Candidate Guidance Notes for registration with the Architectural Technologists' Register (ATR)
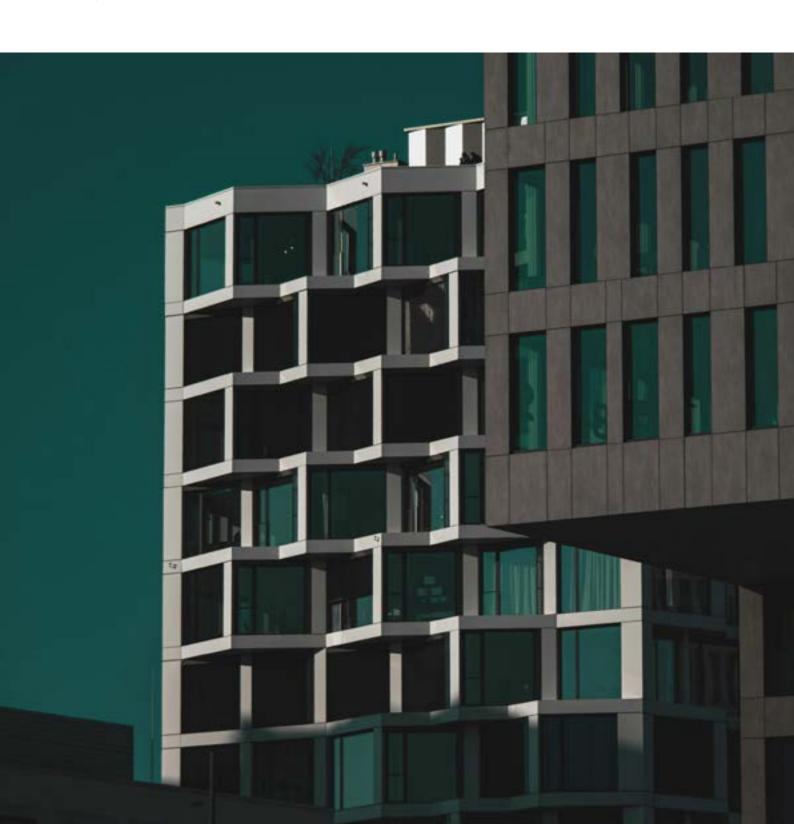
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Foreword

Architectural Technology is an essential discipline which provides detailed knowledge from concept design, through construction of buildings to the potential future disassembly at the end of the building asset's life. It strongly focuses on a building's production and performance through its structures, functions, services, materials, components, systems and fabric to achieve sustainable, durable and robust project solutions.

The Architectural Technologists' Register sets, assesses and monitors the competency standards for registered Architectural Technologists in the Republic of Ireland in order for them to provide the functions of Assigned and Design Certifier under the Building Control (Amendment) Regulations 2014 [BC(A)R 2014].

Purpose and use

This document provides guidance on how prospective Registered Architectural Technologists will be assessed through the ATR Professional Assessment and what information they should include in their application.

Only those who have demonstrated achievement through the Professional Assessment process and having satisfied the 2025 ATR PSCF criteria will be elected on to the Register.

Guidance for completion of the Architectural Technologists' Register application form

The Admissions and Assessment Board is seeking to evaluate your skills, knowledge, experience and behaviours (SKEBs).
You are advised to:
· Read the *2025 ATR PSCF* prior to and when completing the ATR Professional Assessment application.
· Ensure you write in the first person: 'I' not 'we'.
· Address Stages 1 and 2 within the *2025 ATR PSCF* to enable registration.
· Keep your narrative concise and relevant.
· Remember the Assessors do not know you or your SKEBs; nor will they understand company acronyms, jargon or abbreviations.
· A candidate with any requirement(s) relating to the Equality Act 2010 should contact atr@ciat.global.

The Professional Assessment process is conducted by your peers and is based on you and your experience in the field of Architectural Technology. The onus is very much on you to demonstrate your SKEBs against the *2025 ATR PSCF*. When applying, you must provide clear and concise information relating to your experience in the industry.

On successful verification of your application, you will be elected on to the ATR.

The fee to apply is €195.

The areas below are designed to assist you with your application for the ATR Professional Assessment:

Section F — Stage 1: Educational Standards (E.1 to E.11)
If you hold a CIAT Accredited Honours or Masters degree, you are exempt from completing this section.

Any other qualifications are not eligible for exemptions. Those without exemptions will need to provide a report that satisfies the Educational Standards outlined in bullet points E.1 – E.11. The summary must specifically relate to the discipline of Architectural Technology and **should consist of 3000-5000 words (+/- 10%) in total**.

Those with a non- CIAT Accredited Honours or Masters degree qualification should self-map their qualification against the Educational Standards. E.g. if a module within your qualification relates to any of the Educational Standards, you can write a statement explaining the relevance and provide the module breakdown/transcript as proof of attainment.

Your knowledge may have come from various sources such as short courses, continuing professional development (CPD) seminars, training courses, manuals, literature, research or through on the job learning/reflective practice.

Section G — Stage 2: Practice Standards
You must demonstrate your SKEBs against the Practice Standards [**Designing (D.1 – D.5), Managing (M.1 – M.5), Practising (P.1 – P.4) and Developing (Self) (SD.1-SD.3)**] in relation to your area of practice/employment.

For each of the Practice Standards you should describe how your experience demonstrates a comprehensive application of SKEBs within your sphere/s of practice in Architectural Technology.

The summary should consist of **2500-3500 words (+/- 10%) in total**. (Approx 150-200 words per Practice Standard). Your application and supporting evidence will be assessed prior to election on to the Register by the Assessment Board.

What to send with your ATR Professional Assessment Application

You should submit evidence with your ATR Professional Assessment application, which should be your own work and demonstrate your SKEBs in relation to your sphere/s of practice and illustrate the type of projects in which you are involved. Documentation which supports or provides context to the application may also be submitted. However, it must be clearly identified as such, and justification provided as to why it was included. Any documentation of this kind (i.e. not your own) must be true to the original and must not have been altered unless there is a clear reason for doing so.

All evidence must corroborate the information provided in the ATR Professional Assessment application. There is no limit regarding the amount of evidence that you can submit, however, it should be relevant, concise and succinct.

Evidence may include detailed drawings, presentation drawings, sections, details, specifications, schedules and contract/certification documentation, together with any other material which portrays your aptitude and specialist skills e.g. notes, minutes, reports, correspondence with other professionals or details of structured professional development aims. This list is not exhaustive.

It is entirely your choice as to how many projects you use as evidence for your ATR Professional Assessment application. For instance, you may collate two projects, which you consider demonstrate your professional competence.

All evidence for your application must be provided with the initial submission, as every application will be assessed via a formal process to determine suitability to be elected on to the Register.

For Stage 1 – Educational Standards, written statements are required to outline how/where the knowledge was obtained. Academic/training/CPD certificates etc. can also be provided as supporting evidence in Stage 1, but generally no work-based evidence is required. Work-based evidence is only required for Stage 2 – Practice Standards.

Submit your application via WeTransfer (or alike) to atr@ciat.global and ensure all aspects of your application are legible. Once submitted, the evidence will be stored on to the ATR system for two years and can no longer be altered.

The Admissions & Assessment Board

The Admissions & Assessment Board have three result options:

1. **Pass:** recommend that you become a Full ATR Registrant and are elected on to the Register.
2. **Defer:** request additional information to demonstrate the candidate's SKEBs. The Board will provide guidance on what additional explanations and/or evidence might be required.
3. **Refer:** for applicants whose evidence has been found to be below the standard required after three submissions. You will be advised by the Board as to the remedial action required to address your referral and a timeframe before you are eligible to re-apply may be specified.

In each case, candidates will be advised on the remedial action and invited to apply for re-assessment. You can request an appeal provided it falls within the grounds of the appeal parameters. The process, conditions and information regarding an appeal is available upon request from atr@ciat.global or from the ATR website.

Successful applicants

Successful candidates will be informed of their election in writing and will be listed on the online Shadow AT Register and issued with a registration number at: www.architecturaltechnologistregister.ie. Assessment Board applicants will also need to pay the €200 subscription at the time of election.

Code of Conduct

All Full ATR Registrants must adhere to the professional Code of Conduct which includes the requirement to be covered by and maintain adequate Professional Indemnity Insurance when providing services directly to a client and in compliance with the BC(A)R 2014.

Registrants must undertake the required minimum of 20 hours Continuing Professional Development per annum, which will be monitored.

The professional Code of Conduct places obligations on Registrants to practise in a professional and businesslike manner.

Registrants are required to:
- endeavour to ensure that the services offered are appropriate to the client's requirements and that their terms of engagement are given in writing and have been accepted;
- act with integrity, faithfully and honourably;
- ensure that they have adequate resources to meet the client's requirements and not misrepresent the services available;
- be covered by adequate Professional Indemnity Insurance if providing services directly to clients. Professional Indemnity Insurance is an important provision for peace of mind for the Registrant and their client. It is an insurance against professional negligence to protect the client and Registrant in the unlikely event of such issues occurring;
- only offer and provide services within their professional capabilities and decline to offer and/or provide services to a client if they knowingly lack adequate resources or if appropriate, advise and recommend the necessity of assistance from a suitably qualified professional.

The ATR sets the standard for professional conduct in the discipline of Architectural Technology. In this way, ATR serves as a benchmark for anyone seeking to commission the services of a Full ATR Registrant to act as an Assigned and/or Design Certifier. In the unlikely event that any Registrant fails to reach the required standard of professional practice, the ATR has a procedure to deal with these occurrences.

For any queries, please contact atr@ciat.global

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