

MCIAT Professional Assessment (PA): Top Tips

- Please ensure you have reviewed the *Professional Standards Framework (PSF)* and *Candidate Guidance Notes* before completing the MCIAT Professional Assessment application.
- You are advised to consider attending the Chartered Architectural Technologist Short Course, which is a free benefit of membership or affiliation. Please email membership@ciat.global for further information.
- Ensure your application is cross referenced against the PSF and complies with UK General Data Protection Regulation (GDPR).
- Provide clear references within the narrative of your application to specific documentary evidence to demonstrate PSF Stages - 1 Educational Standards and 2 Practice Standards, which you will then be required to submit for assessment to the Member Panel.
- Documentary evidence proves experience in the process, the type and size of the project is irrelevant.
- There is currently no limit as to the amount of evidence that can be submitted, however quality over quantity is recommended, therefore evidence should be relevant, concise and succinct.
- Please ensure all evidence is legible when submitted e.g. downsized drawings, handwritten notes, and is compatible with Microsoft, however files in Outlook/MSG format must not be provided.
- Evidence must **not** be grouped into one long PDF document. Each document must be a stand-alone document and clearly named and referenced, as outlined above or you can embed hyperlinks to evidence within your application.
- All applications must be submitted electronically to membership@ciat.global via WeTransfer, OneDrive, GoogleDrive or alike (Dropbox submissions will not be accepted) and should be arranged into folders and clearly named/referenced to enable the Panel to locate all your evidence with ease.
- Listed below are the types of evidence that candidates can submit - the list is indicative and not exhaustive:
 - Developing a project brief, feasibility studies, surveys, detailed drawings, planning applications, presentations and proposals, regulatory and statutory compliance documentation, specifications, minutes of meetings, correspondence with stakeholders, managing projects, people of budgets, schedules, tenders and contract administration documentation, involvement in conflict resolution, progress reports, site notes, handover and completion documentation, CPD plans, records and compliance, demonstrating professional and ethical conduct etc.

- Evidence of CPD should be from within the last 12-24 months as well as a structured self-development plan for the forthcoming subscription year. Aside from formal CPD seminars, the following also count towards your CPD: reading books/periodicals/articles, research, webinars, private study etc. A detailed record should be provided as evidence.
- Evidence from one or more projects can be used to demonstrate PSF Stage 2 - Practice Standards. However, if possible, you are encouraged to use several projects to demonstrate the breadth and depth of your experience in Architectural Technology. The evidence to demonstrate your knowledge for Stage 1 - Educational Standards should not normally include project/work-based evidence.
- Simulated scenarios where evidence is produced are acceptable in some instances, however most of your supporting evidence should be based around realistic scenarios/come from current live projects or projects you have worked on previously and should be your own work.
- You can submit evidence produced as a result of working as part of a team, however, you will need to outline your role in the process/project and how it proves your experience.
- In the event that you need to support/add context to your application and you submit documentation which is not your own work, this must be clearly identified within the narrative and a justification must be provided as to why it is being included. Any such documentation must be true to the original and must not be changed unless there is a clear reason for doing so.
- For some aspects of the application where evidence might be difficult to provide/produce, a structured appraisal by your Referee could suffice.
- We recommend you review the various MCIAT PA exemplar submissions available on our website [here](#) to give you a better understanding of what is expected to qualify.
- Please ensure *Section 1: Declaration of Referee* is signed by your Referee; email declarations are also acceptable.
- Your completed and signed application should be submitted to membership@ciat.global with all the supporting evidence, and the £350 assessment fee must be paid to enable assessment by the Member Panel.
- Upon submission your application will be assessed by the Member Panel. The result will be communicated via email after the assessment.
- Following a positive outcome, you will be invited to sit your Professional Interview, which is the final stage of this qualifying process addressing Stage 3 – Professional Standards within the PSF. Should your application be deferred, you will be advised accordingly and guidance on re-submission will be provided.
- Further insight and guidance on the three-stage qualifying process to become a Chartered Architectural Technologist, MCIAT can be found at www.youtube.com/ciatechnologist

Membership Department
 397 City Road, London, EC1V 1NH
membership@ciat.global
 T: +44(0)20 7278 2206

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