Application form for MCIAT Professional Assessment

To apply for Chartered Membership you must meet one of the following criteria. Please specify:

- ❑ CIAT Accredited Honours or Masters degree and sufficient relevant evidence
- ☒ Related honours degree or equivalent and sufficient relevant evidence
- ❑ Other relevant academic qualifications or professional qualifications (e.g. Chartered Membership or equivalent of a related professional Institute) and/or sufficient relevant evidence

However, each application will be considered on an individual basis. Please contact membership@ciat.org.uk for further guidance in relation to your circumstances.

Sufficient relevant evidence is defined as: professional experience to demonstrate ability to function in your field of expertise, using the Professional Standards Framework and related skills stated in the Candidate Guidance notes against the core functions; designing, managing, practising and developing (self).

Sufficient relevant evidence will be determined by a CIAT Member Panel, which will review and assess your application. The CIAT Member Panel is moderated by appointed Moderators to ensure consistency.

You are required to:

- complete all sections of this application form;
- read a copy of the Institute's Code of Conduct;
- provide copies of academic and professional qualification/s attained;
- submit supporting evidence to corroborate your application and
- submit the appropriate payment (£350)

Before completing the application form, please ensure that you have read the Professional Standards Framework and the Candidate Guidance notes for Professional Assessment, which include the related skills statements. Failure to complete all sections of the form and/or to provide sufficient supporting information will result in a delay in the processing of your application. All applicants must comply with the Institute's Code of Conduct before any assessments can be undertaken. Once successfully assessed, the Institute will contact you in relation to the scheduling of your Professional Assessment Interview.

Section A: Personal details

Surname	XXX
Forenames	XXX
Date of birth	XXX
Membership grade and number	ASSOCIATE
Home address	XXX
Email address	XXX
Telephone number/s including mobile	XXX

Section B: Progression mechanism

It is important that you select your **primary** area of practice/experience:			
☒	Design	❑	Specialist
❑	Academic	❑	Research
❑	Other (please detail)		

Section C: Current employment/practice status

Job title	CAD MANAGER / ARCHITECTURAL TECHNICIAN
Description of current role, responsibilities and functions	**Deliver technical service to Clients including:** • Feasibility and cost planning advice, procurement advice, tender documents, post contract services. • Specification preparation, procurement & financial management, planning, drawings, pre & post contract construction services, property care & maintenance, works progress & quality management. • Taking responsibility for all aspects of the delivery of projects from feasibility through to handover and maintenance. • Administer Quality Assurance in accordance with Intelligence. • Contribute to quarterly service reviews. • Agree resource levels for each project with line manager and work within pre agreed targets. • Keep up to date with current developments and good practice within the industry. • Contribute and share ideas which help to develop the quality of **XXXX's** service. • In conjunction with line management identify areas of experience required to achieve professional chartered status. • Undertake development initiatives as agreed to assist in the achievement of both personal and business objectives. • Understand and apply the ethics of professional practice. • Identify and apply legislation relevant to providing a professional service.
Employer/practice name	XXX
Employer/practice address	XXX
Work telephone number	XXX
Work email address	XXX

Section D: Previous professional experience

Please provide details of **relevant** roles, responsibilities and functions performed in previous employment	**From**	**To**

CAD Manager & Architectural Technician Responsibilities: ▪ Provide construction advice to clients. ▪ Provide fee proposals in line with **XXX** scope of services and Insurance policies. ▪ Liaise with clients to capture requirements and define scope of works. ▪ Prepare design layouts technical drawings, tender information for client approval and construction. ▪ Produce 3D designs and BIM models. ▪ Produce feasibility and design reports in accordance with the agreed scope of services. ▪ Manage and deliver refurbishment and fit out schemes (from design to handover). ▪ Manage the day to workload of the design team. ▪ Assist Building surveyors.	2014	Current (5 Years)
Architectural Technician Responsibilities: ▪ Prepare design layouts technical drawings, tender information for client approval and construction. ▪ Produce 3D designs and BIM models. ▪ Assist the Building Surveyors by producing drawing information for refurbishment schemes and condition surveys. ▪ Provide measured surveys and drawing information.	2012	2013 (1 Year)

Section E: Qualifications

Academic qualification/s and levels, professional qualification/s or memberships and Continuing Professional Development (CPD) certification. Your evidence of CPD should relate to section G	Year of qualification
BCO Annual Conference (Copenhagen 2019)	2019
Asbestos & Metal Roofing CPD	2019
Introduction to NEC3	2019
Bauder Flat Roof Solutions	2019
Mapei Concrete Repair CPD	2019
BCO Annual Conference (Berlin 2018)	2018
NBS Professional Development	2018
Fire Safety in Offices – What Everyone Needs To Know	2018
Dextra Lighting CPD	2018
GDPR Training	2018
Repair Care CPD	2018
Sherwin Williams Resin Flooring CPD	2018
Washroom CPD	2018
Adobe Photoshop 101	2017
Adobe Indesign 101	2017
Adobe Illustrator 101	2017
British Council for Offices (BCO) Next Generation (NextGen) Committee Member.	2017
What Everyone Needs to Know About Asbestos	2017
New Rules of Measurement CPD	2017
CDM Awareness	2016
CSCS – Construction Skills Certification Scheme – 05650105.	2016
Bushboard CPD	2016
Timberwise CPD	2016
Revit Architecture 2015 Fundamentals – 1EEDQYMCW1.	2015
Revit Architecture 2015 Fundamentals	2015
BSc Product Design (HONS) 2:1 Degree.	**2012**
Erasmus EPS (European Project Semester) – Copenhagen University College of Engineering.	2011

Section F: - Stage 1 - Educational Standards

The educational experience and underpinning knowledge is based upon CIAT Accredited Honours and Masters Degrees and as such holders of these awards are exempt from this section as having achieved the necessary standard through study. However, those applicants who do not possess an Accredited award must demonstrate how their educational awards and/or experience satisfy the *Educational Standards (Stage 1) listed* ***within the Professional Standards Framework.***

The summary should specifically relate to the discipline of Architectural Technology and must consist of at least 3000 words but no more than 5000 words in total and provide references to any relevant supporting evidence that demonstrates your knowledge.

If you have a CIAT Accredited Honours or CIAT Masters degree you are exempt from this section.

A systematic understanding and critical awareness of topics which are informed by the subject of Architectural Technology;

I have developed a systematic understanding of the topics informed by Architectural Technology from various sources. The first being my BSc Product Design Honours degree and the second, 5 years practical experience within the Architectural Design, Building Surveying and Construction industry.

The knowledge, skills and awareness developed from my university modules was fully transferable to my Architectural Technology career. Elements that are informed by Product Design such as; cost, time, quality, ergonomics and aesthetics, can also be applied to Architectural Technology.

As I have gained more practical experience, I have broadened my knowledge of topics such as; sustainability, light, accessibility, and how they are applied in Architecture through an iterative design process.

I have practical experience from managing refurbishment projects, attending construction sites and problem solving with contractors and engineers. This experience has taught me the functionality, buildability and maintenance factors that are informed by Architectural Technology.

Design is an exercise which provides a method of defining the scope, parameters and specifics of a project. I am aware it is an Architectural Technician's role to collate technical information from a variety sources to bring together a robust design, and, appraise such design solutions against the topics described above.

My experience working with clients on projects has provided me with the knowledge to determine which of the above topics are pertinent to their requirements and critically analyse if they are achievable. I develop a detailed project brief around their needs and produce design solutions to meet such requirements. My appraisal of such topics is recorded and delivered within a service plan bespoke to each client.

A critical awareness of the history and context, and the political, economic, environmental, social and technological aspects that inform and influence the practice of Architectural Technology nationally and internationally;

Critical awareness of history and context is derived from practical experience producing measured surveys, elevations and sections of various Listed Buildings and structures of significant interest and heritage. Working with clients like the **XXXX** has provided me with a deep understanding of the historical significance of buildings in Manchester**.**

Political and technological experience has been attained from my membership with the British Council for Offices (BCO) Next Generation (NextGen) committee, whose mission statement is:

"To research, develop and communicate best practice in all aspects of the office sector. It delivers this by providing a forum for the discussion and debate of relevant issues".

Our committee complete fortnightly meetings to keep up to date with the latest office fit outs, design standards, construction processes, emerging materials and new products, and to organise events concerning such topics. From a national perspective it has kept me informed through good design standards such as the BCO Guide to Specification and the BCO Regional Awards. This year I entered a project of my own which was shortlisted for two categories, (**Appendix A11 BCO Fit Out of Workplace Submission).** Internationally, the BCO has allowed me the opportunity to attend the yearly conference. In May 2018 I attended the conference held in Berlin and again in Copenhagen in 2019. The key topics of discussion were 'Diversity and Inclusion', 'work life balance' and the implications of 'Brexit', **(Appendix – Z8).**

Further awareness of economic impact of Architectural Technology can be displayed through my involvement with the **XXX** Global Experience Exchange Programme (GEEP). Staff are given the opportunity to travel to different international **XXX** offices within the business. The aim of the programme is to discuss 'best practice' including the social, technological and political values of regional offices and the impact it has on the industry. Last year we were visited by a representative of the **XXX** Johannesburg office and the programme had such an influence on me that I applied and was successfully selected to visit the **XXX** Melbourne office in February 2020. (**Appendix - Z14).**

Critical awareness of environmental aspects has been gained through practical experience, working on projects driven by the increasing scope of industry regulations and Client requirements regarding the implementation of increasingly sustainable and responsible designs. Working with clients including the **XXXX**, **XXXX**, **XXXX**, **XXXX**, **XXXX** and **XXXX** has given me a broad knowledge into the sustainability objectives of government agencies. Clients such as the above have specific requirements for their buildings to complete effective research and analysis to high standards of safety, security and sustainability.

As well as membership of professional bodies such as CIAT and the BCO, I keep informed of the latest technological topics through informal reading of; design journals and architectural, construction and interior design books. I attend regular networking sessions, design tours and seminars to increase my knowledge and to broaden my professional network. Refer to **Appendix Z** for CPD evidence.

An ability to problem solve and to identify appropriate methodologies to deal with complex problems and realise design into built form through the generation of detailed design solutions that respond to familiar, unfamiliar and unpredictable situations;

My ability to problem-solve has been developed from a keen interest in Design and Architecture from an early age. My educational route has been predominantly Design and Technology based where problem solving is an integral part of each subject.

My ability to identify appropriate methodologies to deal with complex problems was established at university through a 'Design Management' module and developed through my experience within the workplace. University taught me qualitative and quantitative methods to review design options such as the 'Total Design Method' by Stuart Pugh. Furthermore, my year abroad studying in the ERASMUS scheme in Copenhagen, taught me cooperative methods of design appraisal through teamwork, and how to

assess; strengths, weaknesses, opportunities and threats to achieve a 'win-win scenario'. Carrying these methods through to Architectural Technology, I ensure that regular Design Team meetings and interviews with the end user are carried out as part of a detailed stakeholder engagement process, and, to ensure design options align with the original specification criteria.

I research information about my projects through; site surveys, photographs, as built information and client meetings to define 'the problem'. To solve the problem, I visualise solutions through high level sketch work and develop further detail as design progresses. My technical skills allow me to realise design into the built form through space planning and the production of construction details with AutoCAD and other similar 2D software. I have progressed my skills to include 3D and BIM to enable clients and colleagues to visualise design solutions and eradicate clashes at an early stage. My experience producing drawings and reviewing them with other professionals has taught me that collaborative working can often resolve design problems early and effectively.

My response to familiar, unfamiliar and unpredictable situations has been developed from working on numerous Architectural Design and refurbishment schemes. Experience has taught me that the careful planning and gathering of information from the client to form a rigorous brief, specification and risk assessment, can mitigate familiar design and build issues. My response to unpredictable situations has been developed from working on construction projects where there has been an intensive programme, indecisive Client or demolition works which have uncovered unexpected issues. My response to such events is to ensure there is clear communication and participation between the design team, the Client and the contractors to ensure all issues are resolved to a 'win-win' scenario.

An ability to successfully complete substantial sustainable and inclusive design and research projects, systematic review or systematic case study informed by wider current understandings in the subject.

Sustainable design and research can be demonstrated through my experience working on refurbishment, rationalisation and fit out projects where my Client has demonstrated a requirement to obtain certain sustainability accreditation such as Ska. To meet such criteria, I have been actively involved in the research, design, specification and the selection of products, materials and processes to ensure that they comply with the relevant guidance.
I have developed experience from projects where I have been appointed to provide advice and designs for flood remediation works. My Client required a sustainable, flood resilient design to ensure their buildings could still perform and could be returned to operation efficiently following the event of a flood.

Substantial inclusive design and research has been developed from my practical experience working on numerous office and laboratory refurbishment projects within the public sector. There is often a requirement for responsive and flexible design solutions. This has involved developing a broad knowledge of topics such as; The Equality Act 2010, space standards, ethnic diversity and well-being and applying relevant guidance from sources such as British Standards, The Health and Safety Executive (HSE) and The Building Regulations Approved Documents to produce an accommodating, compliant building design.

Systematic review informed by wider understandings of Architectural Technology can be demonstrated through my involvement in estate rationalisation projects. My role has been varied from completing initial space occupancy studies and recording utilisation data. I present the data in forms to allow a subsequent systematic review of; the buildings that are not financially efficient, the buildings requiring development and the buildings that may be sold in order to raise capital for reinvestment.

Analysis of such data, along with a wider understanding of Architectural Technology allows me to develop designs, factoring in experience from broader topics such as; space planning, occupancy, adjacencies and working trends including; hot desking, flexible working and shift patterns.
Knowledge of such topics allows me to advise my Client on their estate strategy.

An awareness of building elements, components, systems, and methods used for different building typologies;

My awareness is developed from practical experience and extensive research over numerous refurbishments and fit out projects. Research is undertaken through; internet searches, journals, articles, showroom visits and approved product selectors such as National Building Specification (NBS). I keep up to date with modern systems and components by attending regular CPD sessions from various manufacturers, which inform me on the latest products, processes and specification guidance. I often work in conjunction with manufacturers and suppliers to seek their advice and to ensure I am specifying the correct system for the building type.

My role as an Architectural Technician is to produce technical documentation in the form of layout plans, construction details, specifications and schedules of work for construction projects. To enable me to produce robust designs, I must have a broad knowledge of architectural systems including the elements and components that form them and their compatibility with the building type and form that I am designing for. If my client has a requirement for a private meeting room, it is my duty to know which ceiling, partition, floor and door systems and components provide the most suitable acoustic insulation. Not only is it important to select the right components but it is essential that they work together effectively to suit the existing building type.

I often collaborate with Mechanical, Electrical and Structural Engineers to gain professional advice in their respective area and to ensure designs are compatible with existing building systems. This may include commissioning a structural assessment, heat calculations, acoustic studies or specifying M&E systems to meet the correct requirements. Understanding building form and use also allows the designer to correctly asses form / function and to select appropriate materials, finishes and components to suit. For example, components that would be suitable for a laboratory building would look out of place and appear cold and clinical within an office or home environment.

My knowledge of such components, elements and systems and when to apply them to the correct building type allows me to provide professional advice to my clients through an efficient design process. Successful design produces productive work environments for my Clients and in turn, adds value to their business.

An awareness of current topics and practices which inform the discipline of Architectural Technology including new and emerging technologies;

I have attended many presentations and seminars to develop my design service. I have gained knowledge on topics such as well-being, biophilic design, collaboration, flexible working and the future of the office environment. Implementing such topics in my design demonstrates my awareness of how Architectural Technology influences people using space and the increasing demand of the industry on landlords, developers and letting agents to provide better, more suitable spaces for their customers.

Regulations and legislation are key topics that inform the discipline of Architectural Technology and are constantly updated. I ensure that I am always working to current guidance by obtaining current, up to date Building Regulations Approved Documents. Key updates include amendments to Approved Document B, L1B and more recently, energy requirements to new public buildings.

My awareness of new and emerging technologies is derived from several sources. The 'Materials and Processes' module within my BSc Product Design course provided me with a broad understanding of modern technology, materials and manufacturing processes. From this knowledge I have advanced my

learning and understanding of new products and practices through market research, informal reading and practical experience on difficult projects, where generic technology could not be implemented. I have worked on several flood remediation projects where my Client's requirement was to utilise sustainable materials and flood resilient components that still conform to fire and safety regulations. I completed research into alternative partitioning solutions such as dragon board and other advanced waterproof render applications such as Sika1.

Since the introduction of Building Information Modelling (BIM) and advances in other collaborative I.T technologies and communication, I have completed courses to ensure my knowledge and skills are up to date. Working with accredited Autodesk courses I have learnt to incorporate Revit into my daily practice. I have also run informal training courses to help develop graduate staff members to learn the basics of working in Revit and 3D. Over time, I have collaborated with other surveying companies to develop my knowledge of technologies that collect design information through data capture such as drone surveying, laser building scanning, point clouds, scan to BIM and virtual reality (VR).

An awareness of project and design management, project procurement and process, construction and contract management;

My awareness of project and design management has been developed through practical experience acting as a Design / Project Manager, implementing the RIBA Plan of work 2013 on projects of various sizes and complexities. I have worked on projects at every stage of the plan of work and implemented detailed programmes, delivering projects from strategic definition right through to end-use. I understand the delivery of the RIBA plan of work is dependent on the procurement route adopted.

My awareness of procurement routes and processes has been obtained from professional practice, private study and professional development. I am aware of Traditional, Design and Build (D&B), and Traditional with Contractors Design Portion (CDP) procurement routes and when they are appropriate for selection. My understanding of the differences between procurement routes allows me to tailor procurement strategies to meet Client requirements including their appetite for cost, time, and quality risk.

My awareness of construction and contract management has been established from working on refurbishment projects producing contract information for Clients and acting as the Contract Administrator or Employer's Agent. Contract selection is always dictated by the procurement route adopted which in turn is dictated by Client requirements.

My knowledge of design management, project procurement and contract selection has enabled me to engage with potential contractors through robust tendering processes. Such awareness allows me to critically analyse criteria such as cost, quality and timescales through an impartial tender analysis to best advise my Client on contractor selection. Understanding the importance of design management, procurement and contract selection is essential to meeting Client requirements and dictates process management.

An ability to identify hazards and risks and develop and maintain safe systems of work and legal and relevant legislation and regulatory frameworks;

From working in a professional environment, I understand that the Health and Safety at Work etc Act 1974 is the primary legislation that governs all occupational health and safety throughout the UK. I also understand that it is enforced by the Health and Safety Executive (HSE) who define a hazard as:

"*Anything that may cause harm; these can be hazards to physical health such as chemicals, electricity, working from ladders, an open drawer or to mental health – if, for example the common causes of work-related mental ill health e.g. demands, control and support for individuals are not properly managed in the workplace"*

And define a risk as:

"the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be."

A Health and Safety Awareness training course and the Construction Skills Certificate Scheme (CSCS) has given me knowledge to identify construction related hazards and risk, and to produce relevant risk assessments prior to beginning work, allowing me to implement control measures where required. **(Appendix Z)**

My ability to develop and maintain safe systems of work has been established from my knowledge of 'Management of Health and Safety at Work Regulations 1999' and 'Construction Design Management' (CDM 2015). The knowledge I have gained from a CDM 2015 awareness course has provided me with a good understanding of how to identify hazards and risk within construction. I have a responsibility to implement measures to manage such hazards and risk by evaluating hazard and risk on a Designers Risk Register. I apply the principles of prevention to eliminate hazards and reduce any remaining residual risk through design. All hazard and risk management information I produce is submitted to all relevant parties within the pre-construction information and within the Health and Safety File upon completion of the project.

Furthermore, I have worked with the **XXX** Principal Design Team to review and update the method in which **XXX** identify hazards and risk within the pre-construction information. We have achieved this by implementing a new template including a robust Risk Register and Risk Identification drawing as standard working practice. This ensures anyone producing or amending designs understand the hazards and risks associated with their work, and the impact upon anyone else that can be influenced by their design.

From my knowledge gained from the CDM 2015 awareness course I understand the responsibility of making my Client aware of their duties and advising them on the information, appointments and any relevant notifications to governing bodies such as the HSE.

To ensure safe and best practice design, I understand and follow the relevant British Standards, HSE Approved Codes of Practice and Building Control Approved Documents. To ensure my designs meet such criteria all information is reviewed by approved Building Control Inspectors. Site visits are completed to ensure that construction aligns with the approved design documentation and can achieve a sign off certificate.

An ability to develop critical discussion and analysis of complex concepts and to work independently

with some originality and as a member of a team identifying personal development needs and to plan to meet these needs through relevant and appropriate methods.

My ability to develop critical discussion and analysis of complex concepts can be demonstrated from working as a Client Advisor within a large design reconfiguration and new build project for **XXX**, **XXX.** I was initially appointed to produce a feasibility study and stage 2 design for the refurbishment of a laboratory wing. As the project developed, I was appointed directly to assist with the critical discussion for the wider estate programme due to the knowledge I had established working on the site. Tasks involved working with the Estate Team to analyse their requirements by running staff engagement workshops. Part of the process involved a critical analysis of drawing layouts and a complex phasing procedure to ensure the design aligned with the project programme and the requirements of the end users.

My ability to work independently with some originality can be displayed through my design and space planning work, 3D visuals and graphic representation of my ideas. I was appointed as lead designer for the fit out of the new **XXX** office relocation project. **See appendix A** for the designs and information that I produced for the staff engagement process.

My ability to work as a member of a team has been progressed throughout my career at **XXX**, initially shadowing Senior Surveyors and working together with other Technicians to produce design and construction information. For the last five years I have managed the Design Team and promoted collaboration between the Technicians and Building Surveyors to ensure the development of the teams' skill and the Design service we offer. We complete regular Design Team meetings to analyse design options, review any potential project issues and assess future requirements and resources.

My foremost development goal is to gain MCIAT Chartered status. My desire to become a Chartered Technologist will allow me to become recognised as an industry professional. My development plan is centred around my CPD sessions, practical learning and informal reading. My commitment to growing the Design Team at **XXX** has developed into encouraging the junior members of the team to join CIAT and progress their own Chartership status through regular informal sessions.

Personal development needs and my plan to meet these needs is measured through a yearly appraisal process. A self-reflective review exercise is completed prior to the appraisal to critically assess my own strengths and weaknesses. This assessment is reviewed with my line managers and we engage in discussion to agree set targets to meet my career goals and aspirations.

Section G – Stage 2: Practice Standards - Practice Assessment

The Practice Assessment process assesses the performance of practitioners that work across a range of functions and allows candidates applying for Chartered Membership to use their experience in their chosen field/s to demonstrate their capabilities.

Applicants must demonstrate their practice experience and directly correlate this to the four core areas listed in the Practice Standards (Stage 2) ***within the Professional Standards Framework.***

Please provide a summary of your practice experience, past or present, which specifically relates to the discipline of Architectural Technology and should consist of at least 1000 words but no more than 2000 words in total.

For each core four area you must describe how your experience demonstrates a comprehensive application of each area within your sphere/s of practice in Architectural Technology. The evidence must corroborate the information provided in this application and **demonstrate your professional experience. This evidence will be assessed prior to your Professional Assessment Interview by a Member Panel.**

Designing	**Demonstration of knowledge, understanding and application of Architectural Technology in relation to candidate's area of practice/employment including building standards (planning, building control regulations, etc) and the principles, techniques and methods used in relation to construction materials.** Application of Architectural Technology in relation to planning is shown in **Appendices B1 -B3: XXXX Project** are examples of site plans, drawings and elevations produced for the modification of a laboratory. I submitted a planning application with the aforementioned documents which was accepted. **Appendix C: XXXX Project** shows 3D visualisations of the University of **XXX**, **XXXX** building. I modelled in SketchUp to enable the Planning Inspector to review proposed cladding design. I follow the Building Regulations Approved Documents to ensure my designs are compliant with the Building Act 1984. I appoint Building Control Inspectors for design sign off and site inspections to ensure construction reflects design (**Appendix A1 - XXX Building Control Certificate).** Knowledge of principles, techniques and methods used in construction materials is demonstrated through daily practice producing construction information in the form of layout drawings, elevations, technical details and specifications. **Appendix A: XXXX Project** shows the information I produced for design, tender and construction of an office fit out. Completed project photographs are shown in **Appendix A5: XXXX Photos.** **Demonstration of knowledge, understanding and application of design related to candidate's area of Architectural Technology. Consideration given to: user and market needs, cost, quality, environmental impact, safety, reliability, appearance, fitness for purpose, life cycle, maintenance and refurbishment.** **Appendix D – XXXX Project** is a project where the above topics were considered and applied throughout design. **Appendix D1 - XXX Scope Clarification** details correspondence with my Client that defines the needs for an outline scope for a building reconfiguration. **Appendix D2** shows photographs from the initial site survey I

	completed. I developed this information into a project brief (**Appendix D3 - XXX Project Brief).** From the brief, I produced design options that were presented to the Client for feedback (**Appendix D4 - XXX Presentation).** Feedback allowed me to develop the design further into a report including considerations into costs, quality, programme, environmental impact, safety, appearance etc. **(Appendix D5 – XXXX Feasibility Design).** Further demonstration of appearance is shown in **Appendix F – XXXX Project.** My Client required images of nursery designs to visualise the proposed branding within the environment. I modelled and rendered designs using Revit. Fitness for purpose is demonstrated through my drawings in **Appendix G1: XXX Drawings.** My Client required a flood resilient office design as the site was located within a flood plain. The design required water-proof materials that could return the building to operation efficiently post flood. My solution used glass partitions and waterproof renders, **(Appendix G4: XXXX Completion Images).** Life cycle, maintenance and refurbishment is shown in **Appendix H – XXX Project.** I completed condition surveys of the facilities, making recommendations in accordance with the Clients 10-year lifecycle programme. Deliverables included marked up drawings accompanying schedules of work. **Evaluate effectiveness of design solutions against original specification.** I evaluate design qualitatively through discussion at design team meetings and quantitively through design matrices. Concepts are scored against the project brief. Evidence of design analysis is shown in **Appendix A6 – XXXX Design Analysis Matrix.** To evaluate the effectiveness of design solutions produced for the **XXXX** Street Project, I presented designs to staff **(Appendix A7 - XXX Staff Presentation).** Feedback was assessed and used to develop project specifications (**Appendix A8 - XXXX Feedback).** I produced a performance specification for furniture procurement allowing me to assess proposals against specification criteria (**Appendix A4 - XXXX Furniture Specification).** Upon completion of all projects I review the practical functionality of the completed design through site inspection and snagging, **(Appendix A5 XXX Photos and Appendix A9 – XXX Snagging List).**
Managing	**Demonstration of an ability to work as an individual or as part of a team, which may include leading and managing budgets, people or projects.** My role as Design Team Leader means I work individually by reporting to Senior members of staff and collectively managing Technicians, Surveyors and Designers **(Appendix I1 - XXX Team Structure).** Working independently, I manage resource ensuring allowances do not exceed fee budget. An example project within which I have worked both independently and collectively is shown in (**Appendix J – XXX Project).** Working individually, I produced design work, feasibility reports and fee proposals for Client approval. Working as a team, I managed the delivery of the feasibility studies nationally. I collaborated with **XXX** offices to ensure surveys and reports were completed and audited to meet the programme.

	A recent example of where I have managed a project team from design through to delivery is shown in **Appendix E: XXX.** At design stage I liaised with the Client and my design team to produce documents for tender. I completed tender analysis and produced contract documents for client and contractor agreement. Minutes show my role as Contract Administrator where I chaired prestart meetings, progress meetings and handover. **Demonstration of evidence of conflict resolution.** In respect of conflicts of interest, I undertake a conflict check procedure prior to each instruction to identify and if possible, manage conflict. An example of my involvement in resolution of a contractual conflict is shown in **Appendix G2 – XXX Letter.** A subcontractor installed poor quality doors throughout the project. Due to a conflict of opinion between the Design Team and the Contractor, doors were assessed by an independent third party and found to be in contravention of Approved Document B and therefore had to be replaced at Contractor cost. **Demonstration of knowledge, understanding and application of customer service by identifying the customer and their needs and demonstrate interaction with professional and non-professional colleagues and clients with regard to providing information and advice relating to candidate's area of Architectural Technology.** I pride myself on customer service excellence. For every project, I produce a bespoke service plan based on Client requirements. **Appendix K – XXX Project** demonstrates a bespoke service plan for a utilisation study. Qualitative and quantitative data was collected through user interviews, plan checks, occupancy studies and heat maps to fully identify customer needs of areas for improvement. I provide knowledge and advice through interaction between professional and non-professional colleagues and Clients. **Appendix I2 – XXX Presentation** demonstrates a seminar and networking event that I hosted in conjunction with the **XXX**. I delivered a presentation with a Senior Partner on Estate Rationalisation and the benefits of productivity through Design.
Practising	**Demonstration of knowledge, understanding and application of new and emerging technologies, processes and applications of sustainability, as well as research and continuous improvement relating to innovation in candidate's area of Architectural Technology. Consideration given to: economic, social, environmental, technological and legal issues related to candidate's area of Architectural Technology.** To keep informed on the latest emerging technologies I have attended Revit, NBS and Adobe Design Suite training. (**Appendix Z - CPD Certificates). Appendix L - XXX Project** demonstrates my practical ability to produce BIM models and solar studies to assess the environmental implications of over cladding buildings. Knowledge of sustainability has been developed through experience with SKA. **Appendix A - XXX** demonstrates my Client's goal to achieve a SKA Gold rated office fit out. I produced designs and wrote specifications selecting SKA Gold compliant components. The project achieved Gold status (**Appendix A10 - XXX Ska Certificate).**

	Application of environmental issues can be found in **Appendix G - XXXX Project**. I produced construction information for the refurbishment of a flooded office building. I considered the environmental implications of flood water, the effect on material/product selection, including legislation and warranties required. I also managed the legal process of obtaining landlord approval (**Appendix G3**). My involvement with research and continuous improvement relating to innovation is demonstrated through my involvement with the **XXX**. In May 2018 I attended the XXX Conference in Berlin and again in Copenhagen in 2019. The key topics of discussion were 'Diversity and Inclusion', 'work life balance' and the implications of 'Brexit', (**Appendix Z8).** **Identification of factors affecting project implementation including resource management, negotiating and agreeing terms and conditions of contracts or agreements and controlling budgets.** I have obtained experience in commission management through managing projects and teams on local and national scale. I understand factors such as; people, equipment, time, budget, software and external resource affect project implementation. To properly manage the above resource, I produce a service plan for each project (**Appendix J4 – XXX Service Plan).** I identified national resource was a key factor affecting project implementation. I manged team resource through communication with national offices and produced a delivery programme to meet client requirements (**Appendix J2 - XXX programme).** The agreement of terms and conditions which reflect my scope of service and liability is critical. Terms and conditions are agreed to the satisfaction of the business prior to the commencement of service delivery for all projects. I ensure the services I deliver align with the agreed scope and budget and do not extend beyond the work I have been appointed to produce. **Appendix J5 - XXX Service Review.** **Demonstration of knowledge, understanding and application of Health and Safety and an ability to identify hazards and risks and develop and maintain safe systems of work related to candidate's area of Architectural Technology.** I have completed various Health and Safety (H&S) and CDM 2015 related courses enabling me to identify hazards, risk and understand the application of H&S (**Appendix Z – CPD Certificates)**. An example of application of H&S is shown in **Appendices B4 – B5 – XXXX Project**, the reconfiguration of a new category 2 laboratory. I produced risk registers with supporting risk identification drawings. This allows me to highlight hazards within my proposals and apply the principles of prevention, mitigating hazards and reducing residual risks. My ability to develop and maintain safe systems of work is shown in **Appendices B6 & B10 - XXX Risk Assessment.** This shows mandatory hazard and risk assessments conducted. A hazard identified was the possible location of asbestos. I implemented the control measure of an asbestos refurbishment and demolition survey which detected no asbestos, mitigating such risk.

	Acting as Designer and Project Manager I collaborated with the in-house Principal Designer to ensure the Client was aware of their duties under CDM 2015. **Appendices B7 – B9 XXX Project** shows the letter provided to the Client informing them of their duties, client authorisation for **XXX** to act on behalf of the Principal Designer under Regulation 7 and the F10 notification submitted to the HSE. **Demonstration of a knowledge, understanding and application of other relevant legislation and regulatory frameworks…** Other than; The Planning Act 2008, the Building act 1984 and CDM 2015, knowledge of other relevant legislation and regulatory frameworks is demonstrated through a selection of my drawings in **Appendix M - XXX Project** which consisted of re-modelling a university building. The design considered the Equality Act 2010 and BS9999. **Appendix N - XXXX** demonstrates work on a Grade II Listed building in **XXX**. The Listed Buildings and Conservation Areas Act 1990 was consulted. The resulting design had to match the existing in likeness and material selection.
Developing (self)	**Demonstration of knowledge, understanding and application of continuous improvement and quality assurance techniques related to candidate's area of Architectural Technology.** My application of continuous improvement is derived from the MCIAT chartership processes. The process has allowed me to identify knowledge requirements and broaden my understanding through formal and informal educational (**Appendix Z – CPD Certificates).** To ensure quality, my work is completed to current industry standards, regulations and ethics. Quality assurance is demonstrated in **Appendix I3 - CAD Technical Best Practice** which is a document I produced to ensure best practice across the company. My work is subject to peer review as my design teams work is subject to my review. To ensure quality is maintained, I produced a design QA document as guidance for other staff members (**Design QA checklist in Appendix - I4).** As a professional practice **XXX** and myself conform to ISO 9001 and are audited internally and externally annually to ensure we meet and maintain requirements. I complete a systematic analysis of each project in the form of a service review to assess time, resource, quality, Client satisfaction and profitability (**Appendix J5 - XXX service review).** This allows me to measure continuous improvement from one project to another. **Demonstration of an ability to identify personal development needs, plan to meet these needs and achievement of these aims.** I identified the requirement for MCIAT status to progress my career. Evidence of my personal development needs, plan to meet these needs and achievement of these aims is demonstrated in **Appendix I5: Appraisal Evidence** which is a copy of my 2018 appraisal at **XXX**. The appraisal process is initially a self-reflective process of skills and performance. I completed a Strengths, Weaknesses, Opportunities and Threats self-assessment prior to the appraisal meeting (**Appendix I6: SWOT analysis)**. The process

	is developed further through discussion with my line manager. The appraisal document is an online tool which allows me to continuously review and sign of achievements throughout the year. **Development of personal continuing professional development (CPD) goals.** My primary development goal is to achieve MCIAT status. **Appendix Z** details evidence of CPD and training certification I have completed to achieve my development goals. From the appraisal process mentioned above I identified the need to improve my knowledge of NEC3 contracts. I have since completed the NEC3 online training course **(Appendix Z13).** Another example of personal development was to improve my specification writing skills. I have achieved this by completing National Building Specification (NBS) training **(Appendix Z6)** **Appendix E – XXXX Project** is an example of a project where I have applied my NEC3 and NBS skills to produce an NBS specification, preliminaries and NEC3 contract documentation. Finally, I joined the BCO to engage with other industry professionals, develop my understanding of the office design sector and increase my professional profile, furthering my professional development, (**Appendix – Z15).**

SECTION H: Declaration of applicant

I submit this form and additional documentation as an accurate record in support of my application for election or re-election to Chartered Membership of the Chartered Institute of Architectural Technologists. I fully understand the requirements for membership as set out in the Code of Conduct. I agree to accept the decision of the Institute regarding my eligibility for election.

Any evidence of plagiarism will be classed as an automatic referral and any fees paid forfeited. It could also result in your file being passed to the Chief Executive and Honorary Secretary for further investigation under the Institute's Code of Conduct.

If elected to Chartered Membership, I will continue to abide by the rules and regulations specified in the Institute's Charter, Byelaws, Regulations* and Code of Conduct, and any other directive issued by CIAT. If you do not have a copy of these, please contact the Membership Department.

I will keep CIAT informed of any change in my circumstances in writing, which may affect my membership.

Prior to attending the interview any applicant in private practice as sole practitioner, partner, principal, director or LLP member, this includes advice/services to friends or family, paid or unpaid, full or part time, must obtain formal registration with the Institute by completing the Practice Profile Form for profile candidates, obtaining approval of their business stationery and providing evidence of current professional indemnity insurance showing expiry date.

Only applicable to Associate or Technician members:

☒ In compliance with the Institute's Code of Conduct I confirm that I am not offering architectural services or advice.

*Available from CIAT on request or from http://www.ciat.org.uk/en/the_institute/about-ciat/ciats-charter/

Signature of applicant: _____ Date: 03/08/2019

Disclosure

All personal data will be held in keeping with General Data Protection Regulation principles. If you have any queries or requests then contact membership@ciat.org.uk. Our Privacy Policy can be viewed at ciat.org.uk/privacy-policy.html — **NB** You cannot elect to be excluded from CIAT related mailings (via mail or email).

Section I: Declaration of Referee

I am a current Chartered, Corporate or full member of CIAT or a construction related Institute and am willing to act as referee in support of this applicant, as I consider him/her to be suitable for election or re-election to Chartered Membership. The information on this form is, to the best of my knowledge and belief, correct. I am not related to the applicant.

Signature of referee: Date: 03/08/2019

Name of referee: XXX

Job title of referee: XXX

Professional qualification/s of referee:

Email of referee: XXX

Address of referee: XXX

Checklist for applicants:

☒ all sections of the application form are complete
☒ enclosed copies of academic qualification(s) and/or professional qualification(s)
☒ x2 supporting evidence on a CD or USB memory stick
☒ enclosed the appropriate £350 fee (cheques can be made payable to CIAT)

Please return this form to:
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CIAT Representative	Decision	Date	Name and signature
Central Office	Checked and approved		
Member Panel	Refer/Defer/Pass		