

**Approval Guidelines for  
Sub-Honours Degree Level Programmes**

**DU**

**ACADEMY**



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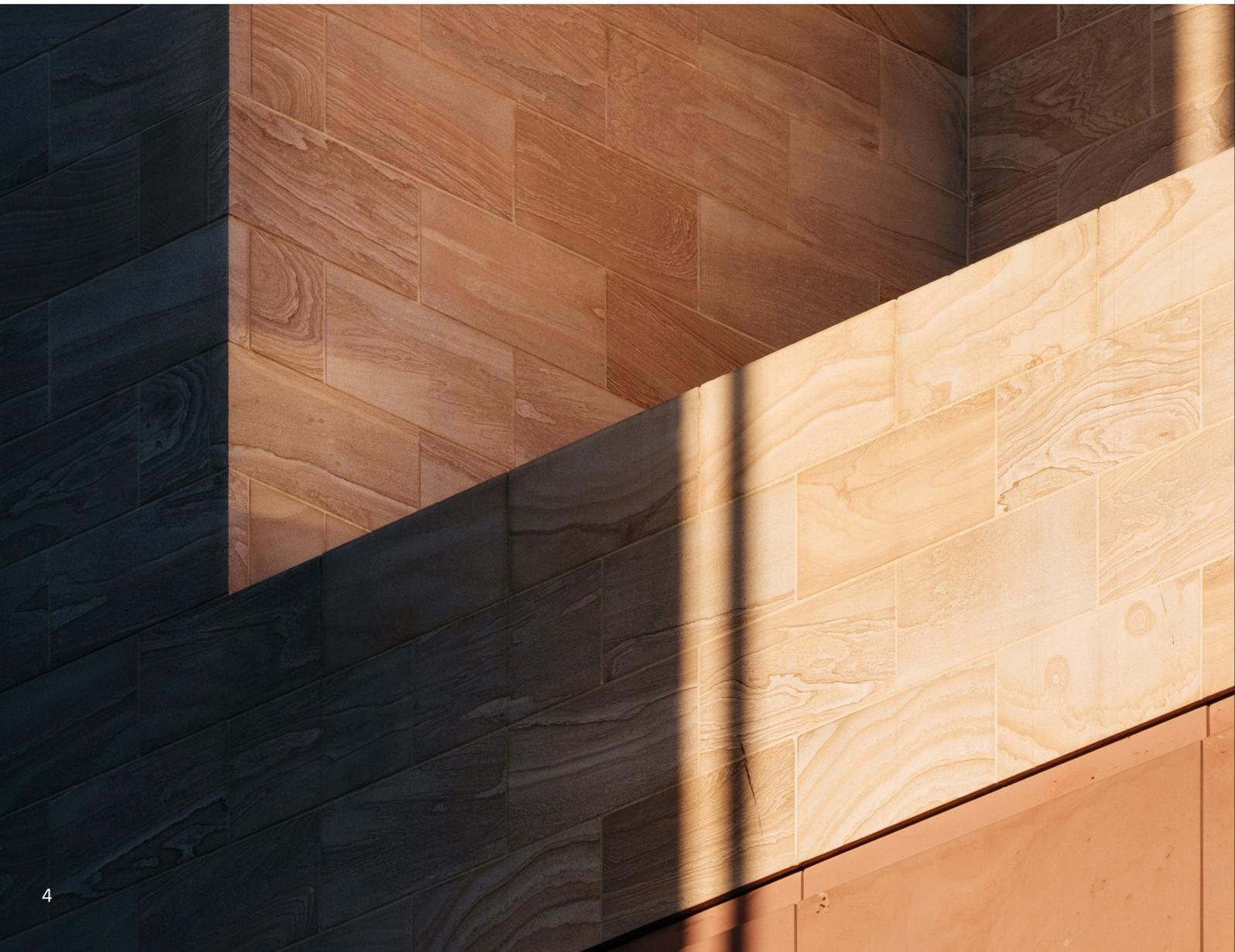
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Effective 1 April 2019



# 01. Introduction

The Chartered Institute of Architectural Technologists (CIAT) is a dynamic, forward-thinking and inclusive global membership qualifying body for Architectural Technology. It represents those practising and studying within the discipline and profession. CIAT qualifies Chartered Architectural Technologists, MCIAT and has the authority to Approve and Accredite educational programmes in Architectural Technology, or related disciplines.



## CIAT's primary aims are to:

- 1. Promote, for the benefit of society, the science and practice of Architectural Technology;**

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- 2. 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;**

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- 3. 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.**

This guide is intended for programmes offered at sub-Honours degree level, which are not integrated into an Accredited Honours degree level programme. Those educational establishments that offer a sub-Honours degree level qualification which is a separate and distinct award should apply for Approval. For those sub-Honours degree level programmes that are integrated, it must be made clear that it is integrated into the Honours degree level programme on submission for Accreditation. Please refer to the Accreditation Guidelines for Honours Degree Level Programmes for further information.

The range of programmes considered for Approval will include (among others) Foundation degrees, Associate degrees, Ordinary degrees and Higher National Certificates/Diplomas. CIAT will consider full-time, sandwich, part-time, multi-mode and distance learning programmes of varying duration for Approval. Programmes from both the UK and overseas are considered for Approval. Honours degree programmes and Post Graduate programmes are covered by separate guides available from the Education Department.

CIAT Approval implies that an educational establishment's sub-Honours degree Architectural Technology (or related) 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.





The Approval process is in the following stages:

## 1. Application for Approval

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. Further details on applying for Approval can be found in Section 2.

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## 2. Approval Review

is a reflective report of the programme over the previous five years. It allows the programme team to demonstrate how it continues to meet the objectives of the programme whilst continuously developing and improving the programme. Any proposed changes must be communicated to CIAT prior to implementation. Further details on applying for Approval Review can be found in Section 3.

**All programmes will need to demonstrate an understanding 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. CIAT strongly recommends that programmes have at least one External Examiner with a current background in Architectural Technology.**

In order to successfully apply for CIAT Approval, educational establishments are required to demonstrate that the programme relates to the Approval Standards and links to the current *Quality Assurance Agency for Higher Education (QAA) Subject Benchmark Statement for Architectural Technology (qaa.ac.uk/en/Publications/Documents/SBS-architectural-technology-14.pdf)*. Each educational establishment must map the programme's learning outcomes to the Approval Standards in order to provide the Institute with an overview of the programme's content (see Appendix 1). It is therefore recommended that the educational establishment maps against all core modules within the programme. It is also advised that reference is made to *CIAT's Professional Standards Framework (PSF)* for Chartered Architectural Technologists, MCIAT ([ciat.org.uk/resource/psf.html](http://ciat.org.uk/resource/psf.html)).

Graduates from a CIAT Approved programme will be eligible to apply for Associate membership, ACIAT, with a view to progression to becoming a professionally qualified Architectural Technician, TCIAT and possible progression to becoming a Chartered Architectural Technologist, MCIAT. Graduates will be allowed certain exemptions within the membership progression process, having already demonstrated their competence in these areas within the qualification.

In order for students that have completed an Approved programme with optional modules to gain exemptions for them in the CIAT membership progression process, it is the responsibility of the student to map their individual academic student profiles to Approval Standards as it is accepted that due to the nature of the programme not all students will meet the same learning outcomes.

In addition to these requirements, international programmes must meet the relevant quality assurance or validation standards required in the country in which the qualification is being offered.

There may be areas of overlap in terms of CIAT's Approval of programmes, the requirements and quality assurance procedures of the funding bodies and the Quality Assurance Agency for Higher Education (QAA). As far as possible, CIAT will seek to avoid the duplication of work already carried out at the request of such bodies and will be looking for subject-specific evidence.

**It is a requirement of CIAT Approval that all graduating students meet the standards by achieving the learning outcomes stated in the Performance Standards for Architectural Technicians, TCIAT. See Appendix 1**

### Approval documents

Approval documents are considered private and confidential between CIAT, the review Panel and the educational establishment. They are not available for general use or referenced in the public domain. CIAT's Education Department will retain a copy of the Approval documents, any subsequent amendments and additional information in a secure file for a minimum period of five years and/or until after the next review has been completed.

The educational establishment submitting Approval documentation, which includes staff and their profiles, must confirm that it has received consent from all staff listed in the documents and that it complies with their own GDPR requirements.



## 02. Application for Approval



**Education establishments are encouraged to register their intention to seek Approval for a new programme as soon as possible, ideally within the first year of running the programme, after the first cohort of students has been enrolled. N.B. visits to educational establishments are generally not required.**

A new programme will normally gain CIAT Approval for a period of five years. After this period the programme will be reviewed by CIAT.

In order to satisfy CIAT that the programme meets the educational establishment's own academic requirements, applications for Approval can only be considered once internal validation has been achieved. Members of CIAT should be involved in the internal validation process. Please contact the Education Department for this purpose via [education@ciat.org.uk](mailto:education@ciat.org.uk).

Four copies of the documentation and an electronic version must be submitted to the Education Department.

Documentation must be accompanied by a covering letter from the Dean of Faculty/Head of Department, or equivalent, who must authorise the submission of the documents to CIAT and also verify that the Faculty believes the documentation complies with general regulations and academic policies of the educational establishment.

Please see [ciat.org.uk/education/educational-establishments/approval.html](http://ciat.org.uk/education/educational-establishments/approval.html) for current Approval fees.

Please see page 15 for what should be included in Approval applications.

## Outcome of application

Educational establishments that have applied for Approval will be notified of the outcome eight weeks after the submission for Approval has been received by the Institute. All decisions are final and correspondence regarding the outcome of the Approval application will not be entered into, however CIAT will support the educational establishment where possible and if appropriate. The level of support will be decided by the Education Board.

**The Education Board will decide upon one of two options:**

1. to grant the educational establishment Approval for five years, with or without conditions or recommendations,
- or
2. to encourage the educational establishment to re-apply for Approval at a later date if all requirements have not been met.



## 03. Approval Review

**Programmes being granted Approval will be reviewed after a period of five years and every five years thereafter in order to ensure conformity with general principles of the overarching aims combined with a policy of continuous development based on critical self-appraisal. This represents an opportunity for each establishment to reflect on the structure and delivery of its programme and to encourage its further development. Educational establishments will be asked to collate this information in a review document and supply as four hard copies and an electronic version to the Education Department.**

Documentation must be accompanied by a covering letter from the Dean of Faculty/Head of Department, or equivalent, who must authorise the submission of the documents to CIAT and verify that the Faculty believes the documentation complies with general regulations and academic policies of the educational establishment.

Please see [ciat.org.uk/education/educational-establishments/approval.html](http://ciat.org.uk/education/educational-establishments/approval.html) for current Approval fees.

### Application requirements

**Educational establishments are required to submit a concise, reflective report, approximately 3000 words in length, with evidence and commentary.** Please see page 15 for what should be included in Approval applications.

### Outcome of application

Educational establishments that have applied to CIAT for Approval will be notified of the outcome in the eight weeks after the submission for Approval has been received by the Institute. All decisions are final and correspondence regarding the outcome of the Approval application will not be entered into, however CIAT will support the educational establishment where possible and if appropriate. The level of support will be decided by the Education Board.

The above document is designed to promote an atmosphere of mutual development and constructive interaction between CIAT and the educational establishment and is not intended as a re-evaluation of the programme. However, should there be areas of concern in regard to the programme, a period of twelve months will normally be given to the educational establishment to review its application.

**The Education Board will decide upon one of two options:**

1. to grant the educational establishment Approval for a further five years, with or without conditions or recommendations; or
2. in extreme circumstances to remove Approval status.

## 04. Partnered educational establishments

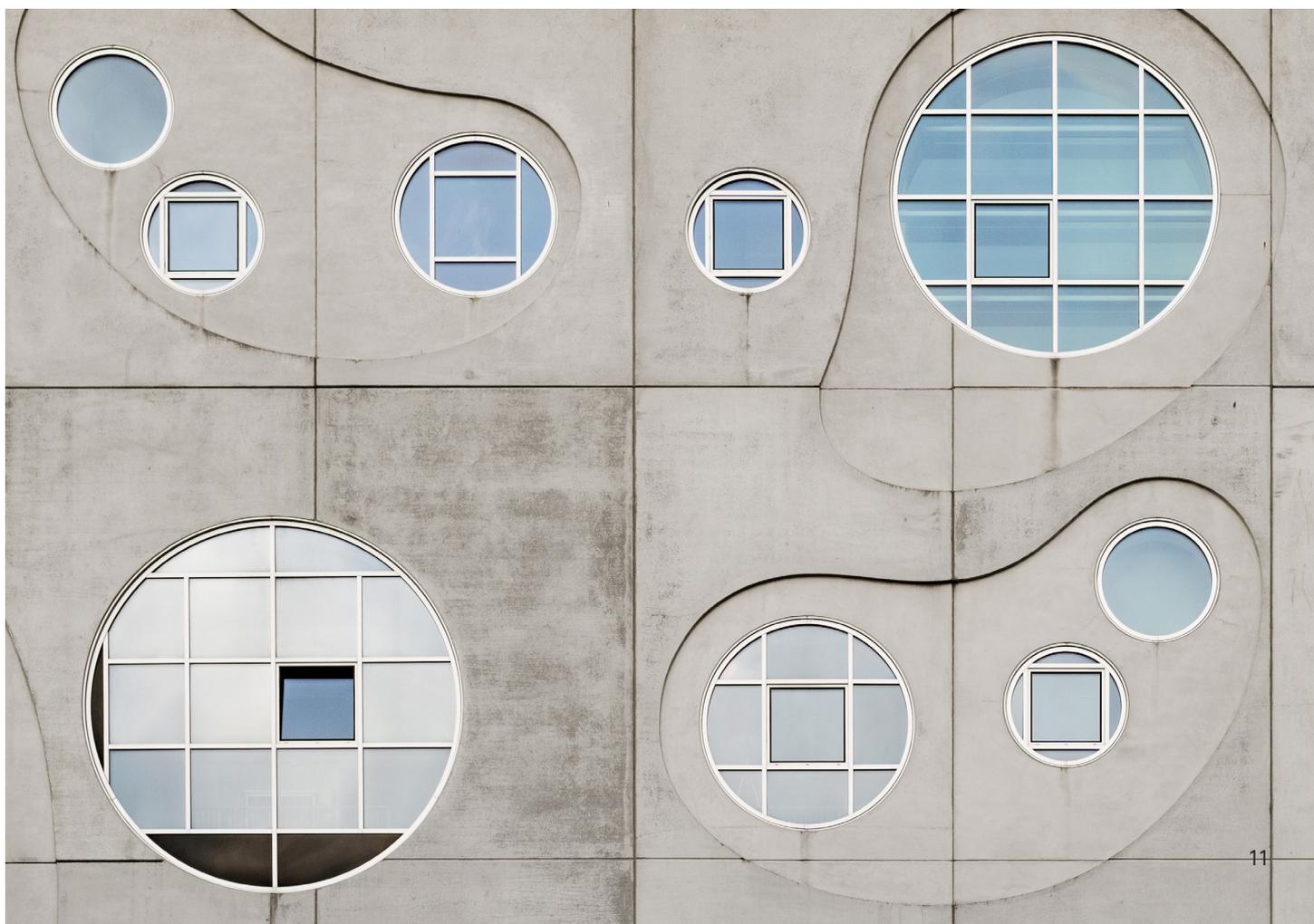
**CIAT Approval of a programme is only applicable to individual educational establishments. When an Approved educational establishment is working in partnership with another educational establishment, a separate application for Approval must be made by the partnered organisation regardless of the fact that the programme content and structure may be the same.**

The host educational establishment may offer support to the partnered institute with regards to the submitted documentation as it is expected that much of the submission will be duplicated.

Once the Panel has deemed the submission to be satisfactory, the Institute will pay a condensed visit to the partnered establishment at a mutually convenient time as soon as possible after the review of the submission. The visit will determine whether the Approval status of the programme offered by the partnered organisation should be aligned to that of the host establishment.

Condensed visits cover the same issues as a normal visit but with a smaller Panel. Expenses must be reimbursed to CIAT.

Please see [ciat.org.uk/education/educational-establishments/approval.html](http://ciat.org.uk/education/educational-establishments/approval.html) for current fees.





# 05. Alteration of programmes post Approval

**In order for the Institute to properly monitor standards, educational establishments altering or amending an Approved programme are asked to notify CIAT about programme changes in writing to the Education Department. This must be submitted electronically.**

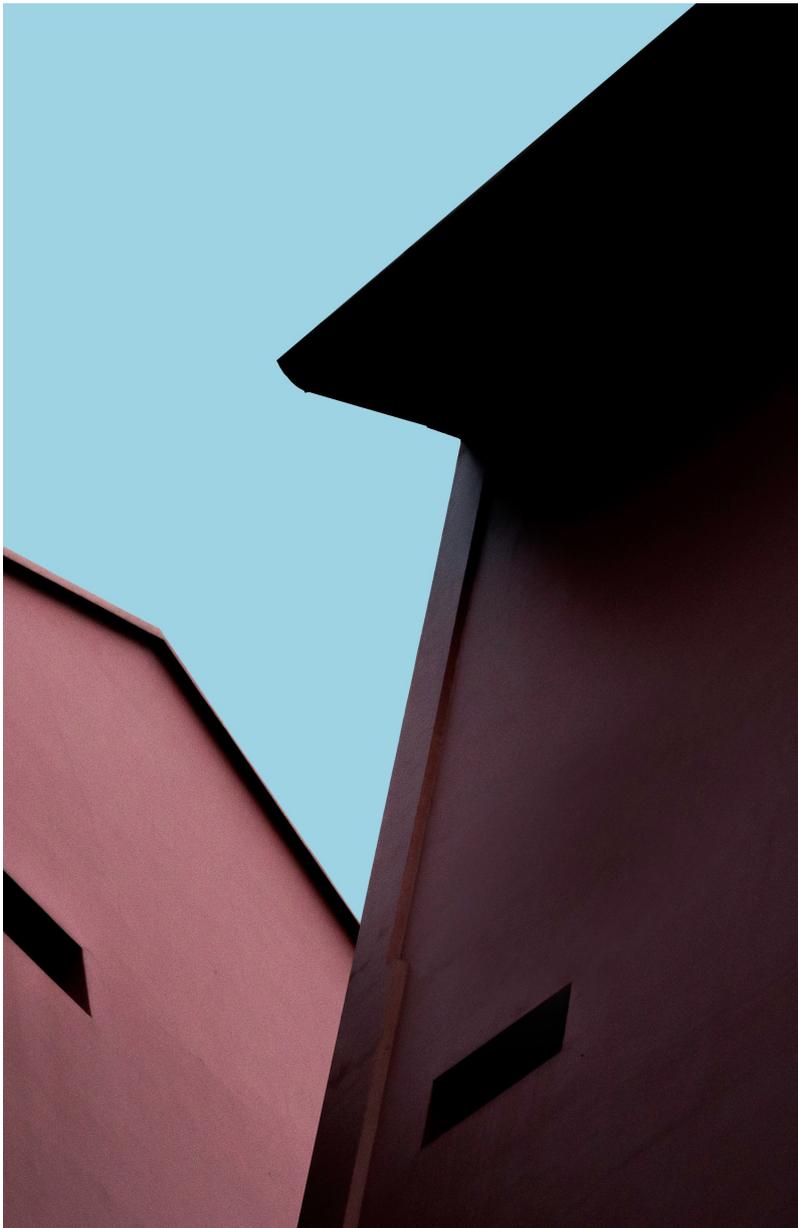
Documentation must be accompanied by a covering letter from the Dean of Faculty/Head of Department, or equivalent, who must authorise the submission of the documents to CIAT and verify that the Faculty believes the documentation complies with general regulations and academic policies of the educational establishment.

Please see [ciat.org.uk/education/educational-establishments/approval.html](http://ciat.org.uk/education/educational-establishments/approval.html) for current Approval fees.

A formal re-submission, however, is only necessary should a programme require an internal revalidation from its academic board. CIAT will review programme amendments and the Institute is at liberty to formally approve the changes, make recommendations or withdraw Approved status.

**The submission should include:**

1. The proposed changes to the programme.
2. A rationale supporting the proposed changes.
3. Timescales; e.g. the date from when the proposed changes are effective.
4. Effect on current students.
5. External Examiner's input.
6. Professional input.
7. Mapping to Approval Standards and reference to *QAA Subject Benchmark Statement for Architectural Technology and Professionals Standards Framework (PSF)*.

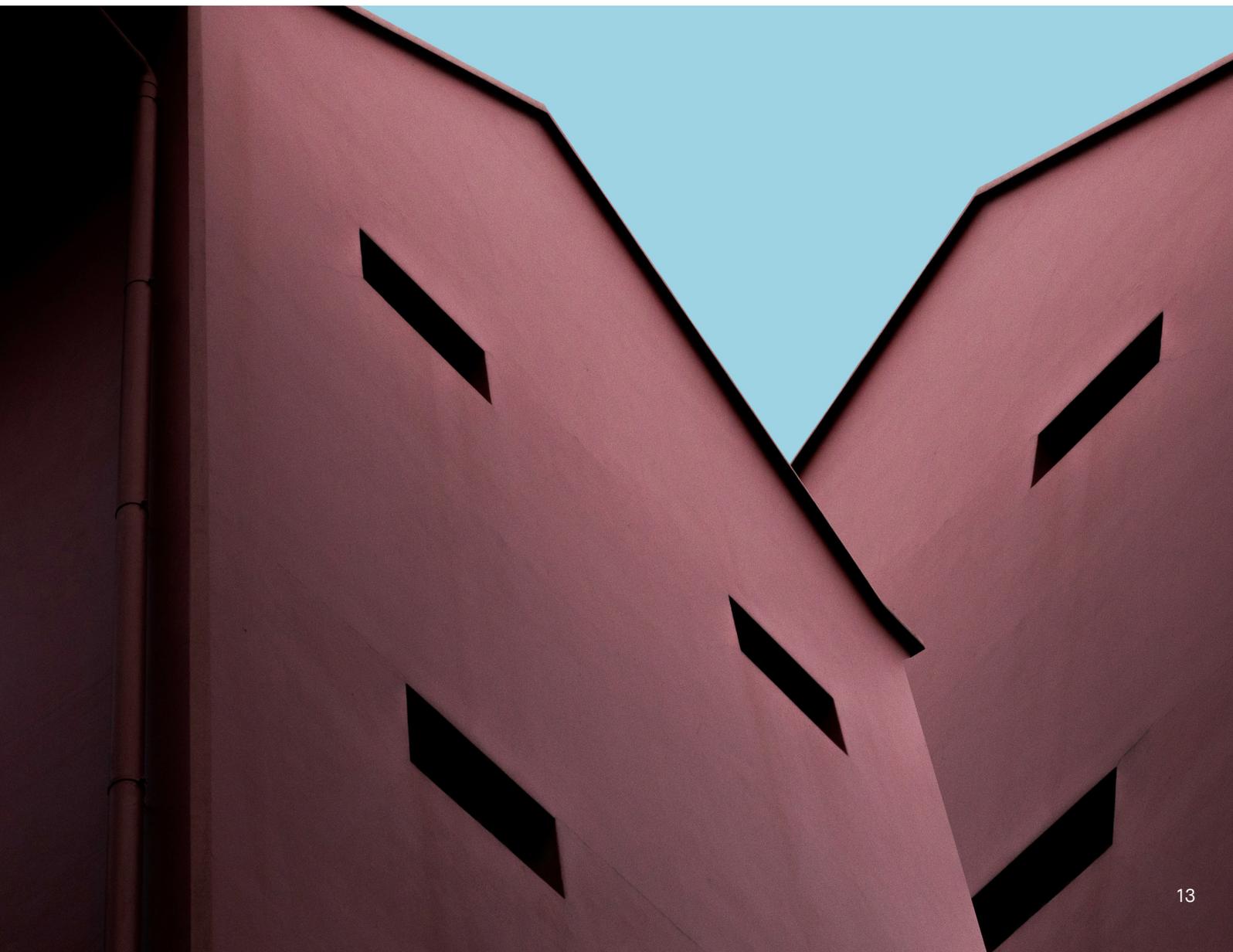


## 06. Lapsing Approval status

Students enrolling onto a programme whose Approval status has lapsed will no longer gain exemptions when progressing to become a professionally qualified Architectural Technician, TCIAT, or Chartered, MCIAT, Membership. Students enrolled on the programme prior to the programme being allowed to lapse and who remain on the programme until completion will have their exemptions honoured when progressing to becoming a professionally qualified Architectural Technician or Chartered Membership as if they had graduated from an Approved programme.

**Lapsed educational establishments will have an obligation to:**

1. remove all references to Approval by CIAT on publicity material (e.g. website, handbook and prospectuses) with immediate effect;
2. recall or issue errata for existing printed material; and
3. advise current and potential/future students about the action and its implications for them.





## 07. Removing Approval status

**The removal of Approved status will be invoked if:**

1. the programme is found to no longer meet CIAT technical, professional or other requirements;
2. validated feedback highlights areas of concern about teaching staff, resources, support or other aspect of the learning experience;
3. the profession or discipline are (potentially) undermined by the formal link; and
4. the Institute needs to protect itself and/or its members.
5. a CIAT Panel will be formed to investigate the above issues and the outcome of the investigation will be passed to the CIAT Education Board.

**The Education Board has the authority to:**

1. seek a written undertaking that the actions/conditions requested will be complied with and if necessary to provide confirmation that these actions have been taken; and
2. remove Approved status and impose time limits and/or other conditions before a fresh application can be made.

**The educational establishment will have an obligation to:**

1. remove all references to Approval by CIAT on publicity material (e.g. website, handbook and prospectuses) with immediate effect;
2. recall or issue errata for existing printed material; and
3. advise current and potential/future students about the action and its implications for them.

## 08. Fees

Fees (including expenses) must be paid once the Education Board has conveyed its decision. Please note that fees are non-refundable.

Current Approval fees can be found at [ciat.org.uk/education/educational-establishments/approval.html](http://ciat.org.uk/education/educational-establishments/approval.html)

## 09. Further information

If you would like further information or are seeking clarification on any part of this document then please contact the Education Department, [education@ciat.org.uk](mailto:education@ciat.org.uk)

# Submission checklist

Please ensure that the following information is included in your submission.

Approval		
1.	Programme content	
2.	Methods of assessment	
3.	Mapping to the Approval Standards and reference to Professional Standards Framework (Appendices 1 and 3)	
4.	Summary of quality assurance policy and regulations	
5.	Resources	
6.	Staffing including profiles and current/relevant scholarly activities in Architectural Technology	
7.	Entry requirements and cohort analysis	
8.	Most recent internal validation report	
9.	Most recent External Examiners' reports (preferably last three).	
10.	Signed copy of Quality Assurance confirmation (Appendix 4)	
11.	Covering letter from Dean of Faculty/ Head of Department, or equivalent, authorising the submission	

Approval Review		
1.	General programme description	
2.	Programme rationale	
3.	Programme development since last Approval	
4.	How the programme is evolving to reflect the pace of change in the industry	
5.	Plans for future development and action plans	
6.	How Architectural Technology fits into the educational establishment	
7.	Mapping to the Approval Standards and reference to Professional Standards Framework (Appendices 1 and 3)	
8.	Staff profiles (please use Appendix 2)	
9.	Areas of specific strength and weakness	
10.	Most recent External Examiners' reports (preferably last three)	
11.	Signed copy of Quality Assurance confirmation	
12.	Covering letter from Dean of Faculty/ Head of Department, or equivalent, authorising the submission	



# Appendix 1

## Approval Standards

- 1 Client and user requirements**
  - 1.1 Identify user and community factors
  - 1.2 Investigate development factors and likely problems
- 2 Feasibility studies**
  - 2.1 Identify survey requirements, data standards and outputs
  - 2.2 Observe and record measurements
  - 2.3 Check and present survey data
- 3 Health and safety**
  - 3.1 Identify hazards and risks
  - 3.2 Check design choices to reduce health and safety risks
  - 3.3 Ensure your actions reduce risks to health and safety
- 4 Regulations**
  - 4.1 Identify regulatory requirements on development
  - 4.2 Identify statutory consent requirements and prepare applications
- 5 Design proposals**
  - 5.1 Prepare and present design proposals
  - 5.2 Provide information to agree detailed design
  - 5.3 Identify detailed design interactions and methods for maintaining design coherence
- 6 Technical design development**
  - 6.1 Identify, analyse and record construction criteria and detailed design solutions
  - 6.2 Investigate, calculate, test and present detailed design solutions
- 7 Design information management**
  - 7.1 Control document production
  - 7.2 Check and evaluate design information
  - 7.3 Prepare drawing and associated graphical information
  - 7.4 Prepare schedules
  - 7.5 Draft prescriptive technical specifications
  - 7.6 Organise technical information systems
- 8 Tenders and contracts**
  - 8.1 Obtain estimates, bids and tenders
  - 8.2 Check estimates, bids and tenders
- 9 Contract compliance**
  - 9.1 Monitor construction work against agreed quality standards
  - 9.2 Monitor contract compliance with legal and statutory requirements
- 10 Professional communications**
  - 10.1 Make contributions to meetings
  - 10.2 Maintain relationships with people who are affected by your work
  - 10.3 Present technical information
  - 10.4 Identify and summarise problems and criteria for solutions
  - 10.5 Contribute to the protection of client interests
- 11 Continuing professional development**
  - 11.1 Identify, record and analyse personal development aims and progress

# Appendix 2

## Staff profile

Name: .....

School/Faculty: .....

Current position: .....

Other academic responsibilities: .....

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Qualifications: .....

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Previous relevant experience: .....

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Recent CPD activity (including research and publications): .....

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# Appendix 3

## Educational Standards (extracted from CIAT's Professional Standards Framework for Chartered Architectural Technologists)

Mandatory threshold education standards. These criteria form the mandatory threshold education standards that all Chartered Architectural Technologists must be able to demonstrate:

1. a systematic understanding and critical awareness of topics which are informed by the subject of Architectural Technology;
2. 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;
3. 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;
4. 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.
5. an awareness of building elements, components, systems, and methods used for different building typologies;
6. an awareness of current topics and practices which inform the discipline of Architectural Technology including new and emerging technologies;
7. an awareness of project and design management, project procurement and process, construction and contract management;
8. an ability to identify hazards and risks and develop and maintain safe systems of work and legal and relevant legislation and regulatory frameworks; and
9. 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.

The educational standards required of a Chartered Architectural Technologist as illustrated above are based upon the requirements for CIAT Accreditation of Honours and Masters Degrees and as such holders of these awards are recognised as having achieved the necessary standards through study.

# Appendix 4

## Quality Assurance Confirmation (for Approval and Approval Review only)

I confirm on behalf of name of institution and programme title that:

1. The Approval submission complies with our Quality Assurance policies and procedures.
2. The Approval submission is in accordance with GDPR requirements and CIAT's Guidelines.
3. The Approval submission was prepared for the specific purpose of Accreditation in accordance with CIAT's procedures.
4. The Approval submission complies with the Approval Standards and CIAT's Professional Standards Framework.
5. The programme was internally validated/reviewed and approved on date of approval which is valid until date of next review in accordance with institutional and programme specific regulations\*.
6. CIAT will be informed in writing of any changes to the Quality Assurance policies and procedures of the educational establishment that will/may affect the Approved programme.
7. CIAT will be informed in writing of any changes to the Approved programme in terms of title, content and delivery for their consideration and approval by CIAT's Education Board.

.....  
***N.B. This must be signed by the Dean of Faculty/  
 Head of School, or equivalent***

.....  
**Date**

\*In the case that an internal programme review or validation was not successful prior to this submission, information on this has been appended to this proforma outlining what action was taken.



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