



**Requirements for  
CIAT Chartered Practices**  
Effective 1 May 2022



## Introduction

### 1.01

The Chartered Institute of Architectural Technologists (the “Institute”) makes requirements of any member who is a “principal”<sup>1</sup> as defined in the Code of Conduct issued by the Institute (the “Code”).

### 1.02

Clause A3a) of the Code permits a Chartered Architectural Technologist (the “Member”) to act as a principal and offer and/or provide services directly to a client.

### 1.03

Clause A3c) of the Code requires that a Member who is a principal obtains and maintains formal registration of their practice and complies with this document, the *Requirements for CIAT Chartered Practices*, published by the Institute from time to time. This document sets out those requirements which are mandatory. It remains the copyright of the Institute. This requirement is for each and every practice that the Member is a principal of.

### 1.04

The Code sets out other requirements, compliance with the Code is mandatory.

### 1.05

The Institute provides other information to support practices in its publication *Practice Services Toolkit* which includes guidance and a comprehensive list of documents available to members; it may be downloaded from [architecturaltechnology.com](http://architecturaltechnology.com).

### 1.06

Every effort has been made to ensure that these requirements cover the situations to be met by a principal, but the Member should seek guidance in writing from the Practice Department on any matter which is not clear.

### 1.07

Where regulation or legislation is referred to, this will only be as applicable in England. The Member shall comply with the Code and any national or regional variations applicable.

## Registration

### 2.01

In order to comply with the Code Clause A3c)i) the Member is to submit to the Practice Department for consideration:

- a. a completed and signed practice registration form for each and every practice they are a principal of;
- b. proof proposals of their practice stationery (e.g. business letterhead, business cards, invoice, title block etc.);

- c. promotional material (e.g. details of website, social media, leaflets etc.);
- d. confirm that a complaints handling procedure is in place; and
- e. evidence of current and adequate professional indemnity insurance.

After complying with any directions made by the Institute in respect of paragraphs 2.08–2.14, the Member shall supply the Institute with final copies of their practice stationery and promotional material for its records and formal registration.

### 2.02

The Member shall subsequently be written to clarifying their formal registration and be issued with a practice registration number.

### 2.03

The Member must seek the Institute’s approval in writing of any proposed changes to the registered CIAT Chartered Practice stationery and promotional material and then supply the final copies.

### 2.04

Where the substance of an existing practice has not altered, any new name and/or style shall be submitted to the Practice Department for consideration.

### 2.05

Where the substance of the practice is changing and the descriptions used may be in question, Members may request a suitable time limit to change their business stationery.

### 2.06

Only Chartered Members on the CIAT Chartered Practice Register may make use of the CIAT Chartered Practice logo. The licence is automatically awarded once a Member has completed the registration process and is accepted as a CIAT Chartered Practice. Terms and conditions of its use apply which accompany the licence and must be adhered to. See *Practice Services Toolkit* for clarification.

### 2.07

The reasons for the above are to ensure Members’ methods for communicating with their clients and general public are not misleading, and to help protect the Member against any potential misunderstanding or misrepresentation.

## Practice description

### 2.08

The title or style of the practice must not mislead clients or the public.

### 2.09

Stationery and promotional material should fully describe the practice, properly defining the business relationship of all those involved together with their professional qualifications.

<sup>1</sup> “principal” A member or affiliate who is a sole practitioner, a director, a partner or a limited liability member of a practice. This includes any member or affiliate offering and/or providing a service.

**2.10**

Only accurate and factual representation of the practice's substance, skills and expertise must be used. Descriptions which may be construed as misrepresentative or may potentially draw the Institute into disrepute shall not be used.

**2.11**

Members operate internationally and, due to the obligation to describe themselves factually and in good faith, they must carefully consider local legislation and terminology both within the country where they are based and all countries in which they practise. Descriptors and titles that have the potential to mislead due to differing national legislative frameworks and terminologies must not be used.

**2.12**

Members in partnership with other professionals must recognise that they may be bound by the provisions of more than one code of conduct. Where there is conflict or any discrepancy between the provisions of the codes of conduct, the more onerous provision will apply.

**2.13**

The name of the practice must comply with the requirements of business names legislation as relevant in the nation where it operates.

**2.14**

Where the business stationery that is used by Members who are living and practising overseas is amended to reflect the different areas they work in, the proofs of these are to be submitted to practice@ciat.global for approval.

## Other Requirements

**3.01**

Providing services directly to clients, terms and services, Principals are required to administer their practices, and ensure those they employ deliver services, in compliance with the Code of Conduct.

**3.02**

Terms of engagement must be given in writing to the client and the members must satisfy themselves that they have been accepted (Clause A5). Terms are to include the scope of services, timing and fee (or method of fee calculation) to be charged. The services offered and provided are to be constrained by the requirements of the Code (Clause A5).

**3.03****Complaints Handling Procedure**

The practice is to implement a complaints handling procedure to assist in resolving any perceived grievance by its clients.

**3.04****Professional indemnity insurance (PII)**

On registration and on policy renewal thereafter, Members shall email practice@ciat.global with evidence confirming that they hold current adequate PII in compliance with the Code Clause A4. Adequacy is to be determined between the Member and their broker, taking into account all work and types of work that the Member is liable for. This is to include both the level of cover and the length of time it should be retained.

**3.05**

The provision of professional services carries the duty to provide those services to the standard of reasonable skill and care of a competent Chartered Architectural Technologist and adequacy shall be construed accordingly.

**3.06**

Adequate professional indemnity insurance shall cover work in hand and all relevant work completed in previous years.

**3.07**

Professional indemnity insurance is required on all advice and services whether paid or not.

**3.08**

Should a Member cease to offer and/or provide services directly to clients, it is required that evidence of run-off professional indemnity insurance cover is effected, or evidence that the Member has discharged their duty whilst protecting the interest of their client, is provided (Clause A10).

## Conflicts of interest

**3.09**

Clause A6 of the Code requires that no conflicts of interest arise, and that any potential conflict is notified to the Practice Department in writing. The definition of a conflict of interest is defined in the Code.

## Advertisements

**3.10**

Clauses A1, A2 and A5 of the Code place constraints requiring that information is factual and/or in good faith.

**3.11**

Members should ensure that any advertisement or directory listing should appear under the classification "Chartered Architectural Technologist" wherever possible, or failing that, "Architectural Technologist" or as close as can be achieved without misrepresenting their qualification, unless the Member has a professional qualification enabling the use of another. The classification to be used by the practice must be checked with the Practice Department on registration.

**END**



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