

Candidate Guidance Notes

For registration with the Architectural Technologists' Register (ATR)

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/or Design Certifiers under the Building Control (Amendment) Regulations 2014 [BC(A)R 2014].

Guidance for completion of the Architectural Technologists' Register application form

The Admissions and Assessment 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)R 2014 and be admitted to the Shadow AT Register.

As such you must:

- ensure you have reviewed and cross referenced against 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 ATR Professional Standards Framework to become a Full ATR Registrant;
- keep your answers concise and to the point; and
- remember that the Admissions & Assessment 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 and Assessment Board. The assessment will be undertaken by your peers and is focused on you and your experience in the Architectural Technology field. The onus is very much on you to demonstrate your skills and experience against the ATR Professional Standards Framework. When applying, you must provide clear and concise information relating to your experience in the industry.

The assessment fee is €195. On successful assessment of your application to become a Full ATR Registrant you will be required to pay a €200 subscription and be listed on the online AT Register at www.architecturaltechnologistsregister.ie.

Payment should be made via a bank transfer to the ATR account (details available upon request).

The guidance below is 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.

Any other qualifications are not eligible for exemptions.

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.

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-accredited 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 experience against the four core areas [Designing, Managing, Practising and Developing (self)] in relation to your area of practice/employment.

For each of the Practice Standards you should 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 incorporated. This list is not exhaustive and you do not have to demonstrate every aspect of each of the Practice Standards. The summary should consist of at least 1000 words but no more than 2000 words in total (E.g. 250 to 500 words per Practice Standard). Your application and supporting evidence will be assessed by the Admissions & Assessment Board.

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. (NB. a relative is defined as an immediate, close or extended family member, including in-laws and step-family. If you are unsure, please check with the Shadow ATR Registrar). A list of accepted qualifications is available from atr@ciat.global

Code of Conduct

All Full ATR 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 BC(A)R 2014.

Registrants must undertake the required minimum of 20 hours Continuing Professional Development per annum, which will be 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 Full ATR Registrant to act as an Assigned and/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 application for registration, which should be your own work and demonstrate the breadth and depth of your experience in relation to your area(s) of practice and illustrate the type of projects in which you are involved. Documentation which supports or provides context to the application may also be submitted, however it must be clearly identified as such and justification provided as to why it was included. Any documentation of this kind (ie. not your own), must be true to the original and must not have been changed unless there is a clear reason for doing so.

All 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 concise and 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 or three projects, which you consider demonstrate your suitability.

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 be elected on to the Register.

Submit your application via WeTransfer (or alike) to atr@ciat.global and ensure all aspects of your application are legible. Once submitted the evidence will be downloaded on the ATR system and can no longer be changed.

The Admissions & Assessment Board

The Admissions & Assessment Board have three result options:

- Pass:** recommend that you become a Full ATR Registrant are elected on to the Register
- Defer:** request additional information to demonstrate your competence/experience. The Board will provide guidance on what additional explanations and/or evidence might be required.
- Refer:** for applicants whose evidence has been found to be below the standard required after three submissions. You will be advised by the Board 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 on the remedial action and invited to apply for re-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.global or from the ATR website.

Successful applicants

Successful candidates will be informed of their election in writing and will be listed on the online Shadow AT Register and issued with a registration numbers at: www.architecturaltechnologistsregister.ie.

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T: 00 353 1876 4666

atr@ciat.global www.architecturaltechnologistsregister.ie

