the *Knowledge and Performance Portfolio*, please detail and record your work place evidence ensuring the points below are provided:

- name of project/s being used
- a brief description of the particular aspect of the project and how it satisfies/demonstrates your competence
- where the evidence is stored (i.e. if within practice archive — c:\job12\brief letter)

13.1 Control contracts against agreed quality standards

- records of project site inspection and quality control records

13.2 Control contract compliance with legal and statutory requirements

- records of monitored project legal and statutory compliance

13.3 Control contract progress against agreed programmes

- records of monitored project progress

13.4 *No Performance Evidence required — only Underpinning Knowledge*

Unit 14 Project completion

Underpinning Knowledge

In the *Knowledge and Performance Portfolio*, please detail and record your knowledge evidence. If you have an exemption then provide details of the qualification/s.

14.1 Manage project handover and completion

- know how to develop commissioning inspections based upon project requirements, identify satisfactory completion of work and issue necessary certificates

14.2 Obtain and evaluate feedback information and promote improvements

- know how to match feedback findings and promote improvements

14.3 Specify information and guidance to support use and maintenance planning of property, systems and services

- know how to specify required use and maintenance planning information about works

Performance Evidence

In the Knowledge and Performance Portfolio, please detail and record your work place evidence ensuring the points below are provided:

- name of project/s being used
- a brief description of the particular aspect of the project and how it satisfies/demonstrates your competence
- where the evidence is stored (i.e. if within practice archive — c:\job12\brief letter)

14.1 Manage project handover and completion

- records of managed project handover programmes and inspections

14.2 Obtain and evaluate feedback information and promote improvements

- records of evaluated project feedback and recommended improvements

14.3 Specify information and guidance to support use and maintenance planning of property, systems and services

- records of specified project maintenance data and guidance in user manuals

Unit 15 Management of meetings

Underpinning Knowledge

In the *Knowledge and Performance Portfolio*, please detail and record your knowledge evidence. If you have an exemption, then provide details of the qualification/s.

15.1 Manage meetings

- know how to manage meetings to achieve objectives

15.2 Make analytical contributions to meetings

- know how to make analytical contributions to meetings

Performance Evidence

In the *Knowledge and Performance Portfolio*, please detail and record your work place evidence ensuring the points below are provided:

- name of project/s being used
- a brief description of the particular aspect of the project and how it satisfies/demonstrates your competence
- where the evidence is stored (i.e. if within practice archive — c:\job12\brief letter)

15.1 Manage meetings

- records of managed meetings (**evidence would normally come from a structured assessment by candidate's Supervisor**).

15.2 Make analytical contributions to meetings

- records of contributions to meetings (**evidence would normally come from a structured assessment by candidate's Supervisor**).

Unit 16 Professional relationships

Underpinning Knowledge

In the *Knowledge and Performance Portfolio*, please detail and record your knowledge evidence. If you have an exemption then provide details of the qualification/s.

- 16.1 Develop and maintain relationships with people who are affected by your work***
- know how to develop relationships through informing, offering advice, presenting proposals for action, clarifying objections and resolving differences of opinion*
- 16.2 Present technical information and provide advice on technical problems***
- know how to present technical data, advice and recommendations*
- 16.3 Identify, summarise and analyse complex, indeterminate problems***
- know how to analyse and interpret problems, tests and perceptions*
- 16.4 Contribute to the protection of individual and community interests***
- know how to offer balanced advice and protect client and community interests*

Performance Evidence

In the *Knowledge and Performance Portfolio*, please detail and record your work place evidence ensuring the points below are provided:

- name of project/s being used
- a brief description of the particular aspect of the project and how it satisfies/demonstrates your competence
- where the evidence is stored (i.e. if within practice archive — c:\job12\brief letter)

- 16.1 Develop and maintain relationships with people who are affected by your work***
- records of relationships and interactions with other people*
- 16.2 Present technical information and provide advice on technical problems***
- records of professional technical advice given*
- 16.3 Identify, summarise and analyse complex, indeterminate problems***
- records of analysed problems and professional judgements*
- 16.4 Contribute to the protection of individual and community interests***
- records of professional duty of care in practice*

* This evidence will need to be assessed according to CIAT's Code of Conduct.

Unit 17 Continuing professional development

Underpinning Knowledge

In the *Knowledge and Performance Portfolio*, please detail and record your knowledge evidence. If you have an exemption, then provide details of the qualification/s.

17.1 Identify, record and analyse personal development aims and progress*

- know how to analyse personal development aims and progress*

17.2 Allocate and monitor the progress and quality of work in your area of responsibility*

- know how to plan, allocate, communicate and monitor the work of others*

17.3 Contribute to advances in occupational knowledge and practice*

- know how to assess the adequacies and inadequacies of current occupational knowledge and practice and challenge proposed advances*

Performance Evidence

In the *Knowledge and Performance Portfolio*, please detail and record your work place evidence ensuring the points below are provided:

- name of project/s being used
- a brief description of the particular aspect of the project and how it satisfies/demonstrates your competence
- where the evidence is stored (i.e. if within practice archive — c:\job12\brief letter)

17.1 Identify, record and analyse personal development aims and progress*

- personal development plans, analyses and reviews*
- records of evaluated feedback from projects and improvements identified to performance and procedures*

17.2 Allocate and monitor the progress and quality of work in your area of responsibility*

- records of planning, allocating, communicating, monitoring and controlling the work of others*

17.3 Contribute to advances in occupational knowledge and practice*

- records of assessments of current and proposed advances in occupational knowledge and practice*

* This evidence will need to be assessed according to CIAT's Code of Conduct.

Notes

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