

## Professional Assessment (PA): Top Tips

- Please ensure you have reviewed the *Professional Standards Framework (PSF)* and *Candidate Guidance Notes* before completing the 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 (Education) and 2 (Practice), which you will then be required to submit for assessment by the Member Panel in support of your application.
- Documentary evidence proves competence 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 more important, 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/MSF 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.
- The evidence can be submitted electronically to [membership@ciat.org.uk](mailto:membership@ciat.org.uk) (i.e. via Dropbox or similar) or by post on a CD/USB and should be arranged into folders and clearly named/referenced to enable the Panel to locate all your evidence with ease.
- Please do not send evidence in hard copy, unless absolutely necessary.
- 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, schedules, tenders and contract administration documentation, involvement in conflict resolution, progress reports, site notes, handover and completion documentation, CPD Records and compliance, 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 (Education) 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 are acceptable as part of evidence, 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 competence.
- For some aspects of the application where evidence might be hard to provide/produce, a structured appraisal by candidate's Referee will suffice.
- You can also refer to the various examples of successful PA submissions (available on our website) to give you a better understanding of what is expected in this process.
- Please ensure *Section I: Declaration of Referee* is physically signed by your chosen Referee; electronic signatures are not accepted.
- Your completed and signed application should be submitted to CIAT via your chosen method, with all the supporting evidence and the £350 assessment fee, which must be paid to enable assessment by the Member Panel.
- Upon submission of your application you will be advised of the date your application is likely to be assessed. The results will be communicated via email after the Panel.
- Following a positive outcome, you will be invited to sit your Professional Interview, which is the final stage of this qualifying process. Should your application be deferred, you will be advised accordingly and guidance on re-submission will be provided.

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