Application form for MCIAT Professional Assessment

To apply for Chartered Membership you must meet one of the following criteria. Please specify:

X Related honours degree or equivalent and sufficient relevant evidence

However, each application will be considered on an individual basis. Please contact membership@ciat.org.uk for further guidance in relation to your circumstances.

Sufficient relevant evidence is defined as: professional experience to demonstrate ability to function in your field of expertise, using the Professional Standards Framework and related skills stated in the Candidate Guidance notes against the core functions; designing, managing, practising and developing (self).

Sufficient relevant evidence will be determined by a CIAT Member Panel, which will review and assess your application. The CIAT Member Panel is moderated by appointed Moderators to ensure consistency.

You are required to:

- complete all sections of this application form;
- read a copy of the Institute's Code of Conduct;
- provide copies of academic and professional qualification/s attained;
- submit supporting evidence to corroborate your application and
- submit the appropriate payment (£350)

Before completing the application form, please ensure that you have read the Professional Standards Framework and the Candidate Guidance notes for Professional Assessment, which include the related skills statements. Failure to complete all sections of the form and/or to provide sufficient supporting information will result in a delay in the processing of your application. All applicants must comply with the Institute's Code of Conduct before any assessments can be undertaken. Once successfully assessed, the Institute will contact you in relation to the scheduling of your Professional Assessment Interview.

Section A: Personal details

Surname	
Forenames	
Date of birth	
Membership grade and number	Associate
Home address	
Email address	
Telephone number/s including mobile	

Section B: Progression mechanism

It is important that you select your **primary** area of practice/experience:
X Specialist

Section C: Current employment/practice status

Job title	Head of Store Projects, **XXX (1)**
Description of current role, responsibilities and functions	• Lead and ensure delivery of Store Development across **XXX**, to ensure that all shop fit, minor works projects and maintenance are completed on time and within budget. • Lead and ensure effective management of Architectural Technology, Minor works, Facilities and Maintenance across **XXX** Stores, Support Offices and warehouse. • Oversee relationships with Partners, leading and taking an active role in challenging Partner issues (Dispute Resolution) **(16) (17) (31-37)**. • Ensure strong strategic supply partner relationships are in place for shopfitters (at least 2) and signage manufacture, as well as other that may be required. • Provide expert advice and guidance to the **XXX** business and store partners in all aspects of Store Development • Implement and evolve Store Development processes and procedures • Lead strategic cross-functional projects within the Business Development department and work on key annual plan initiatives. • Work with the senior BD team to continuously improve the processes and procedures, and culture, within the department. • Undertake ad-hoc projects as required in support of other teams. • Manage and motivate the Store Development and Facilities teams as appropriate ensuring their focus to meet business and personal objectives. • Undertake monthly 1-2-1's, appraisals, set and review SMART objectives, provide support for ongoing development of your direct reports. • Be an integral part of the senior leadership team within Business Development. • Recognise and live the vision and values developed by the Business Development department
Employer/practice name	**XXX** Ltd

Employer/practice address	
Work telephone number	
Work email address	

Section D: Previous professional experience

Please provide details of **relevant** roles, responsibilities and functions performed in previous employment	**From**	**To**
Trainee Architectural Technologist ***XXX, Architects and Surveyors*** Architectural design & technology Site surveying	1999	2004
Trainee Architectural Technologist ***XXX, Architects and Surveyors*** Architectural design & technology Site surveying	2005	2008
Architectural Assistant ***XXX, Chartered Architects*** Architectural design & technology Site surveying Contract Administration Client Relationship Management Procurement and tendering	2008	2010
Assistant Building Surveyor ***XXX, Property Services*** Architectural design & technology Site surveying Building surveying Contract Administration Client Relationship Management Project Management Procurement and tendering	2010	2011
Head of Design and Contracts Management, Northern Europe ***XXX Ltd.*** Architectural design & technology Contract Administration Client Relationship Management Project Management Tendering and Procurement Leadership Business Management & Strategy Health & Safety Management Quality Management Quantity Surveying Supplier Negotiation Relationship Management Cost Control Specification Innovation	2011	2018
Head of Store Projects, XXX ***XXX Ltd.*** Leadership	2018	2019

Business Management and Strategy Project Management Contract Strategy Procurement and Tendering Health & Safety Management Quality Management Quantity Surveying Contract Administration Supplier Negotiation Relationship Management Cost Control Specification Innovation		

Section E: Qualifications

Academic qualification/s and levels, professional qualification/s or memberships and Continuing Professional Development (CPD) certification. Your evidence of CPD should relate to section G	Year of qualification
BTEC ONC Construction & the Built Environment, **XXX** College of Further Education	2001
BTEC HNC Construction, **XXX** College of Further Education **(2)**	2009
RICS Associate Membership (AssocRICS)	2010
Member of the Association for Project Management (MAPM)	2014
BSc(Hons) Construction Management, **XXX** University **(3)**	2017
CIAT Associate Membership (ACIAT)	2019

Section F: - Stage 1 - Educational Standards

The educational experience and underpinning knowledge is based upon CIAT Accredited Honours and Masters Degrees and as such holders of these awards are exempt from this section as having achieved the necessary standard through study. However, those applicants who do not possess an Accredited award must demonstrate how their educational awards and/or experience satisfy the *Educational Standards (Stage 1) listed* ***within the Professional Standards Framework.***

The summary should specifically relate to the discipline of Architectural Technology and must consist of at least 3000 words but no more than 5000 words in total and provide references to any relevant supporting evidence that demonstrates your knowledge.

If you have a CIAT Accredited Honours or CIAT Masters degree you are exempt from this section.

My education as an Architectural Technologist started in the late 1990s, whilst I was still at school and working during the holidays for a prominent local Architectural firm as an Assistant. Here, I was able to gain some experience and basic skills of drawing and conducting measured surveys, learning from experienced and BIAT-accredited Architectural Technologists, Structural Engineers, Contractors and other project stakeholders. I was often required to research materials and products from within the printed trade literature library, learning about components, their performance, capabilities and limits in the process.

Upon completion of A-Levels and having taken advice from professional Technologists, I registered on the **XXX** Apprenticeship Scheme and secured a work placement with a prominent local Architect and Surveyors. This gave me the opportunity to learn the profession by shadowing prominent, qualified and accredited Architects, Technologists and Surveyors, whilst attending a college on a weekly basis. I started my formal education with a two-year, part-time BTEC ONC in Construction & the Built Environment, followed by a further 3-year, part-time HNC **(2)** in Construction at the **XXX** College of Further Education. Both courses were attended by professionals from across the construction industry and gave an exposure and understanding of perspectives from other trades, such as Building Surveyors, Quantity Surveyors, Contractors and Structural Engineering Technicians.

Modules of these BTEC qualifications included Site Surveying, Building Surveying, Health & Safety, Building Technology, Construction Science & Technology, Tendering & Estimating, Measurement, and Graphical Detailing at ONC-level. At HNC, modules included Building Services Design, Construction Economics I & II, Design Principles & Application, Design Procedures, Health & Safety and Welfare, Contract Law, Management Principles and Application and Site Surveying Procedures.

My BTEC qualifications, combined with experience of practical application through on-the-job training, provided a foundation of technical and practical knowledge that allowed me to operate without supervision.

I continued my career in Architectural Technology, gaining ten years of structured training and practical experience across two high-profile firms, specialising in mostly residential projects. I also transitioned from hand-drawing to ArchiCAD in the mid-2000s and attended a three-day training seminar to become a Graphisoft accredited CAD operative.

When the financial crisis manifested in **XXX** in 2008, I was fortunate to gain security and further growth with the **XXX** as an Assistant Building Surveyor. Because the **XXX** was not fast-paced, fee-earning or commercial environment, I found this to be an outstanding learning opportunity due to the incredibly diverse portfolio of civic, infrastructure, heritage and conservation projects across the public sector. Due to public interest, every project required detailed research, historical context, structural reports, cost reports and socio-economic profiles. Working under the supervision of two Chartered Surveyors, that could take the necessary time to share knowledge and experience, and train me in relation to best-

practice. I undertook further self-driven study under supervision and qualified as an Associate of the RICS in 2010. This required me to undertake further study and demonstrate competence in Building Pathology, Construction Technology, Environmental Sustainability, Contract Administration, Design and Specification **(13)**, Inspection, and Legal & Regulatory Compliance.

In 2011, I moved to the **XXXX** as Head of Design and Contracts Management, Northern Europe. Being immersed in a fast-paced retail environment required a steep learning-curve I had to undertake a significant amount of self-development. In this role, I took accountability for the leadership of the Architectural Technology and the Construction Management workstreams simultaneously. This gave me accountability for leadership, design, documentation, procurement, contracting, health & safety management and all construction related activity across 6 European countries. Over the next seven years, I undertook numerous training programmes, facilitated by eternal providers, and concentrated on my growth in leadership and management as this is where I had least exposure. These included Situational Leadership, Be a Great manager, Leadership Journeys II & III, Leading Self, Leading Change, Leading Commercially, Arbinger & Self Deception, Difficult Conversations, Mental Health & Wellbeing, Unconscious Bias, and Change Management.

Around 2014, I introduced Revit into **XXX** and undertook a one-week full time course to become Autodesk accredited. The introduction of BIM was a significant milestone and required me to relearn everything I knew about CAD. The capabilities and quality improvements surpassed any other systems that I had used previously, and I needed to single-handedly build the solution and introduce this to the business – Revit has since been adopted Globally across the **XXX** estate based on the success of my initial implementation. For further learning opportunities, I joined a forum called BIM4Retail, which is a specialist interest group for those involved in the introduction of BIM to a retail environment. Regular meetings were held to share learnings and best-practice amongst prominent retailers such as **XXX**, **XXX**, **XXX**, **XXX**, **XXX** and **XXX**. As a group, we also undertook a review and advised the UK government on their strategy in steering construction suppliers towards BIM.

In 2014, I undertook self-development in Project Management and became a Full Member (MAPM) of the Association for Project Management, thus demonstrating my skill and abilities across a range of complex international and cross-functional and cross-cultural projects.

In 2015, I took the opportunity to build upon my earlier qualifications and broad experience in Architectural Technology by studying for a BSc(Hons) **(3)** in Construction Management at **XXX** University. This course is run parallel to the CIAT accredited Architectural Technology degree and shares most modules that include Construction Planning, Estimating and Tendering, Law, Production Management, Contract Management, Corporate Management and Finance, Project Management and Environmental Sustainability. The theory gained throughout the degree was supplemented and demonstrated in a Construction Management project and a Research Project. I wrote my research Dissertation on human comfort within commercial office buildings and was awarded a 2:1 BSc(Hons) in 2017. This degree was fulfilled by **XXX** University but was facilitated by **XXX** College, **XXX**. The majority of study was undertaken in my own personal time, whilst working full time and regularly travelling internationally.

In 2018, having recognised my contribution in Northern Europe, I was invited to take a similar role in **XXX**, **XXX**, as Head of Store Projects, **XXX (1)**. New challenges arise with each locale as materials, techniques and legislation vary. In **XXX**, I had to learn the concept of seismic design, which I had not been exposed to prior.

In summary, my career has taken sudden and significant leaps in direction and accountability. With each change comes a requirement to learn and re-learn, as well as reinforcing prior learnings. By BTEC and BSc(Hons) qualifications have given me a substantial foothold within the Architectural Technology, but it is the experience and knowledge gained from the practical application over the past twenty years cannot be substituted. Given the international nature of my role, I am required to study the materials, techniques,

history and context within each location and gain an understanding of demographics and the socio-economic climate. I have been continually required to undertake CDP and research into the regulatory requirements and best practice across the Channel Islands, the United Kingdom, Denmark, Norway, Sweden, Finland, the Netherlands, Spain, Australia and New Zealand. I regularly read Architectural and Construction-related publications and am continually learning from clients, peers, colleagues, Contractors, Certifiers, Surveyors, Engineers, services providers and other stakeholders.

A systematic understanding and critical awareness of topics informed by the subject of Architectural Technology:

Architectural Technologists are experts in the design and construction of a high-quality built environment. However, aesthetics alone does not constitute high-quality design and as Architectural Technologists, we must consider every ingredient of the project and understand the needs of the client, the building and the locale. The Architectural Technologist must be sympathetic to the context, history, materials and techniques of designs, but must also consider the social, economic and environmental effects and impacts. Of course, high quality design means nothing without structural integrity, performance of the fabric and the comfort and safety of its users. Similarly, the designs need to be constructed economically and safely, ensuring durability and regulatory compliance. Therefore, Architectural Technologists need a broad range of knowledge and skills and may often need to rely on skills above their own, to ensure that high quality design can be realised.

My twenty years of experience in Architectural Technology, as well as the broad range of subjects covered within my structured education, have given me a critical awareness of the breadth of topics that co-exist and cross-pollinate with Architectural Technology. This is reinforced by the exposure I have gained throughout my career to a range of specialisms, as well as having worked across multiple jurisdictions.

A critical awareness of the history and context, and the political, economic, environmental, social and technological aspects that inform and influence the practice of Architectural Technology nationally and internationally;

I am lucky enough to have gained substantial experience in an international context, which has given me a critical awareness of how the nature of different locations can affect an influence Architectural Technology. With experience of working in unfamiliar environments, I am aware of the importance of understanding and researching the context of each development as a high-quality design will need to be empathetic to the history, legislative, social, economic and environmental influences.

Having worked in an international arena and having worked on a broad cross section of buildings, I have observed the impact of the social environment on design and construction, as well as the affect that poorly designed developments have had on their surroundings. Bizarrely, this is most noticeable at home where poor quality post-war social housing pockets where a level of poverty, crime and social exclusion self-fuels. Most recently, large and poorly designed social housing projects have been substituted with high-quality, environmentally sustainable and attractive partial-ownership developments in affluent areas. This high-quality design and careful consideration of the external influences has created environments that the users feel proud of, offering a turn-around in the way people think about social housing and the people who live in them.

My education and my experience has taught me that Architectural Technology leaves a lasting legacy and it is therefore vital that the design and construction are of the highest-quality, with the Architectural Technologist being accountable for any shortfall in meeting expectations. The Grenfell disaster is a pertinent reminder of this and has impacted Architectural Technology on a Global scale.

An ability to problem-solve and to identify appropriate methodologies to deal with complex problems and realise design into built form through the generation of detailed design solutions that respond to familiar, unfamiliar and unpredictable situations;

Problem solving is a skill that Architectural Technologists must grow by gaining a broad knowledge of the disciplines and topics that can affect Architectural Technology. My experience and training have demonstrated that Architectural Technologists must be open and sympathetic to other perspectives, which may conflict with their own direction. Client's requirements for example, can steer a design down an alternate path to their ideas with influences such as cost, aesthetics or materials. A breadth of knowledge and experience is critical in being able to inform, discuss, understand and advise on the problems experienced.

My experience in senior leadership **(15)** at a global retailer requires me to be adept at problem solving and this is a skill that I have largely gained through my Architectural Technology experience, at all levels of my career. I consider Architectural Technology to be a journey of pro-active problem solving, that has been enhanced throughout my technical capabilities. Education, practical experience, expert knowledge and advice and conflicting perspectives often work in harmony to create the most appropriate solutions.

It is important here to note that conflicts and conflicting viewpoints must be carefully managed, and this can only be achieved with support and collaboration of multiple stakeholders across numerous specialisms. Without this cohesion and collaboration, conflicting ideas and proposals can cause discord and tension. My education and experience cover a broad range of theories and applications, with formal and professional qualifications to demonstrate my expertise. My personal development and formal training in empathy, leadership and relationship management allow me to approach problems with professionalism and courtesy.

An ability to successfully complete substantial sustainable and inclusive design and research projects, systematic review or systematic case study informed by wider current understandings in the subject.

A significant part of my BSc(Hons) Construction Management degree was a Research Project, relating to human comfort in commercial buildings. This project sought to understand the problems experienced by commercial building users and their reliance on energy to solve these conditions, such as thermal comfort, lighting and space. In this project I researched the significance of the problem from a subjective perspective, undertaking qualitative research amongst users of the **XXX** Support Office in **XXX** in **XXX**. I then went on to undertake quantitative research, considering, measuring and recording data, such as the local climate, sunshine hours and degree-days to assess solar gain, the energy consumption on the lighting circuits and the electricity and gas consumption through heating and cooling.

Having identified a tangible problem, my research took a deeper dive in to the psychology of human comfort to understand what users actually need vs what they believe they need, and what a good design might look like.

Once the scale of the problem was understood, and the results that any proposed solution must achieve, I then researched a multitude of different opportunities that might solve or assist in the solving the problem. Ultimately, my proposed solution contained a blend of operational tweaks, psychological and personal adjustments to working methods and conditions, the Internet of Things, and adjustment to the fabric of the building to reduce solar gain in summer and retain heat in the winter. I designed a solution that manipulated passive ventilation and passive cooling, including openable windows, for the office floor space and more personal, task-oriented lighting with improved technology was also incorporated into the design.

The research and the study showed that user comfort can be managed through careful building design and that today's reliance on energy to heat, cool and light our environments is not sustainable. Better design is also more cost effective, as the need for high capacity plant and subsequent demand for energy is either reduced or negated.

I undertook similar research for the **XXX** retail estate, where I applied the same principles. By researching the financial and environmental cost of heating, lighting and cooling our retail stores, I demonstrated that the Group could save approximately 300 tonnes of CO2 by switching from CDM-t to LED lighting. I presented my research to the Global Board in 2015, and this was adopted as a strategy across the Global estate.

An awareness of building elements, components, systems, and methods used for different building typologies;

My early career and my BTEC education related mostly to low-level residential developments, and the construction techniques were traditional and considered 'textbook'. As my career progressed and competition in the Architectural Technology field increased (not only by the rise in Architectural Technology as a profession, but also the public's awareness of Architectural Technologists and the services they provide), Technologists were striving for new and novel concepts as technologies developed and environmental sustainability came to the forefront. As the architecture became more adventurous, so too did the methodologies and materials used. Moving from residential architecture to the **XXX**, gave me an acute awareness of varying types of buildings and how different structures needed different treatment. In moving from residential architecture to 11th Century chapels, **XXX** WW2 fortifications, 1960s office towers, airport hardstanding, wastewater pumping stations and the like, these were all projects that I had to examine, study and assess prior to designing solutions to structural, aesthetic or fabric integrity. I enjoy being exposed to new approaches and methodologies as these can have the potential to improve the design, environmental sustainability, financial cost or the buildability of appropriate solutions.

There appear to be frequent shifts in approaches and methodologies and it is important to understand this prior to designing modifications or alterations to existing buildings. As the construction industry strives for airtightness and super-insulation, pre-fabrication has become prevalent, but modifications to buildings constructed in this manner have the potential to damage the overall performance.

An awareness of current topics and practices which inform the discipline of Architectural Technology including new and emerging technologies

I am fascinated by technology and how this can be used to improve the quality of buildings and the health and wellbeing of their users. As a significant part of by BSc(Hons) dissertation, I studied so-called 'smart buildings' and how the Internet of Things is growing at a rapid rate, to such a point where buildings are now becoming 'alive' and responding to adjust the internal or external environment based on behaviours of the users. Derek Clements Croome has written extensively on the subject, explaining how smart buildings are not just automated, but how they respond to meet the occupants needs. Smart buildings are sustainable in energy and water consumption and minimise environmental impact through reduction of emissions and waste. They are also healthy for the well-being of the users and enhance the function according to the user's needs.

I have also undertaken a CPD locally and on once such opportunity, have visited the **XXX** (health insurance provider) headquarters in **XXX**. This epitomises the future of commercial buildings, whereby car parking and staircases are replaced with ramps and bicycle storage. Kitchen facilities are provided with regular cooking sessions to teach staff how to eat healthily and so that they can cook in a social environment. Working areas are designed to replicate casual, social environments, mimicking lounges and cafes.

I have read countless journals, articles and papers on these subject and firmly believe that smart buildings, combined with a transition in the way that we view and use buildings, will provide a significant transition in Architectural Technology. As advancements in construction materials and techniques are rapid, Architectural Technologists must adapt to stay current and design buildings that are relevant and efficient.

An awareness of project and design management, project procurement and process, construction and contract management;

Throughout my BTEC ONC, BTEC HNC, and BSc(Hons), I have formally studied the following modules;

Methods of Measurement, Design Principles & Application, Design Procedures, Management Principles and Applications, Construction Planning, Estimating and Tendering, Production Management, Contract Management and Project Management.

Design Management, Procurement and Construction Management were studied in great detail and a multiple levels and complexity. This education has been substantially built upon during my career at **XXX**, where I am accountable for overseeing all of these components across XXX and **XXX** within a global retailer. Prior to this, I gained experience of designing and administering a large number and range of construction projects with varying procurement strategies, different contracts and as a consequence, different project management methodologies.

An ability to identify hazards and risks and develop and maintain safe systems of work and legal and relevant legislation and regulatory frameworks.

With a continuous focus on cost within the construction industry, the immergence of new and unproven technologies and materials, an increase in competition in the market place and an erosion of profit margins, the requirement to apportion risk and subsequent blame in the event of failure, has meant that the legal and regulatory frameworks are becoming ever-more complex. With their roles at the forefront of the construction project, Architectural Technologists must have a working understanding of the controls in place to effectively manage physical, financial and commercial risk.

I have studied Law, Contract Law, Contract Management, Contract Administration and Health & Safety Management in great detail and my current role is to oversee these components across **XXX** for **XXX**. Having been immersed in the **XXX** market with little or no notice, I have had to study local conditions and legislation carefully, particularly in relation to seismic protection in **XXX**.

I sit as an active advisor on the XXX Health and Safety Committee **(11) (12) (30) (38)**, which governs Health, Safety & Welfare conditions across the breadth of the **XXX** operation. This helps to give me visibility into a broad range of hazard identification and risk management methods, as well as taking a lead in designing safe-systems of work.

I also sit as an active member of the **XXX** Crisis Management team, offering input and gaining exposure to incidents across business. Having worked closely with internal Counsel and external law firms has further helped my understanding of restrictions and obligations.

An ability to develop critical discussion and analysis of complex concepts and to work independently with some originality and as a member of a team identifying personal development needs and to plan to meet these needs through relevant and appropriate methods.

Early in my career, whilst working for architectural practices, I worked as part of a team on countless projects, delivering designs or parts of designs, and working collaboratively to see these projects realised.

At **XXX**, I am required to work autonomously, working independently myself, but with leadership accountability for multiple teams. I have undertaken a substantial amount of personal development in this area and have reinforced my experience with formal training including leadership courses, Arbinger and Self Deception, Difficult Conversations, Change Management, Unconscious Bias and Mental Health and Wellbeing. I have attended courses held by successful author and psychologist, Greg Nathan, a prominent and international keynote speaker. Having had formal training and having been given the environment in which, to put these techniques into practice, I am confident in my abilities to quickly establish, support and work as part of a high performing team.

Section G – Stage 2: Practice Standards - Practice Assessment

The Practice Assessment process assesses the performance of practitioners that work across a range of functions and allows candidates applying for Chartered Membership to use their experience in their chosen field/s to demonstrate their capabilities.

Applicants must demonstrate their practice experience and directly correlate this to the four core areas listed in the Practice Standards (Stage 2) ***within the Professional Standards Framework.***

Please provide a summary of your practice experience, past or present, which specifically relates to the discipline of Architectural Technology and should consist of at least 1000 words but no more than 2000 words in total.

For each core four area you must describe how your experience demonstrates a comprehensive application of each area within your sphere/s of practice in Architectural Technology. The evidence must corroborate the information provided in this application and **demonstrate your professional experience. This evidence will be assessed prior to your Professional Assessment Interview by a Member Panel.**

Designing	Design has been a substantial part of my career for the past twenty years. I would regularly take basic feasibility sketches from the Principle Architects and develop these in to Sketch Schemes for Client and Planning approvals. Once feedback was received and Planning Conditions were considered, I would then take the Sketches and develop these into Working Drawings for Building Control approvals. These have varied from bespoke, high-end homes for high net worth clients, through to very modular and repetitive designs on brownfield sites for a commercial developer / house builder. Later in my residential career, I took more creative accountability and developed designs from the client's brief, through to realisation. After my transition to the **XXX**, I had the opportunity to work on design solutions across a broad range of civic buildings, infrastructure and civil engineering projects, through to conservation and heritage projects. I worked on design solutions for **XXX** Airport, a Civil Defence bunker, the restoration of an ammunition magazine at Castle **XXX**, the refurbishment of the **XXX** Income Tax headquarters, the preservation of the 11th Century **XXX** Chapel in **XXX**, and the re-roofing of the **XXX** Leisure Centre. Having moved to the Retail sector, I became accountable the design and construction of all **XXX** across **XXX** and **XXX**. This created new challenges that I had to consider within the designs such as seismic bracing and enhanced levels of fire protection, developing designs to meet the brief **(18-28) (39-45)**. I have demonstrated across my career that I have substantial experience in design from concept, through the necessary approvals to realisation, across a number of Architectural Technology disciplines and a broad range of projects. My experience has also included a significant amount of working internationally across languages, cultures, climates, materials and technologies.
Managing	The first half of my career was spent working on projects autonomously, as well as part of a team on larger developments. At this stage, I was accountable for managing the design process and would need to influence and choreograph a wide range of stakeholders including clients and consultants. In the second half of my career, I became accountable for the leadership of several workstreams simultaneously, in a complex, international and cross-cultural environment. In my roles at **XXX**, I am accountable for establishing the Annual Plans

	and providing direction to my teams **(4)** to achieve these. I am accountable for all elements of recruitment within my area of operation, for setting of objectives **(5)**, and for agreeing and allocating bonuses. I hold accountability for financial governance across my department, including a Group budget of $3 million **XX (6)** and a store spend of circa $14 million **XX**. I am responsible for managing the expectations the client's as well as the Operating Boards. I am also responsible for the programming of works, ensuring that contractors are not over-stretched and have continuous workload throughout the year, despite the peaks and troughs in volume caused by the retail cycle. I undertake analysis of each individual in my team, and work with them to create, monitor and enhance their Personal Development Plans, and have had experience of providing Performance Improvement Plans when individuals struggle to meet the levels of performance expected of them. I have also been required to work through personal bereavement issues as well as mental health concerns. My management performance is measured on an annual basis through a staff engagement and feedback survey, which provides anonymous feedback that steers my leadership focus for the next 12 months. Finally, I monitor progress against the established annual plans and am accountable for the delivery of my team's overall objectives. I am therefore continually required to assess and monitor the team's performance and work with the teams to find efficiencies in their processes and methodologies **(14)**.
Practising	As Head of Design and Construction Management, **XXX** and as Head of Store Projects, **XXX** for the **XXX**, I am accountable for the design, construction and refurbishment of all stores across the trading region. This means that I establish the contracting and procurement strategies, undertake the required tenders **(7) (8)**, negotiate and agree prices and I am accountable for the financial governance across my department. Given the cycles that are experienced but the **XXX** industry, I have to ensure that internal teams, suppliers, contractors and subcontractors are not overloaded during periods of peak volume. Similarly, I am required to ensure that there is sufficient work during increased trading periods when construction workload reduces. In awarding tenders and appointing contractors, I have authored a number of contracts **(9)** as well as Terms & Conditions and have worked with our internal Counsel to ensure these are implemented effectively. I have also worked with our Legal team with respect to terminating contracts for breaches in performance and this obviously required an in-depth understanding of each party's obligations. I am accountable for health, safety and welfare on all **XXX** sites, and undertook an assessment of each contractors Health & Safety policies **(10)** as part of the regional tenders. My team assesses the Method Statements and Risk assessments for each project and health, safety and welfare are inspected and benchmarked by my team. I am an active member and advisor on the Health & Safety Committee **(11) (12) (30)** for **XXX** and am an expert adviser on the Crisis Management team. Working Internationally requires me to continually learn and adapt to new legislation relevant to the country where the project is being undertaken with new circumstances such as seismic reinforcement and responding to extremes of temperature being at the forefront of the **XXX** project workload.

Developing (self)	I have learned throughout my career that Architectural Technology is extremely fluid, and the broad scope of subjects covered, means that an Architectural Technologist will continually need to develop throughout their career. These changes can be due to legislative requirements, improvements in technology, critical incidents such as the Grenfell Disaster, of the Architectural Technologist making changes to their work focus (changes in location or specialism). Professional Development **(29)** is therefore vital for every Architectural Technologist, to ensure that they remain current in the application of their skills, to ensure that designs are relevant to the environment in which, they're being constructed, and that the designs and construction are of sufficient quality. As my career evolves and changes, I find myself responding to my changing environment. This has required me to undertake formal structured training as well as professional development. I have a Personal Development plan that is fluid and requires continual review to ensure that I am working to realistic and relevant goals. My desire to gain professional membership of CIAT, the RICS and CIOB requires continual professional development. In the past I have been a member of the **XXX** CPD Group, run by local building suppliers as well as global manufacturers. I have attended countless CPD seminars and have even travelled internationally for CPD opportunities.

SECTION H: Declaration of applicant

I submit this form and additional documentation as an accurate record in support of my application for election or re-election to Chartered Membership of the Chartered Institute of Architectural Technologists. I fully understand the requirements for membership as set out in the Code of Conduct. I agree to accept the decision of the Institute regarding my eligibility for election.

Any evidence of plagiarism will be classed as an automatic referral and any fees paid forfeited. It could also result in your file being passed to the Chief Executive and Honorary Secretary for further investigation under the Institute's Code of Conduct.

If elected to Chartered Membership, I will continue to abide by the rules and regulations specified in the Institute's Charter, Byelaws, Regulations* and Code of Conduct, and any other directive issued by CIAT. If you do not have a copy of these, please contact the Membership Department.

I will keep CIAT informed of any change in my circumstances in writing, which may affect my membership.

Prior to attending the interview any applicant in private practice as sole practitioner, partner, principal, director or LLP member, this includes advice/services to friends or family, paid or unpaid, full or part time, must obtain formal registration with the Institute by completing the Practice Profile Form for profile candidates, obtaining approval of their business stationery and providing evidence of current professional indemnity insurance showing expiry date.

Only applicable to Associate or Technician members:

X In compliance with the Institute's Code of Conduct I confirm that I am not offering architectural services or advice.

*Available from CIAT on request or from http://www.ciat.org.uk/en/the_institute/about-ciat/ciats-charter/

Signature of applicant: _____ Date: 12/9/19

Disclosure

All personal data will be held in keeping with General Data Protection Regulation principles. If you have any queries or requests then contact membership@ciat.org.uk. Our Privacy Policy can be viewed at ciat.org.uk/privacy-policy.html — **NB** You cannot elect to be excluded from CIAT related mailings (via mail or email).

Section I: Declaration of Referee

I am a current Chartered, Corporate or full member of CIAT or a construction related Institute and am willing to act as referee in support of this applicant, as I consider him/her to be suitable for election or re-election to Chartered Membership. The information on this form is, to the best of my knowledge and belief, correct. I am not related to the applicant.

Signature of referee: Date: / /

Name of referee:

Job title of referee:

Professional qualification/s of referee:

Email of referee:

Address of referee:

Checklist for applicants:

- ❑ all sections of the application form are complete
- ❑ enclosed copies of academic qualification(s) and/or professional qualification(s)
- ❑ x2 supporting evidence on a CD or USB memory stick
- ❑ enclosed the appropriate £350 fee (cheques can be made payable to CIAT)

Please return this form to:
Membership Department
Chartered Institute of Architectural Technologists
397 City Road
London
EC1V 1NH, UK

For any queries please contact the Membership Department
T. +44 (0)20 7278 2206 F. +44 (0)20 7837 3194 E. membership@ciat.org.uk W. www.ciat.org.uk

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CIAT Representative	Decision	Date	Name and signature
Central Office	Checked and approved		
Member Panel	Refer/Defer/Pass		