Candidate Guidance Notes

for the
Professional and Occupational Performance (POP) Records

May 2010

What are the Professional and Occupational Performance (POP) Records?

The CIAT POP Records are statements of competence expected of a Chartered Architectural Technologist, MCIAT or a professionally qualified Architectural Technician, TCIAT. The completion of these provides assurances of a candidate's proficiency within their role. Guidance on which POP Record you should be completing is given below. If you are unsure please contact the Membership Department (membership@ciat.org.uk) for clarification.

What is a Chartered Architectural Technologist?

A Chartered Architectural Technologist provides architectural design services and solutions. They are specialists in the science of architecture, building design and construction and form the link between concept and construction. They negotiate the construction project and manage the process from inception to completion.

The main functions of a Chartered Architectural Technologist can be broken down into five categories:
- Project inception (Units 1–3)
- Project planning (Units 4–6)
- Design process (Units 7–11)
- Contract management (Units 12–14)
- Professional practice (Units 15–17)

The Chartered Architectural Technologist POP Record has seventeen units. These units cover the five areas of competence that a Chartered Architectural Technologist must demonstrate to achieve Chartered status. In order to be eligible to apply for the Chartered Architectural Technologist POP Record you must have:
- a CIAT Accredited Honours degree; or
- a related industry Honours degree; or
- a related industry SVQ/NVQ Level 4; or
- a related industry UK Higher National qualification and have more than ten years experience in the industry; or
- a related industry foundation degree qualification and have more than ten years experience in the industry; or
- a specialised Diploma in Construction and the Built Environment (Advanced) and have more than ten years experience in the industry; or
- an overseas qualification which is comparable to any of the above and where necessary have more than ten years experience in the industry; or
- successfully completed the Architectural Technician POP Record and attained TCIAT; or
- more than ten years experience in the industry.

What is a professionally qualified Architectural Technician?

Professionally qualified Architectural Technicians are specialists in the application of technology to architecture, building design and construction. They are an integral part of an architectural design service, working alongside fellow professionally qualified Architectural Technicians in support of Chartered Architectural Technologists, architects, engineers, surveyors and other professionals within the construction industry.

The main functions of a professionally qualified Architectural Technician can be broken down into five categories:
- Project inception (Units 1–2)
- Project planning (Units 3–4)
- Design process (Units 5–7)
- Contract management (Units 8–9)
- Professional practice (Units 10–11)

The Architectural Technician POP Record has eleven units. These units cover the five areas of competence that a professionally qualified Architectural Technician must demonstrate to achieve membership of CIAT. Any member is eligible to complete the Architectural Technician POP Record.

In order to become a Chartered Architectural Technologist or a professionally qualified Architectural Technician, you must demonstrate that you have gained the required practical experience (Performance Evidence) as well as the Underpinning Knowledge. You must demonstrate your competence in **all** areas within the POP Records. The competencies required for professionally qualified Chartered Architectural Technologists and Architectural Technicians can be found in the respective POP Records

The POP Record structure and how to complete it

Both POP Records are broken down into units and each unit is divided into three sections:

Section 1 — Underpinning Knowledge

This is the knowledge necessary to practise competently, which you will have gained. This knowledge is required to underpin the performance. You must demonstrate that you have gained the knowledge either from a relevant qualification or from your practical experience. By completing a CIAT Accredited/Approved programme and completing the required units, you may be able to gain certain exemptions to the Underpinning Knowledge requirements of the POP Record (this is outlined in the *Supplementary Guidance Notes*).

Depending on your educational qualification/s you may have exemptions from the Underpinning Knowledge for project inception, project planning, design process and contract management. There are **no** exemptions to the Underpinning Knowledge for the professional practice units.

If you have one of the following qualifications, you can be exempt from some of the Underpinning Knowledge units:
- CIAT Accredited Honours degree in Architectural Technology.
- CIAT Approved Associate of Science in Architectural Studies from City University in Hong Kong.
- Higher Diploma in Architectural Design and Technology from IVE in Hong Kong.
- UK Higher National in Construction.
- UK Higher National in Building Studies.
- Ordinary Degree in Architectural Technology from Republic of Ireland.
- Foundation Degree (Fdsc) in Architectural Technology.
- Specialised Diploma in Construction and the Built Environment (Advanced).
- SVQ/NVQ Level 4 in Built Environment Design.
- TCIAT qualification (knowledge cross over for MCIAT).

Please refer to the mapping charts in the *Supplementary Guidance Notes* for clarification on your exemptions and advise your Supervisor/s of your knowledge exemptions. For some of the above listed qualifications, the onus is on your educational establishment to map your programme against the POP Record requirements. Please liaise with your programme leader. If you are unsure about your exemptions, please contact the Membership Department (membership@ciat.org.uk) for clarification.

If you have no exemptions, you will need to demonstrate your knowledge and understanding of the particular unit to your Supervisor/s. You will need to outline where and how you have built up your base of knowledge in relation to the unit requirements. Your knowledge may have come from various sources such as non-mapped educational programmes, continuing professional development (CPD) seminars, training courses, manuals, literature and research or through reflective practice. A personal statement addressing the unit criteria will suffice to demonstrate your Underpinning Knowledge to your Supervisor/s to approve. If you are unsure of your knowledge and understanding of the unit, your Supervisor/s can use questions, case studies or simulation to assess your knowledge.

Section 2 — Performance Evidence

You will need to provide documentary evidence that you have completed the tasks in the work place to the standard required.

Every candidate's POP Record evidence will be different depending on experience and the projects worked on. Evidence should preferably come from live projects. For some units, it is necessary for evidence to be from live projects and this is specified within the unit. If not a case study can be used.

You should make a note of the project/s being used and outline, in the form of explanatory paragraphs, how the evidence referred to proves your competence, in relation to the unit requirements. Also record where the evidence, you have used, is located supporting what you have outlined. When completing the units the objective is **not** to assemble a portfolio of evidence for each unit.

You must provide actual documentary evidence to pass the unit; paragraphs alone are not sufficient.

If you do not have the experience to address the performance requirements in the units, your Supervisor/s will be able to give guidance and should provide the opportunity for you to gain the relevant experience required. Case studies are acceptable for most, but not all units, and should be based around realistic scenarios.

There are **no** exemptions for any of the performance units.

Section 3 — Range Indicators

Within each unit — knowledge and performance — there is a list of the evidence types which could be covered. The list is indicative and not comprehensive. Units are arranged within the POP Records sequentially, i.e. from project inception to completion. Range indicators for each unit can be found in the *Supplementary Guidance Notes*.

Further guidance

The POP Record is very flexible as it provides the opportunity for you to become qualified, as long as you have demonstrated the required level of competence. You can mix and match evidence from various projects to meet the unit requirements. The type and size of the project is not an issue as the POP Records are all about competence. One piece of evidence can be used to meet the requirements of more than one unit.

There is no set time limit on completing the POP Record. It can be completed in a matter of weeks or over a few years. Evidence can be back dated against the units requirements.

If you wish to back date evidence you need to ensure the following:
- your practice is happy for you to retain copies and forward copies to CIAT for assessment*;
- your Supervisor/s has worked with you on the projects so they know the evidence is competent and
- if not, your Supervisor/s has access to the evidence to ensure it is legitimate.

Once you and your Supervisor/s are happy with your explanatory paragraphs and referenced evidence, your Supervisor/s must sign the relevant sections within the *POP Record Knowledge and Performance Portfolio*.

*If you have left a practice and wish to access the documents or evidence, it is recommended that you obtain approval/permission in writing.

To view a short film on the POP Record process please visit **www.youtube.com/ciatechnologist**

Who can be my Supervisor?

Your POP Record Supervisor/s is required to:
- be a Chartered or full member of a built environment professional institute, for example: MCIAT, ARB, RIBA, MCIOB, MRICS, MICE (a complete list of acceptable qualifications is available from the Membership Department, membership@ciat.org.uk);
- know your work well enough to be able to endorse the work documented in the POP Record and sign off the units in the *POP Record Knowledge and Performance Portfolio* and
- ideally, be senior to you and be able to help you gain the experience required.

More than one Supervisor is acceptable. You can have as many Supervisors as required. TCIAT members can act as a Supervisor, but only for the TCIAT POP Record.

If you cannot find an appropriate person to be your Supervisor or you are self employed (profile candidate), CIAT has a list of approved Supervisors who will be able to assess your evidence. Please contact the Membership Department (membership@ciat.org.uk).

What should I do once I've completed the POP Record?

Once you have completed the POP Record and all units have been signed off in the *POP Record Knowledge and Performance Portfolio*, it must be returned to CIAT with a current CV and the relevant assessment fee.

- Chartered Architectural Technologist POP Record assessment fee is £150
- Technician POP Record assessment fee is £150

Do not send in any evidence as this stage. CIAT will request evidence for some units (selected on a random basis) to be submitted for the POP Panel assessment. CIAT will never ask to see your whole POP Record. The standard number of units requested for submission is at least four. All evidence is treated in confidence. You should not supply original documentation as evidence cannot be returned. CIAT cannot accept any liability for any loss. It is your responsibility to ensure that evidence is not destroyed or removed from circulation, as you may need to provide it to CIAT for assessment. All evidence is destroyed by CIAT after assessment, unless the Institute wishes to use some evidence as exemplar evidence. If this is the case then your written permission will be sought first and all traceable and confidential elements will be removed, where possible. It is your responsibility to ensure you have permission from your employer to submit your evidence.

POP Panels are made up of built environment professionals, trained by CIAT to assess your POP Record evidence against the unit criteria, to ensure it meets the required competencies. There is no appeal against the POP Panel's decision.

You are usually given four to six weeks to collate the evidence for the assessment. Evidence should be submitted as individual portfolios for each unit. Paper based or electronic submissions are acceptable.

A POP Panel will assess your evidence and you will be advised of the result in writing within two weeks.

The POP Record assessment fee policy is:
1. You will pay the initial POP Record assessment fee when submitting the signed off *POP Record Knowledge and Performance Portfolio*.
2. If your evidence is deferred by the POP Panel you will receive one re-submission at no extra cost.
3. If your evidence is deferred for a second time you will be asked to pay 50% of the initial POP Record assessment fee to get it re-assessed for a final third submission.
4. If your evidence has still not reached the required level of competence, you will be referred for a set period of time until the POP Panel feels you will have attained the required level of competence.
5. Once the time frame has elapsed, a new submission will be required with a new fee and the process will recommence.

Passing the POP Panel assessment

If you pass the MCIAT POP Panel assessment, you will be eligible to apply for your Professional Practice Interview; the appropriate guidance will be given at the time.

If you pass the TCIAT POP Panel assessment, you can upgrade to Architectural Technician membership upon paying the appropriate upgrade fee.

If you have any queries about your POP Record, please contact the CIAT Membership Department (membership@ciat.org.uk).

What is the Professional Practice Interview?

The final stage of achieving Chartered Membership status is to successfully undergo the Professional Practice Interview.

The Professional Practice Interview enables the Institute's Membership Assessors to determine your level of professional competence in Architectural Technology. Your technical competence has already been successfully assessed at the POP Panel Assessment.

The Professional Practice Interview covers the last three units within the Chartered Architectural Technologist POP Record. You will be expected to bring a portfolio of your work and evidence which must demonstrate your involvement in the areas described in units 15, 16 and 17 of the POP Record.

Unit 15 Management of meetings
  15.1 Manage meetings
  15.2 Make analytical contributions to meetings

Unit 16 Professional relationships
  16.1 Develop and maintain relationships with people who are affected by your work *
  16.2 Present technical information and provide advice on technical problems *
  16.3 Identify, summarise and analyse complex, indeterminate problems *
  16.4 Contribute to the protection of individual and community interests *

Unit 17 Continuing professional development
  17.1 Identify, record and analyse personal development aims and progress*
  17.2 Allocate and monitor the progress and quality of work in your area of responsibility*
  17.3 Contribute to advances in occupational knowledge and practice*

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

To view a short film on the Professional Practice Interview please visit **www.youtube.com/ciatechnologist**

Notes

Cover image: Lau Sun House, Scott Kyson MCIAT, Winner, The Alan King Prize 2007

CIAT will take all reasonable measures to accommodate any request under the Disability Discrimination Act. If you have a particular need or requirement, please contact the Membership Department in confidence on +44(0)20 7278 2206 or membership@ciat.org.uk