Candidate's Guidance Notes

for the Professional Practice Interview

Contents

1. Applying for the Professional Practice Interview

To apply for the Professional Practice Interview, candidates will have successfully completed the Chartered Architectural Technologist Professional and Occupational Performance (POP) Record.

The candidate is required to submit the following documentation when applying:

- Completed Professional Practice Interview application form
- A copy of their current curriculum vitae (CV)
- The 'detail and location' of Units 15–17 of the Chartered Architectural Technologist Professional and Occupational Performance (POP) Record. This is where the candidate has recorded all information related to the evidence used and how it satisfies the unit requirements. This must be clearly written.
- The relevant fees (please refer to the list of interview fees leaflet enclosed)

Failiure to send the above documents will delay any application. Once the application has been successfully submitted, acknowledged and processed, the candidate's name will be added to the Institute's waiting list for the Professional Practice Interview. This could entail a maximum wait of up to six months. Candidates in certain areas of the country may have to wait additionally to this period, due to the number of candidates waiting within the geographical area.

Photographic identification must be provided on the day of the interview, such as a passport.

Candidates must advise the Membership Department at CIAT of any special needs at the time of applying.

2. Purpose of the Professional Practice Interview

The purpose of the Professional Practice Interview is to enable the Institute's Assessors to determine the candidate's level of professional competence in Architectural Technology and their eligibility to become a Chartered Architectural Technologist.

3. What to expect at the interview

A Board consisting of two Assessors, who are Chartered Architectural Technologists, will normally conduct the interview. New Assessors in training or the Institute's Moderator may also be present in the room, but will only act as observers. They do not have any involvement in the assessment of the interview.

The interview is expected to last 45 minutes in length. The interview will be based mainly on the professional practice units in the Chartered Architectural Technologist Professional and Occupational Performance (POP) Record, which are units 15, 16 and 17 (please see below or refer to 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

However, Assesors have the option to discuss any construction related topic to ascertain your professionalism.

4. What to bring to the interview

Candidates should bring evidence which represents the area of work and type of projects in which they are involved. In particular, evidence must illustrate the candidate's involvement in the areas described in units 15, 16 and 17 of the Chartered Architectural Technologist Professional and Occupational Performance (POP) Record.

Evidence may include set(s) of detailed drawings, sections, details, specifications, schedules, presentation drawings and photographs, together with any other material which portrays the candidate's aptitude and specialist skills eg notes, minutes, correspondence with other professionals or details of structured professional development.

It is entirely up to the candidate as to how many projects are brought to the assessment. For instance, a candidate may bring two projects which they consider demonstrates their professionalism.

The Assessors will try and look at the portfolio brought to the interview, however in the 45 minutes interview time allocated for the assessment, Assessors **may not refer** to the evidence at all. It is not a mandatory element of the interview process.

If a candidate wishes to produce an electronic presentation using a laptop, the onus is on the candidate to ensure that they bring the correct accessories/equipment, as the Institute will not be liable for non-operative systems.

The candidate must produce photographic identification on the day ie passport, driving licence etc.

5. Preparation for the interview

When producing the portfolio, candidates should ensure that material brought should be in an appropriate size to communicate the information contained within the drawings.

When collecting evidence for the portfolio, candidates should ensure that the material is relevant and easy for Assessors to read and study during the interview. Bearing in mind that the interview length is limited, candidates should ensure that the portfolio items considered show clear demonstration of their professionalism. The Assessors may, however, not refer to the portfolio or only part of it.

The interview is assessed using the Institute's Code of Conduct, so candidates should refer to the current Code and make sure that they meet the requirements and abide by it.

A copy of the Institute's current Code of Conduct has been enclosed with these guidance notes. If you do not have a copy, please contact the Institute's Membership Department (membership@ciat.org.uk) or download a copy from the website (www.ciat.org.uk).

6. Results of the interview

The candidate will be given the opportunity to obtain the result of their assessment on the day; if not, they will be notified in writing after the interview.

If a candidate wishes to learn the result of the interview, they will be asked to leave the room for a short period of time whilst the Board deliberate. After the deliberation process, the candidate will then be invited back where the Board will communicate one of the following decisions:

Pass   on passing the interview the candidate will be welcomed to Chartered Membership of the Institute and advised that an upgrade fee is required (the difference between the Chartered Membership fee and the candidate's current grade of membership). Once this has been received by the Membership Department, they will then be upgraded to Chartered Membership and a certificate will be sent to the candidate. The descriptor Chartered Architectural Technologist and the designation MCIAT may then be used.

Referral   in cases where a candidate fails to meet the standard, they will be referred and given reasons for the referral. This will then be sent in writing to the candidate for confirmation.

7. Post interview

Candidates are encouraged to participate in activities organised by the Institute's Regions and Centres, which will enable them to meet with experienced members of the Institute working in the field of Architectural Technology. Details of the candidate's Regional Secretary can be obtained by contacting the Institute's Central Office.

It is helpful to keep abreast of new developments by reading trade, technical and professional magazines such as *Architectural Technology*, *Building Design*, *Building*, *Architects Journal* and magazines produced by other professional institutes.

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