Application form for MCIAT Professional Assessment

To apply for Chartered Membership, you must meet one of the following criteria. Please specify:

- ❑ CIAT Accredited Honours or master's degree and sufficient relevant evidence
- ✓ Related honours degree or equivalent and sufficient relevant evidence
- ❑ Other relevant academic qualifications or professional qualifications (e.g., Chartered Membership or equivalent of a related professional Institute) and/or sufficient relevant evidence

However, each application will be considered on an individual basis. Please contact membership@ciat.global for further guidance in relation to your circumstances.

Sufficient relevant evidence is defined as: professional experience to demonstrate ability to function in your field of expertise, using the *Professional Standards Framework* and related skills stated in the Candidate Guidance notes against the core functions; designing, managing, practising, and developing (self).

Sufficient relevant evidence will be determined by a CIAT Member Panel, which will review and assess your application. The CIAT Member Panel is moderated by appointed Moderators to ensure consistency.

You are required to:

- complete all sections of this application form.
- read a copy of the *Code of Conduct*.
- provide copies of academic and professional qualification/s attained.
- submit supporting evidence to corroborate your application and
- submit the appropriate payment (£350)

Before completing the application form, please ensure that you have read the *Professional Standards Framework* and the *Candidate Guidance Notes for Professional Assessment*, which include the related skills statements. Failure to complete all sections of the form and/or to provide sufficient supporting information will result in a delay in the processing of your application. All applicants must comply with the *Code of Conduct* before any assessments can be undertaken. Once successfully assessed, the Institute will contact you in relation to the scheduling of your Professional Assessment Interview.

Section A: Personal details

Surname	
Forename(s)	
Date of birth	
Membership class and number	Associate Membership
Home address	
Email address	
Telephone number/s including mobile	

Section B: Progression mechanism

It is important that you select your **primary** area of practice/experience:			
✓	Design	❑	Specialist
❑	Academic	❑	Research
❑	Other (please detail)		

Section C: Current employment/practice status

Job title	Graduate Architectural Technologist
Description of current role, responsibilities, and functions	I am currently working as part of a multi-disciplinary office, working on projects that begin from RIBA stage 1 (preparation & brief) through to RIBA stage 6 (Handover). Due to the nature of working in a public sector practice for a local authority, the work & the projects vary greatly. This includes but is not limited to, residential new build schemes & refurbishments which are for both social and temporary housing, single staircase tower block refurbishments to provide compliance & to meet the current fire safety standards. My current role involves a variety of responsibilities, including – • Use of design software including Revit/CAD to aid in design development & information management. • Consulting with internal client representatives on project design matters. • Consulting with other professional consultants such as structural/Mechanical/Electrical engineers, building control and planning officers. • Creating and managing planning support documents including design and access statements & associating information. • Producing an array of detailed tender drawings & documentation which are further developed to supply detailed construction information to appointed contractors. Due to the projects, I work on ranging from the five-hundred-thousand pound to multi-million-pound schemes, there are several different disciplines working on any given project. My current role within these ranges, however, overall, my role is that of a graduate. This is due to the large scale of these projects in relation to my time working within the profession. I am hoping that in the future, I can continue to develop professionally and contribute more to these large-scale projects.

Employer/practice name	**XXX** Council – Capital Delivery Service
Employer/practice address	**XXX** Council, **XXXXX**
Work telephone number	
Work email address	

Section D: Previous professional experience

Please provide details of **relevant** roles, responsibilities and functions performed in previous employment.	**From**	**To**
<u>XXXX – Administrator</u> I joined **XXXX** while conducting my role as CIAT aspiration chair for **XXXX**, as their goal was to connect with other AECO professionals using an online platform to create a community. This aligned with my aim to grow and inform other professionals about Architectural Technology & CIAT as well as the role the profession plays in the construction and design industry. During my time as an administrator, my role was to engage with other team members to create innovative ideas to develop content/activities in the form of interactive events, networking, and competitions. This was to bring together a community of industry professionals to share knowledge/ideas and to supply a platform to share it on.	April 2021	November 2022
<u>AspirATion Chair for the XXXXX Region</u> As aspirATion chair for the **XXXX** region, it was my role to create, manage and promote design and construction-based events in the region to both current and aspiring Architectural technology professionals. The events were around current AEC issues and talking points as well as creating networking events to bridge the gap during (COVID-19) online. Other aspects of the role included managing a team of like-minded individuals to create, organise and conduct these events.	September 2020	March 2022
<u>XXXX Design – Architectural Assistant</u> I joined **XXXX** design after obtaining a placement year, which was a part of the sandwich portion of my degree. During my time at **XXXX** design, I worked on a variety of projects in the commercial, residential and petroleum industry while producing a range of planning, tender and construction drawings for a site. Additionally communicating with a variety of other disciplines both internal and external to develop projects and research technical design elements and products for a specific site or scheme.	July 2018	July 2019

XXXX Architects – Trainee Architectural Technologist Throughout my time at **XXXX** Architects, I conducted a range of initial site and client meetings and aided in conducting measured surveys. Working from stage 0-6 RIBA plan of work covering a range of conversions, extensions, and new builds. My roles & responsibilities while at **XXXX** Architects included – • Conducting measured surveys of houses & producing existing layouts for later development. • Using 2D CAD-based software for conceptualizing and developing proposed technical designs. • Preparing and aiding in the production of both planning and tender documentation.	August 2019 July 2017 July 2016	September 2019 September 2017 September 2016
XXXX – Work Experience During my work placement at **XXXX**, I shadowed both the site & project manager as well as aiding with measured surveys and assisting with project progression schedule reviews.	October 2015	October 2015
XXXX Ltd – Work Experience During my time at Grammar school, I was proactively searching for ways to get into architecture and design. This is where I obtained a summer work placement experience at a local architect drafting practice (**XXXX** Ltd). This was my first experience learning the fundamentals of architectural design (Setting out layouts, Line weights and manual design concepts/feasibility studies) & using design software such as AutoCAD & Sketchup as design tools. Whilst at **XXXX** design my obligations/responsibilities were to sketch site layouts and aid with the production of drawn information for appraisal. My Initial experience was only supposed to last two weeks but was extended till the end of the summer holidays due to the number of schemes that were starting at the time. The whole summer placement sparked my interest in architecture and design further and was later invited back the following year during my summer holidays to add more experience and assist with drawn information production.	July 2015 June 2014	September 2015 September 2014

Section E: Qualifications

Academic qualification/s and levels, professional qualification/s or memberships and Continuing Professional Development (CPD) certification. Your evidence of CPD should relate to section G	Year of qualification
Refer to attached CPD Evidence (**DS-F**)	2021/2022/2023
Outstanding Graduating Student on BSc (Hons) Architectural Technology Programme (**Supporting Document 05**)	2020
Bachelor of Science First Class Honours in Architectural Technology – **XXXX** University (**Supporting Document 04**)	2020
CIAT Associate Status (**Supporting Document 03**)	2020
Revit Certified User (**Supporting Document 02**)	2018
Level 3 BTEC National Diploma in Construction & the built Environment (**Supporting Document 01**)	2016

Section F: - Stage 1 - Educational Standards

The educational experience and underpinning knowledge are based upon CIAT Accredited Honours and master's degrees and as such holders of these awards are exempt from this section as having achieved the necessary standard through study. However, those applicants who do not possess an Accredited award must demonstrate how their educational awards and/or experience satisfy the *Educational Standards (Stage 1) listed* ***within the Professional Standards Framework.***

The summary should specifically relate to the discipline of Architectural Technology and must consist of at least 3000 words but no more than 5000 words in total and provide references to any relevant supporting evidence that demonstrates your knowledge.

If you have a CIAT Accredited Honours or CIAT master's degree, you are exempt from this section.

Bachelor of Science First Class Honours in Architectural Technology – **XXXX** University (2016-2020) (**Supporting Document 04**)

Section G – Stage 2: Practice Standards - Practice Assessment

The Practice Assessment process assesses the performance of practitioners that work across a range of functions and allows candidates applying for Chartered Membership to use their experience in their chosen field/s to demonstrate their capabilities.

Applicants must demonstrate their practice experience and directly correlate this to the four core areas listed in the Practice Standards (Stage 2) ***within the Professional Standards Framework.***

Please provide a summary of your practice experience, past or present, which specifically relates to the discipline of Architectural Technology and should consist of at least 1000 words but no more than 2000 words in total.

For each core four area you must describe how your experience demonstrates a comprehensive application of each area within your sphere/s of practice in Architectural Technology. The evidence must corroborate the information provided in this application and **demonstrate your professional experience. This evidence will be assessed prior to your Professional Assessment Interview by a Member Panel.**

Designing	***Demonstration of knowledge, understanding and application of design related to candidate's area of Architectural Technology. Consideration given to: user and market needs, cost, quality, environmental impact, safety, reliability, appearance, fitness for purpose, life cycle, maintenance, and refurbishment.*** When undertaking a project with complex needs, they sometimes require a more detailed level of design earlier on. For instance, a public café building where spatial floor plans and visuals were required for the initial brief. I summarised this in an options report, which expressed multiple ideas and concepts. I also noted elements that required costing within the scope of work, this was later presented back to the client (**DE-A**). To assess the construction method for the café, both myself and the project architect looked at a fabric-first approach, this included researching further into modern methods of construction (SIP's) versus traditional construction (Brick & Block) (**DE-B**). This work was undertaken to understand whether the project would benefit from using an MMC approach or a more traditional method of construction. ***Demonstration of knowledge, understanding and application of Architectural Technology in relation to candidate's area of practice/employment including building standards (planning, building control regulations, etc) and the principles, techniques and methods used in relation to construction materials***. Whilst working on a residential housing scheme, I produced preliminary designs that took into consideration the urban landscape and massing, this allowed for the creation of initial design sketches (**DE-C1**). This was later developed to include materials, assess minimum space requirements & regulatory requirements such as the approved Documents (**DE-C2**). The design was then refined, finalised, and put into a design & access statement to support the planning application (**DE-C3**). On a refurbishment project I completed, working through the concept designs, I created various digital sketches (**DE-D1**), and refined plans (**DE-D2**) and these were later developed to support a building control application.

	The information within a specification is vital to a project as it details materials and construction methods that cannot always be noted within drawn information, from concept through to technical design. Alongside the drawn information I produce a comprehensive specification using NBS software (**DE-E**). A key factor within the specifications is outlining the product/system's life expectancy. This aids the stakeholder/s within the project to better determine the overall life span & initial unit cost for example, within schemes such as social housing. ***Evaluate effectiveness of design solutions against original specification.*** At the end of a project, addressing any snags or defects that have arisen during construction, is a good indication as to how both project & design information has been presented. This period allows for any remediation of design and contractual disputes. When in this final phase, I am looking into these issues, finding proof within my designs and specification that contractually everything was costed correctly & signed off. (**DE-F**) I partake in a design review meeting with both the project team and client representatives, reviewing the project, how it was managed, and general reflection. Allowing for the creation of processes to be furthered on future projects (**DE-G**).
Managing	***Demonstration of an ability to work as an individual or as part of a team, which may include leading and managing budgets, people, or projects. Demonstration of evidence of conflict resolution.*** When undertaking management tasks within a project, there are multiple elements which are important to track and update. For instance, my timesheet and resource tracker helps me understand my current workload, this enables me to allocate time for current & upcoming projects (**MA-A**). I also partake in updating the project design tracker which allows for the tracking and discharging of issues noted by statutory bodies, project team members or external consultants (**MA-B**). While working on a project with an external consultant, I shared, managed, and coordinated design files using a common data environment. I addressed any data issues that were raised (**MA-C1**). When working on small-scale projects I coordinate incoming information requests within a project, I also manage other disciplines' outputs, which allows for better time resourcing of tasks that are time-sensitive. (**MA-C2**) Managing requests & conflicts are a part of any project and can materialise anywhere from concept to construction. This could be from the design/project team, the client, or statutory bodies. An example of a conflict on site was the placement of a toilet door that led onto a main fire escape route. The conflict arose when rotating the door would have still blocked the main escape route. I solved this by creating on-site sketches that omitted the disabled toilet door, incorporating the toilet space into the adjacent bathroom to create an accessible flat. I later refined the sketch plans which were then issued back to the contractor to remediate the problem. (**MA-D**).

	Another example is when dealing with planning changes to an application. In this instance, the planning officer was requesting substantial changes to the design. These changes would have set back the project due to needing additional time and resources. In response to their request, I returned to the designs and created a report based on the issues they raised. The report indicated the requested changes were not required as our initial designs and scheme had factored in their concerns within the initial designs. The resolution to this was conditional planning approval. (**MA-E**) ***Demonstration of knowledge, understanding and application of customer service by identifying the customer and their needs and demonstrate interaction with professional and non-professional colleagues and clients about providing information and advice relating to candidate's area of Architectural Technology.*** When managing requests from a client it is important to consider their views and ideas. Their comments can alter the outcome of a design element or change the management of systems after project completion. In this case, while on-site for a refurbishment project for temporary accommodation, the client required a change in the location of a mailbox, with no viable internal locations available. I engaged with the client & the project team to suggest a new location for the letterbox. I made the client aware the area they had selected would be inaccessible for deliveries and would impede the main entrance. The client was satisfied with the proposed location, and it was moved (**MA-F**). During the same project, I carried out the part of a contract administrator, where I managed exchanges between the on-site contractors and the client representatives. Having to check and approve changes with the client representative and cost manager, email exchanges were later followed with issued instructions from the project manager. (**MA-G**) While undertaking a project it is not only crucial to maintaining communication between team members but with other businesses as well. Having a strong connection with external companies allows for ease of information flow, whether this is external consultants on projects (**MA-H1**) or manufacturers, where further information is required for a product (**MA-H2**). While working through project stages I am involved in communicating with various stakeholders through regular meetings such as client (**MA-I1**), design (**MA-I2**) & project (**MA-I3**) team meetings, through to contractural pre-start (**MA-I4**) or site progression meetings (**MA-I5**).
Practising	***Demonstration of knowledge, understanding and application of new and emerging technologies, processes, and applications of sustainability, as well as research and continuous improvement relating to innovation in candidate's area of Architectural Technology. Consideration given to: economic, social, environmental, technological, and legal issues related to candidate's area of Architectural Technology.*** I approach my research into emerging technologies in two stages. The first is to undertake research in the form of reading articles & CPDs, this is then followed by the application of the information I have learnt to projects I carry out.

I applied my knowledge of these systems to a residential scheme by taking a sustainable technology-based approach. The work I undertook involved consulting with M&E engineers to understand ASHP spacial needs (**PA-A1**) and assess the roof area required for solar panels, which were later factored out due to the client budget (**PA-A2**).

Following this during the developed design stage, I contributed to a carbon life-cycle assessment, which was carried out to assess the embodied energy of the materials selected (**PA-B**).

Identification of factors affecting project implementation including resource management, negotiating, and agreeing terms and conditions of contracts or agreements and controlling budgets.

Whilst working on a refurbishment project, I was involved in various contractual discussions. The project was carried out under a JCT standard building contract. Within this scheme, my role was resolving design-based issues as well as partaking in on-site contractural meetings. An example of this was, while on-site the originally specified roof light to the second floor required amending to an AOV, which I actioned. (**PA-C1**)

In another instance, while undertaking work on an 'older persons independent living' facility, which used an NEC3 two-stage design and build contract. My role within the project is responding to design queries & attending coordination meetings with the appointed design teams and main contractors before the project commences. (**PA-C2**) As an example, I responded to an RFI from the project manager to provide information on a brick-mottling detail that was prevalent within the initial proposals, this request was later issued back to the appointed design team.

Demonstration of knowledge, understanding and application of Health and Safety and an ability to identify hazards and risks and develop and maintain safe systems of work related to candidate's area of Architectural Technology.

During investigations into site viability, the use of legislation such as construction design management (CDM 2015), is critical to note elements or hazards that may affect a site's suitability. To understand the potential risks, during initial investigations into the placement of a bike hub, I created an existing site constraint plan. This highlighted the issue of underground services that made the site unviable (**PA-D**). The information noted was presented back to the client and concluded with looking for a new site for the proposal.

Whilst undertaking a demolition project I contributed to the notation of project risks and mitigation measures, this was shown in both a designer's risk assessment and project risk register which noted risks affecting multiple disciplines within the project (**PA-E1**).

In another instance, I worked alongside the project architect to create a pre-construction information (PCI) package. This included current environmental restrictions and any significant design or construction hazards which would affect on-site works (**PA-E2**).

	Demonstration of a knowledge, understanding and application of other relevant legislation and regulatory frameworks. Throughout my experience, I have learnt to recognise the multiple types of legislation that apply to different project elements. The main legislation/frameworks I engage in are planning obligations, building control (building act 1984) and the application of construction design management (CDM 2015). During projects, I maintain a high level of communication with statutory bodies such as the local planning & building control department. I have carried out multiple forms of planning applications including full and demolition forms (**PA-F1**), I have also been involved in managing conditions from building control (**PA-F2**) & planning (**PA-F3**). When communicating, I believe it is important to show any information to a high standard as it allows for clear communication to discharge any conditions raised. Although I am not fully involved with the managing of the various certification throughout a project, I aid in acquiring these from the relevant parties (**PA-G**).
Developing (self)	***Demonstration of knowledge, understanding and application of continuous improvement and quality assurance techniques related to candidate's area of Architectural Technology.*** I have been involved in a variety of processes to aid in standardising design deliverables. This has come in a few forms; working in a team to standardised document naming system ISO 19650, BS8541-1, and ISO 128-1 compliant Line weights & styles (**DS-A1**). I also have been undertaking work to simplify my organisation's housing stock design details, to use conventional construction elements, this has enabled savings in construction costs. An example where this is apparent is our standard level threshold detail (**DS-A2**). While working as chair of **XXXX** AspirATion, I was approached to partake in a committee of academic and industry professionals for the QAA review for Architectural technology. This aimed to review the standards of Architectural technology that are taught within higher education. I had the unique perspective of a recent graduate who also had industry experience. I offered my views on what my degree had provided for me and how I have used that moving forward. But constructively, I also offered my thoughts on what additional information the framework could offer, considering developing industry practices (**DS-B**). ***Demonstration of an ability to identify personal development needs, plan to meet these needs and achievement of these aims.*** Working through this process and having time to reflect on both my knowledge and skill base has been insightful. It has allowed time for reflection on the skills I have gained, allowing me to undertake my work more efficiently with a more informed knowledge base. Following this, I aim to utilise employer-offered courses/training to aid and improve my abilities. This includes handling conflict resolution, fire safety awareness, equality diversity and unconscious bias as well as GDPR data protection (**DS-C**).

	In addition to my training, I undergo monthly and annual reviews alongside my line manager to note current job programming and areas for self-development as well as noting future targets (**DS-D**). Since ending my role as AspirATion chair for the **XXXX** Region, I have developed in many ways. Having access to this environment was a brilliant opportunity to speak with others, taking in their thoughts and knowledge to further my own. Not only was this a fantastic opportunity, but I also enjoyed the experience of helping others using online events, which I organised and managed (**DS-E**). Having a community and the ability to share knowledge within our profession is something I feel strongly on, as this will only ever benefit not only those within architectural technology but those whom we work with as well. ***Development of personal continuing professional development (CPD) goals.*** In my current line of work, I have a variety of opportunities to develop my knowledge of CPD events, and these aid in the work I am currently undertaking. Furthermore, I have developed a CPD plan that allows me to track which areas I have covered and which I plan to work through. I regularly undertake further training in software & relevant subject areas that aids me in my day-to-day role. These include Revit & associated plug-ins, NBS Chorus, sustainability & technical design detailing. (**DS-F**). Moving forward after obtaining MCIAT status I would like to continue my professional development further by learning more about sustainable design and how to implement this in both new build and retrofit projects. In the next 5 years I would like to have reached a place in my career were I am a senior technologist. For me, this would mean having the necessary skill set and confidence in my technical knowledge to be able to run my own practice.

SECTION H: Declaration of applicant

I submit this form and additional documentation as an accurate record in support of my application for Chartered Membership of the Chartered Institute of Architectural Technologists. I fully understand the requirements for Membership as set out in the *Code of Conduct*. I agree to accept the decision of the Institute regarding my eligibility for election.

I am aware that any evidence of plagiarism will be classed as an automatic referral and any fees paid forfeited. I am aware that this could also result in my file being passed to the Chief Executive and Honorary Secretary for further investigation under the *Code of Conduct*.

If accepted for Chartered Membership, I will continue to abide by the rules and regulations specified in the Charter, Byelaws, Regulations and *Code of Conduct*, and any other directive issued by CIAT*.

I will keep CIAT informed of any change in my circumstances in writing, which may affect my membership.

I am aware that prior to assessment, if working in private practice as sole practitioner, partner, principal, director, or LLP member, this includes advice/services to friends or family, paid or unpaid, full or part time, I must obtain formal registration with the Institute by completing the Affiliate Registration Form, obtaining approval of my business stationery and providing evidence of current professional indemnity insurance showing expiry date.

Only applicable to Associate or Technician members:
✓ In compliance with the *Code of Conduct* I confirm that I am not offering architectural services or advice.

*Available from CIAT on request or from ciat.org.uk/en/the_institute/about-ciat/ciats-charter/

Signature of applicant: Date: 01/03/2023

Disclosure
All personal data will be held in keeping with General Data Protection Regulation principles. If you have any queries or requests, then contact membership@ciat.global Our Privacy Policy can be viewed at ciat.org.uk/privacy-policy.html — **N.B.** You cannot elect to be excluded from CIAT related mailings (via mail or email).

Section I: Declaration of Referee

I am a current Chartered, Corporate, or full member of CIAT, or a construction related Institute and am willing to act as referee in support of this applicant, as I consider them to be suitable for election or re-election to Chartered Membership. The information on this form is, to the best of my knowledge and belief, correct. I am not related to the applicant.

Signature of referee: Date: 01/03/2023

Name of referee:

Job title of referee:

Professional qualification/s of referee:

Email of referee:

Address of referee:

Checklist for applicants:
- ✓ all sections of the application form are complete.
- ✓ enclosed copies of academic qualification(s) and/or professional qualification(s)
- ✓ all supporting evidence to be submitted electronically (Dropbox, WeTransfer, Googledrive etc)
- ✓ pay the £350 fee (at architecturaltechnology.com or via BACS)

Please return the completed application and supporting evidence to membership@ciat.global

For any queries, please contact the Membership Department
T. +44 (0)20 7278 2206 F. +44 (0)20 7837 3194 E. membership@ciat.global W. architecturaltechnology.com

For internal use only

CIAT Representative	Decision	Date	Initials and signature
Central Office	Checked and approved		