



Chartered Institute of
Architectural Technologists

Supervisor Guidance Notes

for the
Professional and Occupational
Performance (POP) Records

May 2010

What are the Professional and Occupational Performance (POP) Records?

The CIAT POP Records are statements of competence expected of a Chartered Architectural Technologist, MCIAT or a professionally qualified Architectural Technician, TCIAT.

In order to qualify, candidates must demonstrate their competence in all areas within the POP Records. For the Chartered Architectural Technologist qualification a Professional Practice Interview will also be required.

The Chartered Architectural Technologist POP Record has seventeen units and the Architectural Technician POP Record has eleven units.

Who can be the Supervisor?

The POP Record Supervisor/s is required to:

- be a Chartered or full member of a built environment professional institute, for example: MCIAT, ARB, RIBA, MCIQB, MRICS, MICE (a complete list of acceptable qualifications is available from the Membership Department, membership@ciat.org.uk);
- know the candidate's work well enough to be able to endorse the work documented in the POP Record and sign off the units in the *POP Record Knowledge and Performance Portfolio* and
- ideally, be senior to the candidate and be able to help them gain the experience required.

More than one Supervisor is acceptable. The candidate can have as many as required. TCIAT members can act as a Supervisor, but only for the TCIAT POP Record.

The POP Record structure and how it is completed

Both POP Records are broken down into units and each unit is divided into three sections:

Section 1 — Underpinning Knowledge

This is the knowledge necessary to practise competently, which the candidate will have gained. This knowledge is required to underpin the performance. The candidate must demonstrate to you that they have gained the knowledge either from a relevant qualification or from practical experience.

If a candidate has a certain Higher Education qualification such as an Accredited Honours degree in Architectural Technology or a HNC/D in a construction related subject, they can be exempt from some of the knowledge units. Candidates should refer to the *Supplementary Guidance Notes* for their exemptions and inform you accordingly.

If the candidate is unsure about their exemptions, they should contact the Membership Department (membership@ciat.org.uk) for clarification and inform you of their exemptions once confirmed by CIAT.

If the candidate does not have exemptions, they will need to demonstrate their knowledge and understanding of the particular unit to you. For this, they will need to outline where and how they have built up their base of knowledge in relation to the unit requirements.

Their knowledge may have come from various sources such as non-mapped educational programmes, continuing professional development (CPD) seminars, training courses, manuals, literature and research or through reflective practice. A personal statement addressing the unit criteria will suffice to demonstrate their underpinning knowledge.

If you are unsure of the candidate's knowledge and understanding of the unit, you can use questions, case studies or simulation to assess their knowledge.

Section 2 — Performance Evidence

The candidate will need to provide documentary evidence of them performing the tasks in the work place to the competent standard required.

Each candidate will provide different evidence dependent on their experience and the projects they have worked on. Evidence should preferably come from live projects. For some units it is necessary for evidence to be from live projects and this is specified within the unit. If not, a case study can be used.

When completing the units the objective is not to assemble a portfolio of evidence for each unit.

The candidate should make a note of the project/s being used and outline, in the form of explanatory paragraphs, how the evidence they provide/reference off proves their competence, in relation to the unit requirements. Ensure they record where the evidence, they have used, is located to support what they outline.

The candidate must provide actual documentary evidence to pass the unit; paragraphs alone are not sufficient.

If the candidate does not have the experience to address the performance requirements in the units, it is asked that you give guidance and provide the opportunity for the candidate to gain the relevant experience required. Case studies are acceptable for most, but not all units, and should be based around realistic scenarios.

Section 3 — Range Indicators

Within each unit — knowledge and performance — there is a list of the evidence types which could be covered. The list is indicative and not comprehensive. Units are arranged within the POP Record sequentially, i.e. from project inception to completion. Range indicators for each unit can be found in the *Supplementary Guidance Notes*.

Further guidance

The POP Record is very flexible as it gives every candidate the opportunity to become qualified, as long as they have demonstrated the required level of competence. Candidates can mix and match evidence from various projects to meet the unit requirements. The type and size of the project is not an issue as the POP Records are all about competence. One piece of evidence can be used to meet the requirements of more than one unit.

There is no set time limit on completing the POP Record. It can be completed in a matter of weeks or over a few years. Candidates can back date evidence against the units requirements.

If the candidate wishes to backdate evidence they need to ensure the following:

- you or the practice is happy for them to retain copies and forward copies to CIAT for assessment — only if invited;
- you have worked with the candidate on the projects so you know the evidence is competent and
- if not, you have access to the evidence to ensure it is legitimate and of the standard expected.

Once the candidate has acceptable explanatory paragraphs and referenced where the documentary evidence is stored, you can then sign the relevant sections within the *POP Record Knowledge and Performance Portfolio*.

What happens once it has been completed?

Once the candidate has completed their POP Record and all units have been signed off in the *POP Record Knowledge and Performance Portfolio*, it should be returned to CIAT with a current CV and relevant assessment fee. CIAT will then request various units to be submitted for the POP Panel assessment.

Your role as Supervisor is now completed.

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