

Candidate Guidance Notes for Chartered Membership Professional Assessment

*To be read in conjunction
with the Professional
Standards Framework*





Foreword

The Chartered Institute of Architectural Technologists (CIAT) is the lead professional body for Architectural Technology and the UK Competent Authority for Chartered Architectural Technologists under the Mutual Recognition of Professional Qualifications Directive (2005/36/EC), and represents those practising and studying within the discipline.

CIAT works with universities in the UK and worldwide and it Accredits undergraduate and postgraduate degrees in Architectural Technology as providing the necessary underpinning knowledge to allow graduates progressing to Chartered Membership.

All CIAT Accredited degrees must also comply with the UK Quality Assurance Agency for Higher Education (QAA) Subject Benchmark Statement for Architectural Technology.

CIAT qualifies Chartered Architectural Technologists, MCIAT and as such sets, assesses and monitors the Chartered Membership standards for education, practice and professionalism. The Institute was incorporated by Royal Charter in 2005 as formal recognition of the standards set and maintained by CIAT and the integrative role, skills and expertise of its members. The Chartered Architectural Technologist descriptor is protected and regulated by CIAT.

Under this Royal Charter the objectives of the Institute are:

- to promote, for the benefit of society, the science and practice of Architectural Technology;
- to facilitate the development and integration of technology into architecture and the wider construction industry;
- to continually improve standards of service for the benefit of industry and of society;

- to uphold and advance the standards of education, competence, practice and conduct of members of the Institute thereby promoting the interests, standing and recognition of Chartered Members within the industry and the wider society.

The profession of Architectural Technology is both a creative and innovative profession and essential to the design of buildings and structures underpinned by science and engineering knowledge to achieve optimum functionality, efficiency and effectiveness in construction and robust, durable and sustainable design solutions that perform over time.

Architectural Technology encompasses the impact of changing social, economic, legal, cultural, environmental, technological, business and political frameworks on the built and natural environment in a global context. Chartered Architectural Technologists are engaged in projects globally and many spend time practising both nationally and internationally.

Chartered Architectural Technologists are responsible for ensuring that their designs result in buildings and structures that are functional, constructed economically and perform efficiently and effectively within the context of user needs, environmental sustainability, regulatory and budgetary requirements. Chartered Architectural Technologists may work within a team or as the project lead and are often company Partners or Directors.

Chartered Architectural Technologists will have demonstrated that they meet the requirements within the *Code of Conduct* and their ongoing obligations to abide it.

Guidance for completion of the Professional Assessment application form

The Assessors and Interviewers are seeking to evaluate your knowledge, professionalism and experience.

- Ensure you have reviewed the *Professional Standards Framework* when completing the Professional Assessment.
- Ensure you write in the first person: 'I' not 'we'.
- Stages 1, 2 and 3 within the *Professional Standards Framework* must be addressed to attain Chartered Architectural Technologist, MCIAT status.
- Keep your answers concise and to the point.
- Remember the Assessors do not know you or your history and cannot read between the lines; nor will they understand company acronyms, jargon or abbreviations.
- A candidate with any requirement relating to the Equality Act 2010 is asked to contact membership@ciat.global.

The Professional Assessment process is conducted by your peers and is based on you and your experience in the field of Architectural Technology. The onus is very much on you to demonstrate your skills and competences against the *Professional Standards Framework*. When applying, you must provide clear and concise information relating to your experience in the industry.

On successful verification of your application you will be invited to attend a Professional Assessment Interview (Stage 3) for Chartered Membership. The fee to apply is £350.

The areas below are designed to assist you with your application for Professional Assessment:

Section F — Stage 1: Educational Standards

If you hold a CIAT Accredited Honours or Masters degree, you are exempt from completing this section.

Any other qualifications are not eligible for exemptions.

Those with a non-Accredited Honours or Masters degree qualification should self-map their qualification against the Educational Standards. E.g. if a module within your qualification relates to any of the Educational Standards, you can write a statement explaining the relevance and provide the module breakdown/transcript as proof of attainment.

Those without exemptions will need to provide a report that satisfies the Educational Standards. The summary must specifically relate to the discipline of Architectural Technology and must consist of at least 3000 words but no more than 5000 words in total.

Your knowledge may have come from various sources such as non-mapped educational programmes, continuing professional development (CPD) seminars, training courses, manuals, literature, research or through on the job learning/reflective practice.

Section G — Stage 2: Practice Standards

You must demonstrate your experience against the Practice Standards {Designing, Managing, Practising and Developing (Self)} in relation to your area of practice/employment.

For each of the Practice Standards you should describe how your experience demonstrates a comprehensive application of skills and competence within your sphere/s of practice in Architectural Technology. The *Professional Standards Framework* lists examples of evidence that could be incorporated. This list is not exhaustive and you do not have to demonstrate every aspect of each of the Practice Standards.

The summary should consist of at least 1000 words but no more than 2000 words in total (=250 to 500 words per Practice Standard, however +/- 10% may be allowed). Your application and supporting evidence will be assessed by a Member Panel prior to your Professional Interview (Stage 3).

Section H

Any evidence of plagiarism will be classed as an automatic referral and any fees paid forfeited. This could also result in your file being passed to the Conduct Committee for further investigation under the *Code of Conduct*.

Section I

Your application must be supported by a Referee, who is a current Full/Chartered/Corporate built environment professional. However, they cannot be related to the applicant (NB. a relative is defined as an immediate, close or extended family member, including in-laws and step-family. If you are unsure, please check with CIAT).

A list of accepted Referee qualifications is available from membership@ciat.global



What to send with your Professional Assessment application

You should submit evidence with your Professional Assessment application, which should be your own work and demonstrate your experience in relation to your sphere/s of practice and illustrate the type of projects in which you are involved. Documentation which supports or provides context to the application may also be submitted, however it must be clearly identified as such, and justification provided as to why it was included. Any documentation of this kind (i.e. not your own) must be true to the original, and must not have been changed unless there is a clear reason for doing so.

All evidence must corroborate the information provided in the Professional Assessment application. There is no limit regarding the amount of evidence that you can submit, however, it should be concise and succinct.

Evidence may include set/s of detailed drawings, presentation drawings, sections, details, specifications, schedules and contract/certification documentation, together with any other material which portrays your aptitude and specialist skills e.g. notes, minutes, reports, correspondence with other professionals or details of structured professional development aims. This list is not exhaustive.

It is entirely up to you as to how many projects you use to collate evidence for your Professional Assessment application. For instance, you may collate two projects, which you consider demonstrate your professional competence.

All evidence for your Professional Assessment application must be submitted with the initial submission, as every application will be assessed via a formal process prior to the Professional Interview by a Member Panel to ensure the applications meet the required standard to progress to the Professional Assessment Interview.

Work-based only evidence is required for Stage 2 – Practice Standards. For Stage 1 – Educational Standards, written statements are required to outline how/where the knowledge was obtained. Academic/training/CPD certificates etc can also be provided as supporting evidence in Stage 1, but not work-based evidence.

You must ensure your application is submitted to membership@ciat.global via WeTransfer, Google Drive or alike and all aspects of your application are legible. Once submitted, the evidence will be downloaded on to the CIAT system and can no longer be changed.

Member Panel

The Member Panel have three result options:

Pass

recommend the candidate progresses to the Professional Assessment Interview with the option to provide discussion topics to be raised at Interview, if required.

Defer

request additional information to demonstrate the candidate's competence/experience. The Member Panel will provide guidance on what additional information and/or evidence is required.

Refer

for candidates whose application has been found to be below standard following three submissions for assessment. Candidates should be advised as to the remedial action required to address the referral, specify a timeframe before they are eligible to re-apply and that a new application will be required.

In each case of a deferral or referral, candidates will be advised as to remedial action and invited to apply for reassessment.

Successful candidates

Successful Chartered Architectural Technologist candidates will be advised that they are eligible to sit their Professional Assessment Interview.

The Professional Interview (Stage 3)

On successful assessment of Stages 1 and 2 a prospective Chartered Member will be invited to attend the Professional Assessment Interview.

The Interview is designed to be a personable process primarily based around the information provided in the candidates' Professional Assessment application (Stages 1 and 2) which includes your knowledge of the construction and project delivery process, practice background, relevant experience in the field of Architectural Technology, your ethical conduct and professionalism. The Interview is conducted by a Panel of Chartered Architectural Technologists trained and moderated in the assessment process.

The Interview is a peer-to-peer assessment in the form of a professional discussion and is designed to enable the Institute's Assessors to make a judgement regarding an applicant's professionalism and suitability to represent the Institute as a Chartered Architectural Technologist, MCIAT.

Candidates for Chartered Membership are required to provide a portfolio of evidence to support their application and be able to justify its relevance to demonstrate their professionalism. The Interviewee is assessed using the Code of Conduct and Chartered Architectural Technologists will have demonstrated that they meet the requirements and their ongoing obligations to abide by it.

Code of Conduct

All Chartered Members must adhere to the professional *Code of Conduct* which includes the requirement to obtain and maintain adequate professional indemnity insurance when providing services directly to a client. Members must undertake the required minimum time of continuing professional development per annum.

The professional *Code of Conduct* places obligations on Members to perform in a professional and ethical manner. Members are required to:

- endeavour to ensure that the services offered are appropriate to the client's requirements and that their terms of engagement are given in writing and have been accepted.
- act with integrity, faithfully and honourably.
- ensure that they have adequate resources to meet the client's requirements and not misrepresent the services available.
- obtain and maintain adequate professional indemnity insurance if providing services directly to clients. Professional indemnity insurance is an important provision for peace of mind for the Member and their client. It is insurance against professional negligence to protect the client in the unlikely event of certain issues occurring.
- only offer and provide services within their professional capabilities and decline to offer and/or provide a service to a client if they knowingly lack adequate resources or if appropriate, advise and recommend the necessity of assistance from a suitably qualified professional.

Chartered Architectural Technologist status sets the standard for professional conduct in the discipline of Architectural Technology. In this way, CIAT serves as a benchmark for anyone seeking to commission the services of a Chartered Architectural Technologist. In the unlikely event that any member falls below the required standard of professional conduct, the Institute has a procedure to deal with these occurrences.



What to expect at the Interview

A Board consisting of two or three Assessors, who are Chartered Architectural Technologists, will normally conduct the Interview. New Assessors in training or an Institute's Moderator may also be present, but will normally only act as Observers.

The Interview is expected to last approximately 45 minutes and will be primarily based around the information provided in your Professional Assessment application. The interview will begin with introductions and the Assessors will want to learn about your knowledge of the construction and project delivery process, practice background, relevant experience in your field of Architectural Technology and your professionalism.

The Professional Assessment Interview is designed to be a flexible streamlined candidate orientated qualifying process, which will enable the Assessors to determine your level of experience/professionalism according to your sphere/s of practice within Architectural Technology and therefore your eligibility to become a Chartered Architectural Technologist, MCIAT.

What to bring to the Interview

Time permitting or if felt necessary, the Assessors may choose to look at your portfolio of evidence during the 45-minute interview.

You must ensure anything which you plan to present is accessible.

You must produce photographic identification either on the day or in advance i.e. passport, driving licence, CSCS card etc.

Interview result

You will be given the result of your assessment verbally on the day, which will also be formally confirmed in writing within ten working days following your interview.

Once the interview has been conducted, you will be asked to leave for a short period of time whilst the Board deliberates. After the deliberation process and once the Board reaches a unanimous decision, you will then be invited back where the Board will communicate one of the following decisions:

Pass

On passing the Interview you will be welcomed to the Institute as a qualified Chartered Architectural Technologist and will be advised on the upgrade process and Practice Registration requirements, where applicable.

Referral

In a situation where you are unable to meet the required standard, you will be referred and given reasons for the referral. This will then be confirmed in writing. You will be able to re-apply after three months, if you feel you have reached the required standard, although the Panel can recommend a longer timeframe. The Professional Assessment Referral Interview will primarily concentrate on the deficiencies highlighted. It will last approximately 45 minutes and costs £200.

Post Interview and upgrade process

Once the upgrade fee and receipt of Practice Registration documentation, where applicable, have been received and your membership upgrade confirmed, you may then use the protected descriptor 'Chartered Architectural Technologist' and 'MCIAT' designation. You are encouraged to use these wherever possible and appropriate.

You are also encouraged to participate in activities organised by the Institute, aspirATion and/or Regions/Centres, which will enable you to meet with like-minded professionals working in the field of Architectural Technology. Details of your Region/Centre or aspirATion Group can be found on architecturaltechnology.com.

END

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