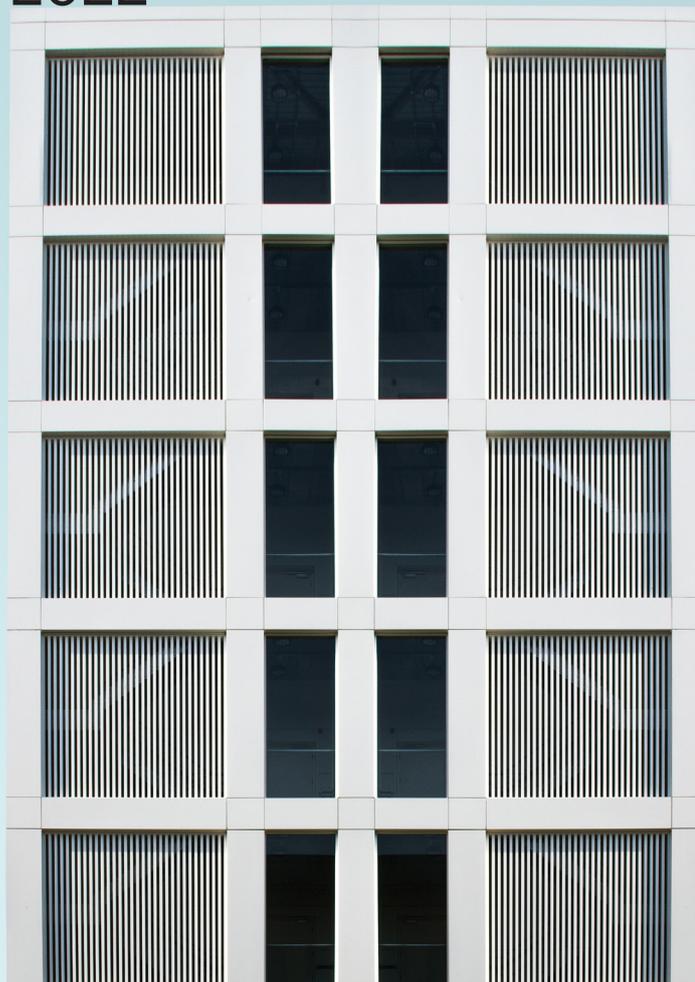




**Requirements for  
CIAT Affiliates in Practice**  
Effective 1 May 2022





## Introduction

### 1.01

The Chartered Institute of Architectural Technologists (the Institute) recognises that some persons who wish to progress to Chartered Membership may already be in business on their own account. Clause B3a) of the Code permits those affiliates to act as a principal<sup>1</sup> and offer and/or provide services directly to a client. Joining as an affiliate enables them to work towards Chartered Membership, as it is important to remember that only Chartered Members have demonstrated to the Institute their relevant knowledge, skills and competences.

### 1.02

Clause B3b) of the Code requires that an affiliate who is a principal obtains and maintains formal registration of their practice and complies with this document, the *Requirements for CIAT Affiliates in Practice* published by the Institute from time to time. This requirement is for each and every practice that the affiliate is a principal of. This document sets out those requirements which are mandatory. It remains the copyright of the Institute.

### 1.03

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

### 1.04

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

### 1.05

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

### 1.06

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

## Registration

### 2.01

In order to comply with the Code Clause B3b)i) the affiliate shall submit to the Practice Department for consideration:

- a. a completed and signed Practice Registration Form for affiliates for each and every practice they are a principal of;
- b. proof proposals of their practice stationery (e.g. business letterhead, business card, 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 2.09–2.15, the affiliate shall supply the Institute with final copies of their practice stationery and promotional material for its records and formal registration.

### 2.02

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

### 2.03

The affiliate must seek the Institute's approval in writing of any proposed changes to the registered 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 [practice@ciat.global](mailto:practice@ciat.global) for consideration.

### 2.05

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

### 2.06

Clause B2 of the Code states that affiliates may use the affiliate emblem, subject to obtaining a licence for its use, as prescribed by the Board. The licence is automatically awarded once an affiliate has completed the registration process and is accepted on the CIAT affiliates Register of Practices. Terms and conditions of its use apply which accompany the licence and must be adhered to.

### 2.07

Affiliates are restricted in their description of themselves by Clauses B1g), B2) and B5) of the Code. Until the affiliate status is successfully concluded (with the applicant's acceptance as a Chartered Member) the applicant shall not:

- a. use any designated suffix letters relating to CIAT such as ACIAT/MCIAT/FCIAT;
- b. advertise their status of the Institute as a professional qualification in their business dealings;
- c. imply or hold out that they are qualified as a Chartered Architectural Technologist.

Affiliates shall only advise their clients or professional indemnity insurers that they are a 'CIAT affiliate' or CIAT affiliate whilst working towards attaining Chartered Architectural Technologist, MCIAT status.

### 2.08

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

## Practice description

### 2.09

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

### 2.10

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

### 2.11

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.

### 2.12

Affiliates 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.

### 2.13

Affiliates 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.

### 2.14

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

### 2.15

Where the business stationery that is used by affiliates 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 employ deliver services, in compliance with the Code of Conduct.

### 3.02

Terms of engagement must be given in writing to the client and affiliates must satisfy themselves that they have been accepted (Clause B5). Terms are to include the scope of service, 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 B5).

### 3.03

Complaints Handling Procedure. The practice is to implement a complaint 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, affiliates shall email practice@ciat.global with evidence confirming that they hold current adequate PII in compliance with the Code Clause B4. Adequacy is to be determined between the affiliate and their broker taking into account all work and types of work that the affiliate 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 professional 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 an affiliate 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 affiliate has discharged their duty whilst protecting the interest of their client is provided.

## Conflicts of interest

### 3.09

Clause B6 of the Code requires that no conflicts of interest arise, and that any potential conflict is notified. The definition of a conflict of interest is defined in the Code.

## Advertisements

### 3.10

Clauses B1, B2 and B5 of the Code place constraints requiring that information is factual and/or in good faith.

### 3.11

Affiliates should ensure that any advertisement or directory listing should appear under an appropriate classification. The classification to be used by the practice must be checked with the Practice Department on registration.

**END**



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