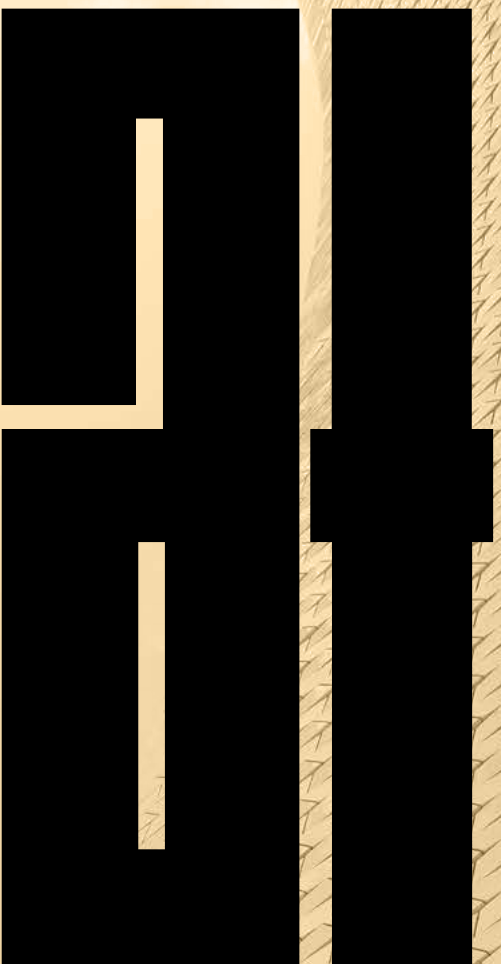


# Accreditation Guidelines for Honours Degree Level Programmes





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# 01. Introduction

The Chartered Institute of Architectural Technologists (CIAT) is a dynamic, forward-thinking and inclusive global membership qualifying body for Architectural Technology. It represents those practising and studying within the discipline and profession. CIAT qualifies Chartered Architectural Technologists and has the authority to Approve and Accredite educational programmes in Architectural Technology, or related disciplines.

**CIAT’s primary aims are to:**

1. promote, for the benefit of society, the science and practice of Architectural Technology;

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2. facilitate the development and integration of technology into architecture and the wider construction industry to continually improve standards of service for the benefit of industry and of society;

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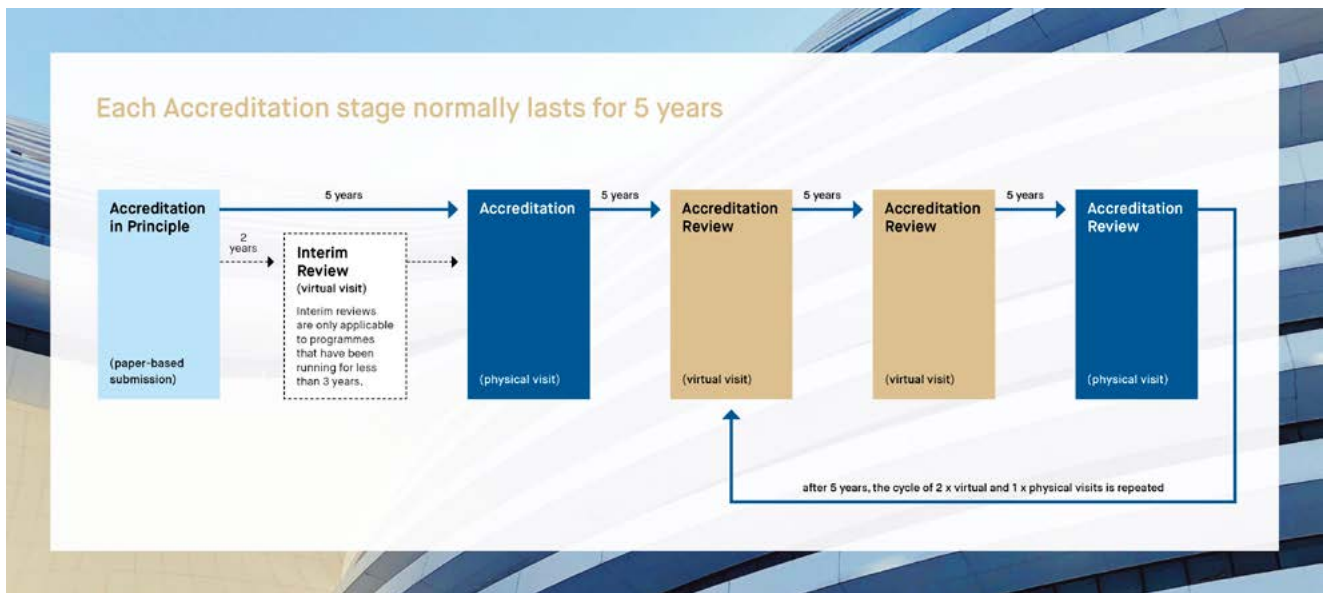
3. uphold and advance the standards of education, competence, practice and conduct of members of the Institute thereby promoting the interests, standing and recognition of Chartered Members within the industry and the wider society.

CIAT Accreditation may apply to qualifications in Architectural Technology or related subjects that meet the specified CIAT criteria and QAA Subject Benchmark Statement for Architectural Technology. CIAT will Accredite formal qualifications at the level of a UK Honours degree programme [or which equate to 180-240 European Credit Transfer and Accumulation System points (ECTS) on the European Qualifications Framework (EQF)].

The Institute will consider full-time, sandwich, part-time, multi-mode and distance learning programmes of varying duration for Accreditation from both the UK and overseas.

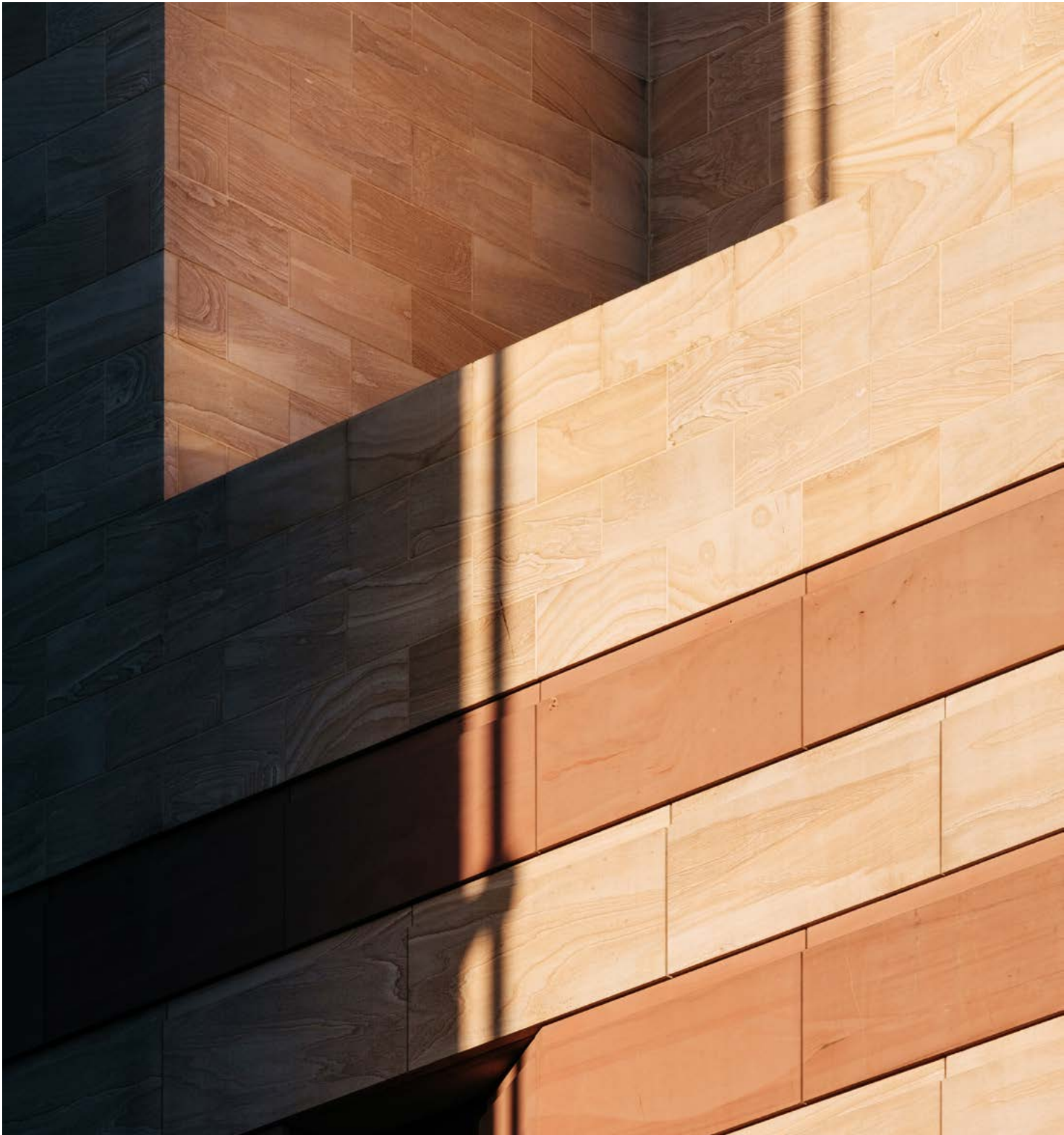
CIAT Accreditation (including Accreditation in Principle) implies that an educational establishment’s Architectural Technology or related Honours degree level programme has been assessed in terms of content, structure and resources and has met the required standards. It also provides assurances that students will be able to develop their academic, analytical, communication and employability skills.

The following flow chart illustrates the various stages of Accreditation and when a visit would be held in person or virtually.





## 02. Application for Accreditation in Principle



**Accreditation in Principle is a paper-based exercise and is granted on the review of documentation which provides details of the aims and objectives of the Architectural Technology, or related programme, the expected student experience and the employability of the graduates from this programme.**

Education establishments are encouraged to register their intention to seek Accreditation in Principle for a new programme as soon as possible after the programme has been internally validated, and normally within the launch year of the programme after the first cohort of students has been accepted. This is to satisfy the Institute that the programme meets the educational establishment's own academic requirements. Members of CIAT should be involved in the internal validation process. Please contact the Institute's Education Department for this purpose via [education@ciat.global](mailto:education@ciat.global).

Documentation for the Accreditation in Principle documentation must be submitted electronically. It must also be accompanied by a covering letter from the Dean of Faculty/Head of Department, or equivalent, who must authorise the submission of the documents to CIAT and verify that the Faculty believes the documentation complies with general regulations and academic policies of the educational establishment.

Please see <https://architecturaltechnology.com/learning/educational-establishments/accreditation.html> for current Accreditation in Principle fees.

Please see pages 18-20 for what information must be included in the submission.

### Outcome of application

Educational establishments that have applied for Accreditation in Principle will be notified of the outcome within eight weeks of the submission. All decisions are final and correspondence regarding the outcome of the Accreditation will not be entered into, however CIAT will support the educational establishment where possible and if appropriate. The level of support will be decided by the Institute.

**The Panel will report its findings to the Education Board recommending one of four options:**

- To grant the educational establishment Accreditation in Principle with the opportunity to submit for full Accreditation immediately after - if the programme has been running for more than three years a physical visit will be made.
- To grant the programme Accreditation in Principle for five years.
- To grant the programme Accreditation in Principle with certain time bound conditions.
- To defer Accreditation in Principle until certain conditions have been met.

**It will be a condition for all Accredited Programmes to annually submit the number of student intakes and how many students graduated. The Education Department will send a form.**

### Interim review

The Institute is aware that the first years of a new programme are often the most difficult as the programme is still 'bedding in' and the programme team may need some guidance from CIAT. Under normal circumstances, two years after achieving Accreditation in Principle, the educational establishment should submit a short update report to the Institute which provides:

- an overview of the challenges met by the programme team;
- External Examiners' reports and responses to these;
- employers' statements;
- any other relevant information (for example, student or employer feedback);
- any changes proposed to the programme; and
- a selection of student work.

This would then be followed by a virtual visit from CIAT representatives with a Panel Chair and a member of staff approximately one month after receiving the update report. CIAT representatives will speak with senior management (Head of Department/Faculty) as well as the programme team during the interim visit. The Panel Chair will be made known to the educational establishment in advance and any potential conflicts identified.

The educational establishment will be notified six months before the interim review report is due.



# 03. Application for Accreditation

**After Accreditation in Principle has been in place for five years, or a period agreed by the Institute, an application can be made for Accreditation. The educational establishment will be notified by CIAT one year before the application for Accreditation should be made.**

Accreditation is a critical appraisal of the programme over the previous five years, whilst the programme was Accredited in Principle. The educational establishment will also demonstrate how this appraisal has influenced forthcoming changes and improvements to the programme, although any proposed changes must be communicated to CIAT prior to implementation.

The process of becoming Accredited involves a physical visit to the educational establishment. The Panel will have meetings with senior management, programme team, current students, graduates from the programme as well as employers. The Accreditation Panel will use the criteria contained within this document to assess the programme.

The key focus will be to ensure that the learning experience of the student is of the required standard and quality. The critical appraisal will involve an assessment of the effectiveness of the programme and will be based upon the *CIAT Professional Standards Framework* and the *QAA Subject Benchmark Statement for Architectural Technology*.

Graduate achievement will be demonstrated by evidence of:

- examinations, scripts, samples of project work and dissertations;
- External Examiners' reports and responses to these, and;
- employers' statements and any other relevant information (for example, student feedback).

Educational establishments will be asked to collate this information in a review document electronically to CIAT at least eight weeks before the visit.

**N.B.** all work submitted must be that of students on the CIAT Accredited programme only. Samples from all years and each module are to be provided. Relevant links to any quality assurance procedures/regulations can be included for information. These can include information on the educational establishment's practices in relation to examinations and whether there is any external verification by another individual or organisation. Appendix 3 (Quality Assurance confirmation) must be completed.

**CIAT is at liberty to defer the visit and suspend Accreditation status of the educational establishment if the documentation is not submitted in the required timeframe.**



**Documentation must be accompanied by a covering letter from the Dean of Faculty/ Head of Department, or equivalent, who must authorise the submission of the documents to CIAT and verify that the Faculty believes the documentation complies with general regulations and academic policies of the educational establishment.**

**Please see <https://architecturaltechnology.com/learning/educational-establishments/accreditation.html> for current Accreditation fees.**

Please see pages 18-19 and 21 for what information must be included in the submission.

### Accreditation visit

Once a date has been agreed for the visit, the educational establishment may use the template agenda for the visit in Appendix 4 or develop its own timetable around this information and submit it to CIAT for approval within **two weeks** of CIAT receiving the submission. The final agenda should not be amended after this time without prior approval from the Chair and only in extenuating circumstances. The CIAT Accreditation Panel will comprise three Panel members plus Central Office staff.

All Accreditation Panel members will be made known to the educational establishment in advance and any potential conflicts identified. It is CIAT policy not to use Panel members with either prior knowledge of and/ or relationship with the educational establishment and programme for a minimum of two years or who might be perceived as competitors. If any Panel member(s) is not acceptable then, provided that a valid reason is given, the educational establishment has the right to request that the Panel member(s) be changed.

**The following information outlines the components required within a CIAT Accreditation visit:**

- Meeting with the educational establishment's senior management and faculty/school senior management staff to discuss strategic issues impacting on Architectural Technology at all levels within the educational establishment. The Programme Leader can attend as an observer.
- Meeting with undergraduates, graduates and local employers.
- Meeting with the programme team.

### Outcome of application

Educational establishments will be notified of the outcome within eight weeks of the Accreditation visit. All decisions are final and correspondence regarding the outcome of the visit will not be entered into, however CIAT will support the educational establishment where possible and if appropriate. The level of support will be decided by the Institute.

**The Panel will report its findings to the Education Board recommending one of four options:**

- To grant the programme Accreditation for five years.
- To grant the programme Accreditation subject to certain time bound conditions or recommendations.
- To suspend Accreditation until certain conditions have been met.
- To remove Accredited status in extreme circumstances.

**It will be a condition for all Accredited Programmes to annually submit the number of student intakes and how many students graduated. The Education Department will send a form.**



# 04. Accreditation Review



**Accreditation Review is a reflective and critical appraisal of the programme over the previous five years whilst the programme was Accredited. It allows the programme team to demonstrate that it continues to meet the objectives of the programme whilst continuously developing and improving it. Any proposed changes must be communicated to CIAT prior to implementation.**

The process of being re-Accredited would predominantly be undertaken virtually; a physical visit will be undertaken after two consecutive virtual visits so that the educational establishment's physical resources can be reviewed. Please refer to the flow chart on page 5. The CIAT Accreditation Panel will have meetings with senior management, programme team and current students, graduates from the programme as well as employers. The Accreditation Panel will use the criteria contained within this document to assess the programme.

The key focus will be to ensure that the learning experience of the student is of the required standard and quality. The critical appraisal will involve an assessment of the effectiveness of the programme and will be based upon the *CIAT Professional Standards Framework* and the *QAA Subject Benchmark Statement for Architectural Technology*. Please see pages 18, 19 and 22 for what information must be included in the submission.

Graduate achievement will be demonstrated by:

- evidence of examinations, scripts, project work and dissertations;
- External Examiners' reports and responses to these; and
- employers' statements and any other relevant information (for example, student feedback).

Educational establishments will be asked to collate this information in a review document electronically to CIAT at least eight weeks before the visit. A virtual tour of facilities on campus should be provided only if there have been significant changes made to facilities etc. **N.B.** all work submitted must be from **final year** students and recent graduates on the CIAT Accredited programme only. Samples from each module are to be provided.

Relevant links to any quality assurance procedures/ regulations can be included for information. These can include information on the educational establishment's practices in relation to examinations and whether there is any external verification by another individual or organisation and Appendix 3 (Quality Assurance confirmation) must be completed. **CIAT is at liberty to defer the visit and suspend Accreditation status of the educational establishment if the documentation is not submitted in the required timeframe.**

## Accreditation Review visit

Once a date has been agreed for the visit, the educational establishment may use the template agenda in Appendix 5 (or 4 if the visit is in person) or develop its own timetable around this information and submit it to CIAT for approval **two weeks** of CIAT receiving the submission. The final agenda should not be amended after this time without prior approval from the Chair and only in extenuating circumstances. The CIAT Accreditation Panel will comprise three Panel members plus Central Office staff.

All Accreditation Review Panel members will be made known to the educational establishment in advance and any potential conflicts identified. It is CIAT policy not to use Panel members with either prior knowledge of the programme or who might be perceived as competitors. If any Panel member(s) is not acceptable then, provided that a valid reason is given, the educational establishment has the right to request that the Panel member(s) be changed.

**The following information outlines the components required in the CIAT Accreditation Review visit:**

- Meeting with the education establishment's senior management and faculty/school senior management staff to discuss strategic issues impacting on Architectural Technology at all levels within the educational establishment. The Programme Leader can attend as an observer.
- Meeting with undergraduates, graduates and local employers.
- Meeting with the programme team.

## Outcome of application

Educational establishments will be notified of the outcome within eight weeks of the Accreditation Review visit. All decisions are final and correspondence regarding the outcome of the Accreditation Review visit will not be entered into, however CIAT will support the educational establishment where possible and if appropriate. The level of support will be decided by the Institute.

**The Panel will report its findings to the Education Board recommending one of four options:**

- To grant the programme Accreditation for five years.
- To grant the programme Accreditation subject to certain time bound conditions or recommendations.
- To defer Accreditation until certain conditions have been met.
- To remove Accredited status in extreme circumstances

**It will be a condition for all Accredited Programmes to annually submit the number of student intakes and how many students graduated. The Education Department will send a form.**



# 05. Apprenticeships



**For educational establishments seeking Accreditation of an academic programme which forms part of an Apprenticeship and which is clearly based upon an existing Accredited Programme, it is advised that the Section 7 - Alterations should be used when compiling the submission for Accreditation.**

If the apprenticeship is not based on an existing Accredited programme, please refer to Section 2 - Accreditation in Principle.

The Accreditation status and subsequent review of apprenticeship programmes will be aligned with that of the first Accredited Programme.

Please contact [education@ciat.global](mailto:education@ciat.global) for more information on the process.

Please see <https://architecturaltechnology.com/education/educational-establishments/accreditation.html> for current Accreditation fees.

## 06. Partnered educational establishments

**CIAT Accreditation of an Architectural Technology, or related programme is only applicable to individual educational establishments. When an Accredited educational establishment is working in partnership with another educational establishment, a separate application for Accreditation must be made by the partnered organisation regardless of the fact that the programme content and structure may be the same. Partnered establishments should apply for Accreditation in Principle at this stage.**

Please see  
<https://architecturaltechnology.com/education/educational-establishments/accreditation.html>  
for current fees.

The host educational establishment may offer support to the partnered institute with regards to the submitted documentation as it is expected that much of the submission will be duplicated.

Once the Panel has deemed the submission to be satisfactory, the Institute will agree a date to hold a virtual visit with the partnered establishment at a mutually convenient time as soon as possible after the review of the submission. A Panel Chair and member of staff will conduct the call with senior management, programme team, as well as students, graduates and employers. The virtual visit will determine whether the Accreditation status of the programme offered by the partnered organisation should be aligned to that of the host establishment.

The virtual visit will cover the same issues as mentioned in the Accreditation and Accreditation Review sections but with a smaller Panel.

In the case that a physical visit is requested, the educational establishment must reimburse any expenses incurred by CIAT.



# 07. Alteration of programmes post Accreditation

**In order for the Institute to properly monitor standards, educational establishments altering or amending an Accredited programme are asked to notify CIAT about programme changes in writing to the Institute's Education Department. Relevant changes include amendments to the programme structure and content. The amended programme must be mapped to the current *QAA Subject Benchmark Statement for Architectural Technology* and, if necessary, the educational establishment must submit revised mapping. This must be submitted as an electronic copy.**

A formal re-submission, however, is only necessary should a programme require an internal revalidation or equivalent process from its academic board. CIAT will review programme amendments and is at liberty to formally approve the changes, make recommendations or withdraw Accredited status. Relevant changes include amendments to the programme structure and content. The amended programme must be mapped to the current *QAA Subject Benchmark Statement for Architectural Technology* and, if necessary, the educational establishment must submit revised mapping. This must be submitted as an electronic copy.

Documentation must be accompanied by a covering letter from the Dean of Faculty/Head of Department, or equivalent, who must authorise the submission of the documents to CIAT and verify that the Faculty believes the documentation complies with general regulations and academic policies of the educational establishment.

Normally changes are approved by CIAT's Education Board but if changes are substantial, the Board may recommend that the programme undergoes an Accreditation Review.

Please see <https://architecturaltechnology.com/learning/educational-establishments/accreditation.html> for current fees.

#### **The submission should include:**

1. The proposed changes to the programme.
2. A rationale supporting the proposed changes.
3. Timescales; e.g. the date from when the proposed changes are effective.
4. Effect on current students.
5. External Examiner's input.
6. Professional input.
7. Mapping to the *QAA Subject Benchmark Statement for Architectural Technology*.



## 08. Lapsing Accreditation status

**Students enrolling onto a programme whose Accreditation status has lapsed will no longer gain exemptions when undertaking the Professional Assessment for Chartered Membership status.**

Students enrolled on the programme prior to the programme being allowed to lapse and who remain on the programme until completion will have their exemptions honoured when progressing to Chartered Membership as if they had graduated from an Accredited programme.

**Lapsed educational establishments will have an obligation to:**

- remove all references to Accreditation by CIAT on publicity material (e.g. website, handbook and prospectus) with immediate effect;
- recall or issue errata for existing printed material; and
- advise current and potential/future students about the action and its implications for them.

**Lapsed educational establishments may no longer be able to:**

- nominate students for the CIAT Award for Outstanding Graduating Student;
- attend the annual Accredited programme leaders meeting;
- participate in other Accredited programme leader community activities;
- contribute to the CIAT Accreditation process for other educational establishments; and
- be actively promoted by CIAT.



# 09. Sanctions or withdrawal of Accreditation status

## Sanctions will be imposed on Accredited Programme providers if they:

- do not share information with CIAT, such as requests for information or re-mapping curricula against updated standards;
- are not meeting Accreditation requirements;
- do not comply with the Institute's requirements for membership (i.e. a member of Programme team being an Associate member or affiliate when seeking Accreditation in Principle and being a Chartered Architectural Technologist when applying for Accreditation or Accreditation Review).

The Institute will advise on the sanction as appropriate.

## The removal of Accredited status will be invoked if:

- the programme is found to no longer meet the *QAA Subject Benchmark Statement for Architectural Technology*;
- the programme is found to no longer meet other CIAT requirements (such as technical, *Code of Conduct* etc.) within an agreed timeframe set by the Institute;
- validated feedback highlights areas of concern about teaching staff, resources, support or other aspect of the learning experience;
- the profession or discipline may be undermined by the formal link; and
- the Institute needs to protect itself and/or its members.

A Panel will be formed to investigate the above issues and the outcome of the investigation will be passed to the Institute's Education Board.

## The Institute has the authority to:

- seek a written undertaking that the actions/conditions requested will be complied with and if necessary to provide confirmation that these actions have been taken; and
- remove Accredited status and impose time limits and/or other conditions before a fresh application can be made.

## The educational establishment will have an obligation to:

- remove all references to Accreditation by CIAT on publicity material (e.g. website, handbook and prospectus) with immediate effect;
- recall or issue errata for existing printed material; and
- advise current and potential/future students about the action and its implications for them.

## The educational establishment may no longer be able to:

- nominate students for the CIAT Award for Outstanding Graduate Student;
- attend the annual Accredited programme leaders meeting;
- participate in other Accredited programme leader community activities;
- contribute to the CIAT Accreditation process for other educational establishments; and
- be actively promoted by CIAT.

Students enrolling onto a programme whose Accreditation status has been removed will no longer gain exemptions when undertaking the Professional Assessment for Chartered Membership status.

Students enrolled on the programme prior to the programme's Accreditation being removed and who remain on the programme until completion will have their exemptions honoured when progressing to Chartered Membership as if they had graduated from an Accredited programme.

If an educational establishment intends to make changes to its programme and is due to be reviewed, a visit shall proceed as planned as Accreditation serves as a census point from which any development can be assessed clearly at future reviews.

In the case that the educational establishment has not responded to a condition within the required timeframe, CIAT is at liberty to require another visit and/or annual reports until the next Accreditation review is due. The educational establishment will be required to pay for expenses.

CIAT will remove Accreditation status if after eight weeks from the date of the letter, the educational establishment has not fulfilled any requirements set by the Panel or notified the Institute as to why it will not be able to fulfil them. Under exceptional circumstances, the Institute will allow for additional time before Accreditation is removed. In addition to the removal of Accredited status, letters addressed to both the educational establishment's Head of School/Department and Vice-Chancellor will be sent informing them of the programme's withdrawal; this will also be publicised to students.



## 10. Refusals and referrals

It is CIAT's policy, where possible, to support programmes referred or refused Accreditation and the level of support will be decided by the Institute. All decisions are final and correspondence regarding the outcome of the Accreditation process will not be entered into.

## 11. Programme closure/cessation

Should an educational establishment wish to close their Accredited programme, the Institute must receive written notification from a member of the Senior Management Team of this as soon as programme cessation/closure is confirmed. Notification must outline the reason for the cessation/closure and inform the Institute when the last cohort is expected to graduate.

## 12. Fees

Fees (including expenses) must be paid once the Institute has conveyed its decision to the educational establishment. **N.B.** fees are non-refundable. Current Accreditation fees can be found at <https://architecturaltechnology.com/learning/educational-establishments/accreditation.html>.

## 13. Further information

If you would like further information or are seeking clarification on any part of this document then please contact the Institute, [education@ciat.global](mailto:education@ciat.global).





# Application requirements checklist

**All programmes will need to demonstrate an understanding and appreciation of the role of the Chartered Architectural Technologist both in practice and as part of the wider construction team. Whilst CIAT would prefer two Architectural Technology-specific External Examiners, one academic and one practitioner; educational establishments must ensure that the programme has at least one External Examiner with a current background in Architectural Technology.**

In order to successfully apply for Accreditation at all stages, educational establishments are required to demonstrate that the programme relates directly to the *CIAT Professional Standards Framework* (<https://architecturaltechnology.com/resource/psf.html>) by mapping module content and learning outcomes directly to the current *Quality Assurance Agency for Higher Education (QAA) Subject Benchmark Statement for Architectural Technology* ([https://www.qaa.ac.uk/docs/qaa/subject-benchmark-statements/subject-benchmark-statement-architecture.pdf?sfvrsn=3cecf781\\_14](https://www.qaa.ac.uk/docs/qaa/subject-benchmark-statements/subject-benchmark-statement-architecture.pdf?sfvrsn=3cecf781_14)).

This document contains a matrix (Appendix 1) designed to help educational establishments map the Honours degree level programme to the *QAA Subject Benchmark Statement for Architectural Technology*. Please also refer to the supplementary document, *Guidance for Mapping QAA Subject Benchmark Statement for Architectural Technology*, found at: <https://architecturaltechnology.com/static/fb0c2104-51e7-49b8-b06e72ce8f3a3ca8/guidance-qaa.pdf>.

In addition to these requirements, international programmes must meet the relevant quality assurance or validation standards required in the country in which the qualification is being offered.

There may be areas of overlap in terms of CIAT's Accreditation procedures, the requirements and quality assurance procedures of the funding bodies and the QAA or equivalent bodies. As far as possible, CIAT will seek to avoid the duplication of work already carried out at the request of such bodies and will be looking for subject-specific evidence.

At least one member of the programme team must hold affiliate status or be an Associate member, ACIAT. By the following stage of the Accreditation process (i.e. Accreditation or Accreditation Review) there must be at least one Chartered Architectural Technologist.

It is a requirement of CIAT Accreditation that all graduating students meet the ten mandatory threshold standards by achieving the corresponding learning outcomes.

**The following cross-cutting themes must also be addressed within the curriculum and submission:**

- equality, diversity, inclusion, access/accessibility;
- education for sustainable development, and;
- employability, enterprise and entrepreneurship.

Detail design is a key skill of Architectural Technology professionals; therefore this must be clearly identified within the programme content and learning outcomes, and this important aspect must be referenced within the submission's narrative.

### Submitting Accreditation documents

Accreditation documents should be submitted electronically through email, OneDrive or WeTransfer.

If sending through OneDrive, access should be given to CIAT staff as well as the Panel (their contact details will be provided closer to the submission deadline)

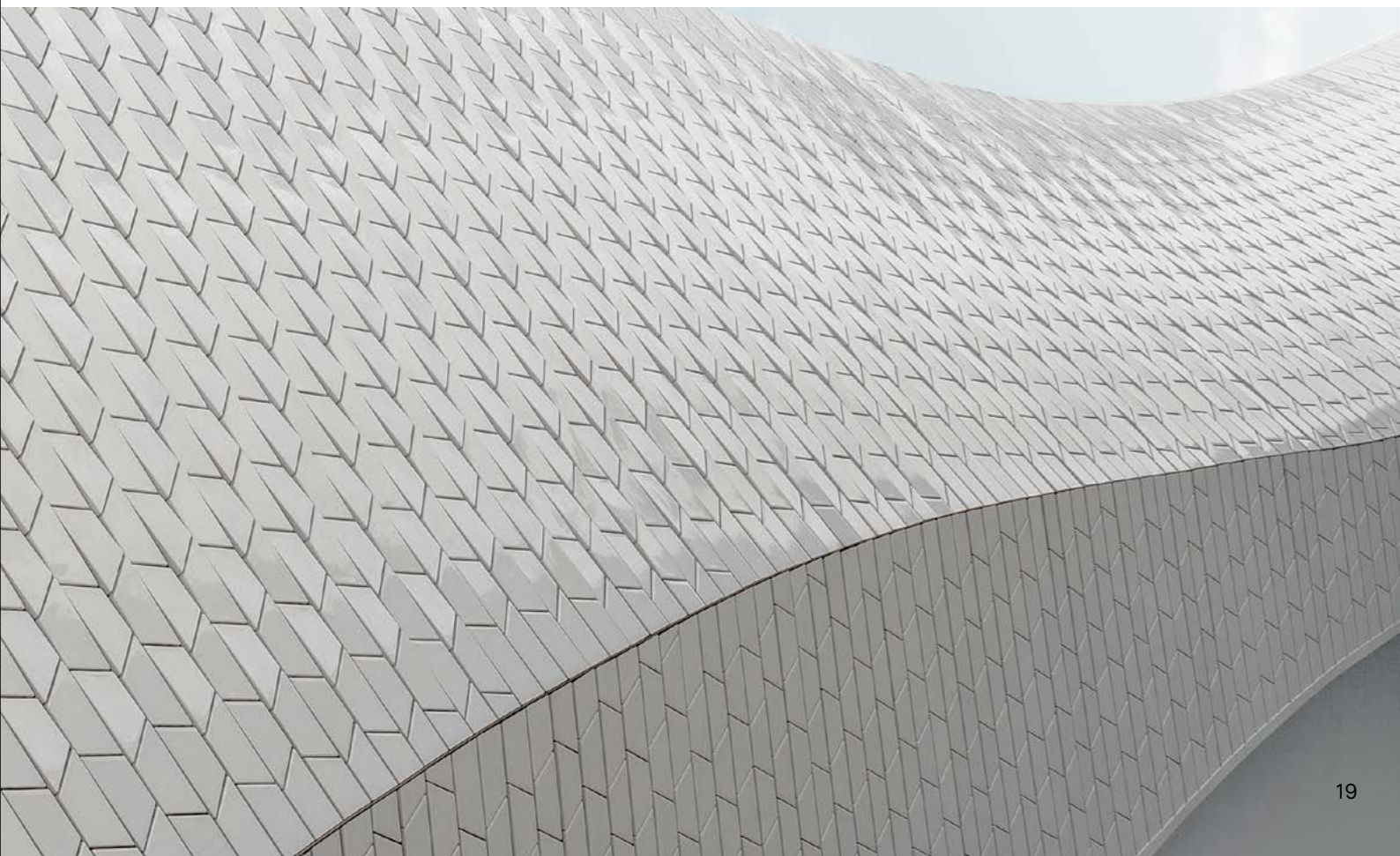
If you are sending the submission via email or WeTransfer, the documents can be shared with [education@ciat.global](mailto:education@ciat.global)

### Accreditation documents

Accreditation documents are considered private and confidential between CIAT, the Accreditation Panel and the educational establishment. They are not available for general use or referenced in the public domain. The Institute will retain a copy of the Accreditation documents, any subsequent amendments and additional information in a secure file until the next review has been completed.

### GDPR requirements

In order to satisfy GDPR requirements, the educational establishment applying for Accreditation must be able to confirm that consent has been received from all staff listed in the Accreditation documentation and that it complies with their own GDPR requirements.





## Accreditation in Principle documentation must comprise:

Accreditation in Principle		
1.	Programme rationale, position within the educational establishment and relationship to other programmes	
2.	Detailed programme description including module levels, objectives, content, weighting and assessment methods	
3.	Mapping to the QAA Subject Benchmark Statement for Architectural Technology (Appendix 1)	
4.	Involvement of profession/industry and if appropriate statements from employers about the Architectural Technology students' abilities	
5.	Plans for future development	
6.	Summary of quality assurance policy and regulations	
7.	Facilities and resources including special equipment and staffing	
8.	Staff profiles (please use Appendix 2)	
9.	Entry requirements, how many students are enrolled on the programme, and cohort analysis	
10.	Most recent internal validation report	
11.	Most recent External Examiners' reports	
12.	Covering letter from Dean of Faculty/Head of Department, or equivalent, authorising the submission of the documents to CIAT	
13.	At least one member of the programme team is to be an Associate, ACIAT member or hold affiliate status	

## Accreditation documentation must comprise:

Accreditation		
1.	Programme development since previous Accreditation (including evolution of the programme and plans for future development)	
2.	Detailed programme description including module levels, objectives, content, weighting and assessment methods	
3.	Mapping to the QAA Subject Benchmark Statement for Architectural Technology (Appendix 1)	
4.	Typical cohort description (including entry requirements, how many students are enrolled on the programme, and cohort analysis)	
5.	Graduate profiles including first employment destination of graduates of previous academic year as well as first employment destination of graduates	
6.	Areas of specific strength and weakness	
7.	Involvement of profession/industry and if appropriate statements from employers about the Architectural Technology students' abilities	
8.	Summary of quality assurance policy and regulations	
9.	Brief description of any new facilities and resources including special equipment and staffing.	
10.	Staff profiles (please use Appendix 2)	
11.	Links to quality assurance policy and regulations	
12.	Most recent External Examiners' reports and response to these (preferably three).	
13.	Signed copy of Quality Assurance confirmation (Appendix 3)	
14.	Covering letter from Dean of Faculty/Head of Department, or equivalent, authorising the submission of the documents to CIAT	
15.	Selection of work across all years of the Programme and most recent graduate work, including project briefs, for each module. Should include two high-, two mid-scoring and two low-scoring outputs per module	
16.	At least one member of the programme team is to be a Chartered Architectural Technologist	



## Accreditation Review documentation must comprise:

Accreditation Review		
1.	Programme development since previous Accreditation (including evolution of the programme and plans for future development)	
2.	Detailed programme description including module levels, objectives, content, weighting and assessment methods	
3.	Mapping to the QAA Subject Benchmark Statement for Architectural Technology (Appendix 1)	
4.	Typical cohort description (including entry requirements, how many students are enrolled on the programme, and cohort analysis)	
5.	Graduate profiles including how many graduates there were in previous academic year as well as first employment destination of graduates	
6.	Areas of specific strength and weakness	
7.	Involvement of profession/industry and if appropriate statements from employers about the Architectural Technology students' abilities	
8.	Links to quality assurance policy and regulations	
9.	Brief description of any new facilities and resources including special equipment and staffing (including photos) since last Accreditation.	
10.	Staff profiles (please use Appendix 2)	
11.	Most recent External Examiners' reports and response to these (preferably three)	
12.	Signed copy of Quality Assurance confirmation (Appendix 3)	
13.	Covering letter from Dean of Faculty/Head of Department, or equivalent, authorising the submission of the documents to CIAT	
14.	Selection of work from final year students and most recent graduate work, including project briefs, for each module. Should include two high-scoring, two mid-scoring and two low-scoring outputs per module	
15.	At least one member of the programme team is to be a Chartered Architectural Technologist	

# Appendix 1

## Indicative mapping template

(This template is for demonstrative purposes; a new mapping document may be created as appropriate. Please also refer to the QAA *Subject Benchmark Statement 2022* and *Guidance for Mapping QAA Subject Benchmark Statement for Architectural Technology*.)

Mandatory Threshold Standards	Module Level
1. context, which includes the social, technological, environmental, economic, political, legal and ethical factors that inform and influence the discipline and practice of architectural technology at local, regional and global levels	
2. architectural and technological design principles, science (that is, fundamentals of building physics and pathology) and values that drive approaches taken in works to new and existing buildings (for example, conservation, maintenance, renovation and adaptation)	
3. designing holistically, including the ability to detail the design from first principles, for production, performance, sustainability and better environmental performance and in response to regulatory requirements, health and safety, wellbeing and advances in sustainable technologies	
4. creating resilient, sustainable and inclusive design solutions as whole systems and in detail in response to varied situations, which are informed by current understandings within the discipline and wider context, including climate change	
5. technologies and interrelation of building elements, systems, components, materials and methods used in the construction and adaptation of different building typologies, and how these contribute to the functions of buildings	
6. current philosophies, processes and technologies for the modelling, communication, and management of information and to apply them in a collaborative working environment to support data-driven decision-making	
7. professional behaviours, conduct and ethics, architectural practice, design leadership and management functions (for example, principal/lead designer, design management, information management), procurement methods and contract administration	
8. client, user and stakeholder needs, analysing and interpreting the nature of a development, and evaluating context to determine the responsive scope of a project.	
9. health and safety requirements within a regulatory system, identifying, analysing, and evaluating hazards and risks when generating solutions to ensure health, safety, welfare and security during the life cycles of buildings, including compliance and enforcement	
10. current and emerging topics, technologies and practices (including regulations and standards) that inform the architectural technology discipline through self-reflection, identification of personal development needs, and action planning to maintain awareness and currency, and to accommodate specialization in light of new and emerging professional environments.	
equality, diversity, inclusion, access/accessibility	
education for sustainable development	
employability, enterprise and entrepreneurship	



# Appendix 2

## Staff profile

The educational establishment must be able to confirm that consent was received to submit staff profiles and meets their own GDPR policy, if asked. By submitting this form, the Institute will assume that staff consent to sharing this information.

**Name:** .....

**School/Faculty:** .....

**Current position:** .....

**Other academic responsibilities:** .....

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**Qualifications:** .....

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**Previous relevant experience:** .....

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**Recent CPD activity (including research and publications):** .....

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# Appendix 3

## Quality Assurance confirmation (for Accreditation and Accreditation Review only)

I confirm on behalf of name of institution and programme title that:

1. The Accreditation submission complies with our Quality Assurance policies and procedures.
2. The Accreditation submission is in accordance with GDPR requirements and CIAT's Guidelines.
3. The Accreditation submission was prepared for the specific purpose of Accreditation in accordance with CIAT's procedures.
4. The Accreditation submission complies with the UK QAA Subject Benchmark Statement or national equivalent for Architectural Technology and CIAT's Professional Standards Framework.
5. The programme was internally validated/reviewed and approved on date of approval which is valid until date of next review in accordance with institutional and programme specific regulations\*.
6. CIAT will be informed in writing of any changes to the Quality Assurance policies and procedures of the educational establishment that will/may affect the Accredited programme.
7. CIAT will be informed in writing of any changes to the Accredited programme in terms of title, content and delivery for their consideration and approval by CIAT's Education Board.

.....  
***N.B. This must be signed by the Dean of Faculty/  
 Head of School, or equivalent***

.....  
**Date**

\*In the case that an internal programme review or validation was not successful prior to this submission, information on this has been appended to this proforma outlining what action was taken.



# Appendix 4

## CIAT Accreditation agenda template for physical visits

Times	Activity	Venue/location	Attending
	Arrival of Panel	TBC	CIAT Panel
15 minutes	CIAT Panel private meeting	TBC	CIAT Panel
30 minutes	Introduction/overview to the programme	TBC	CIAT Panel, programme leader and relevant staff (if required)
45 minutes	Tour of facilities	TBC	CIAT Panel and relevant staff (if required)
30 minutes	CIAT Panel private meeting	TBC	CIAT Panel
30-45 minutes	Meeting with university senior management and Faculty senior management	TBC	CIAT Panel and Senior Management Team. It is advised that the programme leader/team is a silent observer during this meeting.
60 minutes	Lunch with students/graduates/employers <ul style="list-style-type: none"><li>No university staff should be present during this lunch.</li><li>Those present should be four to eight current part- and full-time students, two to five recent graduates and two to five local employers (of AT students).</li></ul>	TBC	CIAT Panel, students, graduates and employers
30 minutes	CIAT Panel private meeting	TBC	CIAT Panel
60 minutes	Meeting with programme team	TBC	CIAT Panel and staff members (to be advised)
30 minutes	CIAT Panel private meeting	TBC	CIAT Panel
15-20 minutes	Closing remarks and Panel depart	TBC	CIAT Panel and staff members (to be advised)

# Appendix 5

## CIAT Accreditation agenda template for virtual visits

Times	Activity	Attending
20-30 minutes	CIAT Panel private meeting	CIAT Panel
20-30 minutes	Overview of the Programme	CIAT Panel and University staff
45 minutes	Meeting with university senior management and Faculty senior management	CIAT Panel and Senior Management Team. It is advised that the programme leader/team is a silent observer during this meeting.
15 minutes	CIAT Panel private meeting	CIAT Panel
60 minutes	Meeting with students/graduates/employers <ul style="list-style-type: none"> <li>• No university staff should be present during this meeting.</li> <li>• Those present should be four to eight current part- and full-time students, two to five recent graduates and two to five local employers (of AT students).</li> </ul>	CIAT Panel, students, graduates and employers
45 minutes	CIAT Panel private meeting	CIAT Panel
60 minutes	Meeting with programme team	CIAT Panel and staff members (to be advised)
30 minutes	CIAT Panel private meeting	CIAT Panel
15 minutes	Closing remarks	CIAT Panel and staff members (to be advised)



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