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| **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 Masters 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 the *Code of Conduct*;
* provide copies of academic and professional qualification/s;
* submit supporting evidence to corroborate your application and
* submit the appropriate payment (£375)

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 your application has been assessed and has passed the initial stages, the Institute will contact you in relation to the scheduling of your Professional Assessment Interview.

**Section A: Personal details**

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| Surname |  |
| Forename(s) |  |
| Date of birth |  |
| Membership class or status and registration number |  |
| 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**

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| Job title and employment commencement date  |  |
| Description of current role, responsibilities and functions (listed as concise bullet points)  |  |
| Employer/practice name |  |
| Employer/practice address |  |
| Work telephone number |  |
| Work email address |  |

**Section D: Previous professional experience**

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| Please provide details of **relevant** roles, responsibilities and functions performed in previous employment (listed as concise bullet points) | **From**  | **To** |
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**Section E: Qualifications**

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| 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 -***Developing (self)*** | Year of qualification  |
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**Section F: - Stage 1 - Educational Standards**

The educational experience and underpinning knowledge are based upon CIAT Accredited Honours and Masters 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 (N.B. This does not normally include project/work-based evidence)**.

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| **If you have a CIAT Accredited Honours or CIAT Masters degree you are exempt from this section.**  |

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**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 which consists of at least 1000 words but no more than 2000 words in total (i.e. 250 to 500 words per Practice Standard).

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

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| **Designing** |  |
| **Managing** |  |
| **Practising** |  |
| **Developing (self)** |  |

**SECTION H: Declaration of applicant**

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| 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 Conduct Committee for further investigation.If accepted for Chartered Membership, I will continue to abide by the rules and regulations specified in the Charter, Bye-laws, 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 members:** In compliance with the *Code of Conduct* I confirm that I am not offering architectural services and/or advice.\*Available from CIAT on request or from [CIAT | Code of Conduct (effective 1 January 2022) (architecturaltechnology.com)](https://architecturaltechnology.com/resource/code-of-conduct-2022-pdf.html) Signature of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_**Disclosure**All personal data will be held in keeping with General Data Protection Regulation principles. Only the Member Panel and CIAT staff will have access to your information. We will never share your data without your permission. For more information on how CIAT uses your personal information of if you have any queries or requests, please contact membership@ciat.global.Our Privacy Policy can be viewed at <https://architecturaltechnology.com/privacy-policy.html>**N.B.** You cannot elect to be excluded from CIAT related mailings (via mail or email).  |

**Section I: Declaration of Referee**

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| 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. A relative is defined as an immediate, close or extended family member, including in-laws and step-family. *If you are unsure, please email* *membership@ciat.global**.* Signature of referee: Date: / /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 (WeTransfer or alike)
* pay the £375 fee (at [architecturaltechnology.com](https://architecturaltechnology.com/) or via BACS)

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

For any further queries, please contact membership@ciat.global

**END**

**Updated April 2024**