Architectural Technology

CIAT

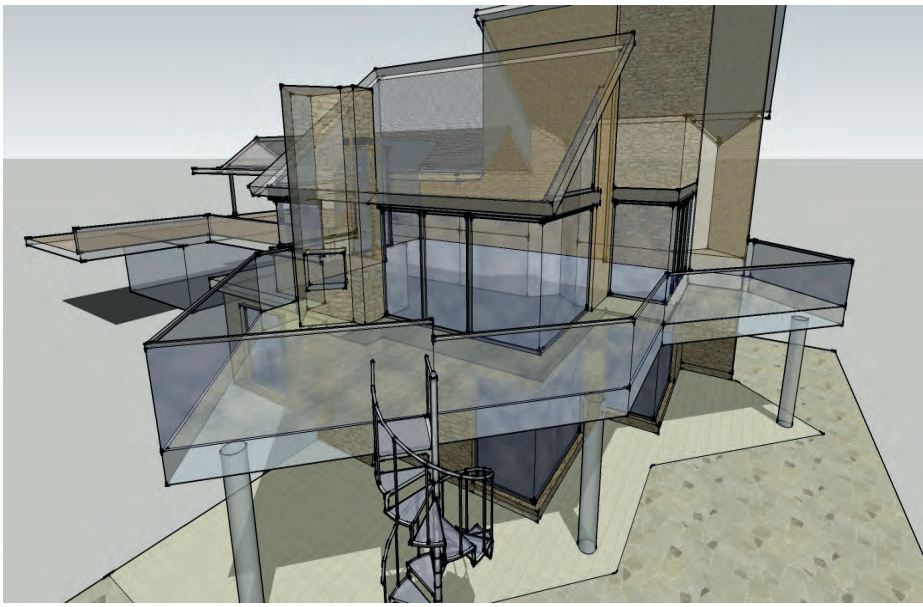
Architectural Technology

Architectural Technology is the technology of architecture; a creative, innovative design discipline rooted in science and engineering.

It forms the link between design and realisation. At its core, is the anatomy and physiology of a building or structure, its relation to context, how it is assembled and how it performs through form, function and fabric.

Architectural Technology achieves efficient and effective construction and robust sustainable design solutions that perform and endure over time.

It is an evolving discipline with constant technological advancements in design, construction and the maintenance of living environments.



Relevance and importance

Architectural Technology as a key design function is necessary to achieve buildability, usability and create inclusive environments.

The discipline encompasses the impact of social, economic, cultural, environmental, technological and political frameworks on the built and natural environment in an international context.

Architectural Technology considers health and safety, welfare and ethical issues, quality of life and social well-being. This ensures that the diverse needs and requirements of all are recognised and users have the same experience of a building or space regardless of difference.

Architectural Technology professionals are innovators creating and adapting environments for future generations to live, work and play. They understand how materials and components behave and interact, which is critical to avoiding premature failure and ensuring quality standards of design and construction. They are key members of BIM and SMART building teams.

Cover — *City of Lights*, Brewer Smith Brewer Gulf, CIAT Group Membership Practice // Page 2 — *Heydar Aliyev Cultural Centre,* Zaha Hadid Architects //Page 3— *Domestic House*, Tom Quinn MCIAT, Quinn Design Associates, CIAT Registered Practice

Chartered Architectural Technologists

Chartered Architectural Technologists are qualified to offer design services and manage projects from inception to completion. They lead the technological design of a project; forming the link between concept, innovation and realisation. They:

- specialise in design, underpinned by building science, engineering and technology applied to architecture within projects, playing a pivotal role in project and design management;
- design and manage all project types from small scale to large commercial, industrial, residential and public projects; they range from being sole practitioners to working in multinational and multidisciplinary practices;
- work collaboratively with other professionals such as architects and engineers and are recognised on a par with all Chartered professionals in the built environment sector; and
- hold a valued, respected and regulated professional qualification and protected designation, which is transferable and recognised across borders and can only be awarded by the Chartered Institute of Architectural Technologists, whilst abiding by a set of professional ethics in the Institute's Code of Professional Conduct.

Case study: Neil Kee MCIAT

Divisional Director
Architects and Masterplanners
Benoy

Neil Kee is a Chartered Architectural Technologist who works as a Divisional Director at Benoy, a multi-award winning architecture, master planning, interior and graphic design studio.

Neil successfully attained his professional qualification as a Chartered Architectural Technologist whilst based in Hong Kong. His career has developed through a wish to travel and experience various worldwide markets. He continually strives to secure the most exciting projects so that he can design and deliver to the best of his ability as a specialist in Architectural Technology.

His day to day activities in the office include leading his design team and explaining his concept ideas in order to move the project forward. Neil also ensures that time is spent on detail design and drawings. His position within the company requires him to explore potential new clients and to present Benoy's latest capabilities to them. Neil's current project is the new Changi Airport Terminal 4 in Singapore.

When on site, as the project lead, Neil is either meeting with the contractor and sub-contractors to resolve design and details in large workshops, or meeting with the client to present Benoy's latest concept information or to resolve design issues.

Chartered Institute of Architectural Technologists (CIAT)

CIAT is a membership organisation that:

- leads and promotes the discipline of Architectural Technology;
- sets and maintains the standards of education through Accreditation of qualifications at Honours and Masters degree level;
- sets and maintains the standards of practice through professional qualifications, the Code of Conduct and continuing professional development;
- collaborates with similar bodies to improve knowledge, skills and professionalism within the built environment (see page 15); and
- recognises excellence in Architectural Technology through its Awards (see page 12).

Nuffield Health Cambridge Hospital, P+HS Architects, CIAT Registered Practice

Formal recognition

- Royal Charter bestowed by UK Government's Privy Council.
- Protected descriptor 'Chartered Architectural Technologist'.
- Competent Authority for Chartered Architectural Technologists in the EU.
- Specific educational standards developed by UK and Irish governments in recognition of the distinct nature of Architectural Technology.
- Principal member of the Association of European Experts in Buildings and Construction (AEEBC).
- Licensed to offer the Chartered Environmentalist qualification to suitably experienced Chartered Architectural Technologists, on behalf of the Society for the Environment.
- Member of the International Ethics Standards Coalition.
- Member of UK Government's Building Regulation Advisory Committee.
- Full member of UK's Construction Industry Council.
- Member of the UK Green Building Council (UKGBC).

Chartered Architectural Technologists, MCIAT:

- Recognised as a regulated profession by the EU Commission.
- Recognised in UK Government's Standard Occupational Classifications document alongside architects and surveyors.
- Recognised by UK funding agencies and Council of Mortgage Lenders to monitor building work and provide the lender's Professional Consultant's Certificate.
- Recognised by the UK public sector on an equivalent basis as other Chartered professionals.
- CIAT-Accredited Conservationists, who must also be Chartered Architectural Technologists, are recognised by UK grant funding bodies as the project lead on building conservation and heritage projects.
- Awarded direct access to the Construction Skills Certification Scheme in the UK.

Attaining Chartered Architectural Technologist status

You can become a Chartered Architectural Technologist by completing CIAT's membership process, the Professional Assessment, which is measured against the Institute's Professional Standards Framework.

This Framework illustrates the standards for education, practice and professionalism which applicants must satisfy to achieve Chartered Membership and to use the protected title of Chartered Architectural Technologist.

In order to successfully pass the Professional Assessment, applicants must:

- hold an Accredited Honours degree or equivalent;
- undergo an assessment of work experience; and
- undertake a Professional Interview.

CIAT's educational standards have been developed in conjunction with the UK's Quality Assurance Agency for Honours and Masters degree level qualifications in Architectural Technology. Such programmes are designed and delivered by educational establishments and are Accredited by CIAT internationally.

The practice standards are measured through an evaluation of an applicant's knowledge, experience, skills and professionalism.

The Professional Interview process is designed to reflect the broad range of professional practice within Architectural Technology. The interview determines an applicant's ability to engage, communicate and interact in a professional, ethical and knowledgeable manner.

All Chartered Members must be aware of their professional limitations and obligations relating to the Institute's Code of Conduct and must maintain currency of qualification through CPD.

Other grades of membership are available to those studying and working in the discipline.

The Institute runs a Group Membership Scheme (GMS) which offers support and assistance for large organisations.

Please visit **www.ciat.org.uk** for further information.

Architectural Technology Awards

The Institute's annual Architectural Technology Awards are regarded as the premier accolades for outstanding achievement in the discipline. They recognise excellence in practice, academia and research.

The shortlisted projects demonstrate current innovations and developments in the disicpline and industry. The Awards are an essential benchmark for the critical role of Architectural Technology in contributing to building sustainable futures with functioning and inspiring spaces.

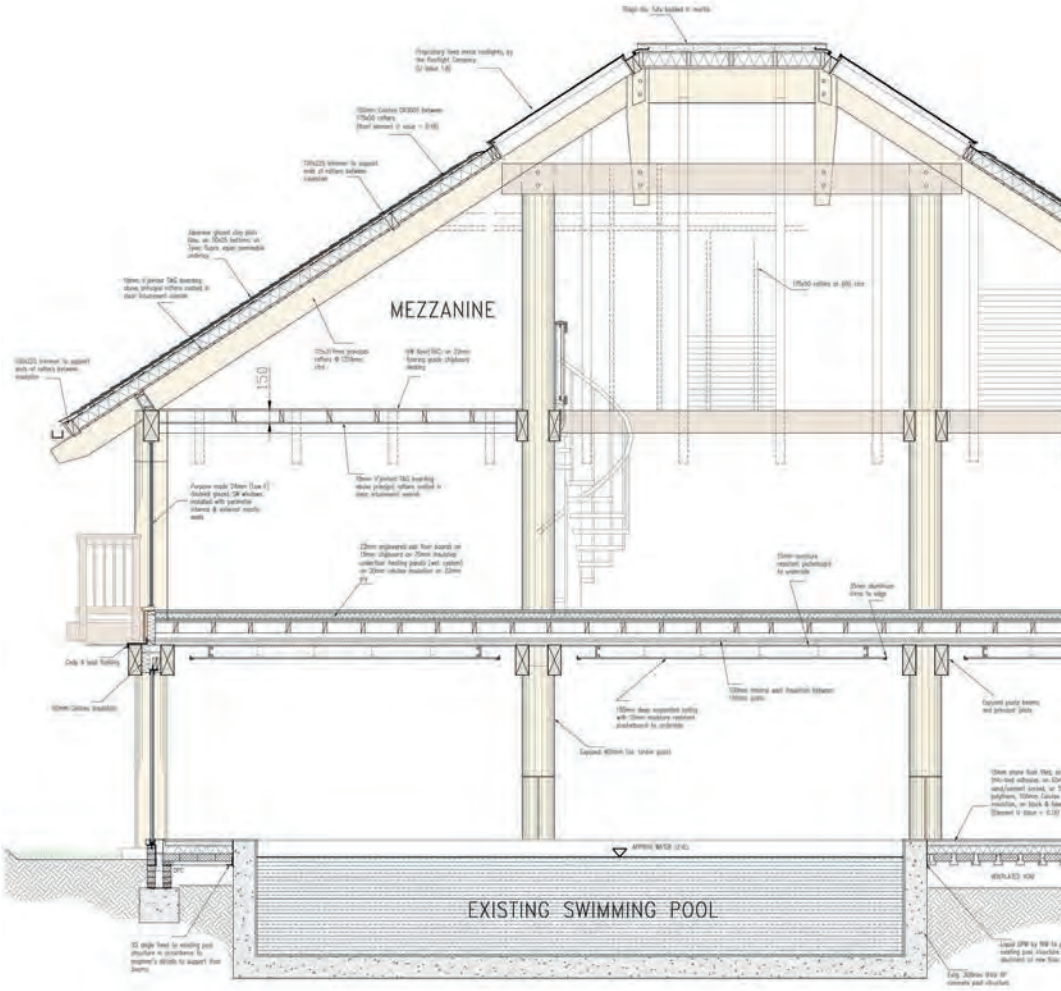
For those in practice:

- **The Award for Excellence in Architectural Technology** — for projects with no financial limit
- **The Alan King Award** — for projects with a value no greater than £750k

For those studying:

- **Student Award for Excellence in Architectural Technology (Project)**
- **Student Award for Excellence in Architectural Technology (Report)**

For full details please visit: **www.ciat.org.uk/en/awards/**



The Pool House, Once Architecture, CIAT Registered Practice

Collaborations

CIAT has a wide range of professional and business collaborative arrangements, some of which are:

Page 14 — *Streamline House*, Arc Design, CIAT Registered Practice // Back cover – *Hillside Residences*, Brewer Smith Brewer Gulf

Chartered Institute of Architectural Technologists

+44(0)20 7278 2206
www.ciat.org.uk

Twitter: @CIATechnologist
Instagram: @CIATechnologist
facebook.com/CIATechnologist
youtube.com/CIATechnologist

Architectural Technology Information Pack

Contents

Introduction

Established in 1965, the Chartered Institute of Architectural Technologists is the lead qualifying body in Architectural Technology.

As a professional body, CIAT awards various grades of membership to individuals based on the candidate's demonstration of educational, practice and professional standards. The highest grade of membership is that of Chartered Architectural Technologist, MCIAT.

It is the role of Chartered bodies such as CIAT to ensure that Chartered Members provide services to clients and users within their professional competence. CIAT works to maintain and enhance standards of professional competence in Architectural Technology and its quality assurance procedures ensure that all Chartered Members achieve and maintain the required level of expertise and competence in Architectural Technology.

The Chartered Architectural Technologist qualification is well established and recognised on a par with its fellow Chartered Institutes such as the Royal Institute of British Architects (RIBA), the Royal Institution of Chartered Surveyors (RICS) and the Chartered Institute of Building (CIOB).

Members' skills and competence

There are five grades of membership within CIAT. Further details on the competencies are outlined below:

Chartered Architectural Technologist, MCIAT

The Chartered Architectural Technologist leads the technological design within a project, forming the link between concept, innovation and realisation.

They specialise in design, underpinned by building science, engineering and the technology applied to architecture within projects and play a pivotal role in project and design management and the construction process. They are competent to design and manage all types of project at all levels, from small domestic projects, as a sole practitioner, to very large, commercial buildings in multinational and multidisciplinary practices, up to Director level. They are qualified to offer full architectural design services, and lead and manage projects from inception to completion. They can also be team leaders, heads of departments, procurement leads, senior associates, contract administrators, expert witnesses, BIM managers etc.

Areas of competence include:

- Client and user requirements
- Feasibility studies
- Concept design development
- Design proposals
- Sustainable development
- Project planning
- Health and safety
- Regulations/statutory approvals
- Technical design development
- Design information management
- Specifications
- Tenders and contracts
- Contract compliance and sign off
- Project completion and handover
- Management of meetings
- Post occupancy
- Professional relationships
- Continuing professional development

Professionally Qualified Architectural Technician, TCIAT
Architectural Technicians are specialists in the application of technology in architecture, building design and construction.

Technician members of CIAT, TCIAT, are an integral part of an architectural design team specialising in the research of products, processes, legislation and technology, as well as detailing, designs and drawings. They work alongside fellow Architectural Technicians in support of Chartered Architectural Technologists, architects, engineers, surveyors and other professionals within the construction industry.

Whilst Technician members of CIAT, cannot practise on their own account they are an integral part of the architectural design process.

Areas of competence include:

- Client and user requirements
- Feasibility studies
- Design proposals
- Health and safety
- Regulations/statutory approvals
- Technical design development
- Design information management
- Tenders and contracts
- Contract compliance
- Professional communications
- Continuing professional development

Associate member, ACIAT
Associate membership is recognition of academic achievement within Architectural Technology and a holding grade of membership allowing progression to either Technician or Chartered membership. As a holder of a recognised academic qualification, they are part qualified as an Architectural Technology professional and should be using workplace experience to collate appropriate evidence against TCIAT or MCIAT Professional and Occupational Performance (POP) Records or MCIAT Professional Assessment.

Recommended job titles equivalent to an Architectural Assistant:

- Graduate Architectural Technologist (if graduated from an Architectural Technology degree programme which is equivalent to a RIBA Part 1 Architecture qualification)
- Associate member of CIAT
- Part-Qualified Architectural Technologist
- Trainee Architectural Technologist
- Junior Architectural Technologist
- Part-Qualified Architectural Technician
- Trainee Architectural Technician
- Junior Architectural Technician
- Architectural Assistant

Profile candidate – no designation
CIAT prides itself on being an inclusive organisation with its Chartered Members demonstrating outstanding skills in the built environment. For this reason, the profile candidate route was introduced to enable those with the requisite professional experience, but not necessarily a recognised academic qualification, to progress and qualify as a Technician or Chartered Member. It is important to understand that profile candidate is a holding category and not permitted to use any designation.

Such applicants may advise their employers, clients or professional indemnity insurers that they are "*working towards attaining Chartered Architectural Technologist, MCIAT or professionally qualified Architectural Technician, TCIAT status*" only. Moreover, they have not demonstrated their skills and competences against CIAT's requirements.

Student members — <u>no</u> designation
Student membership is a vital first step towards professional qualification as either a Chartered Architectural Technologist or professional Architectural Technician. Applicants will be able to hold this class of membership whilst completing the academic part of the training process.

Recommended job titles:

- Trainee Architectural Technologist
- Junior Architectural Technologist
- Student Architectural Technologist
- Trainee Architectural Technician
- Junior Architectural Technician
- Student Architectural Technician

Should you have any queries, please do not hesitate to contact us:
CIAT, 397 City Road, London, EC1V 1NH
T: +44(0)20 72782206
info@ciat.org.uk
www.ciat.org.uk

August 2016

Matrix of Key Differences for Architects and Chartered Architectural Technologists within a UK Context

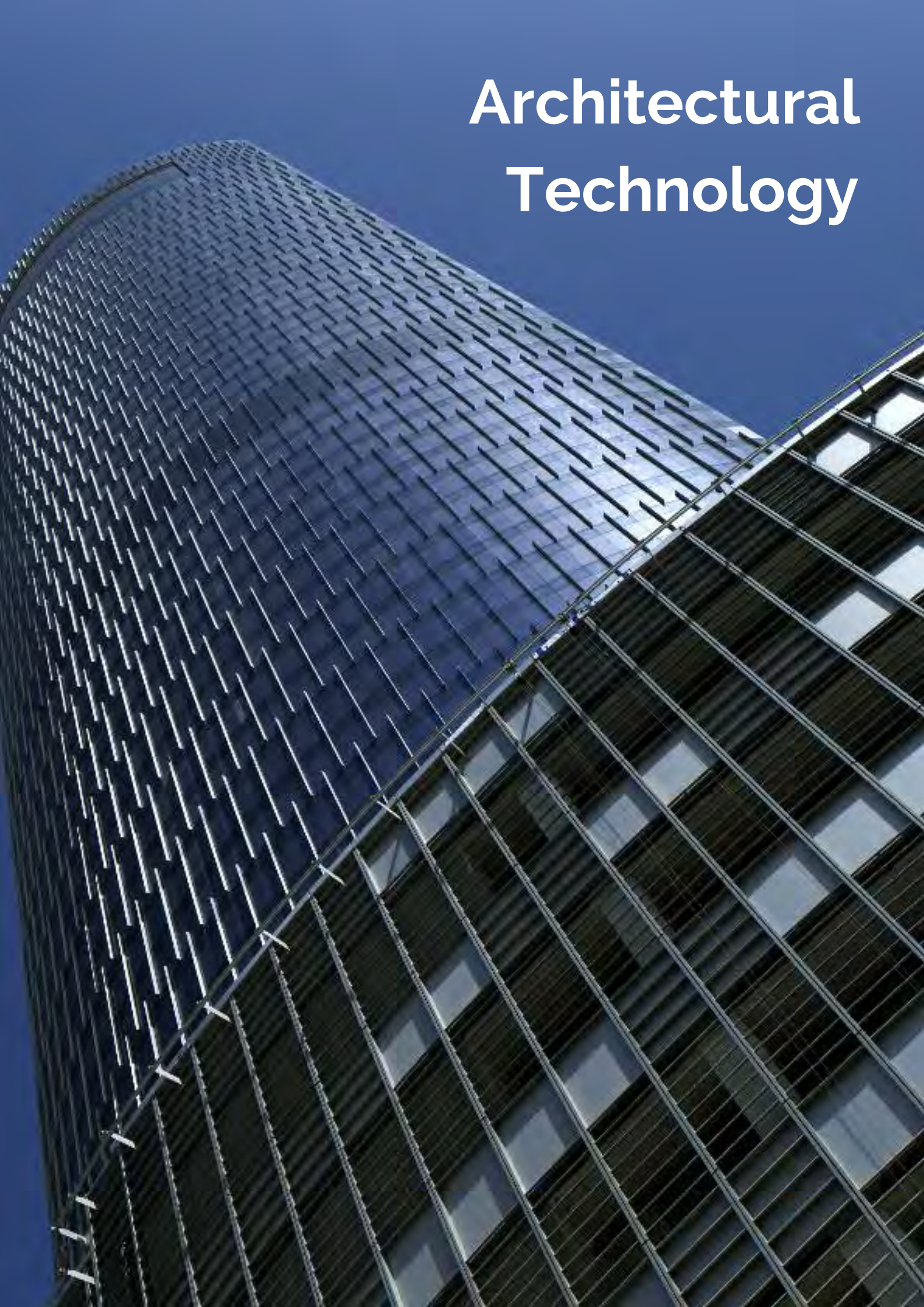
Type of work	Architect	Chartered Architectural Technologist, MCIAT
What qualifications are needed?	The standard route to qualify as an Architect consists of 3 distinct stages of qualification including a degree (Part 1), Diploma (Part 2) and Professional Practice (Part 3). Part 1 and 2 consists of 5 years full time education followed by part 3 which consists of 2 years practical experience. The term 'architect' is protected by law, which means that only professionals who are registered with the Architects Registration Board (ARB) can legally can themselves an Architect. The majority of courses are monitored and regulated by the Royal Institute of British Architects (RIBA). ***However, to be an Architect you do not need to be a member of the RIBA***. For its members the RIBA specify its members must undertake 35 hours of continuing professional development (CPD) each year. For UK citizens to qualify with the RIBA/ARB candidates must complete Parts 1, 2 and 3. However, there are alternative routes to qualify as an Architect with the ARB for overseas candidates.	The standard route to qualify as a Chartered Architectural Technologist consists of 3 distinct stages including a 3 or 4 year full time Accredited Honours degree (Stage 1), completion of a Professional Assessment application with technical assessment of explanations and supporting evidence (Stage 2) and a Professional Assessment Interview (Stage 3). CIAT does not specify a time frame for progression, as their qualifying process is based on professional competence and experience instead of time taken to qualify. The term 'Chartered Architectural Technologist' is protected and only professionals who are registered with the Chartered Institute of Architectural Technologist (CIAT) may legally call themselves a Chartered Architectural Technologist. CIAT specifies that its members must undertake 35 hours of continuing professional development (CPD) each year. There are alternative routes to qualifying with CIAT. However, to progress to Chartered Membership of CIAT candidates must demonstrate at minimum an *equivalent* of stage 1 and complete stages 2 and 3.

Becoming a member of the RIBA or CIAT	An Architect does not need to become a member of the RIBA. They are only required to register with the ARB. The ARB was established by parliament in 1997 to regulate the architects' profession in the UK. If they wish to be a Chartered Architect they must join the RIBA. The RIBA was founded in 1834 with the Royal 'Charter' awarded in 1837.	Architectural Technology is a distinct discipline and as such Chartered Architectural Technologists do not require membership of ARB or RIBA. The Royal 'Charter' awarded in 2005 demonstrates parity between the Chartered RIBA and CIAT Members.
Outline of Role	A Chartered Architect is a specialist in design of architecture, building design and construction. An Architect will sometimes play a lead role in the construction process and can provide key guidance and direction to other Chartered Disciplines and Professionals. An Architect can also lead projects of all shapes and sizes from inception to completion including administration on contracts. Architects are trained and in creative design as well as the practical aspects of construction, so they are able to offer clients a complete service from design concept right through to the supervision of the construction process. Chartered Architects are acknowledged in the industry as being able to lead the design process, taking the needs of the client and developing innovative and original solutions to overcome complex problems to meet the project budget. Chartered Architects specialise in design, bringing a versatile and wide reaching knowledge of art, architectural history, technology and construction processes which encompass the entire design process. Chartered Architects can provide innovative and original solutions to design problems.	A Chartered Architectural Technologist is a specialist in the science and technology of architecture, building and design. A Chartered Architectural Technologist can play a lead role in the construction process and can provide key guidance and direction to other Chartered disciplines and professionals. A Chartered Architectural Technologist can also lead projects of all shapes and sizes from inception to completion including administration on contracts. Chartered Architectural Technologists are trained in creative design as well as the practical aspects of construction, so they are able to offer clients a complete service from design concept right through to final completion. Chartered Architectural Technologists are acknowledged in the industry as being able to lead the design process, taking the needs of the client and developing innovative and original solutions to overcome complex problems to meet the project brief and budget. Chartered Architectural Technologists specialise in design, bringing a versatile and wide reaching knowledge of architecture, technology, science and construction processes which encompass the entire design process. Chartered Architectural Technologist can also provide innovative and original solutions to design problems.

Who generally brings in new work?	The role of an Architect can be to liaise with the client and other professionals and can be the Principal person involved in the initial concept and design.	The role of a Chartered Architectural Technologist can be to liaise with the client and other professionals and can be the Principal person involved in the initial concept and design. They may also, as the Principal person, employ others within the design/built environment team.
Who would undertake the initial Design Work?	Yes	Yes
Who can produce the technical work and drawings?	Yes	Yes
Who has overall responsibility for a project?	Sometimes. However, it will depend on the type of the project and the Architect's employment circumstances.	Sometimes. However, it will depend on the type of the project and the Chartered Architectural Technologist's employment circumstances.
Who carries the Professional Liability risk in a Practice?	Sometimes. However, it will depend on the type of the project and the Architect's employment circumstances.	Sometimes. However, it will depend on the type of the project and the Chartered Architectural Technologist's employment circumstances. All Chartered Architectural Technologists who offer and/or provide services or advice to clients are required to obtain and maintain adequate professional indemnity insurance.
Who can sign off certificates?	Yes	Yes
Can an Architect become a Chartered Architectural Technologist?	Yes. However, they will need to go through stages 1, 2 and 3 of the CIAT qualifying route. *	N/A
Can a Chartered Architectural Technologist become an Architect?	N/A	Yes. However, they will need to go through parts 1, 2 and 3 of the ARB/RIBA qualifying process. *

***It is worth noting that architects or Chartered Architectural Technologists would generally not seek to be dual qualified as the parity between the two qualifications in the UK allows professionals within each discipline to lead architectural projects from inception to completion.**

Architectural Technology



What is Architectural Technology?

Architectural Technology is the technology of architecture; a creative, innovative design discipline rooted in science and engineering which is applied to the design of buildings to achieve optimum functionality, efficient and effective construction and robust, durable and sustainable design solutions that perform over time.

Architectural Technology encompasses the impact of changing social, economic, legal, cultural, environmental, technological, business and political frameworks on the built and natural environment relating to design, within a national and international context.

Architectural Technology considers health, safety, welfare and ethical issues, quality of life and social well-being to ensure that the diverse needs and requirements of everyone are recognised and that all users are able to have the same experience of a building, place or space regardless of their disability, age, gender, or faith.

Cover image: Brewer Smith Brewer Gulf Above: Gensler

What is Architectural Technology as the technology of architecture?

Architectural Technology, as the technology of architecture, is the link between design and construction to achieve the optimisation of production and long term performance, with the use of technology for managing, assessing and evaluating projects.

Architectural Technology focuses on the design of buildings and their production and performance through the process, management and integral use of technology. It relates to the anatomy and physiology of a building, how it is assembled and how it should perform linked to the form, function and fabric.

Architectural Technology is an essential design function that is necessary to achieve functionality and buildability, usability, sustainability and durability of buildings.

Architectural Technology includes understanding the behaviour of materials and components as this is important to avoid premature failure and ensure the health, safety and use of buildings along with quality and standards of design and construction.

What is a Chartered Architectural Technologist and what can they do?

The Chartered Architectural Technologist leads the technological design within a project, forming the link between concept, innovation and realisation, and:

- Specialises in design, underpinned by building science, engineering and the technology applied to architecture within projects and plays a pivotal role in project and design management and the construction process.

- Is competent to design and manage all types of project at all levels, from small domestic projects, as a sole practitioner, to very large, commercial buildings in multinational and multidisciplinary practices, up to Director level.

- Works collaboratively with other professionals such as architects and engineers and is recognised on a par with other Chartered professionals within the built environment sector.

- Is qualified to offer full architectural design services, and lead and manage projects from inception to completion.

- Is a valued and respected regulated professional qualification and designation, which is transferable and recognised across borders. It can only be awarded by the Chartered Institute of Architectural Technologists.

- Is obliged to maintain currency of qualification through CPD and follow CIAT's Code of Conduct.

Images: Benoy

Neil Kee MCIAT, Senior Associate Director, Benoy Architecture and Master Planning

Benoy is a multi-award winning international architecture, master planning; interior and graphic design studio with offices in Singapore, Kuala Lumpur, Shanghai, Beijing, Hong Kong and Melbourne.

Chartered Architectural Technologist
Neil successfully attained his professional qualification as a Chartered Architectural Technologist, MCIAT in 2012 and his current employment position is Senior Associate Director at Benoy Architecture and Master Planning in Singapore. His career has developed through his wish to travel and experience various worldwide markets. Neil continually strives to secure the most exciting projects so that he can design and deliver them to the best of his ability through Architectural Technology.

Design role
Neil's current project is the new Changi Airport Terminal in Singapore, Terminal 4. His day to day activities, whilst in the office, include organising his design team and explaining his concept ideas in order to help move the project forward. Neil also ensures that time is spent on detail design items and shop drawings that are coming in from the main contractor. Due to his position within the company he also makes time to contact potential new clients to see if he can present Benoy's latest capabilities to them.

When on site, Neil is either meeting with the contractor and sub-contractors to resolve design and details in large workshops, or meeting with the client to present Benoy's latest concept information or to resolve any design detail issues that have been passed to him by the contractor.

Chartered Institute of Architectural Technologists (CIAT)

CIAT is a membership-based professional organisation that:

- Leads and promotes the discipline of Architectural Technology.
- Sets and maintains the standards of education, practice and professionalism in Architectural Technology through:
    - Accreditation of qualifications (Honours and Master's degree level).
    - Professional qualifications.
    - Code of Conduct.
    - Continuing Professional Development.
- Collaborates with similar bodies to improve knowledge, skills and professionalism within the built environment
- Recognises excellence in Architectural Technology through its Awards.

Formal recognition

CIAT

- Royal Charter bestowed by UK Government's Privy Council in 2005.
- The only Competent Authority for Architectural Technology in the EU.
- Full Member of UK's Construction Industry Council.
- Specific educational standards developed by UK and Irish governments in recognition of the distinct nature of Architectural Technology.
- Member of UK Government's Building Regulation Advisory Committee.
- Principal member of the Association of European Experts in Buildings and Construction (AEEBC).

Chartered Architectural Technologists MCIAT

- Recognised in UK Government's Standard Occupational Classifications document alongside architects and surveyors.
- Recognised by UK funding agencies and Council of Mortgage Lenders to monitor building work and provide the lender's Professional Consultant's Certificate.
- Recognised by the UK public sector on an equivalent basis as other Chartered professionals.
- Recognised as a regulated profession by the EU Commission.
- CIAT-Accredited Conservationists, who must also be Chartered Architectural Technologists, are recognised by UK grant funding bodies for building conservation and heritage projects.
- CIAT is a licensed body with the authority to offer the Chartered Environmentalist qualification to suitably experienced Chartered Architectural Technologists, on behalf of the Society for the Environment.
- Awarded direct access to the Construction Skills Certification Scheme in the UK.

Collaborations with other organisations

Attaining Chartered Architectural Technologist status

Chartered Architectural Technologist status can be achieved by completing CIAT's membership process, the Professional Assessment, which is measured against CIAT's Professional Standards Framework. This Framework illustrates the standards for education, practice and professionalism which applicants must satisfy to achieve Chartered Membership and to use the protected title of Chartered Architectural Technologist.

In order to successfully pass the Professional Assessment, applicants must:
• Hold a CIAT Accredited Honours degree or equivalent;
• Undergo an assessment of work experience related to CIAT practice standards;
• Undertake a professional interview and adhere to CIAT's Code of Conduct.

CIAT's educational standards have been developed in conjunction with the UK's Quality Assurance Agency for Honours and Masters degree level qualifications in Architectural Technology. Such programmes are designed and delivered by educational establishments and are Accredited by CIAT nationally and internationally.

The practice standards are measured through an evaluation of prospective Chartered Members' knowledge, experience, skills and professionalism.

The professional interview process is designed to reflect the broad nature and range of professional practice within Architectural Technology, using the the professional standards. These standards will help to determine an applicant's ability to engage, communicate and interact with affected parties in an appropriate, professional, ethical and knowledgeable manner.

All Chartered Members must be aware of their professional limitations and obligations in relation to the Institute's Code of Conduct.

Other grades of membership are available to those studying and working in the discipline. Please visit **www.ciat.org.uk** for further information.

Images above and back cover : Benoy

Chartered Institute of Architectural Technologists
+44(0)20 7278 2206
www.ciat.org.uk

Twitter: @CIATechnologist
Instagram: @CIATechnologist
facebook.com/CIATechnologist
youtube.com/CIATechnologist

REGULATED PROFESSION

Chartered Architectural Technologist (United Kingdom)

Establishment • Temporary mobility •

General • Decisions Statistics • Declarations Statistics • Competent authorities • Screening information

Generic name of profession

Title: Architectural Technologist

Identification

Name of regulated profession: Chartered Architectural Technologist
Translation(s): undefined
Country: United Kingdom
Region: All regions

Legal information

Legal basis for regulation

EU Law : Other *n/a*
National legislation: A Royal Charter is awarded by Privy Council which is part of the UK government. No one can use the term 'Chartered' without attaining the relevant qualification through the Chartered body as approved by UK government via its Privy Council. CAD/Visualisation
Useful link: http://www.ciat.org.uk/en/the_institute/about-ciat/ciats-charter/CIAT_Charter.cfm

Regulation

Type of regulation : Protected title (without reserves of activities)

Recognition

Recognition under: DIRECTIVE 2005/36/EC
Additional information :
Recognition under Directive 2005/36/EC: Recognition of professional experience Annex IV - automatic recognition
Level in case of subsidiary application of GS: PSM - Diploma from post-secondary level (more than 4 years) , Art. 11 e
Prior check of qualifications for a temporary and/or occasional provision of services: No

Activities

Description of activities: Chartered Architectural Technologists specialise in the technology of architecture focusing on the design of buildings for use and performance. Skills include: Arbitration & adjudication, Building control, Building design and specification, Building pathology, Building regulations, Conservation and restoration, Construction management, Construction site supervision, Construction technology, Contract Administration, Defects diagnosis, Development of property, Disabled access & amenities audits, Dispute resolution, building surveys, Environmental management, Expert witness, Fire safety, Health and safety/CDM, Legal/regulatory compliance of property, Maintenance management, Measurement of buildings, Party wall & rights to light, Project management, Sustainability & 'green building' advice, Refurbishment/Re-fit/Restoration, Planning submissions and advice, Life Cycle and costings, Concept and technical design development, Detailing, Feasibility studies, Building Information Modelling.
Translation(s): n/a (EN)

Accreditation Panel Guidance

CIAT has the authority to Approve and Accredit educational programmes in Architectural Technology. Approval applies to sub-Honours degree programmes (currently Level 4 and 5 on the QCF for England and Wales) and Accreditation applies to Honours degree level programmes and Masters degree level programmes, although Accreditation processes will differ depending on the qualification.

All processes demonstrate an educational establishment's commitment to delivering the highest standards of educational progression within the profession. They also symbolise the positive and mutually supportive relationship between CIAT, the educational establishment, staff and students.

What is CIAT Accreditation?

CIAT Accreditation (including Accreditation in Principle) implies that an educational establishment's Architectural Technology Honours or Masters degree level programme has been assessed in terms of content, structure and resources and has met the required standards. It also provides assurances that students will be able to develop their academic, analytical, communication and employability skills.

CIAT Accreditation may apply to qualifications in Architectural Technology or related subjects that meet the specified CIAT criteria and QAA Subject Benchmark Statement for Architectural Technology. CIAT will Accredit formal qualifications at the level of a UK Honours and/or Masters degree.

CIAT will consider full-time, sandwich, part-time, multi-mode and distance learning programmes of varying duration for Accreditation from both the UK and overseas.

For all Honours degree level programmes, Accreditation is in the following stages. (Normally 5 year cycle).

i**. Accreditation in Principle** is a paper based exercise and is granted on the review of documentation submitted by the educational establishment which provides details of the aims and objectives of the Architectural Technology programme, the expected student experience and the employability of the graduates from this programme.

A educational establishment will be encouraged to apply for CIAT Accreditation of its Architectural Technology Honours degree programme (or equivalent) as soon as possible after it has been internally validated and normally within the launch year of the programme after the first cohort of students has been accepted. The educational establishment will be asked to submit the required documentation to the CIAT Education Department in accordance with the Accreditation Guidelines. The Institute's Education Department will ask for two Panel Chairs to review the submitted documentation and make a recommendation to CIAT's Education Board.

The suitability of Chairs and reviewers will be considered prior to appointment. The period between having a relationship with the educational establishment and undertaking Accreditation activity should be a minimum of two years.

The educational establishment will be informed of the Board's decision within eight weeks of making the submission.

After the first two years of Accreditation in Principle, CIAT will pay the educational establishment an interim visit to offer support and guidance. Prior to the visit, the educational establishment will submit a short update to the Institute which providing an overview of the challenges met by the programme team and any changes proposed to the programme.

The CIAT Panel for the interim visit will comprise one CIAT Panel Chair and a member of CIAT staff. The Panel will view student work from the first two years of the programme, external examiners' reports and employers' statements plus any other relevant information (e.g. student feedback). The Panel will meet with the programme team and ideally the external examiner(s).

Any follow up action will be agreed by the Education Board and the Education Department will write to the educational establishment as required.

ii. **Accreditation** is a critical appraisal of the Architectural Technology programme's performance over the previous five years, whilst the programme was Accredited in Principle. This submission will also demonstrate how the programme will retain currency for the next five years and how changes may be introduced which will improve the programme. Any proposed changes must be communicated to CIAT prior to implementation.

After **five** years of Accreditation in Principle or a period agreed by the CIAT Education Board, an application must be made for Accreditation.

The educational establishment will be asked to submit the required documentation to the CIAT Education Department in accordance with the Accreditation Guidelines. The Education Department will convene a Panel which will review the submitted documentation.

Any follow up action will be agreed by the Education Board and the Education Department will write to the educational establishment as required.

The process of becoming Accredited will also involve a visit by a CIAT Accreditation Panel primarily to view the programme's outputs but also to meet with staff, view facilities and talk to current students, graduates from the programme as well as employers. **The visiting Panel will inform the educational establishment that any recommendations/conditions discussed at the end of the visit must be ratified by the Education Board.**

The educational establishment will be informed of the Board's decision within eight weeks of the visit.

iii. **Accreditation Review** is a reflective report of the Architectural Technology programme over the lifetime of the programme. It allows the programme team to demonstrate how it continues to meet the objectives of the programme whilst continuously developing and improving the programme. Again, any proposed changes must be communicated to CIAT prior to implementation.

After **five** years of Accreditation or a period agreed by the CIAT Education Board, an application must be made for Accreditation Review.

The educational establishment will be asked to submit the required documentation to the CIAT Education Department in accordance with the Accreditation Guidelines. The Education Department will convene a Panel which will review the submitted documentation.

The suitability of Chairs and reviewers will be considered prior to appointment. The period between having a relationship with the educational establishment and undertaking Accreditation activity should be a minimum of two years.

Any follow up action will be agreed by the Education Board and the Education Department will write to the educational establishment as required.

The process of becoming Accredited will also involve a visit by a CIAT Accreditation Panel primarily to view the programme's outputs but also to meet with staff, view facilities and talk to current students, graduates from the programme as well as employers.

The visiting Panel will inform the educational establishment that any recommendations/conditions discussed at the end of the visit must be ratified by the Education Board.

The educational establishment will be informed of the Board's decision within eight weeks of the visit.

All programmes will need to demonstrate understanding and appreciation of the role of the Chartered Architectural Technologist and the professionally qualified Architectural Technician, both in practice and as part of the wider construction team. Whilst CIAT would prefer two Architectural Technology-specific External Examiners, one academic and one practitioner, educational establishments must ensure that the programme has at least one External Examiner with a current background in Architectural Technology.

For Masters degree level programmes being offered at educational establishments that also offer an Accredited Honours degree, the Accreditation process is in the following stages. (Normally 5 year cycle).

i. **Accreditation** is a paper based exercise and is granted on the review of documentation submitted by the educational establishment which provides details of the aims and objectives of the programme, the expected student experience and the employability of the graduates from this programme.

The educational establishment will be asked to submit the required documentation to the CIAT Education Department in accordance with the Accreditation Guidelines. The Education Department will ask for two Panel Chairs to review the submitted documentation and make a recommendation to the Education Board.

The suitability of Chairs and reviewers will be considered prior to appointment. The period between having a relationship with the educational establishment and undertaking Accreditation activity should be a minimum of two years.

The educational establishment will be informed of the Board's decision within eight weeks of making the submission.

ii. **Accreditation Review** is a critical appraisal of the programme's performance since first Accreditation. This submission will also demonstrate how the programme will retain currency until its next Accreditation and how changes may be introduced which will improve the programme. NB. Any proposed changes must be communicated to CIAT prior to implementation. Subsequent Accreditation Reviews are comprised of a reflective report of the programme since first Accreditation. It allows the programme team to demonstrate how it continues to meet the objectives of the programme whilst continuously developing and improving the programme.

For Masters degree level programmes being offered at educational establishments that also offer an Accredited Honours degree, after **five** years of Accreditation or a period agreed by the CIAT Education Board, an application must be made for Accreditation Review.

The educational establishment will be asked to submit the required documentation to the CIAT Education Department in accordance with the Accreditation Guidelines. The Education Department will ask for two Panel Chairs to review the submitted documentation and make a recommendation to the Education Board.

The suitability of Chairs and reviewers will be considered prior to appointment. The period between having a relationship with the educational establishment and undertaking Accreditation activity should be a minimum of two years.

The educational establishment will be informed of the Board's decision within eight weeks of making the submission.

An educational establishment will be required to maintain Accredited status of both its Honours and Masters degrees.

For Masters degree level programmes being offered at educational establishments that do NOT also offer an Accredited Honours degree, the Accreditation process is in the following stages. (Normally 5 year cycle).

i**. Accreditation in Principle** is a paper based exercise and is granted on the review of documentation submitted by the educational establishment which provides details of the aims and objectives of the Architectural Technology programme, the expected student experience and the employability of the graduates from this programme.

A educational establishment that does not also offer an Accredited Honours degree will be encouraged to apply for CIAT Accreditation of its Masters degree level programme as soon as possible after it has been internally validated and normally within the launch year of the programme after the first cohort of students has been accepted.

The educational establishment will be asked to submit the required documentation to the CIAT Education Department in accordance with the Accreditation Guidelines. The Education Department will ask for two Panel Chairs to review the submitted documentation and make a recommendation to the Education Board.

The suitability of Chairs and reviewers will be considered prior to appointment. The period between having a relationship with the educational establishment and undertaking Accreditation activity should be a minimum of two years.

The educational establishment will be informed of the Board's decision within eight weeks of making the submission.

ii. **Accreditation** is a critical appraisal of the Architectural Technology programme's performance over the previous five years, whilst the programme was Accredited in Principle. This submission will also demonstrate how the programme will retain currency until its Accreditation Review and how changes may be introduced which will improve the programme. Any proposed changes must be communicated to CIAT prior to implementation.

For Masters degree level programmes being offered at educational establishments that do not also offer an Accredited Honours degree, after **five** years of Accreditation in Principle/Accreditation or a period agreed by the CIAT Education Board, an application must be made for Accreditation.

The educational establishment will be asked to submit the required documentation to the CIAT Education Department in accordance with the Accreditation Guidelines. The Education Department will convene a Panel which will review the submitted documentation.

The suitability of Chairs and reviewers will be considered prior to appointment. The period between having a relationship with the educational establishment and undertaking Accreditation activity should be a minimum of two years.

The process of becoming Accredited will also involve a visit by a CIAT Accreditation Panel primarily to view the programme's outputs but also to meet with staff, view facilities and talk to current students, graduates from the programme as well as employers.

The visiting Panel will inform the educational establishment that any recommendations/conditions discussed at the end of the visit must be ratified by the Education Board.

The educational establishment will be informed of the Board's decision within eight weeks of the visit.

iii. **Accreditation Review** is a reflective report of the Architectural Technology programme over the lifetime of the programme. It allows the programme team to demonstrate how it continues to meet the objectives of the programme whilst continuously developing and improving the programme. Again, any proposed changes must be communicated to CIAT prior to implementation.

The educational establishment will be asked to submit the required documentation to the CIAT Education Department in accordance with the Accreditation Guidelines. The Education Department will convene a Panel which will review the submitted documentation.

The suitability of Chairs and reviewers will be considered prior to appointment. The period between having a relationship with the educational establishment and undertaking Accreditation activity should be a minimum of two years.

The process of becoming Accredited will also involve a visit by a CIAT Accreditation Panel primarily to view the programme's outputs but also to meet with staff, view facilities and talk to current students, graduates from the programme as well as employers. **The visiting Panel will inform the educational establishment that any recommendations/conditions discussed at the end of the visit must be ratified by the Education Board.**

The educational establishment will be informed of the Board's decision within eight weeks of the visit.

In order to successfully apply for CIAT Accreditation at all stages, educational establishments are required to demonstrate that the programme relates directly to the CIAT requirements by mapping module content and learning outcomes directly to the Quality Assurance Agency for Higher Education (QAA) Benchmark Statement for Architectural Technology.

Accreditation Visits: Honours degree level programmes and Masters degree level programmes being offered at educational establishments that do not also offer an Accredited Honours degree

Panel Members

The CIAT Accreditation Panel will comprise the following:

i. The Panel Chair who will *normally* be a Chartered Architectural Technologist, MCIAT with an academic background.
ii. One Practitioner who is a Chartered Member of CIAT who must be in current practice.
iii. Either one Programme Leader from an educational establishment with a CIAT-Accredited programme OR an academic directly related to a CIAT-Accredited programme.

NB. The Panel Chair will have experience of sitting on at least three previous Accreditation Panels and will have 'shadowed' another Chair at least once. In exceptional circumstances the Education Director, Assistant Education Director or Chief Executive can undertake the role of Chair.

Template Agenda for Accreditation and Accreditation Review
CIAT Accreditation visit agenda template

Times	Activity	Venue/location	Attending
08:30	Arrival of Panel	TBC	CIAT Panel
08:30-08:45	CIAT Panel private meeting	TBC	CIAT Panel
08:45-09:15	Introduction/overview to the programme	TBC	CIAT Panel, programme leader and relevant staff (if
09:15-10:00	Tour of facilities	TBC	CIAT Panel and relevant staff (if required)
10:00-10:30	CIAT Panel private meeting	TBC	CIAT Panel
10:30-11:15	Meeting with university senior management and Faculty senior management	TBC	CIAT Panel and Senior Management Team It is advised that the programme leader/team is a silent observer during this
11:15-12:30	Inspection of students' work**	TBC	CIAT Panel
12:30-13:30	Lunch with students/graduates/ employers ・No university staff should be present during the lunch. ・Those present should be four to eight current part time and full time students, two to five graduates and two to five local employers.	TBC	CIAT Panel, students, graduates and employers
13:30-13:45	CIAT Panel private meeting	TBC	CIAT Panel
13:45-14:45	Meeting with programme team	TBC	CIAT Panel and staff members (to be
14:45-15:15	CIAT Panel private meeting	TBC	CIAT Panel
15:15-15:30	Closing remarks and Panel depart	TBC	CIAT Panel and staff (to be advised)

**The work must be that of the Architectural Technology students only and must provide a range of top, middle and low pass mark – clearly highlighted.
Work from each and every module must be present and clearly marked accordingly to the module. Marking sheets must be present with each piece of work. There must be sufficient work on display to make an informed recommendation.
For Accreditation Review, the work must be final year Architectural Technology students' final year work or the most recent graduates' final year work.

QQI
Quality and Qualifications Ireland
Dearbhú Cáilíochta agus Cáilíochtaí Éireann

AWARDS STANDARDS - **ARCHITECTURAL TECHNOLOGY**

www.QQI.ie

Awards Standards - Architectural Technology

FOREWORD

The Awards Standards presented in this document describe the knowledge, skill and competence to be acquired before a QQI "Architectural Technology" award may be made. The standard is expressed, by National Framework of Qualifications (NFQ) Level, in terms of required knowledge, skill and competence. See QQI's Assessment and Standards, Revised 2013 for further details on the functions of Awards Standards.

The Awards Standards are designed to be used (i) by providers when designing new programmes and establishing minimum intended programme learning outcomes; (ii) by awarding bodies when validating new programmes; (iii) in the accreditation of programmes by the relevant professional bodies. They will also be used by providers when reviewing their programmes. It is recognised that the Awards Standards will require existing programmes to be updated, perhaps substantially. They are cumulative meaning that the outcomes required at Level N are those specified in that column in addition to those in all lower level columns. The Awards Standards comprise a generic part (in the yellow panels) and a discipline-specific part.

The expected learning outcomes of the Awards Standards do not constrain how particular programmes of education and training enable learners to achieve the intended programme learning outcomes as long as the outcomes are achieved. Nor do they specify how actual learning outcomes are assessed. Interpretation of these Awards Standards will be aided by a reflection on their context, scope and purposes. These are outlined in the following paragraphs.

The Awards Standards have been developed by an expert group with the support of the QQI executive and have been informed by national and international sources. The members of the expert group are:

• Mr Cormac Allen	Dublin Institute of Technology
• Mr Robin Stubbs	Waterford Institute of Technology
• Ms Anne Boner	Letterkenny Institute of Technology
• Ms Denise Dillon	Galway Mayo Institute of Technology
• Ms Margaret Doyle-Hughes	Carlow Institute of Technology
• Ms Deirdre Ryan	Cork Institute of Technology
• Professor Sam Allwinkle	Chartered Institute of Architectural Technologists (CIAT)
• Mr Pat Kirwan	Royal Institute of the Architects of Ireland (RIAI)
• Mr Eddie Conroy	South Dublin County Council
• Mr Mel McGerr	Murphy + McGerr Architecture
• Mr Conor Finnegan	McCarthy O'Hora
• Mr Martin Vaughan	Department of the Environment, Community and Local Government
• Ms Jette Djaelund	Danish Association of Building Experts, Managers and Surveyors
• Dr Peter Cullen	QQI (Chairperson)

These Awards Standards should not be interpreted as being detailed programme specifications. They do not uniquely specify the courses of study that a learner must take. Rather they should be seen as a reference for the development of programmes and a frame for the elaboration of intended programme learning outcomes. A diverse range of potential programmes and intended programme learning outcomes is compatible with these Awards Standards. The arrangement of the learning outcomes by level does not completely determine the sequence in which corresponding learning opportunities occur in a particular programme. Different programmes may sequence learning outcomes in different pedagogically valid ways.

The Awards Standards are relatively broad statements—specific programmes would be expected to specify intended learning outcomes in much more detail particularly at the level of individual modules. The broadness of the Awards Standards reflects their purpose which is to guide programme developers, reviewers, evaluators and validation panels etc., but at the same time to facilitate diversity and future developments. At Level 9 learning outcomes may be adjusted in order to provide the opportunity for increased focus in selected areas. In presenting learning outcomes under the headings "knowledge", "know-how and skill" and "competence" it is intended that collectively the complete set of outcomes address the act of architectural technology and its realisation.

Awards Standards - Architectural Technology

Knowledge – Breadth Knowledge outcomes are associated with facts and concepts; that is, they refer to knowledge of, or about, something. The more diverse, complex and varied the facts and concepts, the greater the breadth of knowledge and this is a matter of level. Breadth is distinguished from the number of different facts and concepts learned, which relates to volume.

Knowledge – Kind The representation of facts and concepts, including ideas, events or happenings, is cumulative. The more facts and concepts are layered on top of each other, and draw successively upon each other to construct meaning, the higher the level of learning. This process is typically associated with progressively greater abstraction from concrete phenomena into theory.

	NFQ Level 6	**NFQ Level 7**	**NFQ Level 8**	**NFQ Level 9**
	The graduate should be able to:	The graduate should be able to:	The graduate should be able to:	The graduate should be able to:
Knowledge - Breadth	*Specialised knowledge of a broad area*	*Specialised knowledge across a variety of areas*	*Understanding of the theory, concepts and methods pertaining to a field (or fields) of learning.*	*A systematic understanding of knowledge, at, or informed by, the forefront of a field of learning*
Knowledge - Kind	*Some theoretical concepts and abstract thinking, with significant underpinning theory*	*Recognition of limitations of current knowledge and familiarity with sources of new knowledge; integration of concepts across a variety of areas*	*Detailed knowledge and understanding in one or more specialised areas, some of it at the current boundaries of the field(s).*	*A critical awareness of current problems and/or new insights, generally informed by the forefront of a field of learning*
Architectural technology in context	Demonstrate an awareness of architectural technology as a profession within a multidisciplinary environment.	Demonstrate a detailed knowledge of architectural technology as a profession within a multidisciplinary environment.	Demonstrate a detailed understanding of architectural technology as a profession, the multidisciplinary context for its practice and how contextual change impacts on the ethical practice of architectural technology involving relationships with clients, other professionals and users of the built environment.	Demonstrate a critical understanding of the role of the specialist architectural technologist within the building design and construction professions, and within the broader construction industry.
Science and technology	Recognise a range of building technologies, with an awareness of the mathematical, scientific and technological prerequisites for architectural technology.	Demonstrate an understanding of the mathematical, scientific and technological prerequisites for architectural technology involving buildings, materials, structures, building services and their performance in the built environment	Demonstrate a detailed understanding of the mathematical, scientific and technological prerequisites for architectural technology practice involving buildings, materials, structures, building services and their performance in the built environment.	Demonstrate a systematic approach to and critical understanding of mathematical, scientific and technological prerequisites for specialised architectural technology practice
Design principles, techniques and methods	Demonstrate an awareness of the application of architectural technology to design and construction projects and the role of sustainable principles in relation to the built environment.	Demonstrate an understanding of the application of architectural technology to design and construction projects, addressing topics that include sustainable principles, techniques and methods used in relation to materials, components, services and finishes relative to building design.	Demonstrate a detailed understanding of the application of architectural technology to design and construction practice addressing topics that include sustainable principles, techniques and methods used in relation to materials, components, services and finishes relative to building design.	Demonstrate a systematic understanding of research and innovation in architectural technology used to impact on and change building design and standards.
	Demonstrate an awareness of technical design principles, techniques and methods relating to architectural technology.	Demonstrate an understanding of the application of technical design principles, techniques and methods to address factors including but not limited to user needs, environmental impact, universal design, safety, appearance, life cycle, conservation and refurbishment.	Demonstrate a detailed understanding of the application of technical design principles, techniques and methods to address factors including but not limited to user and market needs, cost and value, quality, environmental impact, universal design, safety, reliability, appearance, life cycle, conservation and refurbishment.	Demonstrate a systematic and critical understanding of technical design principles, in order to research and innovate for the purposes of optimising decision making in specialised areas.
	Demonstrate an awareness of the evolution of architectural design and technology.	Demonstrate an understanding of the evolution of architectural design and technology and the relationship between them.	Demonstrate a detailed understanding of the evolution of architectural design and technology and the relationship between them.	Demonstrate a critical understanding of the design implications of construction technology and materials sufficient to respond innovatively to the design brief.
	Demonstrate an awareness of the engineering design factors required to develop, resolve and integrate engineering activities in the building design process.	Demonstrate an understanding of engineering design factors and the development and integration of engineering solutions, including but not limited to structural, building services and related engineering design activities in the building design process.	Appraise engineering design factors to collaboratively develop and integrate engineering solutions, including but not limited to structural, building services and related engineering design and specialist engineering contracting activities in the building design process.	Demonstrate a critical understanding of the impacts and transformative potential of a variety of engineering inputs in the building performance design process.

Information and communication	Demonstrate knowledge of the conventions for communicating technical information to peers through verbal and non-verbal means.	Demonstrate knowledge of the necessary verbal and non-verbal skills to communicate effectively in the context of architectural technology projects.	Demonstrate detailed knowledge of the necessary verbal and non-verbal skills to communicate effectively in the context of architectural technology practice.	Demonstrate a systematic knowledge of the means of effective transfer of research, experiences, insights, and knowledge among different experts and professionals.
	Demonstrate a basic knowledge of digital presentation techniques to communicate architectural technology solutions.	Demonstrate a knowledge of the appropriate digital presentation techniques to communicate architectural technology ideas and solutions.	Demonstrate a detailed knowledge of a variety of digital presentation techniques to communicate architectural technology ideas and solutions.	Demonstrate extensive knowledge of innovative digital presentation, communication and dissemination techniques.
Professional practice	Demonstrate a basic knowledge of project and design processes.	Demonstrate a working knowledge of the processes involved in health and safety, contract administration and project management on building projects.	Demonstrate a working knowledge of procurement, health and safety, contract administration and project management techniques relevant to building and buildings.	Demonstrate a critical awareness of the potential impact of procurement, contractual, management and health & safety processes on architectural technology research and innovation.
Statutory and regulatory	Demonstrate a basic knowledge of the importance of statutory and regulatory requirements pertaining to building and buildings.	Demonstrate a working knowledge of statutory and regulatory requirements pertaining to building and buildings.	Demonstrate a detailed knowledge of statutory and regulatory requirements pertaining to building and buildings.	Demonstrate a systematic knowledge of the evolving and changing statutory regulations and standards pertaining to building and buildings.

Know-how and Skill – Range Skills, in both their execution and the demonstration of underpinning procedural knowledge, encompass the use of many different kinds of tool. 'Tool' refers to any device or process that facilitates individuals having some effect on their physical, informational or social environment. Tools include cognitive and social processes as well as physical implements. Tools, and the skills to use them, range from commonplace or familiar to novel or newly-invented. The sheer number of skills acquired is a matter of volume, rather than of level. The diversity of skills is a feature of this strand that contributes to differentiation in level. The completeness of the set of skills (and associated know-how) in respect of an area of activity is another feature that helps indicate the level.

Know-how and Skill – Selectivity The performance of tasks depends on the learner having an appropriate understanding of the environment in which the tasks are performed and being aware of his/her own ability and limitations, while at the same time being able to correctly judge the fit between the demands and ability. Whereas the range of know- how and skill refers to what a learner can do, selectivity (which might also be called procedural responsiveness) refers to the judgement that the learner exercises in carrying out procedures, through selecting from the range of know-how and skills available to him/her, in accordance with his/her appraisal of the demands of the task.

	NFQ Level 6	**NFQ Level 7**	**NFQ Level 8**	**NFQ Level 9**
	The graduate should be able to:	The graduate should be able to:	The graduate should be able to:	The graduate should be able to:
Know-how and Skill - Range	*Demonstrate comprehensive range of specialised skills and tools*	*Demonstrate specialised technical, creative or conceptual skills and tools across an area of study*	*Demonstrate mastery of a complex and specialised area of skills and tools; use and modify advanced skills and tools to conduct closely guided research, professional or advanced technical activity*	*Demonstrate a range of standard and specialised research or equivalent tools and techniques of enquiry*
Know-how and Skill - Selectivity	*Formulate responses to well-defined abstract problems*	*Exercise appropriate judgement in planning, design, technical and/or supervisory functions related to products, services, operations or processes*	*Exercise appropriate judgement in a number of complex planning, design, technical and/or management functions related to products, services, operations or processes, including resourcing*	*Select from complex and advanced skills across a field of learning; develop new skills to a high level, including novel and emerging techniques*
Applying architectural technology in practice	Apply, under direction, current technologies and processes to non-complex building design and construction.	Evaluate and apply existing, new and innovative technologies and processes to building design and construction.	Research, evaluate and apply existing, new and innovative technologies and processes to building design and construction.	Select from complex and advanced skills in architectural technology to research, develop and apply new and innovative skills relating to emerging technologies.
	Undertake a measured survey of a building and of a site.	Undertake a measured survey of a building and of a site identifying opportunities and constraints including site history.	Execute detailed analysis and investigation of construction techniques and materials in existing buildings, presenting the results in appropriate formats.	Research, innovate and test building performance design solutions selecting appropriate criteria and methodologies.

	Contribute to the development of a technical design response that addresses design intent, sustainability and universal design principles, material and component selection and structural and building servicing techniques.	Develop a technical design response that addresses design intent, sustainability and universal design principles, material and component selection and structural and building servicing techniques.	Generate a technical design response that addresses design intent, sustainability and universal design principles, material and component selection and structural and building servicing techniques.	Research, evaluate and develop a technical design innovation that addresses performance criteria, sustainability principles and market need.
	Participate in the preparation of the necessary information required to effectively describe a building or structure.	Contribute to the production of the necessary information to effectively procure and construct a building or structure.	Demonstrate an ability to produce the necessary information to effectively procure and construct a building or structure.	Demonstrate a critical awareness of the range and nature of information required in building procurement and construction and the potential of this to support and enhance architectural technology research and innovation.
	Use basic building performance design tools and produce non complex calculations.	Investigate building performance design solutions applying appropriate tools including statutory performance metrics.	Formulate and resolve building performance design solutions selecting appropriate tools including recognised building performance and simulation applications.	Demonstrate a critical understanding of and engage with the field of building performance design and develop new skills including novel and emerging performance and simulation techniques.
	Produce, under direction, appropriate project documentation.	Identify factors affecting project implementation and develop project documentation.	Identify factors affecting project implementation, negotiate and develop documentation and apply management principles relating to procurement and contract, with an understanding of the roles and responsibilities of design team members including the client.	
	Assist in recording on-site construction processes with reference to building regulations.	Record on-site construction processes with reference to regulatory compliance and quality.	Demonstrate an understanding of the techniques and processes required to organise the coordination, monitoring and inspection of on-site construction processes and regulatory compliance and quality.	Demonstrate a critical awareness of the potential impact of on-site construction processes, regulatory compliance and quality on architectural technology research and innovation.
	Demonstrate an awareness of building performance measurement techniques.	Measure as-built building performance and evaluate effectiveness of design solutions.	Measure and review as-built building performance and evaluate effectiveness of design solutions against original client brief and specification, engaging specialist knowledge as appropriate.	Research, evaluate and develop innovative approaches to measuring and assessing as-built building performance and interpret data to inform architectural technology research and innovation.
Information and Communication	Produce free hand sketches, manual drawings and physical models in support of the technical design process.	Produce a portfolio of free hand sketches, manual drawings and physical models in the context of a professional practice.		
	Demonstrate an ability to use digital technologies appropriately.	Organise and co-ordinate digital data for collaborative work practices in a design and construction setting.	Manage, organise and communicate digital data, information and knowledge for multidisciplinary collaborative work practices in a design and construction setting.	Research, innovate and develop specialised knowledge of tools and methods for optimising implementation of multidisciplinary collaborative processes.
Professional Practice	Demonstrate an awareness of the need to identify hazards and risks during design and construction stages.	Identify hazards and risks during design and construction stages and work under supervision to maintain safe systems of work in line with relevant legislation and regulatory frameworks.	Demonstrate a capacity to identify, appraise and mitigate hazards and risks during design and construction stages and work with design team peers to develop and maintain safe systems of work in line with relevant legislation and regulatory frameworks.	
	Demonstrate an awareness of the need to organise one's own work in support of the technical design process.	Demonstrate the organisational skills required for professional practice.	Apply a range of management skills required for professional practice.	Demonstrate a range of management skills required to organise and lead architectural technology research and investigation.
Statutory and Regulatory	Demonstrate familiarity with the requirements of the building regulations.	Demonstrate an ability to apply a focused range of statutory and regulatory requirements pertaining to building and buildings.	Demonstrate an ability to research and apply statutory and regulatory requirements pertaining to building and buildings.	Demonstrate a specialised skill and ability in the appraisal of statutory and regulatory requirements to inform and support architectural technology research and investigation.

Competence – Context Human situations, whether occupational or general social and civic ones, supply the context within which knowledge and skill are deployed for practical purposes. Such situations range in complexity and hence in the demands they place upon the person acting in them. Highly defined and structured situations or contexts constrain the behaviour of the individual and require lower levels of learning. The range of responses required, and hence the extent to which a broader range or higher level of knowledge and skill have to be drawn upon also depends on how predictable the context is. Acting effectively and autonomously in complex, ill-defined and unpredictable situations or contexts requires higher levels of learning.

	NFQ Level 6	NFQ Level 7	NFQ Level 8	NFQ Level 9
	The graduate should be able to:	The graduate should be able to:	The graduate should be able to:	The graduate should be able to:
Competence - Context	*Act in a range of varied and specific contexts involving creative and non-routine activities; transfer and apply theoretical concepts and/or technical or creative skills to a range of contexts*	*Utilise diagnostic and creative skills in a range of functions in a wide variety of contexts*	*Use advanced skills to conduct research, or advanced technical or professional activity, accepting accountability for all related decision making; transfer and apply diagnostic and creative skills in a range of contexts*	*Act in a wide and often unpredictable variety of professional levels and ill-defined contexts*
Response to brief	Demonstrate knowledge of a range of technical design principles, processes and technologies in the context of non-complex design briefs.	Demonstrate knowledge of a variety of technical design principles, processes and technologies in the context of design briefs of medium complexity.	Demonstrate a detailed understanding of a variety of technical design principles, processes and technologies in the context of complex design briefs.	Demonstrate a critical understanding of a variety of innovative technical design processes and solutions when developing and addressing complex design briefs and unseen situations.
	Demonstrate an awareness that decisions may result in liabilities.	Demonstrate an understanding of the impact of decisions on potential liabilities.	Accept responsibility for decisions and appreciate the impact on potential liabilities.	Take significant responsibility and accountability for own work and the work of individuals and groups with regard to all related decision making and leading a team.
	Contribute to the development of technical designs under supervision.	Contribute to the development of technical designs that respond to a range of environmental, social and technological design challenges while meeting regulatory requirements.	Generate creative technical design solutions that respond to complex environmental, social, contextual and technological design challenges while meeting regulatory requirements.	Research and develop creative and innovative technical design solutions that respond to complex environmental, social, contextual and technological design challenges while meeting regulatory requirements.
	Consider aesthetic and design intent in the development of technical design solutions.	Consider aesthetic and design intent in the application and integration of technological and regulatory design factors in the development of technical design solutions.	Respond to and address aesthetic and design intent through the application and integration of technological and regulatory design factors in the development of technical design solutions.	Demonstrate a critical awareness of the importance of aesthetic and design intent in architectural technology research and innovation.

Competence – Role For many purposes, joining and functioning in various kinds of group is a key component in putting knowledge and skill to effective use. Joining a group successfully requires individuals to adopt appropriate roles within the group. This requires the application of social skills and an understanding of the tasks of the group. Higher levels of competence are associated with playing multiple roles as well as with roles requiring leadership, initiative and autonomy. Higher competence is also associated with participation in more complex and internally diverse groups.

Competence - Role	NFQ Level 6	NFQ Level 7	NFQ Level 8	NFQ Level 9
	The graduate should be able to:	The graduate should be able to:	The graduate should be able to:	The graduate should be able to:
	Exercise substantial personal autonomy and often take responsibility for the work of others and/or for allocation of resources: form and function within, multiple complex and heterogeneous groups	*Accept accountability for determining and achieving personal and/or group outcomes; take significant supervisory responsibility for the work of others in defined areas of work*	*Act effectively under guidance in a peer relationship with qualified practitioners; lead multiple, complex and heterogeneous groups*	*Take significant responsibility for the work of individuals and groups; lead and initiate activity*
Applying architectural technology in practice	Demonstrate an awareness of the technical and administrative work in the design and construction processes.	Perform technical and administrative work in the design and construction processes.	Autonomously plan, manage and perform technical and administrative work in the design and construction processes.	Take significant responsibility for the work of individuals and groups in the initiation and leading of architectural technology research activity.
	Conduct basic technical activity under supervision.	Conduct technical and related research activity in a wide variety of contexts using specialised skills and tools under supervision.	Conduct research, professional and advanced technical activity in a wide variety of contexts using specialised skills and tools.	Demonstrate an ability in the innovative and creative use of complex specialised skills and tools to conduct advanced research and technical activity in a specialised area.

	Take responsibility for own and joint work processes and results.	Plan and take responsibility for own and joint work processes and results.	Independently participate in multidisciplinary collaboration with a professional approach.	
	Assist in developing technical design solutions individually and as part of a team and under supervision.	Generate technical design solutions acting individually, as part of a team and under supervision.	Produce efficient and appropriate technical design solutions to satisfy procurement, production, performance and regulatory criteria.	
	Work in a team setting and under supervision.	Work in a multi-disciplinary setting from early design stage to achieve quality control of construction and completion of building projects onsite.	Manage and organise multi-disciplinary information from early design stage to achieve quality control of construction and completion of building projects onsite.	Demonstrate an ability to identify, initiate and direct multidisciplinary collaboration in architectural technology research and innovation.
	Act ethically, with honesty, integrity and impartiality in matters arising from participation in the practice of architectural technology.	Act ethically with honesty, integrity, impartiality in matters arising from the practice of architectural technology.	Act ethically, with honesty, integrity, and impartiality both personally and when supervising others, in all matters arising from the practice of architectural technology.	Act ethically, with honesty, integrity, and impartiality both personally and when supervising others, in all matters arising from architectural technology research.
		Apply knowledge of contract administration.	Apply understanding of, and participate in contract administration in the context of building and buildings.	
	Demonstrate an awareness of construction legislation and statutory responsibilities in the context of building and buildings.	Apply knowledge of construction legislation and statutory responsibilities in the context of building and buildings.	Apply understanding of construction legislation and statutory responsibilities in the context of building and buildings.	Apply a critical understanding of statutory and regulatory requirements to inform and support architectural technology research and investigation.

Competence – Learning to learn This strand encompasses the extent to which an individual can recognise and acknowledge the limitations of his/her current knowledge, skill and competence and plan to transcend these limitations through further learning. Learning to learn is the ability to observe and participate in new experiences and to extract and retain meaning from these experiences. While drawing on other aspects of knowledge, skill and competence, this sub-strand places an emphasis on the relationship of the learner to his/her own learning processes. This provides a basis for abstraction and generalisation that, in principle, facilitates regarding this as a separate sub-strand of competence.

	NFQ Level 6	**NFQ Level 7**	**NFQ Level 8**	**NFQ Level 9**
	The graduate should be able to:	The graduate should be able to:	The graduate should be able to:	The graduate should be able to:
Competence - Learning to learn	*Learn to evaluate own learning and identify needs within a structured learning environment; assist others in identifying learning needs*	*Take initiative to identify and address learning needs and interact effectively in a learning group*	*Learn to act in variable and unfamiliar contexts; learn to manage learning tasks independently, professionally and ethically*	*Learn to self-evaluate and take responsibility for continuing academic/professional development*
	Identify and develop own possibilities for continued further education and training in different learning environments.	Identify own learning needs, professionally and ethically and organise own learning in different learning environments.	Identify own learning needs, professionally and ethically and organise own learning in different learning environments.	Independently take responsibility for own academic and professional development and specialisation.
	Recognise limitations of own knowledge and the need to seek guidance.	Recognise limitations of own knowledge and seek necessary guidance when working independently.	Recognise limitations of own and others knowledge and seek necessary guidance when working independently or providing support to peers.	Evaluate learning needs of others and take responsibility for directing the continuing academic and professional development of same.

Competence – Insight Insight refers to ability to engage in increasingly complex understanding and consciousness, both internally and externally, through the process of reflection on experience. Insight involves the integration of the other strands of knowledge, skill and competence with the learner's attitudes, motivation, values, beliefs, cognitive style and personality. This integration is made clear in the learners' mode of interaction with social and cultural structures of his/her community and society, while also being an individual cognitive phenomenon. A learner's self-understanding develops through evaluating the feedback received from the general environment, particularly other people, and is essential to acting in the world in a manner that is increasingly autonomous.

	NFQ Level 6	**NFQ Level 7**	**NFQ Level 8**	**NFQ Level 9**
	The graduate should be able to:	The graduate should be able to:	The graduate should be able to:	The graduate should be able to:
Competence - Insight	*Express an internalised personal world view, reflecting engagement with others*	*Express an internalised personal world view, manifesting solidarity with others*	*Express a comprehensive internalised, personal world view manifesting solidarity with others*	*Scrutinise and reflect on social norms and relationships and act to change them*
	Demonstrate awareness of current societal concerns, their changing nature and their interaction with the built environment.	Reflect on the influence of the architectural technologist on the design of sustainable development, universally designed buildings and the natural environment.	Act with consciousness that building and buildings have significant impact on individuals, societies and the environment.	Scrutinise and reflect on the accepted responsibilities and roles of the architectural technologist to clients, to building users and to all involved in the design and construction process and act to change these where appropriate.
	Demonstrate a capacity for engagement at a personal and occupational level.	Express awareness of social, community and ethical issues.	Demonstrate a consciousness of the need to act ethically.	Distil from diverse experiences useful and sustaining insights which can be harnessed in articulating future purpose and direction.

Assessment

References

1. Akalin, A., & Yildrim, K. (2009). Architecture and Engineering students' evaluations of house facades: Preference, complexity and impressiveness. Journal of Environmental Psychology, 124-132.
2. Bizley, G. (2008). Architecture in Detail. Oxford: Architectural Press.
3. DIT. (2014, Marrch 20). www.dit.ie. Retrieved March 20, 2014, from architecture/architectural-technology: http://www.dit.ie/architecture/architectural-technology/history/
4. Emmitt, S. (2013). Architectural technology, Research & Practice. Chichester: John Wiley & Sons Ltd.
5. Gaber, T. (2012). Mythic Foundations: Engaging History for architecture education. International journal of Architectural Research, 07-23.
6. Society of Architectural and Associated Technicians. (1984). The Constructive Link. London: SAAT.
7. Ulusoy, M., & Kuyrukcu. (2012). The Meaning and Importance of the Traditional Architecture in Architecture Education. Procedia - Social and Behavioural Science, 2120-2126.
8. Wienand. (2013). Architectural technology as design discipline: Ascribing design theory to the practice of technical design in architecture. International Congress of Architectural technology (pp. 35-45). Sheffield: ICAT.
9. Bizley, G. (2008). Architecture in Detail. Oxford: Architectural Press.
10. DIT. (2014, Marrch 20). www.dit.ie. Retrieved March 20, 2014, from architecture/architectural-technology: http://www.dit.ie/architecture/architectural-technology/history/
11. Emmitt, S. (2013). Architectural Technology, Research & Practice. Chichester: John Wiley & Sons Ltd.
12. Gaber, T. (2012). Mythic Foundations: Engaging History for Architecture Education. International Journal of Architectural Research, 07-23.
13. Society of Architectural and Associated Technicians. (1984). The Constructive Link. London: SAAT.
14. Ulusoy, M., & Kuyrukcu. (2012). The Meaning and Importance of the Traditional Architecture in Architecture Education. Procedia - and Behavioural Science, 2120-2126.
15. Wienand. (2013). Architectural technology as design discipline: Ascribing design theory to the practice of technical design in architecture. International Congress of Architectural technology (pp. 35-45). Sheffield: ICAT
16. RIAI – Standard of Knowledge, Skill and Competence for Practice as an Architectural Technologist, © RIAI 2010:
17. http://www.riai.ie/uploads/files/RIAI_Standard_Knowledge_Skill_Competence_Architectural_Technologist_2010.pdf
18. QQI Award STANDARDS – Architecture: http://www.qqi.ie/Publications/Architecture%20-%20Awards%20Standards.pdf
19. UK - Subject benchmark statement: Architectural technology : http://www.qaa.ac.uk/en/Publications/Documents/SBS-architectural-technology.pdf

QQI

Quality and Qualifications Ireland
Dearbhú Cáilíochta agus Cáilíochtaí Éireann

www.QQI.ie

ATR

Professional Standards Framework

Foreword

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 Certifiers under the Building Control (Amendment) Regulations 2015 [BC(A)R 2015].

Purpose and use

The purpose of the Professional Standards Framework document is to provide comprehensive information and guidance for a range of audiences including:

- Those involved in the design, delivery and review of the academic provision and standards of Architectural Technology education;
- Prospective students considering studying Architectural Technology, or current students;
- Employers, organisations, clients, public bodies or professionals seeking information on the knowledge, skills and standards generally expected of Registered Architectural Technologists;
- Registrants/Potential Registrants seeking guidance on continuing professional development;
- Members of the public and society.

The document is set out in two distinct stages and illustrates the qualifying process and mandatory standards an applicant must satisfy to achieve Registrant status with the Architectural Technologists' Register.

- **Stage 1: Educational Standards**. CIAT Accredited Honours or Masters degree (or equivalent).
- **Stage 2: Practice Standards**. Practice Assessment.

The educational standards have been adopted from the UK QAA Subject Benchmark Statement for Honours and Masters degree level qualifications in Architectural Technology. Such programmes are designed and delivered by educational establishments and are Accredited by CIAT.

The practice standards are measured through the Professional Assessment which is an evaluation of prospective Registrants' knowledge, experience, skills and professionalism.

Stage 1:
Educational Standards (Accredited Architectural Technology Honours or Masters Degree, or equivalent)

The ever-increasing impact and influence of Architectural Technology on building design, construction processes and the science and engineering of buildings have seen rapid growth and change.

These changes impact on the broadening and deepening of the underpinning knowledge of Architectural Technology and the need for specialisation and diversification above an Honours degree level into Masters degree level and beyond.

Registrants are required to identify, investigate, research and evaluate differing needs, functions and aspirations of society within the built environment to ensure that projects are designed and constructed to be economical, environmentally sustainable and robust, and perform efficiently and effectively within their planned life.

These requirements must also recognise how client and social needs influence the design and construction process which includes users' experience of the completed building or project. In doing so, modern design and construction involve the use of Architectural Technology through new materials and components, the development of new concepts, modelling, techniques and strategies, together with management of the project. Design and construction of a project may also include reuse, refurbishment, renovation and maintenance.

Adding to this is the impact of information and communication technologies, building information modelling and modelling the whole building life cycle process, procurement strategies and extensive service installations and their influence on the design and construction process.

The design and construction functions have therefore become more complex and Architectural Technology is a key and professional discipline with a primary focus on designing for building performance and the construction and production of building projects through and by the management and integration of technology.

Registrants who have not successfully completed a CIAT Accredited Honours or Masters degree level qualification will need to demonstrate equivalence that they have the necessary underpinning knowledge required of an Architectural Technology professional.

While it is acknowledged that the depth and breadth in which individual aspects are treated may vary within the nature of specific job roles of the professional Architectural Technologist, all Registrants must be conversant with the main aspects relating to design, technology, management and practice within a national and international context.

The following standards are extracted from the QAA Subject Benchmark Statement for Architectural Technology, for graduates of Honours and Masters degrees. These criteria form the mandatory threshold education standards that all Registrant Architectural Technologists must be able to demonstrate:

- a systematic understanding and critical awareness of topics which are informed by the subject of Architectural Technology;
- 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;
- 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;
- 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.
- an awareness of building elements, components, systems, and methods used for different building typologies;
- an awareness of current topics and practices which inform the discipline of Architectural Technology including new and emerging technologies;
- an awareness of project and design management, project procurement and process, construction and contract management;

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

Those applicants for Registrant status who do not possess an Accredited award must demonstrate how their educational awards and/or experience satisfy the criteria above when undertaking the Practice Assessment.

Stage 2:
Practice Standards (Practice Assessment)

Architectural Technology is both a creative and innovative profession and is an ever-evolving design discipline. It embraces and incorporates a wide variety of professional functions that are underpinned by knowledge, skills and experience within the built environment sphere; some of which are highly specialised. Architectural Technology Registrants are comprised of professionals practising in a variety of roles which sit within the discipline.

To recognise the diversity of activities undertaken by practitioners within Architectural Technology, the Practice Assessment process assesses the performance of practitioners that work across a range of functions and allows candidates that have applied for Registrant status to use their experience in their chosen field to demonstrate their competence.

Registrants will have demonstrated their experience in relation to their area(s) of practice to illustrate the type of projects in which they are involved. Each prospective Registrant's application will therefore be tailored to the individual and must directly correlate to four core areas identified - designing, managing, practising and developing (self).

An ***example*** of this is as follows:

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.
- 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. Evaluate effectiveness of design solutions against original specification.

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.
- Demonstration of evidence of conflict resolution.
- Demonstration of knowledge, understanding and application of customer service by identifying the customer and their needs and demonstrate interaction with professional and nonprofessional colleagues and clients with regard to providing information and advice relating to candidate's area of Architectural Technology.

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.
- Identification of factors affecting project implementation including resource management, negotiating and agreeing terms and conditions of contracts or agreements and controlling budgets.
- 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.
- Demonstration of a knowledge, understanding and application of other relevant legislation and regulatory frameworks.

Developing (self)

- Demonstration of knowledge, understanding and application of continuous improvement and quality assurance techniques related to candidate's area of Architectural Technology.
- Demonstration of an ability to identify personal development needs, plan to meet these needs and achievement of these aims.
- Development of personal continuing professional development (CPD) goals.

Code of Conduct

All 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 Building Control (Act) Regulations 2015.

Registrants must undertake the required minimum of 35 hours Continuing Professional Development per annum, which will be randomly 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 Member and their client. It is an insurance against professional negligence to protect the client in the unlikely event of such issues occurring; and
- 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 Registered Architectural Technologist to act as an Assigned 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 further information about this document or about becoming a Registrant Architectural Technologist please contact **atr@ciat.org.uk**

ATR, 83 Amiens Street, Dublin 1
Republic of Ireland T: 00 353 1876 4666
F: +44 (0)20 7837 3194
atr@ciat.org.uk
www.architecturaltechnologistsregister.ie

Appendix 7

AT Registration Authority
to administer the Statutory Register

Admissions Board	Technical Assessment Board	Professional Conduct Committee	Appeals Board
Minister [1]Nominations	Minister Nominations	Minister Nominations	Minister Nominations
Chair	Chair	Chair	Chair
members	members	members	members
AT	AT	**AT**	**AT**
members	members	members	members

In order for the Registration Authority to establish and carry out its functions, the appointment of four Boards is necessary.

The Boards/Committee to be established are:

Admissions Board
To include a legally qualified chair appointed by the Minister, three ATs to be nominated by the Registration body and four persons who are not of the AT profession to be nominated for such appointment by the Minister.

Technical Assessment Board
To include a legally qualified chair appointed by the Minister, three ATs to be nominated by the registration body and four persons who are not of the AT profession to be nominated for such appointment by the Minister.

Professional Conduct Committee
To include a legally qualified chair appointed by the Minister, five ATs to be nominated by the Registration body and six persons who are not of the AT profession, five of whom to be nominated for such appointment by the Minister and one of whom to be nominated by the Minister with the consent of the Minister for Enterprise, Trade and Employment.

Appeals Board
To include a legally qualified chair appointed by the Minister, two ATs to be nominated by the Registration body and three persons who are not of the AT profession, two of whom to be nominated for such appointment by the Minister and one of whom to be nominated by the Minister with the consent of the Minister for Enterprise, Trade and Employment.

[1] Department of Housing, Planning, Community and Local Government

Appendix 8

ATR

Application form to state your intent to join the **Architectural Technologists' Register (ATR)**

This application and the Registration Board's receipt of your intent to join the ATR does NOT allow you to promote yourself as a Registrant nor does it allow you to make reference to or claim association with CIAT[1]

Personal details

Title: Mr/Mrs/Miss/Ms/Dr/Other (please specify):_____ Gender: Male ☐ Female ☐

Surname: _____ Forename(s): _____

Telephone: _____ Mobile number: _____

Email: _____

Academic qualification/s and experience
Number of years' relevant practical experience: _____

Academic qualifications: Please tick the appropriate box (or state equivalent)

Current student	☐	Advanced Certificate	☐
Higher Certificate	☐	Higher Diploma	☐
Bachelor Degree	☐	Bachelor Degree with Honours	☐
Post Graduate Diploma	☐	Masters Degree	☐
Any other qualifications	☐	No academic qualification	☐

Please indicate which subject/s you are studying/have studied: _____

Current employment (if applicable): _____

_____

_____

[1] ***Chartered Institute of Architectural Technologists***

Appendix 8

Declaration:

I understand that with the submission of this completed and signed form **I am only stating my intent to pursue Registration onto the ATR.**

In stating my intent to join the ATR I will not misrepresent myself and will not make any statements to imply that I am a Registrant on the ATR.

By stating my intent to join the ATR I agree to conduct myself in a manner consistent with that of a professional person by:

- acting with integrity;
- acting faithfully and honourably in my professional responsibilities;
- having regard to the public interests and to the interests of all affected by my activities.

I will keep the Registrar informed of any change in my circumstances in writing, which may affect my intention to join the ATR.

If I am a member of CIAT and registering my intent to join the ATR I continue to be bound by the CIAT's Code of Conduct.

Failure to comply with these obligations will result in my details being removed from the list of those intending to join the ATR. No refund will be given in relation to the fee paid.

Signature of applicant: _____ Date: _____/_____/_____

Disclosure — Data Protection

In compliance with the Data Protection legislation, it is a requirement that the information on this form will be kept on a database. NB You cannot elect to be excluded from related mailings (via mail or email).

Declaration of Referee

I am a paid up and current full, Chartered or Corporate member of 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 join the Architectural Technologists' Register. 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: ____ /____ /____

Name of referee: _____

Job title of referee: _____

Professional qualification/s of referee: _____

Email of referee: _____

Address of referee: _____

- Please return this form to atr@ciat.org.uk together with a non-refundable €25 (this will be subtracted from the ATR assessment fee when submitting the documentation for assessment).
- If you are an Associate member, ACIAT, profile candidate or professionally qualified Architectural Technician, TCIAT then you are exempt from paying the €25 fee.
- Once the form has been submitted, we will contact you for payment details which can be made by a credit/debit card (laser cards are not accepted). You can also submit a cheque made payable to CATRL.

Postal address: ATR, 83 Amiens Street, Dublin 1, Republic of Ireland Tel: 00353 1 8764666

ATR

Application form for **Architectural Technologists'** Register

Each applicant must have sufficient relevant evidence to apply which is defined as: professional experience to demonstrate competence to function in your field of expertise, using the Professional Standards Framework and related skills statements in the Candidate Guidance notes against the core functions; designing, managing, practising and developing (self).

Sufficient relevant evidence will be determined by an Admissions Panel, which will review and assess your application. The Admissions Panel is trained and monitored to ensure consistency.

You are required to:

- complete all sections of this application form;
- read a copy of the Register'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.

Before completing the application form, please ensure that you have read the Professional Standards Framework and the Candidate Guidance notes against the core functions; designing, managing, practising and developing (self). These can be downloaded from www.architecturaltechnologistsregister.ie

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 Register's Code of Conduct before any assessments can be undertaken. Once successfully assessed, competent applicants will be added to the Voluntary Register for Architectural Technologists.

Section A1: Personal details

Surname	
Forenames	
Date of birth	
Home address	
Email address	
Telephone number/s including mobile	

Section B1: Current employment/practice status

Job title	
Description of current role, responsibilities and functions	
Employer/practice name	
Employer/practice address	
Employer/ practice telephone number	
Employer/practice email address	

Section C1: Previous work experience

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

Section D1: 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 F1	Year of qualification

Section E1 – 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 Recognised Masters degree you will be exempt from this section.

Section F1 – 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 to join the Register 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 joining the Register by an Admissions Panel.**

Designing	
Managing	
Practising	
Developing (self)	

SECTION G1: Declaration of applicant

I fully understand the requirements for membership for inclusion onto the AT Register as detailed in the ATR Code of Conduct.

I agree to accept the decision of the Architectural Technologists' Admissions Board and Technical Assessment Board regarding my eligibility to be admitted onto the Statutory Register.

I will continue to abide by the rules and regulations specified in the associated Code of Conduct and any other directive issued by the Architectural Technologists' Registration Authority. *(If you do not have a copy of these, please contact atr@ciat.org.uk, and available on the ATR website www.architecturaltechnologistsregister.ie).*

I will keep the Architectural Technologists' Registrar informed of any change in my circumstances in writing, which may affect my Registration.

Unless I am a member of CIAT, I will make no reference to CIAT.

Signature of applicant: _____ Date: _____/_____/_____

Disclosure — Data Protection
In compliance with Data Protection legislation, we advise that the information on this form will be kept on a database, a requirement of which is you cannot elect to be excluded from related mailings (via mail or email). Once submitted and admitted by the Registrar your name will be held on a public Register under the requirements of the BC(A)R 2015.

Section H1: Declaration of Referee

I am a paid up and current full, Chartered or Corporate member of 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 join the Architectural Technologists' Register. 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: ____ /____ /____

Name of referee: _____

Job title of referee: _____

Professional qualification/s of referee: _____

Email of referee: _____

Address of referee: _____

Name of applicant:

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
- ❑ evidence of appropriate Professional Indemnity Insurance (if applicable)
- ❑ enclosed the appropriate fee

Please return this form to:

ATR
83 Amiens Street
Dublin 1
Republic of Ireland

For any queries please contact via any of the following:
T. +353 (0) 1876 4666 E. atr@ciat.org.uk
www.architecturaltechnologistsregister.ie

For internal use only

Representative	Decision	Date	Names and signatures
Registration Staff	Check and approve		

ATR

Candidate Guidance Notes
for the Architectural Technologists' Register

To be read in conjunction with the Professional Standards Framework

Introduction
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 Certifiers under the Building Control (Amendment) Regulations 2015 [BC(A)R 2015].

Guidance for completion of the Architectural Technologists' Register application form
The Admissions Board is required to evaluate your knowledge, professionalism and experience to ensure you are competent to act as Assigned and/or Design Certifier under the BC(A)Regulations 2015 and be admitted to the Statutory Register.

As such you must:

- ensure you have reviewed the Professional Standards Framework when completing the Professional Assessment;
- ensure you write in the first person: I not WE;
- satisfy stages 1 and 2 within the Practice Standards Framework in order to become a Registered Architectural Technologist;
- keep your answers concise and to the point; and
- remember that the Admissions Board does not know you or your history and cannot interpret implied references; nor will they understand company acronyms, jargon or abbreviations.

The Registration Authority can be contacted to obtain a copy of the Equality Policy.

The assessment process is conducted in accordance with the Building Control Act and the Registration Authority processes established by the Admissions Board and Technical Assessment Board. The assessment will be undertaken by your peers and is based on you and your experience in the Architectural Technology field. The onus is very much on you to demonstrate your skills and competences against the Admissions Boards Professional Standards Framework. When applying, you must provide clear and concise information relating to your experience in the industry.

On successful assessment of your application you will be listed on our online Register. There is a fee to apply, the current fee is available on the website or in the covering email. Payment should be made by cheque payable to CATRL or by credit/debit card over the telephone.

The areas below are designed to assist you with your application.

Section E1 – Stage 1: Educational standards
If you hold a CIAT Accredited Honours or Recognised Masters degree, you are exempt from completing this section.

Those with a non-accredited honours or Masters degree qualification could self-map their qualification against the Professional Standards Framework. E.g. If a module within your qualification relates to any of the Educational

Standards within page four of the Professional Standards Framework, then you can write a statement explaining the relevance and provide the module breakdown/transcript as proof of attainment.
Any other qualifications are not eligible for exemptions.

For those without exemptions you will need to provide a report that satisfies the Educational Standards listed within the Professional Standards Framework. The summary must specifically relate to the discipline of Architectural Technology and must consist of at least 3000 words but no more than 5000 words in total.

Your knowledge may have come from various sources such as non-mapped educational programmes, continuing professional development (CPD) seminars, training courses, manuals, literature and research or through reflective practice.

Section F1 – Stage 2: Practice Standards

You must demonstrate your competence against the four core areas in relation to your area of practice/employment.

For each area you must describe how your experience demonstrates a comprehensive application of skills, experience and competence within your sphere/s of practice in Architectural Technology. The Professional Standards Framework lists examples of information that could be included into each of the four core areas. This list is not exhaustive and you do not have to demonstrate every aspect of each of the four core areas. The summary should consist of at least 1000 words but no more than 2000 words in total. Your application and supporting evidence will be assessed by an Admissions Panel.

Section G1 – Stage 2: Practice Standards

Any evidence of plagiarism will be classed as an automatic referral and any fees paid forfeited. This could also result in further investigation under the Register's Code of Conduct.

Section H1

Your application must be supported by a current full, Chartered or Corporate member of a construction related Institute. However, they cannot be related to the applicant. A list of accepted qualifications is available from atr@ciat.org.uk.

Code of Conduct

All 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 Building Control (Act) Regulations 2015.

Registrants must undertake the required minimum of 35 hours Continuing Professional Development per annum, which will be randomly 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 Registered Architectural Technologist to act as an Assigned 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.

What to send with your application

You should submit evidence with your Architectural Technologists' Register application, which demonstrates your experience in relation to your area(s) of practice and illustrates the type of projects in which you are involved. The evidence must corroborate the information provided in the application. There is no limit regarding the amount of evidence that you can submit. However, it should be succinct.

Evidence may include set(s) of detailed drawings, presentation drawings, sections, details, specifications, schedules, contract documentation and certification, 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 up to you as to how many projects are submitted with your application. For instance, you may submit details of two projects, which you consider demonstrate your professionalism.

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 join the Register.

You must ensure two copies of your application are submitted on a USB memory stick (or similar) and all aspects of your application are legible.

The Admissions Panel

The Admissions Panel have three result options:

Pass: recommend that you become a Registered Architectural Technologist and are elected onto the Register

Defer: request additional information to demonstrate your competence/experience. The Admissions Panel will provide guidance on what additional evidence is required.

Refer: for applicants whose evidence has been found to be below the standard required after three submissions. You will be advised as to the remedial action required to address your referral and a timeframe before you are eligible to re-apply may be specified.

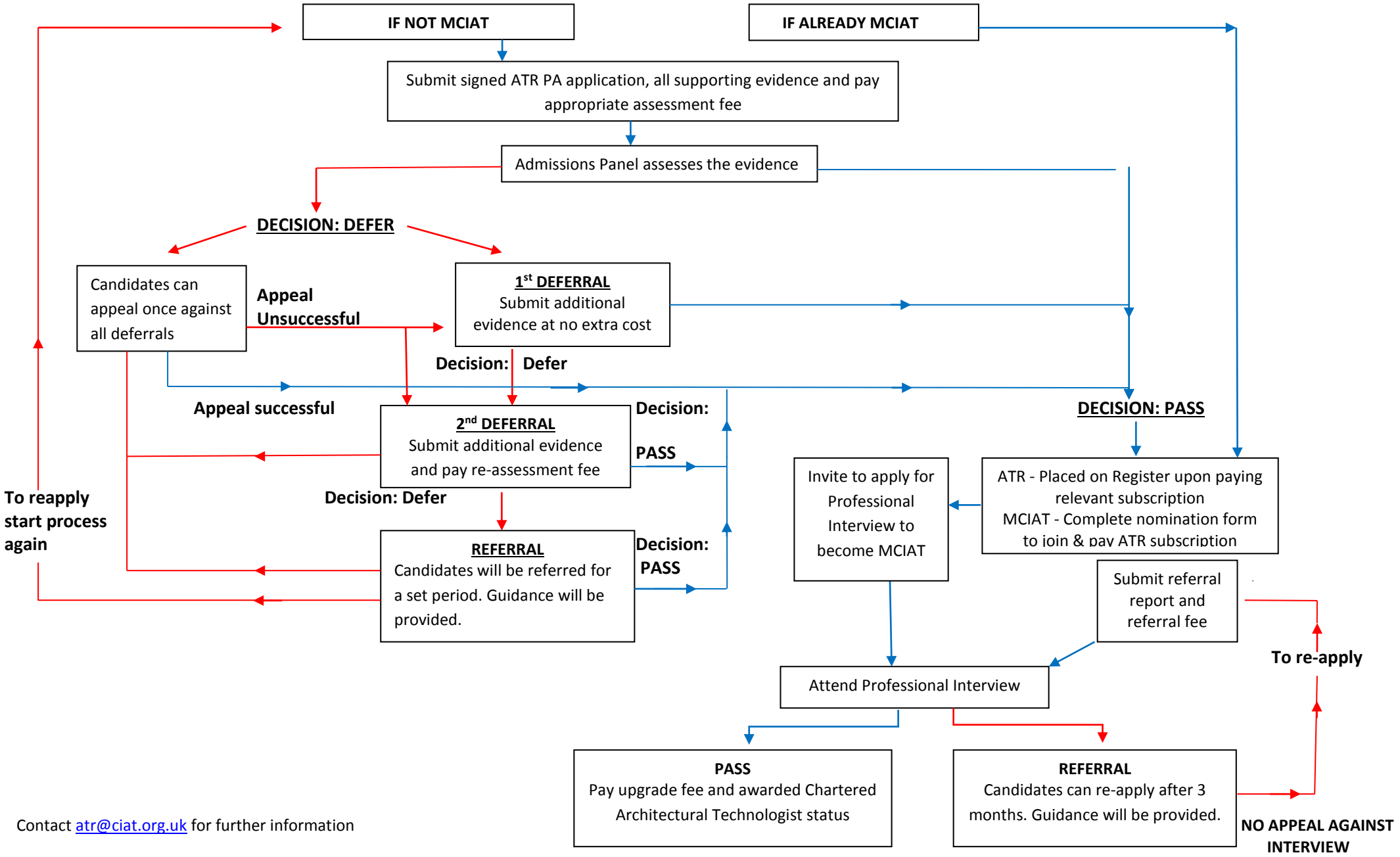
In each case, candidates will be advised as to remedial action and invited to apply for e-assessment. You can request an appeal provided it falls within the grounds of the appeal parameters. The process, conditions and information regarding an appeal is available upon request from atr@ciat.org.uk or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

Successful applicants

Successful candidates will be informed of the decision in writing and will be listed on the online Register and issued with a Registrant's card and certificate at: www.architecturaltechnologistsregister.ie.

ATR, 83 Amiens Street, Dublin 1, Republic of Ireland
T: 00 353 1876 4666, F: +44 (0)20 7837 3194
atr@ciat.org.uk www.architecturaltechnologistsregister.ie

Process to join the Architectural Technologists' Register - Flow Chart



Contact atr@ciat.org.uk for further information

ATR

Architectural Technologists' Register Code of Conduct

The object of this Code of Conduct is to provide a standard of conduct, or self-discipline, required of Registrants of the Architectural Technologists' Register in the interest of the public. It aims to ensure:

(a) that all Registrants conduct themselves in a manner consistent with that of a professional person;
(b) that one Registrant does not gain an unfair advantage over another;
(c) that Registrants do not misrepresent themselves or the discipline of Architectural Technology;
(d) that the public may rely upon the Registrants for their integrity and professionalism.

All Registrants must adhere to the Code of Conduct at all times. When it is alleged that a Registrant of the Architectural Technologists' Register has acted in breach of the Code, the case shall be referred for full investigation to the Architectural Technologists' Register Conduct Committee who shall inform the Registrant of the right to respond and explain the circumstances. The Conduct Committee elected by the Architectural Technologists' Registration Board shall investigate the allegations and deal with them in accordance with its rules which include the right to request an appeal via an independent tribunal, except when the Conduct Committee has determined that there is no case to answer.

The Code

In this Code the words standing in the first column of the following table shall bear the meaning set opposite to them respectively in the second column if not inconsistent with the subject or context:

WORDS	**MEANINGS**
"Registration Board"	The body administering and managing the Architectural Technologists' Register.
"Conduct Committee"	The Committee is established to consider any alleged breaches against a Registrant arising out of the Code of Conduct or any complaint against a Registrant who has deemed to have conducted himself in a manner inconsistent with that of a professional person.
"Appeals Procedure"	An independent tribunal to consider appeals against a decision by the Conduct Committee following a hearing where a charge has been proven.
"In writing"	Written, printed or lithographed or partly one or partly another or produced by any other modes of representing or reproducing words in a visible form.
"Registrants"	Individuals on the Architectural Technologists' Register.
"client"	shall be any person or body who commissions a service or services from a Registrant
Building Control (Amendment) Regulations	Those Regulations which are in force at the time

Words importing the singular number only shall include the plural number and vice versa. Words importing the masculine gender only shall include the feminine gender. Words importing persons shall include corporations.

Clause 1

The Registrants shall at all times:

a) act with integrity;
b) act faithfully and honourably in their professional responsibilities;
c) have regard to the public interest and to the interests of all affected by their activities;
d) rely only on merit or fair competition to secure commissions and appointments;
e) not seek directly or indirectly to injure the professional reputation of another;
f) not knowingly misrepresent their qualification;
g) describe themselves factually and/or in good faith.

Clause 2

a) Registrants shall take reasonable precautions to ensure that no conflict of interest arises between their clients and themselves.
b) Employed Registrants shall take reasonable precautions to disclose to their employer any conflict of interest which arises between themselves and their employer.
c) Any Registrants perceiving a potential conflict of interest shall report that conflict in writing to their clients or employer at the earliest opportunity.

Clause 3

a) Registrants shall be covered by and maintain adequate professional indemnity insurance and any other appropriate statutory insurances, when providing services directly to a client and in compliance with the Building Control (Amendments) Regulations, whether it be as an employee or in business on their own or with others. This information will be made available for inspection by the Registration Board if requested.
b) Those Registrants who have ceased to provide services directly to clients shall take all reasonable steps to ensure that their duties and liabilities are covered and discharged appropriately.

Clause 4

The Registrants in providing a professional service shall:

a) exercise due skill, care, diligence and judgement;
b) on accepting instructions from clients, endeavour to ensure that services offered are appropriate to the clients' requirements;
c) before commencing work on any commission, endeavour to ensure that their terms of engagement have been given in writing to the client and shall satisfy themselves that those terms have been accepted;
d) endeavour to ensure that the clients' existing professional advisors (if any) have been consulted and that all responsibilities to those persons have been appropriately discharged;
e) not misrepresent the services available;
f) decline to provide a service to their clients if they knowingly lack adequate resources or, if appropriate, advise or recommend the necessity of additional specialist skills from suitably qualified professionals;
g) undertake only those tasks for which they have appropriate expertise and experience;
h) represent themselves within the limits of their expertise or experience;
i) maintain proper records observing legislation pertaining to data protection and client accounts;
j) observe and comply with legislation in place appropriate to the services that they are providing.

Clause 5

The Registrants shall:

a) keep themselves informed of current practices and developments appropriate to the type and level of their responsibilities;
b) be able to provide evidence that they have complied with the current guidelines for continuing professional development (CPD).

Clause 6

The Registrants shall:

a) report to the Registration Board any alleged breaches of this Code by themselves of which they become aware;
b) not at any time seek to dissuade penalise or in any way discourage any person from bringing a complaint against a Registrant; and
c) use their best endeavours to assist in any investigations of alleged breaches of this Code at their own cost.

Clause 7

Immediately upon ceasing to be listed on the Register, the Registrant shall:

a) cease referring to themselves as being on the Architectural Technologist's Register;
b) return their certificates of registration; and
c) take all reasonable steps to prevent third parties describing them as a Registrant.

END

ATR

Complaints Procedure

1. As a Statutory Register, ATR has a Code of Conduct which all Registrants must adhere to. The Registration Body Complaints Procedure is NOT a legal process and the Professional Conduct Committee does not have the power to award costs or any form of financial redress to complainants or Registrants. The Professional Conduct Committee is empowered to examine complaints made against Registrants allegedly in breach of the Code of Conduct.

2. The Code of Conduct is reviewed and amended periodically to ensure currency. As an important part of the complaints procedure, complainants need to identify which Code of Conduct to refer to. Generally, the Code used will be the one in force at the time of the alleged breach. However, for instances where the project spans more than one Code and the complaint relates to the project, the Code of Conduct in force at the time of the original appointment will apply. To establish which Code was in force when the alleged breach occurred and/or the project brief was agreed between the client and the Registrant, please visit the website www.ciat.org.uk/en/members/Complaints_procedure for all versions of the Code of Conduct or contact the Registration Body directly.

3. ATR does not provide any form of legal advice nor does it involve itself in financial disagreements or arrangements between a Registrant and their client(s).

4. A Registrant's resignation of their registration will not be accepted by the Registration Body if there is notification of a complaint pending or a complaint is submitted in writing within 28-days from the date of the resignation letter.

5. A Registrant's resignation of their registration may not be accepted by the Registration Body whilst the Professional Conduct Committee is investigating a complaint.

6. Making a Complaint

Any person(s) wishing to have a complaint against a Registrant examined by the Conduct Committee, must:

a) identify the relevant Code(s) of Conduct relating to their complaint;
b) complete the Complaint Form by detailing which Clause(s) and/or sub-clause(s) from the relevant Code of Conduct that they consider has been breached;
c) if a sub-clause appears within a clause, it is essential that the potential sub-clause is identified;
d) each clause and/or sub-clause raised in the complaint must be accompanied with an explanation as to why the complainant considers there has been a breach;
e) provide full supporting documentation in relation to the complaint raised;
f) note that a copy of the completed Complaint Form identifying the alleged breaches together with the supporting documentation will be sent to the Registrant who is entitled to a right of reply;
g) sign the completed Complaint Form and return this with any supporting documentation to Registration Body (Where a complaint is made in joint or multiple names then all parties raising the complaint must sign the complaint form. A complaint cannot be processed unless the complainant(s) sign and date the complaint form.);
h) submit ten identical copies of each item of supporting documentation;
i) if an audio or visual recording is provided as supporting evidence, this form of evidence must not be edited or altered in any way and must be submitted in a format that can be listened to and/or viewed by the Registrant and the Conduct Committee.

ATR

7. Receipt of Complaint

When ATR receives a complaint against a Registrant it shall:

a) inform the Registrant that the Registration Body will not accept tenders of resignation whilst the Conduct Committee is investigating the complaint;
b) send a copy of the complaint to the Registrant as detailed by the complainant as set out above, together with the relevant Code(s) of Conduct and Procedures.
c) advise the Registrant that they have 28-days to respond to the complaint in writing by completing a Registrant's' Response Form;
d) warn the Registrant that any answer or statement they may make could be used as evidence by the Conduct Committee;
e) advise the Registrant that their responses, statements and supporting documentation shall be copied to the complainant;
f) advise the Registrant that they must sign the completed Registrant s' Response Form and return this with any supporting documentation to ATR;
g) advise the Registrant that ten identical copies of each item of their supporting documentation and response form must be submitted. (If an audio or visual recording is provided as supporting evidence by a complainant, this must be submitted in a format that can be listened to and/or viewed by the complainant(s) and the Conduct Committee);
h) advise the Registrant that on receipt of the complainant's final comment, the complaint, the Registrant's response and the complainant's final comment will be collated and that it shall be reviewed as noted in paragraph 9 below.

8. Final comments from complainant/s

When ATR receives the Registrant's Response Form and all items of supporting documentation as referred to above, it shall:

a) send a copy of the Response Form together with all items of supporting documentation submitted to the complainant;
b) give the complainant 14-days to provide final comment to the response in writing on the enclosed Final Comment Form;
c) advise the complainant that their final comment will be collated along with their complaint and the Registrants' response, and that it shall be reviewed as noted in paragraph 9 below.

9. Complaint Review Process

Once the complaint, the Registrant's response and final comment has been received along with all items of supporting documentation, in all cases, the Conduct and Disciplinary Board will review the complaint and determine:

a) whether the complaint falls within the remit of the Conduct Committee;
b) the clarity of the complaint that has been submitted and its legibility;
c) the relevance of the supporting documentation presented with the complaint;
d) if there is a prima facie case, and if so the case can be taken directly to a Hearing;
e) if further information or clarification on specific issues is required from either the complainant(s) or the Registrant in preparation of the case for the preliminary hearing;
f) if the complaint should be extended with additional alleged breaches of the Code of Conduct; and/or
g) if a separate complaint should be raised.

At the Complaint Review Stage the Professional Conduct Committee will consider the Complaint to determine that there is no case to answer. This decision can only be made by the Conduct Committee.

ATR

10. Preliminary Hearing Stage

Once reviewed and having satisfied the Complaint Review Process requirements (paragraph 9 above), the complaint will be considered by the Professional Conduct Committee who will:

a) assess the information from the complainant(s) and the reply from the Registrant, this may include additional information requested at the Complaint Review stage;
b) decide whether or not the Registrant has a case to answer in relation to each of the clause(s) and/or sub clause(s) which have been detailed in the complaint raised against them; and/or
c) determine that additional information or investigation may be necessary.

11. The Registration Body's Professional Conduct Committee has the additional authority to:

a) investigate the conduct of any Registrant against whom a complaint has been received;
b) investigate any additional potential breaches of the ATR Code of Conduct;
c) adjourn the preliminary hearing pending further investigation; and
d) appoint a barrister or solicitor to act as a legal adviser to the Committee.

12. If the Professional Conduct Committee decides that the Registrant does have a case to answer in relation to any or all of the clause(s) and/or sub-clause(s) which have been detailed in the complaint raised against them they will, once confirmed, give notice in writing to all parties of the date, venue and time appointed for the Hearing by the Professional Conduct Committee.

13. At this time, the Professional Conduct Committee can also advise the Registrant of any additional clauses which will require an answer at the Hearing.

14. The complainant(s) shall be informed that:

a) they may attend the formal Hearing as a witness;
b) they may not be present during the Professional Conduct Committee's deliberations; and
c) the Registrant may elect to attend the formal Hearing and make explanation to the Professional Conduct Committee.

15. The Registrant shall be informed that:

a) they may elect to attend the formal Hearing and make explanation to the Professional Conduct Committee;
b) they may not to be present during the Professional Conduct Committee's deliberations; and
c) the complainant may elect to attend the formal Hearing as a witness.

16. At the Preliminary Hearing stage, the Professional Conduct Committee can also determine that the Registrant does not have a case to answer against any or all of the clause(s) and/or sub-clause(s) which have been detailed in the complaint raised against them. In this instance, the decision is final and no appeal can be made by either party. The parties involved in the complaint will be advised accordingly.

17. Hearing Stage

The documentation submitted by the parties to the complaint, including any additional documentation requested at the Complaint Review Process or Preliminary Hearing stages, will be collated to form the documentation for consideration at the Hearing which will be sent to the Registrant and complainant(s) normally one-month prior to the Hearing taking place.

ATR

Attendance
The complainant(s), the Registrant and their representatives (if applicable) are entitled to attend the formal Hearing at their own cost, and will be invited to join the Professional Conduct Committee for the formal Hearing as detailed in the Procedures which accompany this document. The complainant(s), the Registrant and their representatives (if applicable) are required to confirm their attendance in writing at least two weeks prior to the date of the formal Hearing.

Both the Registrant and complainant must advise in writing if there are any access and/or disability issues to be considered in order for them and/or their appointed representative and/or witness to attend.

The Professional Conduct Committee shall take reasonable steps to accommodate the Registrant or the complainant if they wish to attend the hearing, but require an alternative date or venue. The decision to re-schedule or change the venue of the Hearing shall be taken by the Registration Body if in their opinion there is good and sufficient reason following a written application by the Registrant or complainant providing evidence to substantiate the request.

Non-attendance
If the complainant(s) and the Registrant and/or their representatives have indicated in writing that they intend to attend the Hearing but fail to attend, it will be for the Professional Conduct Committee to determine whether to proceed with the Hearing or to adjourn accordingly.

The Hearing can proceed without the attendance of the complainant(s) and/or the registrant and their representatives (if applicable).

Hearing
a) The Chairman will detail the format for the Hearing and invite the Conduct Committee to introduce themselves.
b) The complainant(s) and/or the Registrant will be advised that the Hearing is recorded for minuting purposes only.
c) The Honorary Secretary will detail the alleged breaches of the Code of Conduct and the Code from which they are taken.
d) The Registrant, or their representative, will be invited to respond to the complaint.
e) The Committee will be invited to ask the Registrant questions.
f) The complainant(s) attend as witnesses and may be invited to make a statement to the Committee and respond to questions from the Committee and the Registrant or their representative.
g) At the conclusion of the questions the Chairman will invite the Registrant to provide any final statement.
h) The parties will also be advised that the decision of the Committee will be sent to them by post normally within two weeks from the date of the Hearing.
i) The Registrant and complainant(s) will then be invited to leave whilst the Committee deliberates and determine the outcome of the Hearing, but will be asked to wait until advised otherwise in case the Committee wishes to recall them to the Hearing.

The Professional Conduct Committee has the Body at any time to adjourn the Hearing to seek advice or further information. The Professional Conduct Committee also has the continuing Body to determine that there is no case to answer.

ATR

Disciplinary Actions
When a complaint is proved, the Conduct Committee shall agree one of the following disciplinary actions for each breach of the Code of Conduct:

a) To require the Registrant to give an undertaking in writing to refrain from further contraventions of the Institute's Code of Conduct.
b) To reprimand the Registrant and require the Registrant to give an undertaking in writing to refrain from further contraventions of the Institute's Code of Conduct.
c) To exclude the Registrant for a fixed period with or without a recommendation for re-assessment on re-entry.
d) To expel the Registrant from the Registration Body

The Registration Body shall advise the parties involved in the complaint of the decision in writing, and the decision is implemented with immediate effect.

Appeals Procedure:
The Registration Body complies with the appeals process outlined the Building Control Act 1990

Following the decision of the Professional Conduct Committee, the Registrant or complainant shall have the opportunity to lodge an appeal. Information on the right to appeal and the body operating the Independent Appeals Procedure will be provided in the letter sent to both the Registrant and complainant(s) confirming the Professional Conduct Committee's decision after the Hearing. Any request to appeal must be submitted in writing and must be received within 28-days from the date of notification of the decision of the Professional Conduct Committee.

If after the 28-days period for commencing the Appeal Procedure has elapsed and no request for an appeal has been made, the decision shall be published on the Registration Body website with immediate effect giving the name and registration number individual in question, the clause(s) and/or sub- clause(s) of the Code of Conduct breached by the Registrant and the disciplinary action taken.

There is no right to appeal if the Committee determines that there is no case to answer.

END

ATR
83 Amiens Street
Dublin 1
Republic of Ireland
T. +353 (0) 1876 4666 E. atr@ciat.org.uk
www.architecturaltechnologistsregister.ie

ATR

Appeal Review Form
Architectural Technologists' Register

Candidates can request an Appeal. If they wish to submit an appeal for review, they must do so in writing within 28 days of the dated Admissions' Panel Result confirmation.

To submit an appeal, the candidate must complete the Appeal Review form in which they will outline their grounds for an appeal without submitting additional evidence and pay €60 which is refundable subject to a successful appeal.

If a candidate submits additional evidence it will be treated as a new submission and will not be treated as an appeal and the appropriate fee will be charged.

Once the appeal documentation has been submitted to the Registration Authority it will determine if the appeal is justified.

Appeals Board
To include a legally qualified chair appointed by the Minister, two Architectural Technologists to be nominated by the Registration body and three persons who are not of the Architectural Technology profession, two of whom to be nominated for such appointment by the Minister[i] and one of whom to be nominated by the Minister with the consent of the Minister for Enterprise, Trade and Employment.

If the appeal is justified the Board will then make its decision, which will be ratified by the Chair of the Appeal Board. The Board's decision is final and the Architectural Technologists' Register will not under any circumstances enter into additional correspondence regarding the decision of the Appeals Review Board.

Please complete the Appeal Review form on page two. The justification for an appeal review must be no more than 500 words.

The Appeals Board can only:

- decide if a prospective candidate has been refused admission onto the Register improperly;
- decide whether or not the Registration Authority has interpreted its method of operation correctly;
- refer the matter back to the Registration Authority.

Appendix 14

ATR

Candidate name: _____

Reference No: _____

Deferral date: _____

Date of appeal review submission: _____

Please list the areas that you are appealing against and give a justification as to why the evidence previously submitted proves your competence:
(Use additional pages if required)

Please return this form to: TBC

ATR

For any queries please contact: TBC

For office use only:
Appeal Review reviewed:
Fee paid:
Signature:
Date:

[i] ***Department of Housing, Planning, Community and Local Government***