

## MCIAT Professional Assessment (PA): Top Tips

- Please ensure you have reviewed the *Professional Standards Framework (PSF)* and *Candidate Guidance Notes* before completing the MCIAT Professional Assessment application.
- Ensure your application is cross referenced against the PSF.
- Provide clear references within the narrative of your application to specific documentary evidence to demonstrate PSF Stages - 1 Educational Standards and 2 Practice Standards, which you will then be required to submit for assessment to the Member Panel.
- Documentary evidence proves experience in the process, the type and size of the project is irrelevant.
- There is no limit as to the amount of evidence that can be submitted, however quality over quantity is recommended, therefore evidence should be relevant, concise and succinct.
- Please ensure all evidence is legible when submitted e.g. downsized drawings, handwritten notes, and is compatible with Microsoft, however files in Outlook/MSG format should not be provided.
- All evidence should **not** be grouped into one long PDF document. Each document must be a stand-alone document and clearly named and referenced, as outlined above or you can embed hyperlinks to evidence within your application.
- All applications must be submitted electronically to [membership@ciat.global](mailto:membership@ciat.global) (i.e. via Dropbox, WeTransfer or alike) and should be arranged into folders and clearly named/referenced to enable the Panel to locate all your evidence with ease.
- Listed below are the types of evidence that candidates can submit - the list is indicative and not exhaustive:
  - Developing a project brief, feasibility studies, surveys, detailed drawings, planning applications, presentations and proposals, regulatory and statutory compliance documentation, specifications, minutes of meetings, correspondence with stakeholders, managing projects, people of budgets, schedules, tenders and contract administration documentation, involvement in conflict resolution, progress reports, site notes, handover and completion documentation, CPD plans, records and compliance, demonstrating professional and ethical conduct etc.
- Evidence of CPD should be from within the last 12-24 months as well as a structured self-development plan for the forthcoming subscription year. Aside from formal CPD seminars, the following also count towards your CPD: reading books/periodicals/articles, research, webinars, private study etc. A detailed record should be provided as evidence.

- Evidence from one project can be used to demonstrate PSF Stages 1 (Educational) and 2 (Practice) Standards. However, evidence from several projects, if possible, is recommended to demonstrate the breadth and depth of your experience in Architectural Technology.
- Case studies, where evidence is produced are acceptable in some instances, however most of your supporting evidence should be based around realistic scenarios/come from current live projects or projects you have worked on previously.
- Candidates can use evidence when working as part of a team; however, they will need to outline their role in the process/project and how it proves their experience.
- For some aspects of the application where evidence might be hard to provide/produce, a structured appraisal by the candidate's Referee could suffice.
- We recommend you review the various MCIAT PA exemplar submissions available on our website [here](#) to give you a better understanding of what is expected to qualify.
- Please ensure *Section 1: Declaration of Referee* is signed by your Referee; email declarations are also acceptable.
- Your completed and signed application should be submitted to [membership@ciat.global](mailto:membership@ciat.global) with all the supporting evidence and the £350 assessment fee must be paid to enable assessment by the Member Panel.
- Upon submission your application will be assessed by the Member Panel. The result will be communicated via email after the assessment.
- Following a positive outcome, you will be invited to sit your Professional Interview, which is the final stage of this qualifying process addressing Stage 3 – Professional Standards within the PSF. Should your application be deferred, you will be advised accordingly and guidance on re-submission will be provided.
- Further insight and guidance on the three-stage qualifying process to become a Chartered Architectural Technologist, MCIAT can be found at [www.youtube.com/ciatechnologist](http://www.youtube.com/ciatechnologist)

Membership Department  
 397 City Road, London, EC1V 1NH  
 membership@ciat.global  
 T: +44(0)20 7278 2206

Updated: 23/11/2021