



Chartered Institute of
Architectural Technologists



Finding a Chartered Architectural Technologist

This booklet accompanies the
Working with a Chartered Architectural Technologist booklet which answers
FAQs about your project.

Cover image: project by Timothy Bale MCIAT,
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A graphic of a spiral-bound notebook with a white cover and a silver spiral binding at the top. The notebook is open to a page with blue horizontal lines. The text is written in a cursive, handwritten style. The word "Do" is in blue, and "you" is in black. The list of questions is in black cursive.

Do you

- *require designs and plans for your project?*
- *require an extension to your property?*
- *have a new or self-build project?*
- *need a specialist in conservation or sustainability?*
- *want guidance on creating your own eco-home?*
- *need renovation/refurbishment to your property?*
- *need a competent professional to manage your build project?*

The above are just a few ways in which a Chartered Architectural Technologist, MCIAT, can help you with your project regardless of its size or value.

Chartered Architectural Technologists are qualified built environment professionals who have demonstrated competence as specialists in building design and construction. They can lead and manage your project from conception through to final certification.

Note: this booklet is intended to give advice for domestic and residential projects but Chartered Architectural Technologists can work on all types of projects.

What are Chartered Architectural Technologists (MCIAT) and what can they do for me?

Chartered Architectural Technologists provide architectural design services and solutions. They are specialists in the science of architecture, building design and construction and form the link between concept and construction. They negotiate the construction project and manage the process from conception through to completion.

The services a Chartered Architectural Technologist may provide include:

Project preparation and feasibility studies

- Meeting with the client and discussing the design brief, budget and timescale.
- Advising on the need for independent consultants.
- Giving guidance on possible types of contract and tender.
- Evaluating and advising upon environmental and statutory requirements affecting the project.
- Preparing tentative proposals for discussion and development with the client.
- Preliminary discussions with authorities and consultants.
- Design stage risk assessment.

Architectural design, management and production

- Preparing and presenting design proposals using CAD and traditional methods.
- Researching problems and producing, developing and advising upon innovative design solutions.
- Preparing final scheme drawings and details.
- Submission under the Town and Country Planning Acts.*

- Managing and coordinating the design team and associated professional consultants.
- Producing, analysing and advising upon specification, materials selection and detailed design solutions in relation to performance and production criteria.
- Producing, managing, controlling and integrating design and production information.
- Submission under the Building Acts, Regulations and other statutory requirements.*
- Carrying out design stage risk assessment.
- Proceeding with production information, drawings, schedules and specifications suitable for tender purposes.
- Leading the detailed design process and coordinating the detailed design information.

Contract procedures

- Inviting building contractors and specialist sub-contractors and suppliers to submit formal tenders and quotations for work.
- Considering offers received and making recommendations to the client.
- Preparing contract documents as necessary and arranging for their execution.
- Giving instructions to appointed contractors on behalf of the client.

**or relevant legislation in your country.*

- Inspecting work in progress from time to time to determine whether the contractor is fulfilling his obligations under contract.
- Carrying out other administrative duties entailed.
- Certifying interim applications for payment on account of work properly carried out.
- Considering and agreeing the final certificate of payment under the contract.

General services throughout the process

- Risk assessments.
- Management and coordination of associated professionals.
- Development of the design.
- Support information to the cost plan.
- Ensuring the construction meets the design and statutory requirements.

Post construction

- Supplying the client with a set of as built drawings, service drawings and maintenance manual.
- Gaining feedback from and de-briefing client and user (if different).
- Appraisal of building performance in use and producing, developing and maintaining maintenance management information systems.
- Evaluating and advising upon refurbishment, repair, reuse, recycling and deconstruction of buildings.



Lau Sim House, Scott Kyson MCIAT

Members may offer additional professional services in the following areas:

- Health and Safety (acting under the CDM Regulations)
- Expert Witness
- Party Wall Surveyor
- Energy Assessor
- Access Auditor
- Historic Buildings Adviser
- Chartered Environmentalist
- Accredited Conservationist

How much will a Chartered Architectural Technologist cost me?

There are times when different professionals charge more or less than others – this is not based on competencies or skills but services offered and their own business choice in a competitive market.

Fees will vary from practice to practice, it is best to contact a few to discuss your needs and their costs.

Specialist Registers

If your project requires a specialist in a built environment sector, the Institute also qualifies members in additional specialisms which are:

Chartered Environmentalist

These Chartered Members have significant and relevant environmental experience in line with the requirements laid out by the Society for the Environment. They will have the designation CEnv.

To find a Chartered Environmentalist please visit:

www.ciat.org.uk/en/members/environmentalist-register.cfm

Accredited Conservationist

These Chartered Members are competent in the conservation of historical buildings and their surroundings, as defined and recognised by the Edinburgh Group. They will have the designation CIAT-Accredited Conservationist or CIAT-Recognised Conservationist.

To find an Accredited Conservationist please visit:

www.ciat.org.uk/en/members/conservation-register.cfm

On Construction Domestic Energy Assessor

These construction professionals are accredited to provide energy assessments for domestic buildings on construction only. They have been accredited through Architectural EPC, the government approved scheme devised by CIAT and RIBA. Each member of the scheme must have a valid certificate.

To find an On Construction Domestic Energy Assessor please visit:

www.ciat.org.uk/en/members/energy-assessors.cfm

Energy Performance Certificates are a statutory requirement and are required on the sale of a vendor's property.

If you do not have access to the CIAT website and require a list of any of the above, please contact +44 (0)20 7278 2206.

How do I find a Chartered Architectural Technologist (MCIAT)?

Chartered Architectural Technologist is a protected title and all must be members of the Chartered Institute of Architectural Technologists (CIAT). Only Chartered Members of CIAT are permitted to use the designation MCIAT and the descriptor Chartered Architectural Technologist.

How do I find the right one for me?

To ensure that you engage a competent professional, you can assemble a shortlist of Chartered Architectural Technologists from the CIAT Directory of Practices, found on the CIAT website (see next page).

Why should I use a CIAT Registered Practice?

- All members providing a service must obtain formal registration with CIAT. As this is a mandatory requirement, no individual Certificates of Registration for companies or entities are provided by the Institute.
- All practising members are obliged to keep themselves informed of current practices and developments appropriate to the type and level of their responsibilities, and to comply with the Institute's current guidelines for continuing professional development (CPD).
- All members who provide services directly to a client must obtain and maintain adequate professional indemnity insurance (PII).
- All members must adhere to a Code of Conduct which requires the

proper and ethical conduct of business. CIAT has disciplinary procedures for infringements of the Code.

All CIAT members on the Register of Practices can be found by searching the online Directory of Practices.

This Directory identifies all practices which have CIAT Member(s) (MCIAT) as principals, partners, LLP members or directors. See next page.



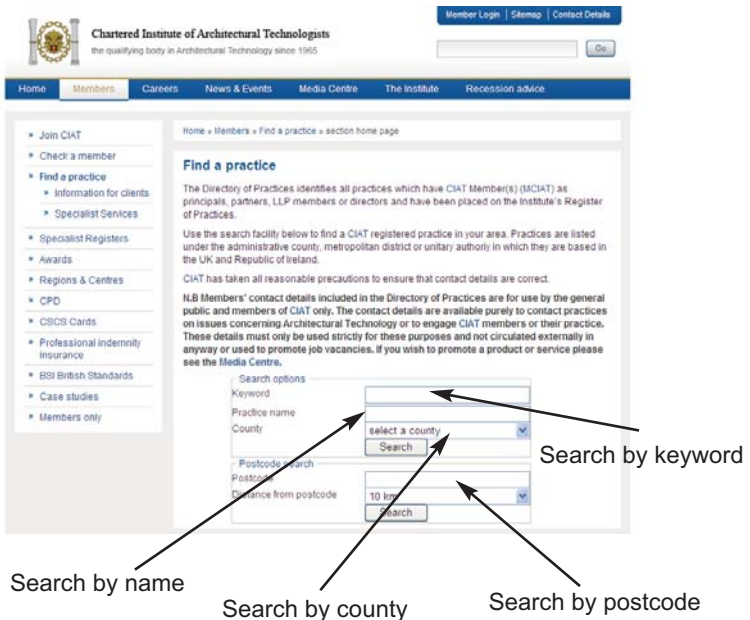
Using the online Directory of Practices

Finding a Chartered Architectural Technologist for your project couldn't be easier.

Visit

www.ciat.org.uk/en/members/find_a_practice

and search for a Chartered Member in your local area or further afield.



The screenshot shows the CIAT website's 'Find a practice' page. The page has a blue header with the CIAT logo and navigation links. A sidebar on the left contains a menu with options like 'Join CIAT', 'Check a member', 'Find a practice', 'Specialist Registers', 'Awards', 'Regions & Centres', 'CPD', 'CSCS Cards', 'Professional indemnity insurance', 'BSI British Standards', 'Case studies', and 'Members only'. The main content area is titled 'Find a practice' and includes a search form with the following fields: 'Keyword', 'Practice name', 'Country' (with a dropdown menu), 'Postcode search', and 'Distance from postcode' (with a dropdown menu). Three arrows point to the search form: one to the 'Practice name' field labeled 'Search by name', one to the 'Country' dropdown labeled 'Search by county', and one to the 'Postcode search' field labeled 'Search by postcode'. A fourth arrow points to the 'Keyword' field labeled 'Search by keyword'.

You can choose to search by county, postcode, practice name or by keyword.

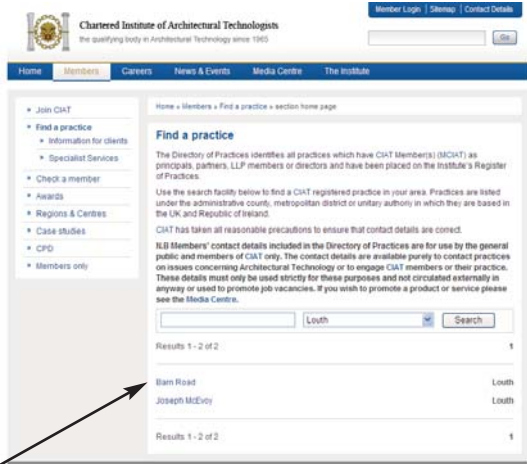
How do I know if this person is still a Member?

All Members, who appear online, are current Members. You can verify that someone is a Member by visiting:

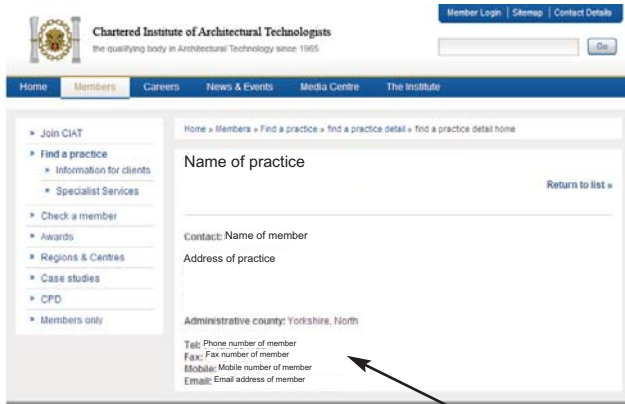
www.ciat.org.uk/en/members

or by calling the CIAT Membership Department on +44 (0)20 7278 2206.

When you have completed your search, a list of practice names will appear. The number of practices will vary depending on the selected location.



Practice name



Practice details

By clicking on the practice name, you can then ascertain contact details for the Member and their practice. You can contact them by email, phone, fax or post.

If you do not have access to the CIAT website and require a list of Members in your local area, please contact +44 (0)20 7278 2206.

What is CIAT?

The Chartered Institute of Architectural Technologists (CIAT) represents professionals working and studying in the field of Architectural Technology. CIAT is internationally recognised as the qualifying body for Chartered Architectural Technologists (MCIAT) and professional Architectural Technicians (TCIAT).

CIAT membership sets the standard for professional conduct in the discipline of Architectural Technology. CIAT serves as a benchmark for anyone seeking to commission the services of a Chartered Architectural Technologist.

The objects of CIAT are:

- (a) to promote, for the benefit of society, the science and practice of Architectural Technology;
- (b) to facilitate the development and integration of technology into architecture and the wider construction industry to continually improve standards of service for the benefit of industry and of society;
- (c) to uphold and advance the standards of education, competence, practice and conduct of members of the Institute thereby promoting the interests, standing and recognition of Chartered Members within the industry and the wider society.

Further information on the Institute can be found at www.ciat.org.uk



The Institute also has a range of publications and information which can be downloaded from the website or obtained by calling +44(0)20 7278 2206

Notes

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