

Conservation Accreditation Register

Application form

Before completing this form, please ensure that you have read the *Conservation Register Candidate Guidance Notes.*

For your form to be processed successfully, you are required to include a curriculum vitae covering your conservation involvement, concise summary and report of relevant projects, appendix with evidence for each project, proof of qualifications attained and appropriate payment. Failure to do so will result in a delay in processing your application.

All applicants must be a Chartered Architectural Technologist.

See eligibility criteria on page seven of the *Conservation Register Candidate Guidance Notes*

**SECTION A** - I wish to apply for the following grade of conservationist

*Please tick appropriate box*

CIAT - Accredited Conservationist CIAT - Recognised Conservationist (non-practising)

**SECTION B** (*All applicants)*

Title: Mr/Mrs/Miss/Ms/Dr/Other (please specify) Surname: Forename(s): Home address:

Postcode: Telephone: Mobile: Email address: Membership number: Practice reference number *(if applicable):*

# WORK DETAILS

Employer: Address:

Postcode: Telephone: Fax: Email address: Website: Previous relevant conservation employment history:

**SECTION C** - Evidence matrix

The following should be used to indicate where evidence for each of the subsections within the five units meets each criterion.

# Please note that evidence can be used for more than one criterion. Use additional pages if required.

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| **Unit Reference** | **Portfolio and Specific Page/ Paragraph Reference** | **Project Name** | **Description / demonstration of understanding** | **Explanation why the evidence supplied satisfies the criteria** |
| *Example*  1.1 Identify & Research sources relating to the historical, cultural, social and emotional development of sites. | *Example*  Project A  Doc 1, Page 2,  Para 1 | *Example*  SAAT Towers | *Example*  Archive Research (commissioned or undertaken by the Candidate) | *Example*  *Archive research adds to knowledge base of site.* |
| *Example*  1.1 Identify & Research sources relating to the historical, cultural, social and emotional development of sites. | *Example*  Project C  Doc 1, Page 4,  Para 5 | *Example*  Highbury Church | *Example*  Investigation of Parish records | *Example*  Parish records inform timeline and communal significance |
| *Example*  1.2 Assess and analyse these sources. | *Example*  Project A  Doc 3, Page 4, Para 3 | *Example*  SAAT Towers | Example  Study and report of local records | *Example*  Understand the significant components of the building. |
| *Example*  1.2 Assess and analyse these sources. | *Example*  Project B  Doc 1, Page 2, Para 4  and 5 | *Example*  X School | Example  Heritage Statement compiled by in-house Heritage Consultant. | *Example*  Analysis of the site and overall significance through assessment of evidential, historical, aesthetic, and communal values, including review of heritage policy context. |
| *Example*  1.3 Explain your own approach to the conservation, restoration, repair or re-use of a site. | *Example*  Project A  Doc 2, Page 6, Para 1 | *Example*  SAAT Towers | *Example*  Minutes of a DTM showing input defining the strategy of repair of particular components/areas | *Example*  Demonstrates hierarchy of significance |
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| **Unit Reference** | **Portfolio Reference** | **Project Name** | **Description / demonstration of understanding** | **Explanation why the evidence supplied satisfies the criteria** |
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\*use additional sheets as necessary.

**SECTION D** - Declaration

I submit this form and additional documentation as an accurate record in support of my application as a CIAT—Accredited Conservationist/CIAT—Recognised Conservationist (non- practising) and am eligible to apply for assessment to be included within the CIAT Accreditation Register.

I fully understand the requirements as set out in the Candidate Guidelines*.*

The portfolio submitted is my own work and where others’ work is included, or referred to, this is clearly marked. Where case studies have been used, the extent and limit of my active contribution

is clearly marked.

I give my consent for the portfolio to be assessed by CIAT and its assessors.

I understand that evidence submitted with my portfolio will not be returned after assessment.

I am willing and able to attend a formal interview, to be arranged at a mutually convenient time and location, subject

to successful completion of the Technical Portfolio Assessment stage of my application.

I understand an annual fee must be paid to remain included on the CIAT Accreditation Register, subject to retention of Chartered Membership. Failure to pay said fees will result in termination of my register entry.

Once entered onto the CIAT Accreditation Register, I am happy for my details to be made available to the public, by CIAT and its services, with respect to conservation work. Should this change, I will contact the Institute. I will keep CIAT informed of any change in my circumstances in writing, which may affect my membership.

I declare that I will comply with the CPD requirements as laid down by CIAT and its *Code of Conduct.*

Signature of Applicant: Date: / /

**Disclosure**

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

# Checklist for applicants

*I have completed the following:*

▪ All sections of the application form

▪ Summary and report of relevant projects in portfolio

▪ Written statement

▪ Signed the declaration

▪ Enclosed copies of my proof of qualifications

▪ Made payment by card or bank transfer to:

Sort code: 30-93-68, account number: 01922869, account name: CIAT Registers Ltd. Please use your name as the reference.

# PLEASE RETURN THIS FORM TO:

conservation@ciat.global

# FOR ANY QUERIES PLEASE CONTACT:

**T.** +44 (0)20 7278 2206

**E.** conservation@ciat.global architecturaltechnology.com