# Application form for MCIAT Professional Assessment

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

- ❑ CIAT Accredited Honours and/or Masters degree and sufficient relevant evidence
- ❑ Related honours degree or equivalent and sufficient relevant evidence
- ☒ Other relevant academic qualifications or professional qualifications (e.g. Chartered Membership or equivalent of a related professional Institute) and/or sufficient relevant evidence

Each application will be considered on an individual basis. Please contact membership@ciat.global for further guidance in relation to your circumstances.

Sufficient relevant evidence is defined as: professional experience that demonstrates the ability to function in your field of expertise, using the ***2025 Professional Standards Competency Framework (PSCF)*** and related skills, knowledge, experience and behaviours (SKEB) stated in the Candidate Guidance notes against the core competencies; Designing, Managing, Practising and Developing (self).

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

You are required to:

- complete all sections of this application form;
- address all PSCF competencies;
- read the *Code of Conduct*;
- provide copies of academic and professional qualification/s;
- submit supporting evidence to corroborate your application; and
- submit payment of £375

Before completing the application form, please ensure that you have read the ***2025 PSCF*** and *Candidate Guidance Notes for Professional Assessment*, which include the related SKEB statements. Failure to complete all sections of the form, address the competencies and/or to provide sufficient supporting information will result in a delay in the processing of your application. All applicants must comply with the *Code of Conduct* before any assessments can be undertaken.

Once your application has been assessed and has passed Stages 1 – Educational Standards and 2 – Practice Standards, the Institute will contact you via email in relation to the scheduling of your Stage 3 – Professional Standards Assessment Interview.

**Section A: Personal details**

| | |
|---|---|
| Surname | |
| Forename(s) | |
| Date of birth | |
| Membership class or status and registration 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: | | | |
|---|---|---|---|
| ❑ | Design | ☒ | Specialist (BIM) |
| ❑ | Academic | ❑ | Research |
| ❑ | Other (please detail) | | |

**Section C: Current employment/practice status**

| | |
|---|---|
| Job title and employment commencement date | BIM Governance Lead, 11/08/2025 |
| Description of current role, responsibilities and functions (listed as concise bullet points) | • Develop and maintain BIM infrastructure, including systems, standards, workflows, and governance frameworks.<br>• Create, implement and monitor company-wide BIM standards, templates, and compliance processes.<br>• Oversee BIM systems development, ensuring tools, processes, and platforms align with global strategy.<br>• Manage BIM software licensing, distribution, maintenance and updates in collaboration with IT.<br>• Lead BIM software acquisition and budgeting, preparing proposals and usage analytics to support strategic decisions.<br>• Drive BIM software adoption, enabling effective use across disciplines and regions through communication, training, and support.<br>• Collaborate with discipline and regional BIM leads, ensuring consistent standards and global alignment.<br>• Engage with vendors and software developers, maintaining productive relationships and influencing product development.<br>• Provide technical leadership and industry foresight to keep the practice at the forefront of BIM innovation.<br>• Manage cloud-based BIM services, ensuring security, accessibility, and efficient license utilisation.<br>• Mentor BIM team members, supporting professional development and effective delegation.<br>• Lead and contribute to global BIM technical meetings, ensuring strategic clarity and consistent communication across the practice.<br>• Work closely with Digital/Data leadership to deliver a cohesive BIM and digital technology strategy. |

| | |
|---|---|
| Employer/practice name | |
| 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 (list as concise bullet points) | **From** | **To** |
|---|---|---|
| **Building Services BIM Technician, XXXX**<br>As a BIM Technician, I collaborated closely with multidisciplinary MEP engineering teams to design and model building services across a diverse range of sectors, including residential, education, healthcare, defence, data centres, and public infrastructure. My responsibilities included the integration of BIM workflows into existing project delivery methods, supporting the adoption of best practices, and contributing to internal staff training initiatives to enhance BIM proficiency across the organisation.<br><br>I utilised a suite of industry-standard software tools including AutoCAD, Revit, Navisworks, BIM 360 (subsequently Autodesk Construction Cloud), and ReCap to produce coordinated and data-rich models. My role involved regular engagement with engineers and clients to review project briefs, facilitate collaborative design processes, and ensure alignment across all disciplines.<br><br>A key aspect of my work was the use of clash detection and model federation techniques to coordinate MEP systems with architectural and structural models, ensuring spatial and functional integration. I was responsible for modelling a wide range of building services, including mechanical ventilation, fire detection and protection, electrical distribution, data and communications, lighting, and public health systems.<br><br>I consistently delivered high-quality 2D and 3D drawing outputs in formats such as PDF, DWG, DXF, NWC, NWD, RVT, and IFC, adhering to industry standards and project-specific requirements. My role also involved site visits to observe installation practices and enhance my understanding of construction methodologies.<br><br>Additionally, I applied COBie asset data principles to support the development of BIM for whole-life asset management, contributing to the digital handover and operational readiness of built assets. My project experience spans multiple regions, including the UK & Ireland, Denmark, Sweden, and Spain. | 12/08/2007 | 31/12/2014 |
| **BIM Manager, XXXX**<br>In my role as BIM Manager, I was instrumental in drafting and implementing the company-wide BIM strategy for project delivery, initially aligned with the UK | 01/01/2015 | 31/12/2017 |

| | | |
|---|---|---|
| Government's 2016 BIM mandate under PAS 1192, and subsequently transitioning to compliance with ISO 19650 standards.<br><br>I contributed to the preparation of responses to Request for Pricing (RFP) documents, specifically addressing the BIM scope within project bids. This involved engaging with clients to understand their Employer's Information Requirements (EIR) and aligning them with the strategic and operational goals of each project.<br><br>A key responsibility was the development of both pre- and post-contract BIM Execution Plans (BEPs), including all supporting documentation such as Project Information Requirements (PIR), Exchange Information Requirements (EIR), Asset Information Requirements (AIR), Task Information Delivery Plans (TIDP), Master Information Delivery Plans (MIDP), Responsibility Matrices, RACI charts, and definitions of Level of Information Need (LOIN).<br><br>I oversaw the federation of multi-disciplinary models to facilitate clash detection and coordination reviews and was responsible for compiling and distributing coordination reports to both internal design teams and external client stakeholders. I facilitated regular coordination meetings to ensure alignment and resolution of design issues.<br><br>Model compliance tracking was a core part of my role, ensuring that both geometric and data requirements were met in accordance with project standards. I produced detailed reports and dashboards to communicate model progress and coordination status to project teams and clients.<br><br>I provided ongoing support and training to internal staff on BIM software and workflows and managed the development and maintenance of the company's MEP Revit content library and BIM templates, ensuring consistency with company standards and industry best practices.<br>Additionally, I advised clients on the development of their BIM standards for long-term asset management and 'projects of record', helping them establish robust frameworks for digital delivery and lifecycle information management. | | |
| **Technical BIM Lead, XXXX**<br><br>As Technical BIM Lead, I was responsible for the development, maintenance, and continuous improvement of the company's BIM documentation and technical standards. This included authoring and updating BIM project documentation templates, as well as managing the MEP Revit template to ensure consistency and | 01/01/2018 | 10/08/2025 |

| | | |
|---|---|---|
| compliance with both internal policies and industry best practices.<br><br>I led the creation and governance of the company's BIM standards for object geometry and metadata, ensuring that model content adhered to defined quality and interoperability requirements. I also established and maintained a centralised software library for BIM model components, supporting efficient and standardised content usage across projects.<br><br>A key achievement in this role was the adoption and implementation of BIM 360, later transitioning to Autodesk Construction Cloud (ACC), enabling global model work-sharing and enhancing collaborative workflows across geographically dispersed teams.<br><br>I developed and rolled out BIM training materials to support internal upskilling, delivering targeted guidance to engineers and technicians on BIM software and workflows. I also researched and introduced emerging technologies such as virtual reality (VR) for immersive design reviews, and integrated cloud-based platforms to streamline BIM workflows and improve project efficiency.<br><br>In support of project delivery, I assisted BIM Managers in resolving complex technical challenges and contributed to the successful implementation of BIM on live projects. I conducted audits to ensure project compliance with client-specific, industry, and company BIM standards.<br><br>I introduced Enscape visualisation software to the business, enabling BIM Managers and technicians to produce high-quality visuals and VR models. This included adapting MEP templates with enhanced material representations to optimise outputs from the visualisation tools.<br><br>In addition to my technical leadership responsibilities, I also contributed to strategic BIM management activities. This included drafting and implementing the company-wide BIM strategy in alignment with the UK Government's 2016 BIM mandate under PAS 1192, and later transitioning to ISO 19650 compliance. I supported bid responses by addressing BIM requirements in RFPs and worked closely with clients to interpret and deliver against their Employer's Information Requirements (EIR).<br><br>I authored both pre- and post-contract BIM Execution Plans (BEPs), along with supporting documentation such as Project Information Requirements (PIR), Exchange Information Requirements (EIR), Asset Information Requirements (AIR), Task Information Delivery Plans (TIDP), Master Information Delivery Plans (MIDP), Responsibility Matrices, RACI charts, and Level of Information Need (LOIN) definitions. | | |

| | | |
|---|---|---|
| I oversaw model federation and coordination processes, including clash detection, reporting, and facilitating regular coordination meetings. I tracked model compliance and produced dashboards to communicate progress and quality to both internal teams and clients. My role consistently bridged technical delivery and strategic BIM leadership, contributing to the successful implementation of digital practices across the business. | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

**Section E: Qualifications**

| Academic qualification/s, professional qualification/s or memberships and Continuing Professional Development (CPD) records. Your evidence of CPD should relate to section G/Stage 2 - ***Developing (self).*** | Year of attainment |
|---|---|
| MSc Construction Project Management with BIM – Northumbria University | Currently in final year |
| Operam Academy Information Management Practitioner **[C]** | 2022 |
| Revit for Mechanical Building Systems – Autodesk Certified Professional **[W]** | 2019 |
| RICS Certificate in Building Information Modelling – Project Management **[D]** | 2018 |
| HND Building Services Engineering – London South Bank University **[V]** | 2012 |
| BTEC GNVQ Advanced Engineering – Chelmsford College **[1]** | 2001 |
| | |
| | |
| | |
| | |
| | |
| | |

**Section F: - Stage 1 - Educational Standards**

The educational experience and underpinning knowledge are 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, 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 **2025 PSCF.**

**The summary should specifically relate to the discipline of Architectural Technology and should consist of 3000- 5000 words (+/- 10%) in total and provide references to any relevant supporting evidence that demonstrates your knowledge (N.B. This does not normally include project/work-based evidence)**.

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

**E.1 Contextual Factors -**

My educational development within BIM has been shaped by a combination of formal education, experiential learning, and continued academic and professional development within a digitally enabled design environment. I began my studies with an Engineering GNVQ at college, where I was introduced to technical drawing, engineering principles, and the use of AutoCAD. This education established a foundational understanding of how technical information is produced, interpreted, and communicated within the construction industry.

On entering professional practice, my learning expanded beyond technical skills to include the wider social, technological, environmental, economic, political, legal, and ethical contexts that influence BIM and engineering. Working on projects located in Sweden, Denmark, Ireland, and Spain, and supporting delivery across differing regulatory and climatic contexts, strengthened my understanding that design and construction are shaped by local conditions and cannot be approached in isolation. This exposure strengthened my appreciation that BIM is not applied uniformly but must respond to context sensitively and proportionately.

Technological advancement has been a dominant contextual influence throughout my career. The transition from CAD-based production to BIM-enabled digital delivery fundamentally altered how information is created, coordinated, and managed. I developed a critical awareness of the professional responsibilities associated with digital information, including data integrity, information security, intellectual property, and ethical use of shared models. These considerations now underpin my work in BIM governance and standards development. **[Appendices A, B, & G – appendix B was a document authored by the head of BIM that I helped develop and now follow]**

**E.2 Client, User and Stakeholder Needs –**

My understanding of client, user, and stakeholder needs has developed through educational learning and professional experience working alongside architects and engineers, interpreting their design intent into coordinated digital models and structured data. Early in my career, producing coordinated drawings and models required careful interpretation of design information and an appreciation of how technical outputs are used by others to inform decision-making.

As my role progressed, I worked closely with multidisciplinary teams and clients to support digital delivery across complex projects. This included collaboration with design teams located in the UK, USA, Spain, Denmark, Sweden, and Ireland, often across multiple time zones and cultural contexts. These experiences reinforced the importance of clear communication, shared understanding, and structured information management to ensure alignment between stakeholders.

While I do not undertake architectural or engineering design, my educational development has enabled me to understand design intent sufficiently to translate it accurately into BIM models, data structures, and coordination workflows. Formal learning in information management further strengthened my

ability to support proportionate and appropriate responses to stakeholder requirements, ensuring that digital processes support project objectives rather than introduce unnecessary complexity. **[Appendices H, I, & J, and Appendix 3]**

**E.3 Holistic Design –**
My educational development has consistently reinforced the importance of holistic building design, where architecture, structure, services, performance, and operation are considered as integrated systems. Although my role does not involve generating architectural or engineering design solutions, working alongside design teams has enabled me to develop a strong understanding of how these disciplines interact.

Supporting BIM delivery on complex projects required me to interpret architectural and engineering design intent and coordinate this information within federated digital models. Exposure to highly serviced buildings and resilient infrastructure highlighted the importance of considering maintainability, accessibility, spatial relationships, and long-term operational requirements alongside design aspirations.

Collaborative digital processes, including coordinated BIM models and visualisation techniques, supported shared understanding across disciplines and locations. These tools enabled early identification of spatial and operational challenges and reinforced my understanding of how digital coordination contributes to holistic and inclusive design outcomes. **[Appendices L, M, & O, and Appendix 2]**

**E.4 Architectural and Technological Principles** –
My education has provided a strong grounding in BIM and engineering principles through the interpretation and coordination of design information produced by architects and engineers. Early experience with CAD drawings developed my understanding of construction detailing, dimensional coordination, and drawing conventions.

The transition to BIM required deeper learning around how buildings are digitally represented. Through formal training and extensive self-directed learning, I developed an understanding of parametric modelling, data-rich components, and coordinated spatial planning. This learning enabled me to interpret architectural and engineering principles accurately within digital models, ensuring that design intent was faithfully represented and coordinated.

Working closely with architectural and structural teams across multiple regions reinforced my understanding of how different disciplines apply technical principles and how digital coordination supports constructability and quality without replacing design responsibility. **[Appendices T & Q, and Appendix 2]**

**E.5 Science and Engineering of Construction and Environmental Performance –**
My understanding of construction science and environmental performance has developed through exposure to complex building systems and diverse environmental conditions. Supporting projects located in northern Europe, including Sweden and Denmark, broadened my understanding of how climate affects construction sequencing, system performance, and operational considerations.

While I do not carry out engineering analysis, working alongside engineers enabled me to understand the principles of building physics, energy performance, airflow, and system coordination sufficiently to support accurate modelling and data structuring. This understanding ensured that digital models could be reliably used by engineers for analysis, coordination, and verification.

Fire engineering and safety considerations have also formed a key part of my learning, particularly where service coordination intersects with fire-rated construction and compartmentation. **[Appendices Q & R]**

**E.6 Health & Safety Requirements** –
Health and safety has been a consistent theme throughout my education and professional development. Early exposure to construction environments reinforced the importance of safe working practices and accurate technical information.

As my responsibilities evolved, I developed a deeper understanding of how design decisions affect health and safety throughout the building lifecycle. This includes considerations for installation, operation, and maintenance, and the importance of communicating residual risks clearly.

Digital workflows and model-based reviews supported clearer communication of hazards and residual risks, reinforcing my understanding of the BIM technician's role in supporting compliance and safeguarding users and operatives. **[Appendices R & L]**

**E.7 Compliance with Legal and Regulatory Requirements and Sustainable Technologies –**
My educational development includes an understanding of legal and regulatory frameworks across multiple jurisdictions. Supporting projects in Sweden, Denmark, Ireland, and Spain required awareness of differing regulations, standards, and approval processes.

Sustainability has become an increasingly important focus of my learning. Through professional development and industry engagement, I developed an understanding of how coordinated design and structured data support sustainable outcomes, lifecycle performance, and social wellbeing.

I have learned that compliance with legal and sustainability requirements is both a professional and ethical responsibility, particularly within digitally enabled delivery environments. **[Appendices E & B – appendix B was a document authored by the head of BIM that I helped develop and now follow]**

**E.8 Designing Building Elements and Components –**
My education has involved extensive learning around the digital representation of building elements and components. Early experience with traditional detailing provided understanding of materials, tolerances, and assembly.

Through BIM adoption, I developed deeper knowledge of how digital components represent real-world construction, including geometry, performance data, and classification. Developing standardised content and data structures ensured consistency and reliability across projects while supporting the accurate interpretation of design intent.

This learning has been particularly important in complex, highly serviced building environments where coordination accuracy is critical. **[Appendices S & T, and Appendix 2]**

**E.9 Current Technological Practices and Data-Driven Decision Making** –
Technology has been central to my educational development. From early CAD systems to cloud-based BIM platforms, I have developed a strong understanding of how digital tools support modelling, coordination, information management, and communication.

Formal learning in information management standards, combined with practical application, strengthened my understanding of data workflows, interoperability, and quality assurance. This learning supports data-driven decision-making while recognising that technology complements, rather than replaces, professional design judgement.

My continued learning includes monitoring emerging tools and platforms that support collaboration across globally distributed teams. **[Appendices C, P, & U]**

**E.10 Procurement, Contract Administration, Design Leadership and Professional Practice –**
My educational development includes progressive learning in professional practice, leadership, and management. Through experience and formal development, I have gained understanding of procurement models, contractual relationships, and the responsibilities associated with leadership roles.

Mentoring and supporting others has been a key part of this learning. Developing guidance, training materials, and standards required me to articulate complex concepts clearly and support others' learning journeys. This process reinforced my own understanding and highlighted the importance of ethical, transparent, and collaborative professional behaviour.

These experiences have shaped my understanding of professional responsibility, integrity, and accountability within BIM and engineering practice. **[Appendices A, J, & Y, and Appendix 3]**

**E.11 Continual Learning and Professional Development –**
Continual learning has been a defining feature of my career. Alongside professional development and industry engagement, I am currently completing an MSc in Construction Project Management with BIM.

My dissertation critically examines how BIM is implemented across projects, including the organisational, cultural, and technological factors that influence success. This academic research builds on my professional experience supporting BIM delivery across multiple regions and collaborative teams.

Attendance at industry conferences, including Autodesk University, and engagement with professional networks supports my continued learning and awareness of emerging trends. **[Appendix X]**

Reflective practice underpins my approach to learning, ensuring that my knowledge continues to evolve in response to industry change and professional responsibility.

**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 outline/describe their SKEBs in their chosen field/s to demonstrate their capabilities.
Applicants must demonstrate their practice experience and directly correlate this to the four core competency areas listed in the Practice Standards (Stage 2) within the 2025 PSCF.

Please provide a summary of your practice experience, past or present, which specifically relates to the discipline of Architectural Technology and which consists of 2500-3500 (+/- 10%) words in total (i.e. 150-200 words per Practice Standard).

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

| | |
|---|---|
| **Designing** | **D.1** Whilst I have not held direct responsibility for producing architectural or engineering design, I have developed a strong understanding of the design process and have played a critical role in enabling, coordinating, and supporting design delivery through BIM governance and information management. Acting as Information Manager on multiple projects, I analysed client instructions and project briefs to ensure all stakeholder requirements are captured and reflected in the agreed deliverables. This process started prior to appointment during the RFP stages of project bidding. Thoroughly evaluating the design brief and scope of works documents, alongside any additional BIM documentation provided during the bidding process, I helped to create resource plans and draft RFI's back to the client to ensure full understanding of their project BIM expectations. Once appointed, I authored detailed project BIM documentation which included compiling Task Information Delivery Plans (TIDPs) into a Master Information Delivery Plan (MIDP), which in turn provided clarity on scope, roles, responsibilities, and expectations for both design teams and the client.<br>By interpreting these requirements and aligning them with ISO 19650 standards, I created structured workflows that supported accurate information exchange and compliance. This process allowed me to liaise with architects, structural engineers, and MEP teams to identify potential design conflicts early and manage coordination before construction began, reducing delays and costly rework. Through these measures, I ensured that the project scope for design deliverables was clearly defined and achievable, supporting efficient and collaborative delivery. **[Appendices H & I, and Appendix 3]**<br><br>**D.2** As a BIM manager and Technical BIM Lead, I played a key role in enabling and managing the integration and coordination of services through BIM governance and digital workflows. My responsibilities focused on ensuring that engineering and technical design principles are applied consistently across multidisciplinary teams, supporting the creation of coordinated and buildable solutions through the use of BIM.<br>For example, on projects, I developed BIM workflows that facilitated the integration of complex MEP systems with architectural and structural elements. This included supporting and testing plant room layouts developed by the design teams, ensuring spatial efficiency, coordination, and accessibility for maintenance within the BIM environment. Using clash detection, dashboarding, and reporting, I identified and helped to resolve conflicts between cable containment routes, ductwork, and structural components, preventing costly redesigns and delays.<br><br>In addition, I implemented governance frameworks aligned with ISO 19650, defining data structures and model standards that enabled accurate coordination and compliance with regulatory requirements. These measures provided the digital foundation for design teams to deliver fully integrated solutions that met client objectives and technical standards. **[Appendices N, O, L, & K]**<br><br>**D.3** I enabled design teams to develop solutions that meet the principles of inclusivity, safety, resilience, robustness, and sustainability through structured BIM processes and governance frameworks. My focus is on creating digital environments |

| | |
|---|---|
| | and workflows that allow these principles to be embedded and validated throughout the design lifecycle.<br>For example, on hyperscale data centre projects, I implemented BIM strategies aligned with ISO 19650 that ensured models were structured for interoperability and compliance with regulatory requirements, using client bespoke and project standard parameters for model data management and interoperability. This enabled design teams to incorporate fire safety measures such as compartmentation and escape routes, validate maintenance access zones, and integrate resilience features like redundant cooling and power systems. By embedding parameters for fire ratings and clearance zones into model components, I supported automated QA checks within federated models, reducing risk and ensuring compliance with health and safety legislation.<br>While I did not perform these analyses directly, my governance ensured that the necessary data was available and correctly formatted for simulation tools, enabling informed decisions that reduced operational carbon and improved lifecycle performance. **[Appendices R, L, & Q]**<br><br>**D.**4 My responsibilities focus on ensuring that systems, components, and materials are accurately represented in models, embedded with the correct data, and aligned with project requirements and industry standards.<br>For example, I developed governance frameworks and BIM workflows that supported the digital representation and coordination of specified MEP systems. This included creating and maintaining a company-wide Revit component library with standardised parameters for performance, fire ratings, and maintenance requirements. These components were linked to material definitions and classification codes, enabling accurate scheduling and procurement planning while ensuring compliance with BS EN ISO standards and client specifications.<br>By embedding structured data and interoperability standards, I enabled design teams to evaluate options for energy efficiency, resilience, and lifecycle performance without compromising regulatory compliance. This approach ensured that all specified systems and components were robust, buildable, and aligned with both production requirements and building performance objectives. **[Appendices T & S, and Appendix 2]**<br><br>**D.5** In my role as BIM Lead, I ensure that design solutions comply with contractual, regulatory, and legal requirements at every stage of the project by embedding these obligations into BIM governance frameworks and information management processes. While I do not produce the design directly, I create the digital structure that enables compliance to be monitored, validated, and documented throughout the project lifecycle.<br>For example, I developed pre-contract and post-contract BIM Execution Plans (BEPs) that clearly defined deliverables, roles, and responsibilities in alignment with ISO 19650 standards and client contractual requirements. These documents ensured that all design outputs adhered to agreed protocols for data exchange, security, and traceability.<br>By embedding parameters for fire ratings, clearance zones, and maintenance access into model components, I enabled design teams to check and approve compliance within federated models before construction commenced. This approach reduced risk, prevented costly rework, and provided auditable evidence of compliance for contractual sign-off.<br>Additionally, I structured models to support ISO 9001 quality assurance processes, ensuring that design reviews and approvals were tracked and documented. **[Appendices H, P, Q, & N]** |

| | |
|---|---|
| | |
| **Managing** | **M.1** Throughout my career, I have demonstrated leadership in managing BIM-enabled design delivery both independently and as part of multidisciplinary teams. I worked alongside architects and engineers, providing leadership in BIM processes, standards, and digital coordination rather than managing the engineering design itself. As BIM Manager, I led teams of BIM and Revit technicians, overseeing the delivery of complex projects across sectors such as data centres, mixed-use developments, and residential. I was responsible for resource planning, quality control, and mentoring junior staff, ensuring high standards and fostering collaboration between engineers, technicians, and external consultants. In my role as Technical BIM Lead, I provided discipline-specific leadership, developing BIM content, guidance documents, and standards to support technical excellence. I acted as a key point of contact for BIM templates and standards, managed communications, and facilitated collaboration with global and regional BIM representatives. As BIM Governance Lead, I have taken strategic responsibility for the global BIM software strategy, line management of BIM managers, and the development and implementation of global BIM standards. I have led the implementation of Common Data Environments (CDEs), automated QA workflows, and digital strategies that have improved project delivery, reduced risk, and enhanced collaboration. My approach balances independent decision-making with collaborative teamwork, consistently delivering high-quality outcomes. **[Appendices A, B, & J]**<br><br>**M.2** In my various roles, I have been responsible for managing and controlling BIM and digital information deliverables to ensure alignment with planning and programming requirements. As BIM Manager, I oversaw the production and delivery of BIM projects, ensuring that all outputs met contractual obligations, client expectations, and project timelines. I developed and maintained BIM Execution Plans (BEPs) and Information Delivery Plans (IDPs), which defined deliverables, roles, and responsibilities in accordance with ISO 19650 and client requirements. I regularly attended project meetings to monitor progress, address issues, and ensure that deliverables were produced on schedule. As Technical BIM Lead, I provided guidance on project BIM delivery, supported project bids, and assisted with resource planning to meet programme milestones. In my current role as BIM Governance Lead, I ensure that global standards and processes are consistently applied, enabling teams to deliver compliant and timely outputs. I have implemented digital tools and dashboards to track deliverables, monitor compliance, and provide real-time visibility to stakeholders. This structured approach ensures that all contractual deliverables are managed efficiently, risks are mitigated, and projects are delivered to the highest standards. **[Appendices H, M, & O]**<br><br>**M.3** Risk identification and mitigation are integral to my approach in managing BIM-enabled design delivery and digital coordination. I proactively assess design risks that could impact the project brief in relation to BIM. As BIM Manager and Technical BIM Lead, I implemented clash detection and model validation workflows to identify coordination issues early, reducing the risk of costly rework and delays. I ensured that health and safety requirements, such as fire compartmentation and maintenance access, were embedded in models and checked for compliance. I also supported sustainability objectives by enabling the integration of energy performance analysis and embodied carbon assessments, helping teams to identify and mitigate environmental risks. As BIM Governance Lead, I manage project risk by |

| | |
|---|---|
| | enforcing software compliance, coordinating multidisciplinary design through Common Data Environments, and implementing automated data validation workflows. By ensuring all design deliverables are validated, tracked, and lessons learned are shared across projects, I proactively identify and mitigate risks related to software, coordination, and data quality—safeguarding project outcomes and stakeholder interests. **[Appendices N, R, & U]**<br><br>**M.4** Effective planning, execution, and conflict resolution are key to my project management approach. As BIM Manager, I was responsible for resource allocation, workload forecasting, and ensuring that project milestones were met. I chaired coordination meetings focused on BIM delivery and information alignment, facilitating communication between disciplines, and addressed conflicts as they arose, whether related to design coordination, resource constraints, or programme changes. My approach is proactive and solutions-focused, using digital tools such as Common Data Environments (CDEs) and project dashboards to monitor progress and identify potential issues early. As Technical BIM Lead, I provided guidance and support to resolve technical challenges, ensuring that teams remained aligned and motivated. In my current role as BIM Governance Lead, I oversee the implementation of global standards and processes that support efficient project execution and conflict resolution. I encourage a culture of collaboration, transparency, and continuous improvement, ensuring that conflicts are addressed constructively and that lessons learned inform future projects. **[Appendices O & J, and Appendix 3]**<br><br>**M.5** As BIM Manager and Technical BIM Lead, I developed and enforced BIM standards and workflows that embedded compliance with contractual, regulatory, and legal requirements at every project stage. I produced and reviewed BIM Execution Plans (BEPs) and Information Delivery Plans (IDPs) to ensure that deliverables met client and statutory obligations. I implemented automated QA workflows and compliance checks within digital platforms, enabling teams to validate model outputs against regulatory standards such as fire safety, CDM, and local building codes. In my role as BIM Governance Lead, I oversee the development and implementation of global technical standards, ensuring that all projects adhere to ISO 19650, ISO 9001, and other relevant frameworks. My structured and diligent approach to risk management and compliance has consistently ensured that projects are delivered safely, legally, and to the highest professional standards. **[Appendices P, Q, H, & N]** |
| **Practising** | **P.1** In my roles as BIM Manager, Technical BIM Lead, and BIM Governance Lead, I have consistently applied current and emerging digital technologies to support professionally competent practice within BIM-enabled project environments. My focus has been on ensuring that architects and engineers are supported with accurate, structured, and reliable information to enable informed decision-making in relation to building performance, safety, and lifecycle outcomes.<br>I have led the implementation and day-to-day operation of advanced BIM platforms, including Autodesk Construction Cloud, and have established digital workflows that support efficient, collaborative, and secure project delivery. By standardising data structures and enabling the coordinated use of tools for activities such as clash detection, information validation, and asset data management, I support design teams in testing, coordinating, and reviewing their proposals within a controlled digital environment. |

| | |
|---|---|
| | While I do not undertake architectural or engineering analysis myself, my role ensures that the digital information required for such assessments is complete, consistent, and appropriately structured. This enables specialist disciplines to carry out their work effectively and reduces the risk of misinterpretation, rework, or information loss across the project lifecycle.<br>I actively monitor industry developments and emerging technologies, including cloud-based collaboration platforms and outcome-based design tools, and assess their suitability for use within live project and organisational contexts. Through this approach, I ensure that digital practices remain current, proportionate, and aligned with recognised industry standards, while supporting continuous improvement and responsible innovation within the organisation. **[Appendices P & U]**<br><br>**P.2** Effective collaboration is central to my approach as a BIM lead. I regularly interact with a wide range of stakeholders, including clients, design teams, and contractors, to ensure project objectives are clearly understood and achieved. I facilitate multidisciplinary coordination meetings, lead BIM kick-off sessions, and maintain open channels of communication throughout the project lifecycle. My role often involves translating complex technical requirements defined by architects and engineers into clear, actionable digital deliverables for all parties. I also provide training and guidance to internal teams and clients, fostering a culture of knowledge sharing and professional respect. By building strong relationships and encouraging transparent communication, I help resolve issues quickly and ensure that all stakeholders are aligned, resulting in more efficient project delivery and higher client satisfaction. **[Appendix J & Appendix 3]**<br><br>**P.3** I take a proactive approach to identifying and managing factors that influence project evolution and delivery, including hazards and risks. I have worked within established governance frameworks to ensure systematic risk assessments at each project stage. This includes monitoring software compliance, design coordination, and data validation to mitigate risks related to quality, safety, and legal compliance. I ensure that all findings are documented and shared across the company. By maintaining comprehensive records and lessons learned databases, I enable continuous improvement and informed decision-making. My approach ensures that potential hazards and risks are identified early, assessed thoroughly, and addressed effectively, safeguarding project outcomes and supporting the successful delivery of complex engineering projects. **[Appendices R & N]**<br><br>**P.4** Ensuring compliance with relevant legislation, standards, and contractual requirements has been a core aspect of my role. I have provided guidance to project teams on the application of legislation and standards such as ISO 19650, ISO 9001, and other regulatory frameworks. I produce and review BIM Execution Plans (BEPs) and Information Delivery Plans (IDPs) to ensure that all project deliverables meet statutory and contractual obligations. I stay up to date with changes in legislation and industry standards, and I provide guidance to project teams on their application. I also support procurement processes and contract administration by defining digital deliverables and ensuring that all outputs are traceable and auditable. Through diligent monitoring and application of these frameworks, I help ensure that projects are delivered legally, safely, and to the highest professional standards. **[Appendices H & P]** |
| **Developing (self)** | **SD.1** I maintain a structured CPD programme that combines certified courses with targeted informal learning to ensure my skills, knowledge, experience and behaviours remain current and directly relevant to practice. I attend industry |

| | |
|---|---|
| | conferences that provide accredited learning—such as Digital Construction Week and Autodesk University—to track emerging methods and standards in digital construction. I complement this with structured study in ISO 19650 (Operam Academy), Autodesk Construction Cloud (Autodesk learning paths), and Power BI. My CPD is purposefully focused on information compliance, BIM-enabled common data environments, and evidence-based dashboards that inform decision-making at both project and business levels. Learning is embedded through action: I curate internal knowledge via intranet blog posts, author guidance and training materials, run monthly team workshops, and mentor colleagues in BIM project delivery and software use. By curating and sharing knowledge, I drive consistency across project teams and strengthen our digital delivery culture.<br>This approach ensures the currency and relevance of my practice while delivering measurable benefits—improved information quality, reduced rework, and clearer, data-led decisions. **[Appendices C, F, & X]**<br><br>**SD.2** In my current role, my practice is focused on contributing to and supporting the ongoing development of BIM strategy, governance frameworks, and digital standards rather than delivering projects directly. This requires a high level of self-reflection to ensure that the guidance, processes, and advice I provide remain relevant, proportionate, and effective in practice. I routinely reflect on my own performance and effectiveness by reviewing feedback from regional BIM leads and project teams, analysing where guidance has been misunderstood or inconsistently applied, and identifying areas where additional clarification or learning is required. This reflective process helps me understand how well my own knowledge and judgement support others in practice and highlights where I need to refine my approach or deepen my understanding. I actively monitor current and emerging industry themes, including developments in ISO 19650, digital automation, data-driven decision-making, and cloud collaboration technologies, and reflect on how these changes affect my own role and responsibilities. I use this insight to update my knowledge, adapt my approach, and contribute more effectively to guidance, training resources, and long-term digital planning. By combining structured reflection with continuous improvement, I ensure that my own practice remains current, responsible, and aligned with the evolving needs of the organisation and the wider industry. **[Appendix F]**<br><br>**SD.3** In my role, I regularly review my strengths and areas for improvement so I can stay effective in developing BIM strategy and guidance for the company. This includes reflecting on feedback from colleagues, noting any recurring issues in our BIM standards or workflows, and keeping track of where I need to build confidence or deepen my knowledge. From this, I create and maintain simple, time-bound action plans that set out what I need to learn, why it matters, and how I will follow it through.<br>My development needs often relate to understanding new industry standards, improving my knowledge of digital tools used across our global teams, and strengthening my ability to support others through clear guidance and training. I meet these needs through focused CPD, online courses, attending relevant events, and speaking with other BIM leads to compare approaches. I review my progress regularly and adjust my plan as new priorities or technologies emerge.<br>This ongoing cycle helps me stay current, improve my practice, and ensure the strategies and resources I produce genuinely support the people who use them. **[Appendices X & Z]** |

**SECTION H: Declaration of applicant**

I submit this form and additional documentation as an accurate record in support of my application for 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 this status.

I am aware that any evidence of plagiarism will be classed as an automatic referral and any fees paid forfeited. I am aware that this could also result in my file being passed to Conduct Committee for further investigation.

If accepted for Chartered Membership, I will continue to abide by the rules and regulations specified in the Charter, Bye-laws, *Code of Conduct*, and any other directive issued by CIAT*.

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

I am aware that prior to assessment, if working 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, I must obtain formal registration with the Institute by completing the Affiliate Registration Form, obtaining approval of my business stationery and providing evidence of current professional indemnity insurance showing expiry date.

**Only applicable to Associate members:**

☐ In compliance with the *Code of Conduct* I confirm that I am not offering architectural services and/or advice.

*Available from CIAT on request or from CIAT | Code of Conduct (effective 1 January 2022) (architecturaltechnology.com)

Signature of applicant: Date: / /

**Disclosure**

All personal data will be held in keeping with General Data Protection Regulation principles.
Only the Member Panel and CIAT staff will have access to your information. We will never share your data without your permission. For more information on how CIAT uses your personal information of if you have any queries or requests, please contact membership@ciat.global.
Our Privacy Policy can be viewed at https://architecturaltechnology.com/privacy-policy.html
**N.B.** 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 them 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. A relative is defined as an immediate, close or extended family member, including in-laws and step-family. If you are unsure, please email membership@ciat.global

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)
- ❑ all supporting evidence to be submitted electronically
- ❑ pay the £375 fee (at architecturaltechnology.com via BACS or by card over the telephone)

For guidance on how to submit upon completion please contact membership@ciat.global

**END**
**Updated January 2025**