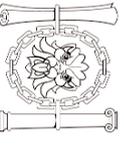


# **Chartered Architectural Technologists Professional standards**



**Chartered Institute of  
Architectural Technologists**  
formerly British Institute of  
Architectural Technologists

## Introduction

The Chartered Institute of Architectural Technologists (CIAT) is the professional Institute representing over 6,800 people working and studying in the field of architectural technology in the UK and overseas.

Since its foundation in 1965 as the Society of Architectural and Associated Technicians, the Institute has achieved immense change in architectural technology. Not least is the recognition by fellow professionals and the construction industry of members' contribution to the design and construction process. This recognition has resulted in a successful Petition to the Privy Council and the Institute is now known as the Chartered Institute of Architectural Technologists (CIAT). Its full Members (MCIAT) may use the descriptor Chartered Architectural Technologist. This accomplishment demonstrates the members' professionalism, ability and the high levels of education and competence in being Chartered professionals.

The Chartered Architectural Technologist and qualified Architectural Technician are vital members within the construction team and complementary to their fellow professionals within construction.

All full Members, MCIAT, have achieved and demonstrated high standards of education and training. They must adhere to a professional Code of Conduct, which includes the requirement to carry adequate Professional Indemnity Insurance when providing services directly to a client. All members (except students) must undertake Continuing Professional Development.

## Standards

The professional Code of Conduct that all members must adhere to places obligations on members to perform in a professional and businesslike manner.

The members 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. This is very important to ensure that misunderstandings do not occur and that the client is aware of what to expect from the member.

Fundamentally, members are required to act with integrity, faithfully and honourably.

The members are required to ensure that they have adequate resources to meet the client's requirements and not misrepresent the services available.

Professional Indemnity Insurance is an important provision for peace of mind for the member and his client.

Any member providing services directly to clients must obtain and maintain adequate Professional Indemnity Insurance. This is an insurance against professional negligence to protect the client in the unlikely event of such issues occurring.

## Complaints

CIAT membership sets the standard for professional conduct in the discipline of architectural technology. In this way, CIAT serves as a benchmark for anyone seeking to commission the services of a Chartered Architectural Technologist or employ an Architectural Technician.

All members of CIAT have to adhere to its professional Code of Conduct. In the unlikely event that any member fails to reach the required standard of professional practice, the Institute does have a procedure to deal with these occurrences.

In these circumstances, the person complaining is required to complete a Complaint Receipt Form which must identify the relevant clauses contained in the Code of Conduct which was in force at the time, that the complainant considers to have been breached by the member. This should be accompanied with full information in support of the complaint which is then sent to the member who is entitled to a right of reply.

The Conduct Committee is then convened to investigate any breaches of the Code of Conduct. The Conduct Committee has the power to determine, in the first instance, if there is a case to answer or further information is required. If it is found that there is a case to answer then the issue is taken to a formal hearing. The Conduct Committee has the power to seek an undertaking from the member to refrain from further breaches, reprimand, suspend (with or without reassessment) or expel the member with ratification from Executive Board.

It is understood that in some instances, the above procedure may not be suitable as it is not a legal proceeding and the Conduct Committee cannot make any decisions in respect of fees or award costs etc. The Institute, therefore, has in place a Dispute Resolution Scheme which is run independently by the Chartered Institute of Arbitrators. The Scheme allows for a Mediator to facilitate a settlement between the parties. If this is not possible, an Arbitrator is appointed to make a legal determination upon the outcome and award costs as appropriate. It should be noted that it is a legal requirement for both/all parties to agree to this course of action.

The formal documents with full details are downloadable from our website or can be obtained by contacting us at the address below. Anyone submitting a complaint should ensure that the correct Code of Conduct is being referred to when completing the Complaint Receipt Form.

## For further information

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