

Chartered Architectural Technologists: Professional standards

Introduction

The Chartered Institute of Architectural Technologists (CIAT) represents professionals working and studying in the field of Architectural Technology in the UK and overseas.

Since its foundation in 1965, the Institute has achieved immense change in Architectural Technology. Not least is the recognition by fellow professionals and the construction industry of members' contribution to the design and construction process. This recognition resulted in a successful Petition to the Privy Council and in 2005, the Institute became the Chartered Institute of Architectural Technologists (CIAT). Its Full Members (MCIAT) may use the protected descriptor Chartered Architectural Technologist, and in 2020, the Privy Council agreed that their registered practices may be referred to as CIAT Chartered Practices, also a protected descriptor. This accomplishment demonstrates the Members' professionalism, ability and the high levels of education and competence in being Chartered professionals.

Chartered Architectural Technologists are vital members within the construction team and complementary to their fellow professionals within construction. All Chartered Members (MCIAT) have achieved and demonstrated high standards of education and training. They must adhere to a professional *Code of Conduct*, which includes the requirement to carry adequate Professional Indemnity Insurance when providing services directly to a client.

The Institute also includes affiliates, some of which may be allied professions supporting the discipline, and others may be working towards Chartered Membership. Whilst they are bound by the *Code of Conduct*, they have not yet demonstrated their competence to CIAT and are therefore not qualified Chartered Architectural Technologists.

This document only covers those affiliates as defined in the *Code of Conduct* Section B:

Section B: Affiliates

Architectural Technology professionals who:

- do not satisfy the academic standard criteria for membership; and/or
- are offering services directly to clients via self-employment

And **not** those as defined within Section C.

All members – including affiliates practicing Architectural Technology - must undertake Continuing Professional

Development (CPD). (Student members are exempt from undertaking CPD.)

Chartered Architectural Technologists and affiliates providing services directly to clients are required to register their practice with the Institute. As this is a mandatory requirement, no individual Certificates of Registration for companies or entities are provided by the Institute. Chartered Architectural Technologists may choose to use the protected descriptor, CIAT Chartered Practice once it is registered.

Individual membership certificates are provided for Chartered Architectural Technologists but not for affiliates. Membership or affiliate status can be verified by contacting CIAT on +44 20 7278 2206 or visiting ciat.org.uk/membership.html.

The Code of Conduct is in place to ensure that its members and affiliates are both protected and guided in the provision of professional services. CIAT is also a signatory to the International Ethics Standards which can be viewed in full here: ies-coalition.org/standards/. There is a broad range of principles to support existing codes in promoting:

- the maintenance of reliable services for clients;
- sustaining proper standards of conduct and behaviour; and
- upholding the reputation of the profession.

Standards

The *Code of Conduct* that all members or affiliates must adhere to, places obligations on members or affiliates to perform in a professional and business-like manner.

The members or affiliates are required to ensure that the services offered are appropriate to the client's requirements and ensure that their terms of engagement are given in writing and are satisfied that these have been accepted. This is very important to ensure that misunderstandings do not occur, and that the client is aware of what to expect from the member or affiliate. Fundamentally, members and affiliates are required to act with integrity, faithfully and honourably.

The members or affiliates are required to ensure that they have adequate resources to meet the client's requirements and not misrepresent the services available.

Professional Indemnity Insurance (PII) is an important provision for peace of mind for the member or affiliate and their client. Any member or affiliate providing services directly to clients must obtain and maintain adequate PII. This is an

insurance against professional negligence to protect the client in the unlikely event of such issues occurring.

CIAT membership 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 it is felt that any member or affiliate may have fallen below the required standard of professional practice, the Institute has a Conduct and Disciplinary Procedure in place to address this issue and investigate complaints.

The individual(s) who wish to raise a complaint, are required to complete a Complaint Form which must identify the relevant clauses from the *Code of Conduct* that they consider the member or affiliate may have breached. This complaint should be accompanied with relevant supporting documentation which is then sent to the member or affiliate who is entitled to a right of reply.

It is essential that the *Code of Conduct* in force at the time of the alleged breach has been used and referred to in the complaint that is submitted to the Institute through this procedure.

You can access the different versions of the *Code of Conduct* here, and more information on the Conduct and Disciplinary Procedure can be found here.

The Conduct Committee is then convened to investigate any alleged breaches of the Code of Conduct. The Conduct Committee has the power to determine, in the first instance, if there is a case to answer and/or whether further information is required. This takes place at a Complaint Review. If it is found that there is a case to answer in relation to each alleged breach, then the issue is taken to a Hearing. The Conduct Committee has the power to reprimand, exclude or expel the member or affiliate.

It is understood that in some instances, the Institute's complaints procedure may not be suitable as it is not a legal proceeding and whilst this may affect the professional's status, CIAT does not have the power to award costs or force the member or affiliate to rectify any wrongdoings. If the complainant(s) are seeking financial redress or mediation, they should pursue other avenues for a solution, either in addition to, or instead of, a complaint against the member or affiliate.

The complainant(s) may consider using the Dispute Resolution Scheme. This is run independently by the Centre for Effective Dispute Resolution (CEDR). The Scheme allows for a Mediator to come to a compromise between the parties. If this is not possible, an Arbitrator is appointed to make a legal determination upon the outcome and award costs as appropriate. It should be noted that both parties have to agree to this course of action. For further information please see: cedr.com/solve/dispute-resolution-services/

Both of these processes are independent of the Institute. There are other forms of dispute resolution, or alternatively litigation, that the complainant(s) may consider.

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