CIAT Principal Designer Registration
Candidate Guidance Notes

Contents

01. Introduction

02. Eligibility Criteria

03. Submission Dates

04. Evidence Requirements

05. Competency Statements

06. Evidence

07. Assessment

08. Decision

09. Resubmission Fees

10. Appeals

11. Revalidation

12. Maintaining Competence

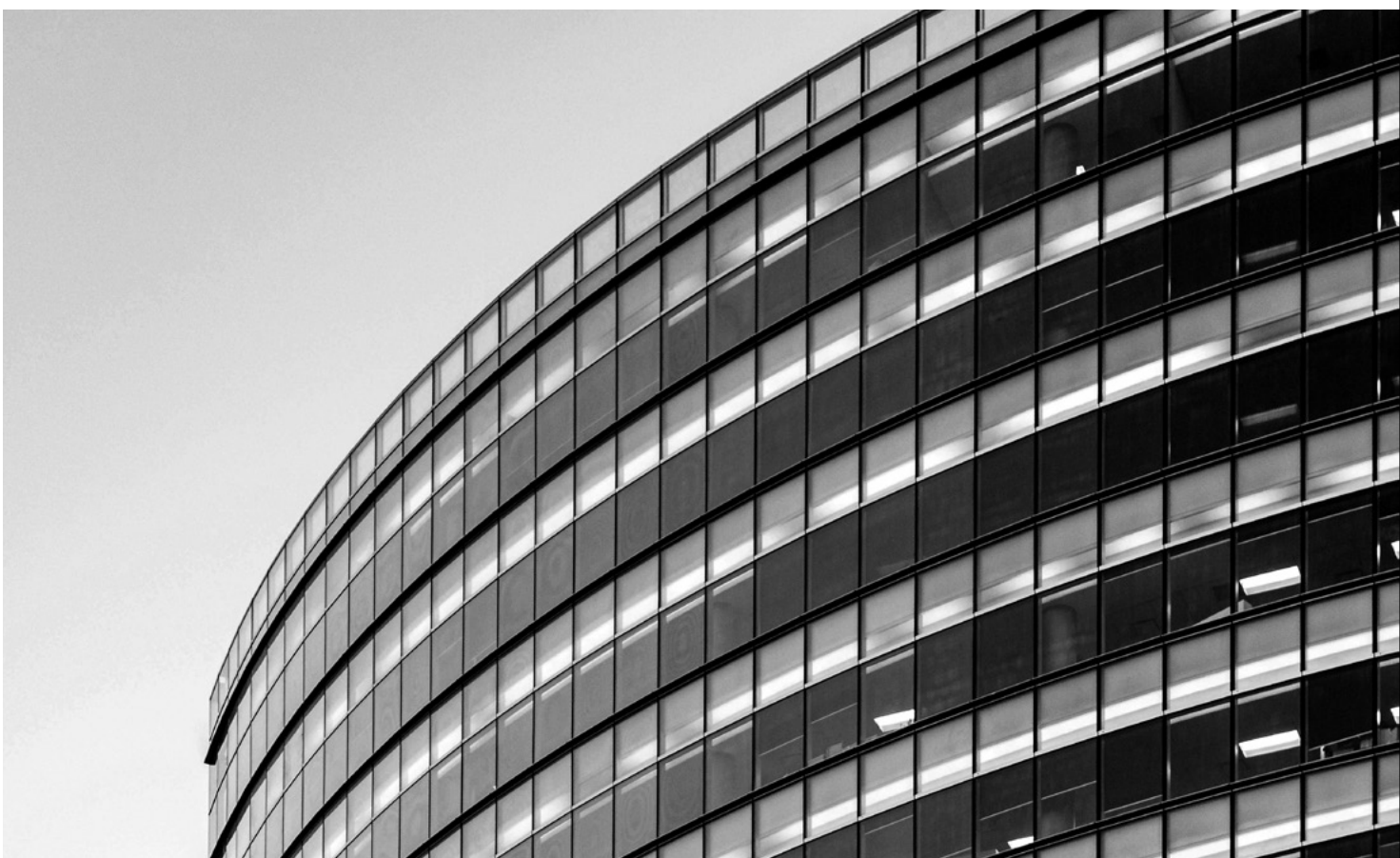
13. Confidentiality

14. Additional Information

01. Introduction

Chartered Architectural Technologists are well-placed to undertake the Principal Designer role as defined in the **Building Regulations etc. (Amendment) (England) Regulations 2023** to ensure that buildings of any type [i.e. non-Higher-Risk Buildings (non-HRBs) or Higher-Risk Buildings (HRBs)] are both designed and constructed in accordance with the current relevant regulations and legislation.

The benefit of being on a Register is that an external organisation will have reviewed and assessed evidence to determine registrants' competence. The benefits for Chartered Architectural Technologists that apply to be on the Register is it will provide prospective clients, duty holders, members of the public, and building users, assurance that design work has been and/or will be carried out by a competent professional. In turn, this may provide them with a competitive advantage over other professionals that have chosen not to register as a Principal Designer.



02. Eligibility Criteria

To apply for registration as a Principal Designer, an applicant must:

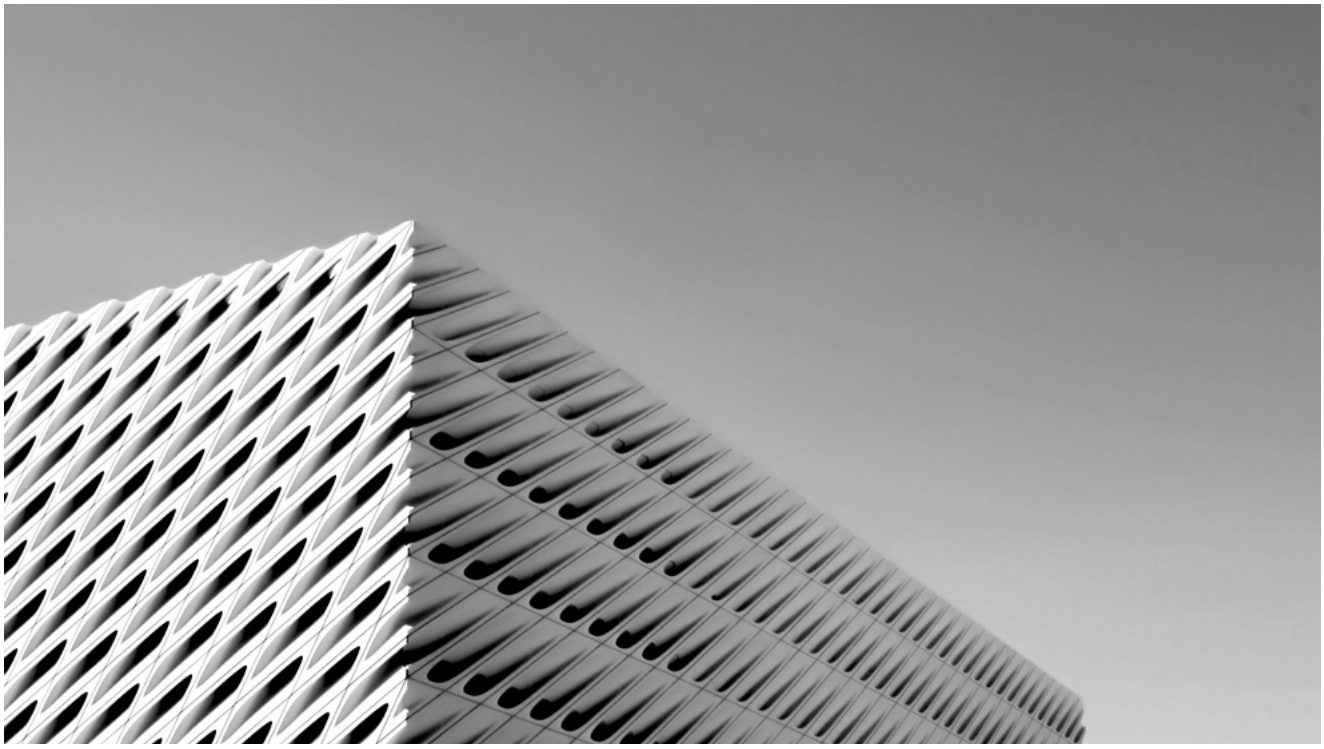
- Be a **Chartered Architectural Technologist**, **MCIAT** or **FCIAT** practising in the industry**.**
- Have sufficient **relevant** and **responsible practical experience** to demonstrate the Register's (non-HRB and/or HRB) competencies defined within the Principal Designer Competency Framework.
- Demonstrate **underpinning knowledge related to planning, managing, and monitoring** alongside **evidence of how it is applied in practice.**
- Agree to comply with the Institute's Code of Conduct and **CPD requirements PD Registration.** *CIAT requires members and affiliates to undertake 35 hours of CPD annually. As part of this, those on the PD Register also need to keep records and submit, if requested, information of any CPD related to the* **Building Regulations etc. (Amendment) (England) Regulations 2023.**

Once on the PD Register, registrants must maintain their Chartered Architectural Technologist qualification and continue to pay the annual membership and relevant registration subscriptions.

03. Submission Dates

At launch from 1 May 2024 applications will be accepted for registration.

Information on how long the assessment process could take will be provided once we determine the demand for registration.



04. Evidence Requirements

Candidates are required to provide the following information in their application:

Summary of experience cross referenced against the PD Competency Framework.

3,000 words for HRB applicants (+/- 10%)

2,000 words for non-HRB applicants (+/- 10%)

1,000 words for non-HRB to HRB applicants (+/- 10%)

This should contain a summary of the candidate's relevant experience and their associated background and how this relates to the **Behavioural competence, Legislative and regulatory frameworks, Management of design work and technical framework compliance as set out in PD Competency Framework**.

- **CV**: Candidates are required to provide a CV of a maximum 2 sides A4 page. This must include information on their role and responsibilities relating to the functions of a PD to date. Candidates should focus on their current job or recent roles and outline how they planned, managed, and monitored projects as well as outline how they executed leadership and management experience, where possible.
- **Self-Declaration.** All written evidence must be validated by the registrant, via a declaration on the application form which confirms the authenticity of the application and that it fairly represents their ability and achievements.
- **Relevant project/s:** Candidates must provide a concise description of their own individual involvement in their application which demonstrates their experience working on projects, or elements of projects. These projects should demonstrate current proficiency. The project case studies candidates select as evidence should be examples of complaints and/or complex problems rather than purely promotional examples where the candidate did "everything right". *Complex problems may include, but are not limited to:*
  - A dilemma or an instance that required significant value judgement.
  - A situation that presents substantial technical problems that needed to be solved.
  - A problem where a deep level of not only practical understanding but the ability to expertly apply it was required; or
  - An instance that necessitated the marshalling and management of a wide range of resources.

Four written competency statements. Candidates are advised to write a concise and succinct narrative addressing each of the bullet point competencies to demonstrate their breadth and depth of experience detailed in Section 5.

Candidates are advised to directly address each competence with narrative and evidence.

- **Portfolio of evidence.** Candidates are required to organise their evidence by relevant projects that will address the competencies. It is expected that candidates will need to provide a concise narrative and relevant evidence to demonstrate their relevant experience in relation to these projects.

For applicants working on non-HRBS. Once a candidate's portfolio (*application and evidence*) stage has been approved for registration, the applicant will be added on to CIAT's publicly accessible Principal Designer Register for non-HRBs.

For applicants working on HRBs: HRB applicants must also provide additional narrative and evidence to address HRB competencies in sections B-D. These are indicated in red font. Once a candidate's portfolio (*application and evidence*) stage has been deemed as a Pass, the Professional Review Interview (*PRI*) will complete the final stage of the assessment. If approved for registration, the applicant will be added onto CIAT's publicly accessible Principal Designer Register for both HRBs and non-HRBs.

05. Competency Statements

The competencies which must be demonstrated to become a Registered Principal Designer are grouped into four key areas, as set out in A-D below. It is recognised that each candidate will have a unique application dependent upon their job role, experience and/or qualifications.

A. Behavioural competence

Principal Designers must be able to demonstrate behaviour in accordance with legal duties and the "behavioural competencies" set out in BSI Flex 8670, or any code of professional conduct aligned to BSI Flex 8670.

A.1 evaluate the limits of their own competence and, if relevant, their own organisational capability sufficient to:

i. not to take on a specific Principal Designer duty holder role when the needs of the project in question are beyond the Principal Designer's competence and, if relevant, organisational capability; and
ii. ask for help from other appropriately competent persons when needs emerge during a project that can no longer be met by the Principal Designer's competence or, if relevant organisational capability;

A.2 demonstrate the integrity to refuse to accept design work for building work that cannot conform to relevant requirements and to voluntarily report safety occurrences;

A.3 evaluate how to cooperate with all duty holders in a way that achieves design work compliance, including by:

i. assisting clients to provide information to duty holders; and
ii. liaising with Principal Contractors to share relevant information, and having regard for the Principal Contractor's comments in relation to compliance; and

A.4 apply interpersonal communication skills to:

i. encourage designers to perform their own duties, including to cooperate with other duty holders;
ii. challenge designers to rework designs if evidence of design work compliance is insufficient; and
iii. challenge the Principal Contractor's comments if they compromise design work compliance.

B. Legislative and regulatory framework for compliance

Principal Designers must be able to apply the legislative and regulatory framework related to how designers and design work meet legal requirements.

B.1 apply understanding of the duties and behaviours required of Principal Designers;

B.2 apply understanding of the purpose, structure, and scope of the legislative and regulatory framework to appraising and challenging evidence of design work compliance; and

B.3 understand how to find and apply information in the legislative and regulatory framework governing:

i. how design work, including HRB design work, if built, is expected to comply with relevant requirements; and
ii. how Principal Designers and other duty holders are expected to perform their duties, follow prescribed procedures, and comply with legislation, including when working on HRB design work.

Additional competencies for working on HRBs.

B:4 analyse their understanding of the legislative and regulatory framework related to designing HRBs, including in relation to prescribed procedures and information; and

B:5 evaluate duties of other duty holders in the context of HRB projects for the ways they could affect the Principal Designer's duties and design work compliance.

C. Management of design work compliance

Principal Designers must be able to apply general principles of management to plan design work compliance, and to manage, monitor, and coordinate designers and design work in relation to compliance during the design phase.

C.1 demonstrate an understanding of how clients' project briefs, key performance indicators, programmes, designers' competence requirements, and, if relevant, their own organisational capability can affect design work compliance;

C:2 demonstrate an understanding of how the scope of relevant insurances, the limitations of relevant warranties, the terms and conditions of appointments, and the allocation of risk in appointments and contracts can impact on design work compliance;

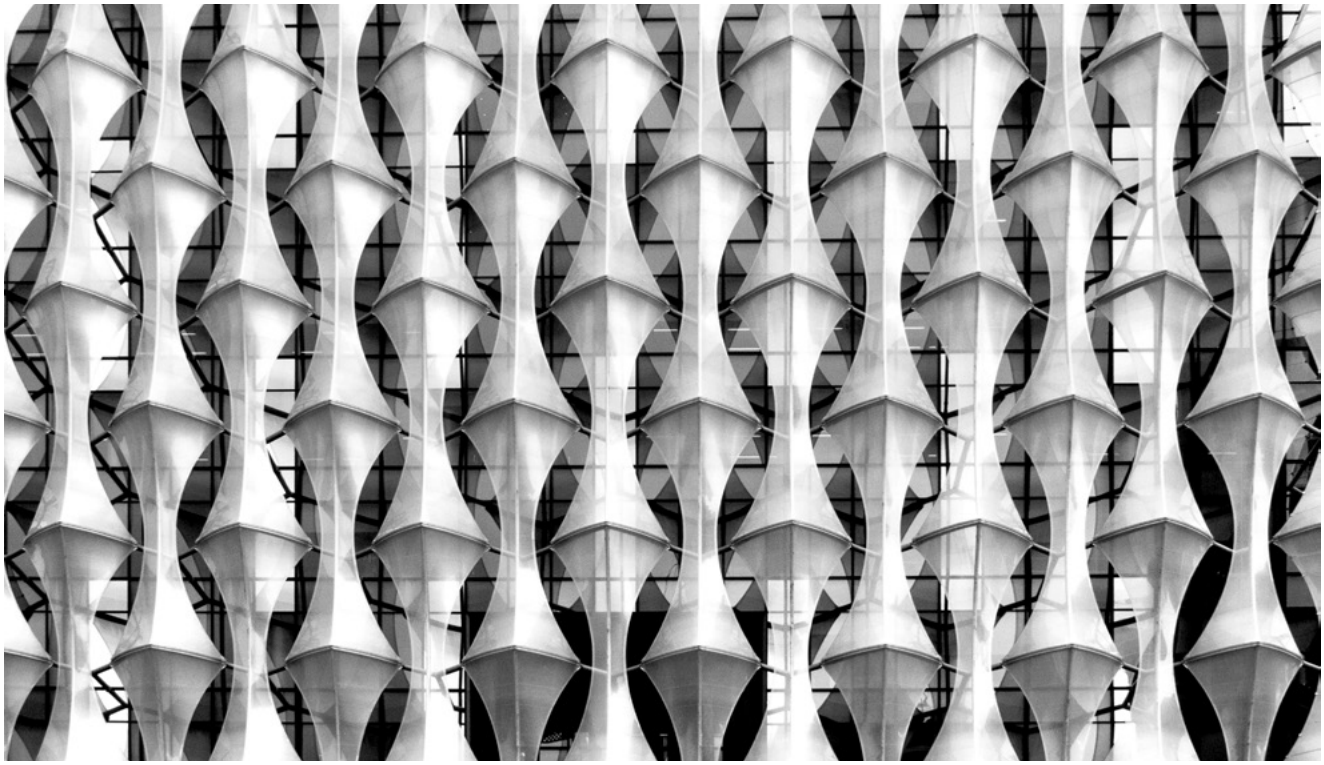
C.3 create strategies for managing design work compliance;

C.4 apply understanding of how to manage the recording, maintenance and approval of evidence of design work compliance;

C.5 understand the effect of designers' duties and, in the context of a specific project, their contracted responsibilities;

C.6 analyse ways to identify and manage gaps in designers' competencies, capabilities, or capacities sufficient to coordinate design work compliance;

C.7 analyse how to monitor identified risks to compliance and control changes affecting design work compliance; and



C.8 evaluate how to manage the process for achieving consensus from designers that coordinated design work is compliant;

Additional competencies for working on HRBs.

C:9 evaluate the system of regulated procedures and information related to working on HRBs and their implications for the performance of the Principal Designer's duties, including contributing to the golden thread of information, reporting safety occurrences to the Building Safety Regulator, and making competence and compliance declarations;

C:10 evaluate ways to establish and maintain throughout the construction phase a system for inspecting HRB design work for safety occurrences and promptly reporting safety occurrences; and

C:11 create ways to instruct reporting persons about the system for mandatory safety occurrence reporting related to working on HRBs.

D. Technical framework for compliance

Principal Designers must be able to understand general principles of building design, general principles of construction, and the "core criteria for building safety" set out in BSI Flex 8670 sufficient to:

D.1 understand the purpose, structure and scope of technical guidance, and standards governing building design and construction compliance with all relevant requirements;

D.2 understand how to find and apply information in technical guidance, and standards sufficient to:

i) appraise and challenge designers' evidence of design work compliance with all relevant requirements;
ii) *manage design work compliance when different packages of design work are coordinated and when design work is coordinated with building work; and*
iii) *contribute to identifying risks to compliance;*

D.3 evaluate the potential impact of identified risks on design work compliance with all relevant requirements;

D.4 understand general principles of construction sufficient to appraise Principal Contractors' comments about compliance with all relevant requirements

D.5 understand information management systems sufficient to arrange for the establishment and maintenance of ways to:

i) record strategies for achieving design work compliance with all relevant requirements;
ii) manage the strategies; and
iii) control changes affecting design work compliance with all relevant requirements.

Additional competencies for working on HRBs.

D:6 evaluate building safety risks in connection with the regulated system of mandatory safety occurrence reporting sufficient to report events related to structural safety, fire safety and other prescribed matters in HRBs;

D:7 evaluate the potential during inspections of design work throughout the construction stage for new building safety risks to emerge and for the assessed severity of potential impacts of all risks to change, including to become safety occurrences;

D:8 evaluate design work compliance sufficient to follow prescribed procedures for declaring compliance; and

D:9 understand information management systems sufficient to:

a. contribute to the collation, accurate maintenance, and accessibility of digital records in the golden thread of information; and
b. arrange the establishment and maintenance of the mandatory occurrence reporting system.

06. Evidence

The case studies used to meet competencies A-D must include evidence of how candidates have shown professional judgement in the form of analysis, professional opinion, advice, proposals, and conclusions to further demonstrate their competence to act as a Principal Designer.

Applications from Chartered Architectural Technologists practising in industry must use the PD Register application form to address how they meet the competencies in the framework and provide a portfolio of evidence demonstrating project-based experience to corroborate their competence for registration as a PD for HRBs and/or non-HRBs.

Evidence requirements for registration as a PD for non-HRBs could include but is not limited to:

Records of:

- Accepting and/or declining work in writing to prospective clients, other designers, PDs/PCs etc.
- Engaging competent persons to supplement or fulfil the competence that is lacking on a project.
- Signed contract/list of responsibilities for all relevant parties.
- Providing evidence to the project team and junior members of staff encouraging cooperation, performing their own duties (in accordance with agreed responsibilities).
- Statutory compliance, including, but not limited to, fire and structural related risks via communications such as meeting minutes or emails questioning what designers or PCs have done/are suggesting in the designs and construction.
- Submitted compliant statutory applications.
- Project commission(s); evidence of organisational/ individual competence of undertaking commission(s); and evidence of ensuring awareness of all duty holders.
- Challenging designs.
- Early assessments of constraints.
- Regulation 38 information.
- Involvement with critical analysis of Fire Risk Assessment.
- Marked-up and final issued drawings.
- Design Team Meeting minutes with relevant discussions.
- RFI documents/records.
- Logging project work and/or tracking/recording issues.

Types of evidence could include meeting minutes, emails, letters, reviews or drawings/documents, issues/RFI trackers, change control, managing conflicts, stakeholder engagement, statutory compliance etc.

This list is not exhaustive and gives an overview of the type of evidence that would be required to demonstrate competence to a review Panel.

Additional evidence requirements for registration as a PD for HRBs could include but is not limited to:

Records of:

- Internal critical analysis before each Gateway point.
- Compliance with Gateway 1.
- Compliance with Gateway 2.
- Compliance with Gateway 3.
- Submitted compliant statutory applications.
- Contract/appointment.
- Managing scope of works.
- Involvement with critical analysis of Fire Risk Assessment of External Walls (FRAEW).
- Challenging an FRAEW, if necessary.
- Challenging designs.
- Early assessments of constraints.
- Product evaluation and choice.
- Compliance with relevant requirements.
- Changes of design through compliance or calculations.
- Coordination of other professional and disciplines in the project team/s.
- Challenging competencies of duty holder organisations and individuals as necessary.

HRB applicants are advised to review The Golden Thread Guidance published by The Construction Leadership Council (CLC), which can be found here. The golden thread of information for HRBs is intended to ensure that comprehensive, accurate and up to date electronic information about how a building is created during design, updated during construction, what is provided at handover and completion, how it is maintained in operation, and transferred when there is a change of ownership.

This list is by no means exhaustive and gives an overview of the type of evidence that would be required for an application to the Building Safety Regulator (BSR).

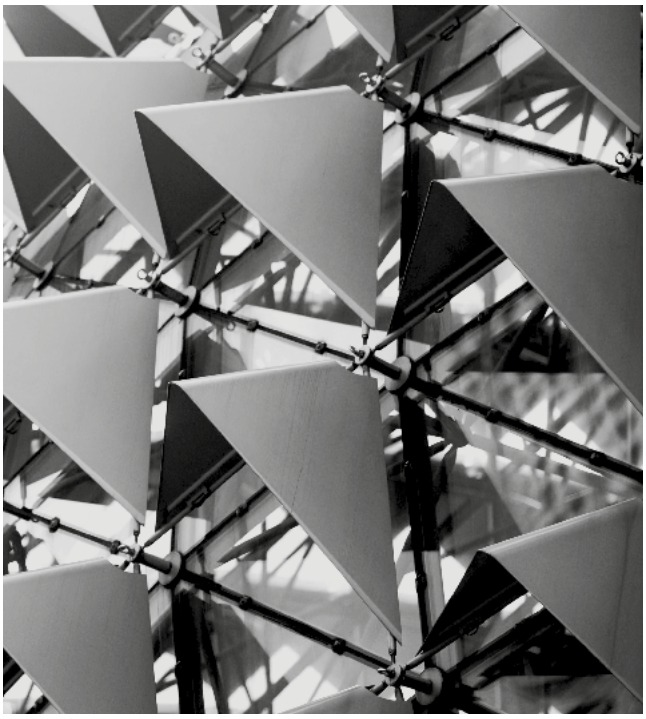
The evidence to support project case studies may include, but is not limited to, design plans and details (drawings, specifications, calculations, hand drawn sketches/site sketches), evidence of dialogue with the client, project proposals or details that show resourcing or management of the project particularly when they relate to how the candidate ensured quality along with resolving project-specific issues. The candidate should briefly explain what they did, how they did it, its impact/result and if they would do it in the same way in the future or how they might adjust their actions.

The candidate is not required to submit multiple differing types of evidence to address each competency; one piece of evidence can cover multiple competencies if this is clearly explained in the application.

All the evidence should be clearly referenced and labelled.

Candidates are reminded that the purpose and added value of supporting evidence should be carefully considered to ensure it is relevant to the application, and all evidence must be focused and succinct. Should the assessors consider the application to be overly lengthy or lacking focus, they may request that the candidate reviews it to make it more concise, which may delay the application process. The candidate may be deferred at this point.

If the candidate has any questions about what could constitute relevant evidence, please email pdregister@ciat.global



07. Assessment

A Panel which normally consists of two assessors will conduct the portfolio assessment. Normally only HRB applications will require a Professional Review Interview (PRI). CIAT reserves the right to invite any applicant to interview for non-HRB registration.

It may not be the same assessors who complete both stages of the technical assessment and interview. New assessors in training or other relevant observers, such as a moderator, may be present at the interview. Assessors, moderators, and staff will treat all applications and evidence as confidential.

The portfolio assessment will be completed in the candidate's absence. Candidates will be advised of the initial portfolio assessment outcome in writing normally within 28 working days of its submission. The candidate must ensure their portfolio is relevant, complete, concise, and based upon their work.

If the candidate is successful in their portfolio assessment, they will be advised of PRI arrangements, which may include supplying additional evidence or other information. A virtual interview process is normally used unless candidates request a face-to-face interview as a reasonable adjustment.

The PRI is designed to draw out the professional aspects of a candidate's knowledge, experience, professionalism, and competence as a PD and will adhere to CIAT's Code of Conduct.

Candidates may bring additional material with them if it has been requested following the portfolio assessment. For virtual interviews, this may mean submitting additional evidence in advance or sharing appropriate visuals during the interview via their screen. It is up to the candidate to ensure that they are familiar with the contents of their portfolio and the assessment criteria as well as making sure that their materials are accessible for the interview.

The interview should last around 30 minutes. At the end of the interview, the candidate may be advised that they will be informed of the decision after the assessors have deliberated privately. In some instances, a decision will not be made on the day.

08. Decision

A Panel will review and assess each application and has three options:

1) **Pass:**
   a. **(Non-HRBs)** the candidate is accepted onto CIAT's PD Register/s and will be listed on a publicly available Register as being competent to work on non-HRBs. CIAT reserves the right to invite any applicant to interview for non-HRB registration.
   b. **(HRBs portfolio)** the candidate's portfolio has been deemed suitable and can proceed to the PRI.
   c. **(HRBs PRI)** the candidate has passed the interview and is accepted onto CIAT's PD Register/s and will be listed on a publicly available Register as being competent to work on HRBs and non-HRBs.

2) **Defer (portfolio for HRB and non-HRBs):** the application does not satisfy the criteria or provide sufficient information for the Panel to make an informed decision. Should the first submission be deferred, the candidate will have the opportunity to make two further submissions for the written/portfolio at no additional charge.

3) **Refer:** the application does not satisfy the criteria following three submissions or after Professional Review Interview. Guidance on remedial actions and a timeframe outlining eligibility to re-apply will be provided. Candidates will be required to address referral feedback. All subsequent submissions will require a new application and the appropriate fee.

09. Resubmission Fees

Candidates who do not receive a Pass on their initial portfolio submission have two more attempts at progressing towards registration before they are required to re-apply and pay the full application and assessment fee again.

However, candidates who are referred because their experience is deemed to be insufficient and are required to wait a certain period (determined by the assessors) before re-applying and pay the full application and assessment fee. Candidates will be advised accordingly.

Candidates who are referred after the interview stage can re-sit the interview once more only. This will incur a referral interview fee. If, after the second interview attempt the candidate is referred again, they will be required to re-apply and pay the full application and assessment fee again.

10. Appeals

Appeal

If a candidate is unsuccessful with their application, CIAT will advise them based on the information provided by the Assessors. The candidate may appeal using the CIAT's standard appeals process. The internal appeals procedure CIAT follows is the CIC Independent Appeals process.

11. Revalidation

Formal revalidation of competence will take place every five years. CIAT Registered Principal Designers are encouraged to ensure that they effectively maintain their professional competencies through continuing professional development. They may be removed from CIAT's Register or suspended if they are found not to have maintained such competencies. Candidates are required to submit relevant CPD records to CIAT annually.

Principal Designers can re-join the Scheme at any time if they let their subscription or CIAT Membership lapse upon re-entry and re-registration. Those whose membership has been inactive for a period of up to three years may re-join by submitting a re-application form and paying the subscription and reinstatement fee. The applicant will not be reassessed or asked to attend an interview. Those whose membership has been inactive for more than three years will be required to make a full application and pay the relevant fees.

12. Maintaining Competence

It is a requirement for all Registered PDs to map CPD undertaken against the Principal Designer competencies defined in Section 5 and provide proof of CPD undertaken on an annual basis. The amount of CPD undertaken is for the candidate to decide but should be commensurate with their role.

A CIAT Registered Principal Designer is expected to undertake appropriate CPD by:

- Identifying and prioritising their development needs and opportunities;
- Pursuing a development action plan using a range of appropriate learning opportunities;
- Recording development achievements; and
- Evaluating achievements and reviewing against needs.

A CIAT Registered Principal Designer should, where possible, offer support for the learning and development of others by:

- Acting as a mentor;
- Becoming an assessor for registration as a CIAT Principal Designer;
- Encouraging employers to support professional development;
- Sharing professional expertise and knowledge; and
- Contributing to the activities of others.

Every successful candidate must continue to abide by CIAT's Code of Conduct.

As a CIAT Registered Principal Designer I will:

- Act in accordance with the best principles for the mitigation of harm and the enhancement of environmental quality;
- Strive to ensure that the uses of natural resources are fair and sustainable taking account of the needs of a diverse society;
- Use my skills and experience to serve the needs of society, the client, the users/residents or relevant stakeholders;
- Serve as an example to others for responsible behaviour;
- Not engage in conduct involving dishonesty, fraud, deceit or misrepresentation or discrimination; and;
- Commit to maintaining my professional competence and strive to uphold the integrity and competence of my profession.

13. Confidentiality

The Principal Designer process may involve the provision of information by candidates that is considered confidential.

Where evidence is submitted, CIAT undertakes to treat all evidence in confidence. Please note that candidates should not supply originals, as evidence cannot be returned and CIAT cannot accept liability for any potential loss.

CIAT may wish to use some material as exemplar evidence and if this is the case with any part of the candidate's submission, permission will be sought and, wherever possible, all traceable and confidential elements will be removed.

14. Additional Information

CIAT operates an equal opportunities policy with respect to qualifying to become a Principal Designer and will endeavour to support all candidates during this process. Should the candidate have difficulties with any of the requirements or wish to discuss any aspects of the process, they should contact CIAT at pdregister@ciat.global

Chartered Institute of Architectural Technologists
397 City Road
London EC1V 1NH

+44(0)20 7278 2206
pdregister@ciat.global
architecturaltechnology.com

/Chartered Institute of Architectural Technologists
/CIATechnologist
/CIATechnologist
/CIATechnologist
@CIATechnologist