

# Candidate Guidance Notes for Chartered Membership Professional Assessment



To be read in conjunction  
with the 2025 Professional  
Standards Competency  
Framework (PSCF)





# Foreword

Architectural Technology is an essential discipline which provides the detailed knowledge from concept design, through construction of buildings to the potential future disassembly at the end of the building asset's life. It strongly focuses on a building's production and performance through its structures, functions, services, materials, components, systems and fabric to achieve sustainable, durable and robust project solutions.

Chartered Architectural Technologists specialise in design, underpinned by knowledge and experience of building science, engineering and construction technology applied to architecture. They are qualified to design, manage and lead on all project types from conception to completion with no restrictions on size, type, function or use.

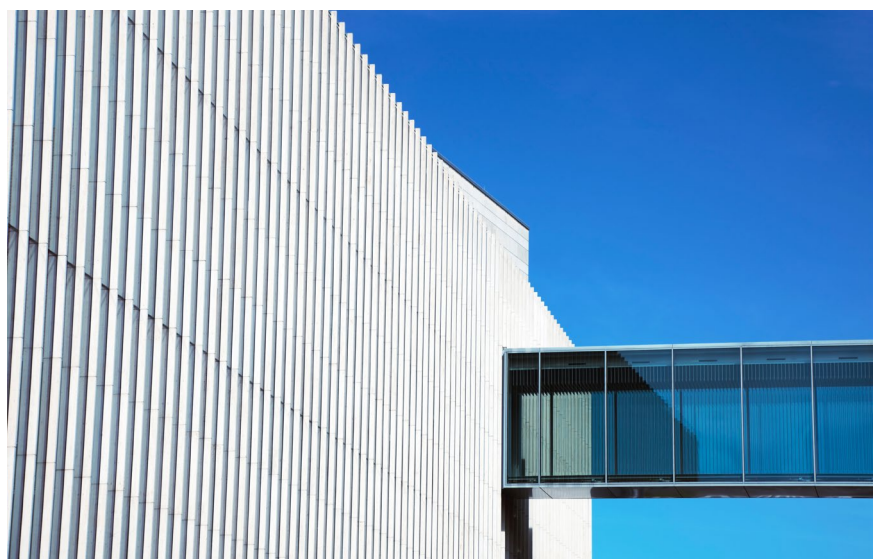
They will have demonstrated the ability to ensure that their designs result in buildings and structures that are functional, constructed economically and perform efficiently and effectively within the context of user needs, sustainability, safety, societal, regulatory, contractual and budgetary requirements.

In the UK, Chartered Architectural Technologists have parity with all Chartered professionals in the built environment sector<sup>1</sup>.

## **Purpose and use**

This document provides guidance on how prospective Chartered Architectural Technologists will be assessed through the MCIAT Professional Assessment qualifying process and what information they should include in their application.

Only those who have demonstrated achievement through the Professional Assessment process and satisfied the 2025 PSCF criteria will be awarded the qualification of Chartered Architectural Technologist and entitled to use the protected and regulated title.



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<sup>1</sup> The UK Government's Privy Council states that Chartered bodies awarding Chartered status to individuals have set the threshold for entry at Masters degree level or equivalent in skills and experience.

# Guidance for completing the Professional Assessment application form

The Assessors and Interviewers are seeking to evaluate your skills, knowledge, experience and behaviours (SKEB).

- Read the *2025 Professional Standards Competency Framework (PSCF)* prior to and when completing the Professional Assessment application.
- Ensure you write in the first person: 'I' not 'we'.
- Stages 1, 2 and 3 within the *2025 PSCF* must be addressed to attain Chartered Architectural Technologist, MCIAT qualification.
- Keep your narrative concise and relevant.
- Remember the Assessors do not know you or your SKEBs; nor will they understand company acronyms, jargon or abbreviations.
- A candidate with any requirement(s) relating to the Equality Act 2010 should contact [membership@ciat.global](mailto: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 SKEBs against the *2025 PSCF*. 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 Stage 3 - Professional Standards Assessment Interview for Chartered Membership.

The fee to apply is £375.

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

## Section F — Stage 1: Educational Standards (E.1 to E.11)

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 without exemptions will need to provide a report that satisfies the Educational Standards outlined in bullet points E.1 – E.11. The summary must specifically relate to the discipline of Architectural Technology and **should consist of 3000- 5000 words (+/- 10%) in total.**

Those with a non- CIAT 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.

Your knowledge may have come from various sources such as short courses, 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 SKEBs against the Practice Standards [**Designing (D.1 – D.5), Managing (M.1 – M.5), Practising (P.1 – P.4) and Developing (Self) {SD.1-SD.3}**] 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 SKEBs within your sphere/s of practice in Architectural Technology.

The summary should consist of **2500- 3500 words (+/- 10%) in total.** (Approx 150–200 words per Practice Standard). Your application and supporting evidence will be assessed by a Member Panel prior to your Stage 3 – Professional Standards Assessment Interview.

## Stage 3 – Professional Standards

These are based upon applied ethics and behaviours in practice reflecting the Institute's Code of Conduct and are defined in standards **PS.1 – PS.8.**

## 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 you (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 [membership@ciat.global](mailto:membership@ciat.global)**)

A list of accepted Referee qualifications are available from [membership@ciat.global](mailto: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 altered 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 relevant, 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 your choice 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 Standards Assessment Interview by a Member Assessment Panel to ensure the applications meet the required competence standards to progress to interview.

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 generally no work-based evidence is required. Work-based evidence is only required for Stage 2 – Practice Standards.

Contact [membership@ciat.global](mailto:membership@ciat.global) when your application is ready to submit and ensure all aspects of your application are legible. Once submitted, the evidence will be stored on to the CIAT system for two years and can no longer be altered.

## Member Assessment Panel

The Member Panel has three result options:

- 1. Pass**  
recommend the candidate progresses to the Professional Standards Assessment Interview with the option to provide discussion topics to be raised at Interview, if required.
- 2. Defer**  
request additional information to demonstrate the candidate's SKEBs. The Member Assessment Panel will provide guidance on what additional information and/or evidence is required.
- 3. Refer**  
for candidates whose application has been found to be below the required standard following three submissions for assessment. Candidates will be advised as to the remedial action required to address the referral and specify a timeframe before they are eligible to re-apply and that a new Professional Assessment application will be required including the fee paid again.

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

## Successful candidates

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

# The Professional Standards Assessment Interview (Stage 3)

On successful assessment of Stages 1 and 2 a prospective Chartered Member will be invited to attend their Stage 3 Professional Standards Assessment Interview.

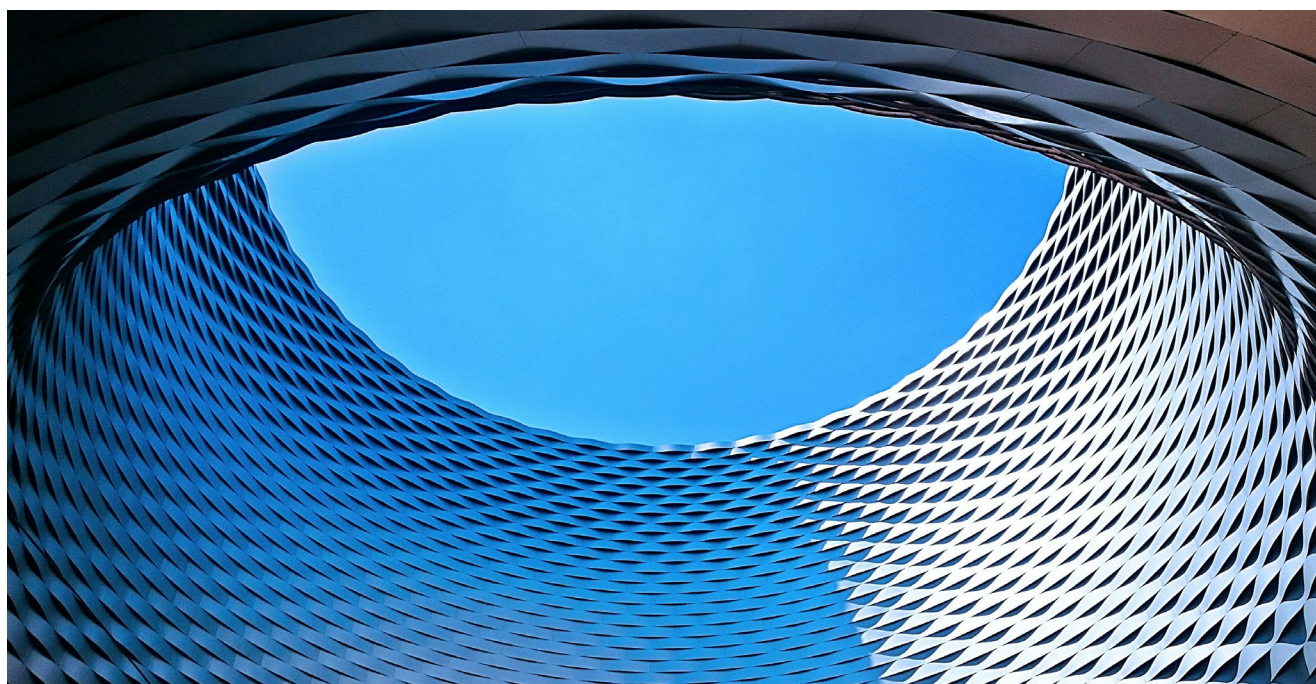
The Interview is designed to be a professional discussion primarily based around the information provided in your Professional Assessment application (Stages 1 and 2) which includes your SKEBs of the project process, practice background in the field of Architectural Technology, your ethical conduct and professionalism. The Interview is conducted by a Panel of Chartered Architectural Technologists that have been trained and moderated in accordance with the Institute's assessment processes.

The Interview is a peer-to-peer assessment designed to enable the Institute's Assessors to make an informed judgement regarding your professionalism and suitability to represent the Institute as a Chartered Architectural Technologist, MCIAT.

You will be required to provide a portfolio of evidence to support your application and be able to justify its relevance to demonstrate your professionalism. You will also be assessed using the PSCF and *Code of Conduct*. All Chartered Architectural Technologists will have demonstrated that they meet the competencies and their ongoing obligations to abide by it.

## Code of Conduct

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 or affiliate fails to reach 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 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 SKEBs of the project process, practice background in your field of Architectural Technology and your professionalism.

The Interview is designed to be a flexible, streamlined and candidate orientated qualifying process. This will enable the Assessors to determine your level of SKEBs 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 or after the 45-minute interview.

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

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

### **Interview result**

Once the interview has been concluded, 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 verbally on the day, which will also be formally confirmed in writing within ten working days following your interview:

#### **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 CIAT Chartered Practice Registration requirements, where applicable.

#### **Referral**

In a situation where you are unable to meet the required competence, 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 competence, although the Panel can recommend a longer timeframe. The Professional Assessment Referral Interview will primarily concentrate on the deficiencies highlighted. It will last up to 45 minutes and cost £225.

#### **Post Interview and upgrade process**

Once the upgrade fee and receipt of CIAT Chartered 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 our website.

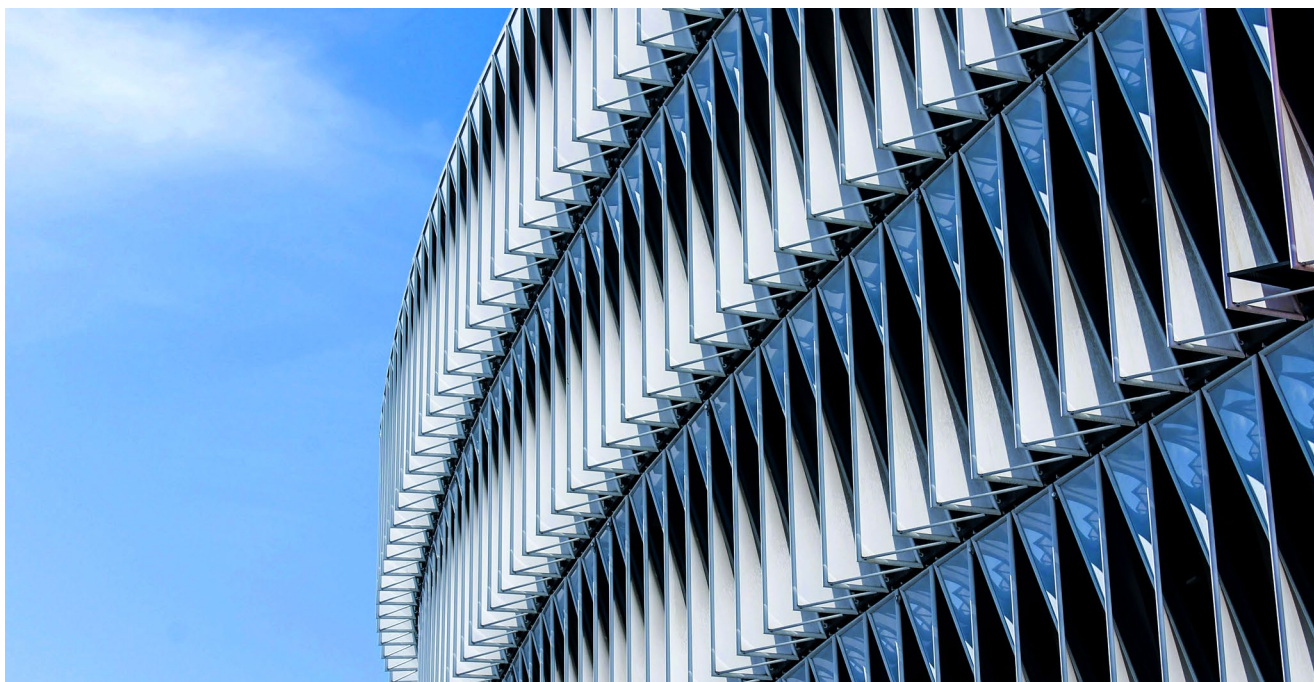
# Appendices

## Appendix A – 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 for continuing professional development (CPD) 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.



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**Chartered Institute of  
Architectural Technologists**

397 City Road  
London EC1V 1NH

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

**in** /Chartered Institute of Architectural Technologists

**@** /CIATechnologist

**f** /CIATechnologist

**▶** /CIATechnologist

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