

MCIAT Professional Assessment (PA): Top Tips

- Please ensure you have downloaded the:
 - 2026 MCIAT Professional Assessment (PA) Form
 - 2025 Professional Standards Competency Framework (PSCF)
 - 2025 Candidate Guidance Notes (PSCF)
- You are advised to watch our Qualifying in Architectural Technology films:
 - [Qualifying in Architectural Technology as a Chartered Architectural Technologist \(MCIAT\) | Session 1](#)
 - [Qualifying in Architectural Technology as a Chartered Architectural Technologist \(MCIAT\) | Sessions 2 & 3](#)

**The short course film covers developing an appreciation of the process and undertaking a critical appraisal of an individual's knowledge, experience, skills, and proficiency benchmarked against the 2019 Professional Standards Framework (PSF) for Chartered Membership. Noting the 2019 PSF has been replaced with the 2025 PSCF, however the principles remain the same. The 2025 PSCF should provide the prescription required for individuals to develop themselves accordingly to become a Chartered Architectural Technologist.*

- Ensure your application is cross referenced against the PSCF and complies with UK General Data Protection Regulation (GDPR).
- Passing off Artificial Intelligence (AI) generated narrative as your own work will not be accepted and will likely result in a deferral by the Member Panel.
- Provide clear references within the narrative of your application to specific documentary evidence to demonstrate PSCF Stages - 1 Educational Standards and 2 Practice Standards, which you will then be required to submit for assessment to the Member Panel.
- Please ensure under both Section F: - Stage 1 – Educational Standards and Section G – Stage 2: Practice Standards – Practice Assessment to provide your written narrative directly under the corresponding criteria and/or practice standard. Please do not remove the bullet points when addressing each criteria and/or practice standard.
- Documentary evidence demonstrates competence and experience in the process, the type and size of the project is irrelevant.
- The current limit on the size of evidence that can be submitted is 500MB. 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. N.B. photos are to be avoided where possible.
- 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. Ensure all files and/or folders are labelled with minimum characters; 'Appx B1', 'Appx B2' etc to ensure the file pathways are not too long.
- All applications can be uploaded via your MyCIAT account on the website or 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 Member Panel to locate all your evidence with ease.

- Listed below are the types of evidence that candidates can submit under Section F: - Stage 1 – Educational Standards – the list is indicative and not exhaustive:
 - any academic and/or professional qualifications, CPD and/or training courses, reflective practice and/or on the job learning via shadowing or mentoring, referenced literature and/or articles, as well as any applicable supporting evidence you may include in Section G – Stage 2: Practice Standards - Practice Assessment.
- 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 or budgets, schedules, tenders and contract, contract administration documentation, fee proposals, other documentation related to the works such as Architects Instructions, requests for information (RFI's), mock example documents such as standard letters to all parties involved advising of their responsibilities, Principal Designer roles (CDM or BSA) documentation, risk assessment documents (not specific to any project), design and access statements, Heritage and Ecology reports, Flood Plain Assessments, 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, TV programmes, private study, exhibitions, awards, events etc. A detailed record demonstrating CPD compliance in line with the CIAT Code of Conduct should be provided as evidence.
- Evidence from one or more projects can be used to demonstrate PSCF Stage 2 - Practice Standards. However, if possible, you are encouraged to use a blend of different projects to demonstrate the breadth and depth of your previous and current scope of experience in Architectural Technology. The evidence to demonstrate your knowledge for Stage 1 - Educational Standards should not normally, where possible, 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 include your own work as well as that of others involved throughout projects you are involved in.
- 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 I: Declaration of Referee* is signed (a wet or digital signature is acceptable) by your Referee; email declarations are also acceptable.
- Your completed and signed application should be uploaded via your MyCIAT account on the website or submitted to membership@ciat.global with all the supporting evidence, and the £375 assessment fee must be paid to enable assessment, which covers three Stage 1 and 2 reviews by the Member Panel and one stage 3 Professional Standards Interview.
- Upon submission your application will be assessed by the Member Panel. The result will be communicated via email after the assessment which takes approximately 4 weeks.
- 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 PSCF. Should your application be referred by the Member Panel, you will be advised accordingly via email and guidance on re-submission will be provided.
- Stage 3 Professional Standards Interviews are held on a regular basis and primarily over Zoom. However, you can request to attend in person in London at the time of submission.
- Further insight and guidance on the three-stage qualifying process to become a Chartered Architectural Technologist, MCIAT can be found at <http://www.youtube.com/ciatechnologist>

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