

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.org.uk 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 Institute's Code of Conduct;
- provide copies of academic and professional qualification/s attained;
- submit supporting evidence to corroborate your application and
- submit the appropriate payment (£325)

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 Institute's 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	
Forenames	
Date of birth	
Membership grade and number	Associate XXX
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:	
<input checked="" type="checkbox"/> Design	<input type="checkbox"/> Specialist
<input type="checkbox"/> Academic	<input type="checkbox"/> Research
<input type="checkbox"/> Other (please detail)	

Section C: Current employment/practice status

Job title	Architectural Technologist (March 2015 – Present)
Description of current role, responsibilities and functions	<p>My current role predominately involves design work for residential new builds and alterations & extensions to existing dwellings in line with RIBA stages of work 0-4. I am currently undertaking stage 5 work with stage 6 being completed in the near future.</p> <p>Above and beyond the parameters set out in the RIBA stages of work I provide at great depth a good, clear working relationship with all clients ensuring their brief is harmonised in correlation with <i>‘ensuring that their designs result in buildings & structures that are functional, constructed economically and perform efficiently and effectively within the context of user needs environmental sustainability...’</i>. Additional duties include liaison and challenging designs with a number of construction professional’s mainly structural engineers to ensure a high standard of architecture.</p> <p>My internal roles include being in charge of our Revit template where the company is currently operating at BIM level 1 with some overlap onto BIM level 2.</p> <p>I am a proactive member within the CIAT community with my main connection being an integral alumni member of Plymouth University. My duties involve attending CPD events where my work has been the lead project on display along with being a panel member on 2nd & 3rd year design reviews.</p>
Employer/practice name	
Employer/practice address	
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
<p><u>Voluntary Architectural Assistant: XXX</u></p> <p>I proactively obtained a voluntary role within a micro enterprise, where I worked on one off residential and commercial projects mainly producing survey drawings with micro station, along with concept design drawings. This role was undertaken during any available time not used during a retail summer job and equated to approximately one months work.</p>	June 2012	September 2012
<p><u>Architectural Assistant: XXX Ltd</u></p> <p>I achieved a placement year with XXX Architects where I was the successful candidate from over 100 applicants (1). This role was within a small enterprise where my duties involved mainly survey & planning drawings produced in both 2D & 3D formats.</p> <p>My early roles involved physical surveys of domestic properties and translating these into CAD drawings; with the majority then taken through to producing planning drawings and ultimately gaining planning approval. I was involved in the whole design concept stage where I produced 3D visualisation through the medium of Google Sketchup. Due to my productivity and quality the company adjusted their design sequence and several projects were altered from the traditional 2D format and amended to a 3D format.</p> <p>Although this was a great experience, my desire was to further develop my skills especially with regards to the discipline of Architectural Technology. I proactively encouraged my directors to allow me to be involved with technical designs. Towards the end of my placement year I was involved heavily with two technical designs where I produced working drawings and attended all client meetings ensuring the brief was met.</p> <p>My attitude and ethics towards developing my career and providing an innovative built environment where evident throughout my year out. I continually visited live sites outside my contracted hours and challenged industry literature (2) to aid my knowledge but ultimately to provide great architecture.</p>	September 2012	September 2013
<p><u>Architectural Technician: XXX Associates Ltd</u></p> <p>I was invited to work back at XXX during my final year of University where I worked one day a week due to educational</p>	<p>January 2014</p> <p>July 2014</p>	<p>May 2014 (One day a week)</p> <p>March 2015</p>

<p>commitments. During this time I typically took one off residential planning drawings and brought them up to technical design.</p> <p>After this stage during University I was offered a full time permanent job that was offered without need for academic results proving my industry competence and attitude towards Architectural Technology. During this employment my career considerably developed, I was involved with large scale housing developments, with some sites including over 300 dwellings. My roles included technical designs for the various house types and liaison with technical managers to develop and amend drawings to suite site conditions.</p> <p>On top of the housing developments, I was involved with one off designs taking the designs through from concept to technical design. I was involved at every stage and set up various meetings with the client to analyse and describe my proposed designs and providing technical expertise and solutions to queries/ideas they had. My depth of drawings and understanding of the building and site was gratefully appreciated by the clients and were continually complimentary of my work.</p> <p>Although a thoroughly enjoyable and rewarding experience the end of my employment at XXX was due to being head hunted for my current role and was mainly informed by developing my career. I wanted to develop further with site management & specifications along with progressing to a BIM platform.</p>		
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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
BTEC National Diploma in Construction (Triple Distinction, Distinction, Distinction) (3)	2010
Stage One ATE Design Prize for the Best Work in Design (4)	2011
Winner of the Midas Group Prize, Large & Innovative Building Design & Build Project (5)	2012
Stage Two ATE Design Prize for the Best Work in Design (6)	2012
Nominated for the Chartered Institute of Architectural Technologists Student Award (7)	2014
Co-winner of the Technology Prize for the best written technology work across the year (8)	2014
Outstanding Graduating Student on the BA(Hons) Architectural Technology and the Environment programme (9)	2014
Certificate of Industrial/Professional Experience (10)	2014
Bachelor of Arts with First Class Honours in Architectural Technology and the Environment (11)	2014
Commended Chartered Institute of Architectural Technologist, Student Award for Excellence in Architectural Technology (Report) (12)	2014
Commended Chartered Institute of Architectural Technologist, Student Award for Excellence in Architectural Technology (Project) (13)	2014
Refer to attached document of CPDs	

Section F: - Stage 1 - Educational Standards

The educational experience and underpinning knowledge is 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.

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

Bachelor of Arts with First Class Honours in Architectural Technology and the Environment **(11)**

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	<p>I have always enjoyed and excelled at design which has been recognised throughout my educational career with numerous design awards (4,5 & 6) with my greatest achievement being Commended in the Chartered Institute of Architectural Technologist, Student Award for Excellence in Architectural Technology (Project) 2014 (13)</p> <p>Project: 15-024 XXX:</p> <p>There are endless factors that make good design, far beyond the customary function of aesthetics and is something that is at the forefront of any design work I produce. Meticulous analyse of site context/constraints (14) and clients brief (15) are produced in order to efficiently direct my designs. I ensure I challenge architectural standards in line with any brief and site constraints in order to develop concept design schemes that are easily visually communicated to the client (16) which I supplement with additional written documents (17). I believe in design being a number of factors, including human comfort, a functional space in terms of client's needs and its environmental & economic setting and ensure I express these within my work (18 & 19)</p> <p>Project: 15-035 XXX</p> <p>I pride myself in ensuring clear yet aesthetic visual communication at both concept/planning stages (20 & 21) through to technical design (22) in order to elaborate my designs. The design process with regards to this job had additional difficulties due to the structure being a joint venture along with external requirements from housing associations and lifetime homes to name a few. As the lead designer I ensured all stages were carefully designed from the original site plan, through to house types including plot specific variations and onto construction details (20 & 22). The design features included throughout were informed by ensuring a comfortable atmosphere, visual interest, thermal efficiency & an efficient construction process.</p>

Managing	<p>Managing (self): Due to currently working within a micro enterprise I am involved with all stages of the design/construction phases. This requires me not to only manage a number of jobs simultaneously at varying stages of design, but to manage myself to ensure I integrate all jobs/tasks and are efficiently managed.</p> <p>Managing (others): The majority of my projects involve me managing other specialist consultants. This is to not only ensure that my design vision is met, which often involves challenging other consultants designs/approach (23), but to ensure that they work collaboratively together to meet our shared outcomes including design approach, cost & time scales. This is evident where I was the lead designer in a job with over 8 other design consultants where external information from design consultants was needed in order for our agreed design completion date. Queries were raised regarding design solutions and I aided them in the approach and ultimately conclusion whilst maintaining our design, economic & environmental approach (24)</p> <p>Managing (project co-ordination)</p> <p>Project: 14-020 XXX</p> <p>The liaison between myself, the client and the contractor is a principal factor in managing a job, ensuring transparent communication & understanding of all documents ultimately avoids any future discrepancies or problems. The distance between the understandings of costs & construction processes between client and contractor can often be opposite ends of the spectrum. To minimise this problem I provided a suitable costing sheet at tender to allow the easy understanding of element prices, whilst also allowing a sufficient method to compare between tendering contractors and avoid unnecessary additional fees (25). After careful selection of tendering contractors and correct formal correspondence (26), I organised a pre start meeting to iron out any further inconsistencies that the contractor may have had (27). This initial 'top heavy' approach crucially led to efficient and limited construction queries which ultimately maintained a healthy working relationship between all parties. Any changes to the project that would form an instruction and valuations were correctly communicated effectively between parties (28 & 29) avoiding any disagreements.</p> <p>(30) Drawings/Documents that formed part of tender</p>
Practising	<p>Practising as an Architectural Technologist is an indefinite learning/development journey and is directly linked to 'Developing (self)' to maintain competency within your specialist field. I have conducted the necessary drawings and documentations within my field as listed below:</p> <p>(31) Planning document/drawings (32) Building Regulation documents/drawings (30) Tender documents/drawings</p>

	<p>There are numerous additional duties within the field of Architectural Technology; these include understanding the responsibilities under CDM regulations whilst also being proactive to ensure the client and contractor understand what is required from them. Furthermore industry compliance such as robust details (33) & U Value calculations (34) all make up 'practising'. In order to successfully practice as an Architectural Technologists I have learnt and am competent in the following software:</p> <ul style="list-style-type: none"> • Revit Architecture • AutoCAD • Google Sketchup Pro • BRE U value Calculator • NBS Contract Administrator • Velux Daylight Visualiser • Four Projects <p>Practising also includes not only the understanding of literature, but being able to effectively inform/create a design or document based on these findings. This is something I strive upon and feel a great asset in really improving the discipline of Architectural Technology. This can be evident in my academic achievements that include, Co-winner of the Technology Prize for the best-written technology work across the year, issued by Plymouth University (8). Also Commended in the Chartered Institute of Architectural Technologist, Student Award for Excellence in Architectural Technology (Report) (12).</p>
Developing (self)	<p>As can be seen from my extensive documentation of CPDs (35), I proactively participate in a wide range, of relevant industry literature/information. These are carefully selected to best inform and improve my capabilities within my specialist field whilst also adding to my competency within Architectural Technology.</p> <p>The day to day tasks that I undertake generally form cpds in themselves as I constantly refer to specialist literature to ensure any work I produce meets industry standards and ethics. Furthermore I am a current annual member of magazines including Homebuilding & Renovating & Architecture + Detail. To continue on, the current company I am employed by are members of TRADA and XXX District Council Agents Meeting, of which I attend/analyse. Developing is not merely attending events or reading literature; but I believe it is challenging, this in itself leads to great projects as products are designed to function as intended and also to perform at stated (2)</p> <p>I am also currently on the review panel for 2nd & 3rd year Architectural Technology & the Environment course at Plymouth University. I approached Plymouth University for the position as felt there was a need for a member of my career development who had recently graduated that could provide a closer link for the students to the realms of employment after education; compared to members who generally had 15+ years experience within the industry. This not only is developing (myself) but also developing (others) and feel something that is paramount to the professional body of the Chartered Institute of Architectural Technologists.</p>

SECTION H: Declaration of applicant

I submit this form and additional documentation as an accurate record in support of my application for election or re-election to 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.

Any evidence of plagiarism will be classed as an automatic referral and any fees paid forfeited. It could also result in your file being passed to the Chief Executive and Honorary Secretary for further investigation under the Institute's Code of Conduct.

If elected to Chartered Membership, I will continue to abide by the rules and regulations specified in the Institute's Charter, Byelaws, Regulations* and Code of Conduct, and any other directive issued by CIAT. If you do not have a copy of these, please contact the Membership Department.

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

Prior to attending the interview any applicant 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, must obtain formal registration with the Institute by completing the Practice Profile Form for profile candidates, obtaining approval of their business stationery and providing evidence of current professional indemnity insurance showing expiry date.

☒ In compliance with the Institute's Code of Conduct I confirm that I am not offering architectural services.

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

Signature of applicant: _____ Date: 18/07/2016

Disclosure — Data Protection Act 1998

In compliance with the Data Protection Act, we must point out that the information on this form will be kept on a database. NB 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 him/her 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: 18 / 07 / 2016

Name of referee: _____

Job title of referee: _____

Professional qualification/s of referee: BEng(Hons) CEng MStructE

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)
- ☒ x2 supporting evidence on a CD or USB memory stick
- ☒ enclosed the appropriate £325 fee (cheques can be made payable to CIAT)

Please return this form to:

Membership Department
Chartered Institute of Architectural Technologists
397 City Road
London
EC1V 1NH, UK

For any queries please contact the Membership Department

T. +44 (0)20 7278 2206 F. +44 (0)20 7837 3194 E. membership@ciat.org.uk W. www.ciat.org.uk

For internal use only

CIAT Representative	Decision	Date	Name and signature
Central Office	Checked and approved		
Member Panel	Refer/Defer/Pass		

Comments: