CIAT-Accredited Conservationist Register **Candidate Application Form**

**Before completing this form, please ensure that you have read the CIAT-Accredited Conservationist Candidate Guidance Notes.**Please ensure you complete the entire form and submit the required additional documents and appropriate payment. Failure to do so will result in a delay in processing your application.

All applicants must be a Chartered Architectural Technologist.

See eligibility criteria on page three of the **CIAT-Accredited Conservationist Candidate Guidance Notes.**

**Part 1 – Confirmation of application requirements checklist** *(Please write yes or no in column on right)*

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| *Are all the basic requirements for a successful application met?* |  |
| * Fully completed application form
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| * Application fee paid with proof of payment
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| * Relevant academic and professional qualifications attached
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| * An up-to-date CV attached
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| * Summary of Experience completed
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| * Maximum five case studies of up to five projects in the last five years
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| * Competence Mapping List
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| * Evidence appendices
 |  |
| Have you submitted and described up to five case studies (in 100-150 words initially) to demonstrate how you meet all sections of the five units (e.g., unit 1.1)? |  |
| Have you submitted a clearly referenced, organised and indexed portfolio of evidence in support of each case study? |  |
| Do the evidence appendices meet a minimum of five pieces or maximum of 12 pieces per case study? |  |
| Have you submitted clear Evidence Appendix lists and collated all your evidence appropriately? |  |
| Do the written sections (Summary of Experience and case studies) meet a minimum of 500 wordsand a maximum of 750 words? |  |
| Has each of the written sections been spell-checked/proofread? |  |
| Is it easy to see where a unit section has been referenced in the written sections (and which one it is)?As well as where ICOMOS E&T Guideline has been referenced in the text (and which one it is)? |  |
| Have you clearly indicated that you have met the requirements of unit section within this application and provided a Competence Mapping List to identify them? |  |

**Part 2 – I wish to apply for the following grade of conservationist** *(Please tick appropriate box)*

**CIAT-Accredited Conservationist CIAT-Recognised Conservationist (non-practising)**

**Part 3 – Contact details** *(All applicants)*

Title: Mr/Mrs/Miss/Ms/Dr/Other *(please specify)*

Surname:

Forename(s):

Home address:

Postcode:

Telephone:

Mobile:

Email address:

Membership number:

Practice reference number *(if applicable):*

**Work Details**

Employer:

Address:

Postcode:

Telephone:

Fax:

Email address:

Website:

Previous relevant conservation employment history:

**Part 4 – Summary of experience and case study descriptions**

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| **Summary of Experience** |
| Word count (500-750 words): |
| Briefly describe your professional experience and how this relates to the scheme requirements.  |
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| **Case study 1: description** |
| Please state word count (100-150 words): |
| In the box below, briefly describe the project that you will be using to draw your examples from for the following sections, and your role in it:* Project title
* Location
* Nature of the project
* Listing status
* Relevant dates and budget
* Your official role/title
 |
| *Write your description here (100-150 words)*  |

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| **Case study 2: description** |
| Please state word count (100-150 words): |
| In the box below, briefly describe the project that you will be using to draw your examples from or the following sections, and your role in it:* Project title
* Location
* Nature of the project
* Listing status
* Relevant dates and budget
* Your official role/title
 |
| *Write your description here (100-150 words)*  |

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| **Case study 3: description** |
| Please state word count (100-150 words): |
| In the box below, briefly describe the project that you will be using to draw your examples fromfor the following sections, and your role in it:* Project title
* Location
* Nature of the project
* Listing status
* Relevant dates and budget
* Your official role/title
 |
| *Write your description here (100-150 words)*  |

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| **Case study 4: description** |
| Please state word count (100-150 words): |
| In the box below, briefly describe the project that you will be using to draw your examples from for the following sections, and your role in it:* Project title
* Location
* Nature of the project
* Listing status
* Relevant dates and budget
* Your official role/title
 |
| *Write your description here (100-150 words)*  |

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| **Case study 5: description** |
| Please state word count (100-150 words): |
| In the box below, briefly describe the project that you will be using to draw your examples fromfor the following sections, and your role in it:* Project title
* Location
* Nature of the project
* Listing status
* Relevant dates and budget
* Your official role/title
 |
| *Write your description here (100-150 words)*  |

**PART 5 – Scheme units**

Please write a statement which uses your case studies described above to meet the requirements of each unit.

Please state which case study you are referring to, and note the competences in brackets
(e.g., case study 2, unit 1.2) directly after the sentence in which they are referenced.

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| **Unit 1: Conservation Knowledge** |
| **1.1**Understand and interpret *heritage assets* (such as a monument, ensemble or site).**1.2**Understand the setting of a *heritage asset* (such as a monument, ensemble or site) and its cultural, physical and intellectual context. |
| Please state word count (500-750 words): |
| *Write your statement here (500-750 words)* |

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| **Unit 2: Conservation Analysis** |
| **2.1**Understand the setting of a *heritage asset* (such as a monument, ensemble or site), their contents and surroundings, in relation to other buildings, gardens or landscapes.**2.2**Find and absorb all available sources of information relevant to the *heritage asset* (such as a monument, ensemble or site) being studied. |
| Please state word count (500-750 words): |
| *Write your statement here (500-750 words)* |

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| **Unit 3: Conservation Techniques** |
| **3.1**Understand and analyse the behaviour of *heritage assets* (such as monuments, ensembles and sites) as complex systems.**3.2**Diagnose intrinsic and extrinsic causes of decay as a basis for appropriate action. |
| Please state word count (500-750 words): |
| *Write your statement here (500-750 words)* |

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| **Unit 4: Conservation Methods** |
| **4.1**Inspect and make reports intelligible to non-specialist readers of *heritage assets* (such as monuments, ensembles or sites), illustrated by graphic means such as sketches and photographs.**4.2** Know, understand and apply UNESCO conventions and recommendations, and ICOMOS and other recognised Charters, regulations and guidelines.**4.3**Make balanced judgements based on shared ethical principles and accept responsibility for the long-term welfare of cultural heritage.**4.4**Recognise when advice must be sought and define the areas where different specialists are required, e.g., wall paintings, sculpture and objects of artistic and historical value, and/or studies of materials and systems. |
| Please state word count (500-750 words): |
| *Write your statement here (500-750 words)* |

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| **Unit 5: Conservation Expertise** |
| **5.1** Give expert advice on maintenance strategies, management policies and the policy framework for environmental protection and preservation of heritage assets (monuments and their contents, and sites).**5.2**Document works executed and make same accessible.**5.3**Work in multi-disciplinary groups using sound methods.**5.4**Be able to work with inhabitants, administrators and planners to resolve conflicts and to develop conservation strategies appropriate to local needs, abilities and resources. |
| Please state word count (500-750 words): |
| *Write your statement here (500-750 words)* |

**Part 6 – Declaration**

I submit this form and additional documentation as an accurate record in support of my application as
a CIAT-Accredited Conservationist/CIAT-Recognised Conservationist (non-practising) and am eligible
to apply for assessment to be included within the CIAT-Accredited Conservationist Register.

I fully understand the requirements as set out in the Candidate Guidelines*.*

The portfolio submitted is my own work and where others’ work is included, or referred to, this is clearly marked. Where case studies have been used, the extent and limit of my active contribution is clearly marked.

I give my consent for the portfolio to be assessed by CIAT and its assessors.

I understand that evidence submitted with my portfolio will not be returned after assessment.

I am willing and able to attend a formal interview, to be arranged at a mutually convenient time and location, subject to successful completion of the Portfolio Assessment stage of my application.

I understand an annual fee must be paid to remain included on the CIAT-Accredited Conservationist, subject
to retention of Chartered or Fellow Membership of CIAT. Failure to pay said fees will result in termination
of my register entry.

Once entered onto the CIAT-Accredited Conservationist Register, I am happy for my details to be made available to the public, by CIAT and its services, with respect to conservation work. Should this change, I will contact the Institute. I will keep CIAT informed of any change in my circumstances in writing, which may affect my membership.

I declare that I will comply with the CPD requirements as laid down by CIAT and its *Code of Conduct.*

Signature of Applicant: Date: / /

**Part 6 – Declaration of Referee**

I am a current CIAT Chartered Conservationist, former employer, Chartered Architectural Technologist or Suitably qualified Build Environment Professional and am willing to act as referee in support of this applicant, as I consider them to be suitable for accreditation or to re-join the Chartered Conservationist Register.

The information on this form is, to the best of my knowledge and belief, correct. I am not related to the applicant

Signature of Applicant: Date: / /

Name of referee:

Job title of referee:

Professional qualification/s of referee:

Email of referee:

Address of referee:

**Disclosure**

All personal data will be held in keeping with General Data Protection Regulation principles. If you have any queries or requests, then contact conservation@ciat.global Our Privacy Policy can be viewed at [https://architecturaltechnology.com/privacy-policy.html](https://architecturaltechnology.com/privacy-policy.html%20) – N.B. You cannot elect to be excluded from CIAT related mailings (via mail or email).

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| **Checklist for applicants** |
| *I have completed the following:** All sections of the application form
* Summary and report of relevant projects in portfolio
* Written statement
* Signed the declaration
* Enclosed copies of my proof of qualifications
* Enclosed one referee declaration
* Made payment by card or bank transfer to: Sort code: 30-93-68, account number:17672960, account name: CIAT Subscriptions with Chartered Institute of Architectural Technologists. Please use your name as the reference.
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**For internal use only**

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| **CIAT Representative** | **Decision** | **Date** | **Initials and signature** |
| Central Office | Checked, all documentationprovided and approved |  |  |

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| **Conservation Assessor** | **Decision** | **Date** | **Initials and signature** |
| Central Office | Checked, all documentationprovided and approved |  |  |

**Please return this form to** **conservation@ciat.global**

**For any queries please contact:**T. +44 (0)20 7278 2206
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