

Accreditation Guidelines for Honours Degree Level Programmes

QUT ACADEMY



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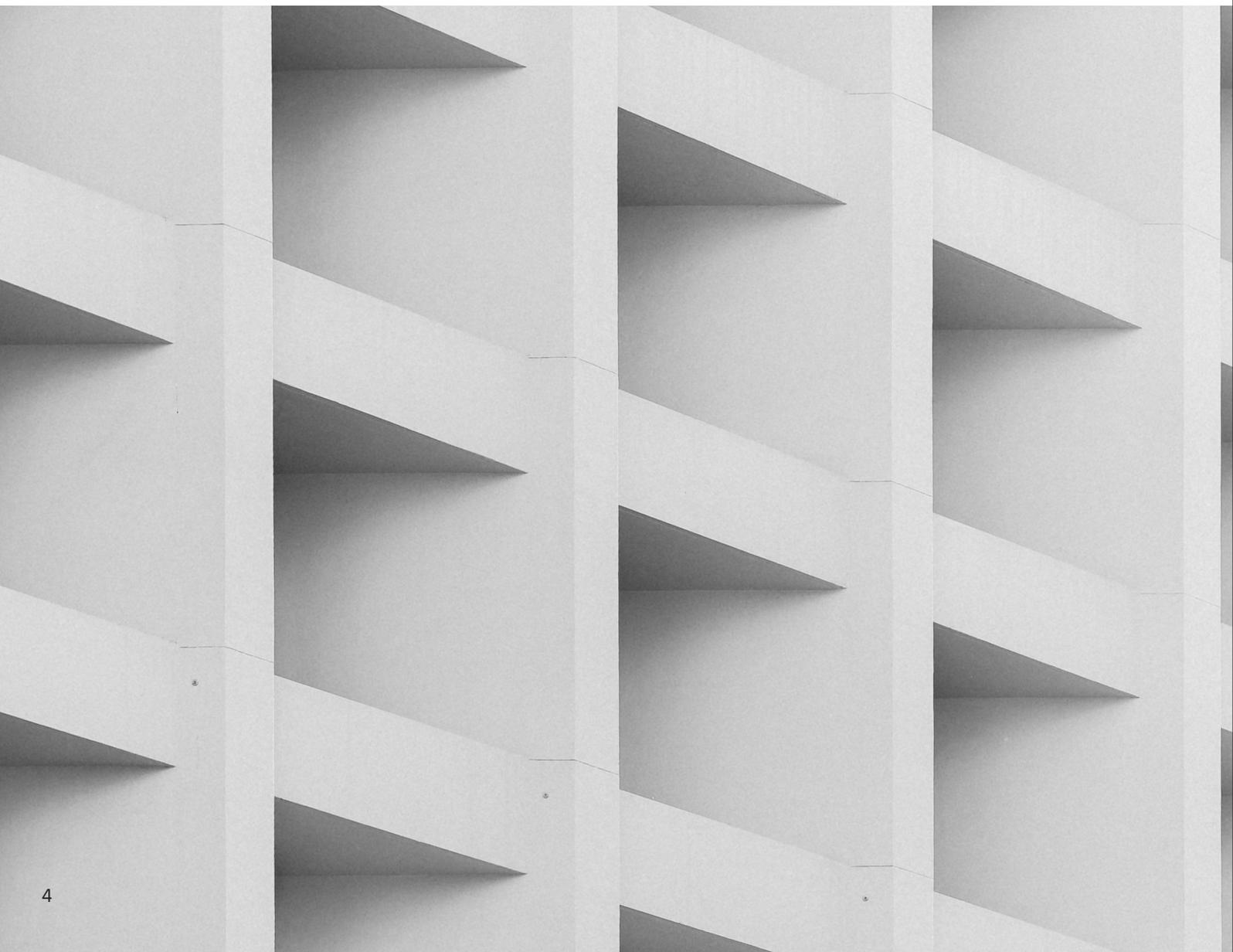
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Effective 1 April 2019



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;**

- 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;**

- 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.**

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 Accredite formal qualifications at the level of a UK Honours degree programme [or which equate to 180- 240 European Credit Transfer and Accumulation System points (ECTS) on the European Qualifications Framework (EQF)].

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

CIAT Accreditation (including Accreditation in Principle) implies that an educational establishment's Architectural Technology or related Honours 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.



All programmes will need to demonstrate an understanding and appreciation of the role of the Chartered Architectural Technologist 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.

In order to successfully apply for Accreditation at all stages, educational establishments are required to demonstrate that the programme relates directly to the *CIAT Professional Standards Framework* (ciat.org.uk/resource/psf.html) by mapping module content and learning outcomes directly to the current *Quality Assurance Agency for Higher Education (QAA) Benchmark Statement for Architectural Technology* (qaa.ac.uk/en/Publications/Documents/SBS-architectural-technology-14.pdf).

This document contains a matrix (Appendix 1) designed to help educational establishments map the Honours degree level programme to the *QAA Subject Benchmark Statement for Architectural Technology*. Please also refer to the supplementary document, *Guidance for Mapping QAA Subject Benchmark Statement for Architectural Technology*, found at: ciat.org.uk/resource/mapping-qaa.html

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 Accreditation procedures, the requirements and quality assurance procedures of the funding bodies and the QAA or equivalent bodies. 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.

At least one member of the programme team must be an Associate member, ACIAT, and by the following stage of the Accreditation process (i.e. Accreditation or Accreditation Review) there must be at least one Chartered Architectural Technologist, MCIAT.

It is a requirement of CIAT Accreditation that all graduating students meet the eight mandatory threshold standards by achieving the corresponding learning outcomes.

Accreditation documents

Accreditation documents are considered private and confidential between CIAT, the visiting Accreditation Panel and the educational establishment. They are not available for general use or referenced in the public domain. The Education Department will retain a copy of the Accreditation 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.

GDPR requirements

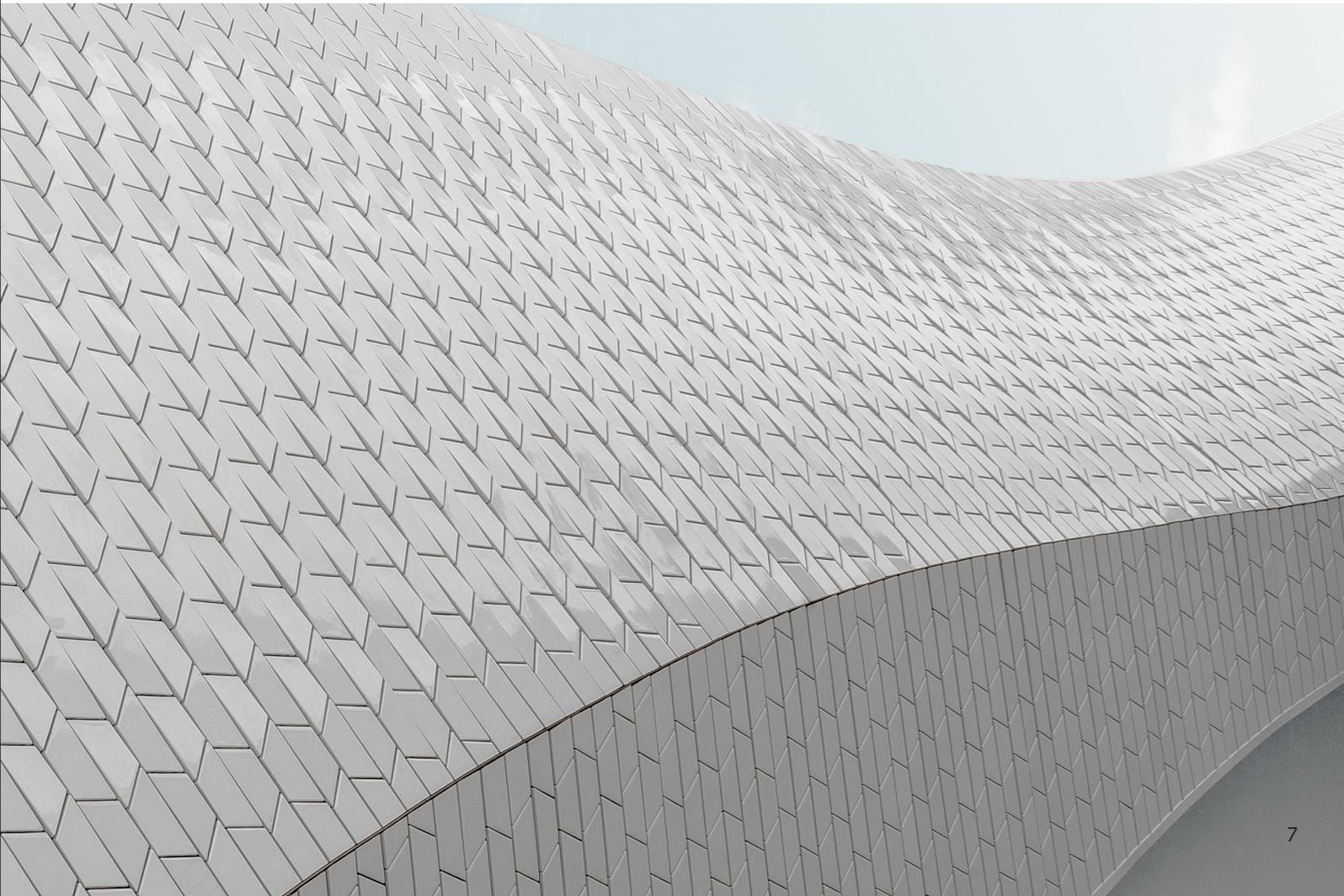
In order to satisfy GDPR requirements, the educational establishment applying for Accreditation has the option to either:

a) Submit Accreditation documentation which includes staff and their profiles along with confirmation that the educational establishment has received consent from all staff listed in the documents and that it complies with their own GDPR requirements.

Or

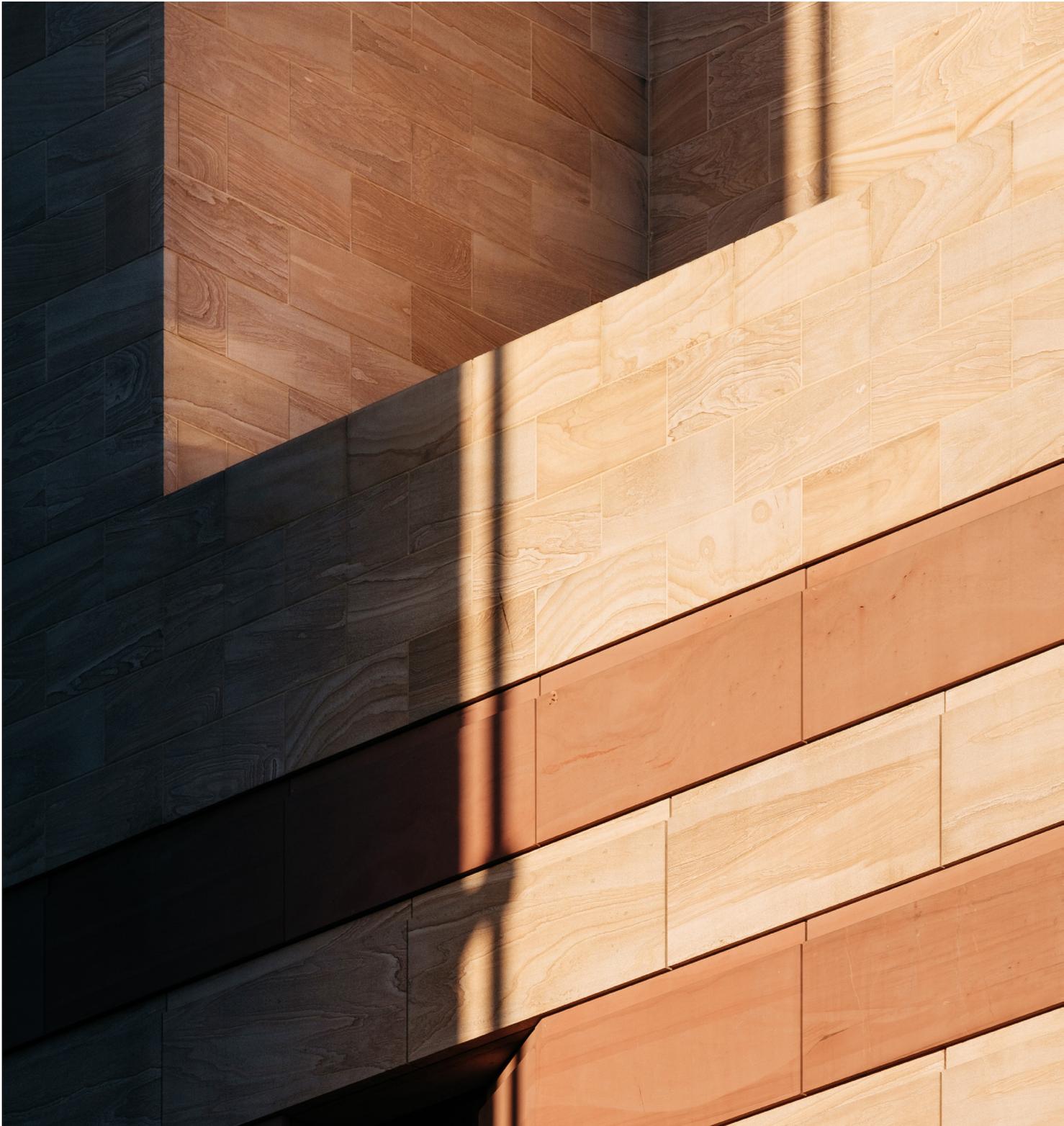
b) Submit an anonymous document by depersonalising staff profiles (i.e. the programme has three CIAT members with no further details provided). This would however require that full staff profiles are made available during the visit (if the programme is in Accreditation or Accreditation Review cycle). Profiles would be reviewed at the same time as student work so that the Accreditation Panel is able to gauge the expertise which underpins delivery of the programme.

If this option is to be invoked, the educational establishment must make this clear at the time of submission.





02. Application for Accreditation in Principle



Accreditation in Principle is a paper-based exercise and is granted on the review of documentation which provides details of the aims and objectives of the Architectural Technology, or related programme, the expected student experience and the employability of the graduates from this programme.

Education establishments are encouraged to register their intention to seek Accreditation in Principle for a new programme as soon as possible after the programme has been internally validated, and normally within the launch year of the programme after the first cohort of students has been accepted. This is to satisfy the Institute that the programme meets the educational establishment's own academic requirements. Members of CIAT should be involved in the internal validation process. Please contact the Education Department for this purpose via education@ciat.org.uk.

Four hard copies and an electronic version of the documentation for the Accreditation in Principle documentation 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 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/accreditation.html for current Accreditation in Principle fees.

Please see page 19 for what information must be included in the submission.

Outcome of application

Educational establishments that have applied for Accreditation in Principle will be notified of the outcome within eight weeks of the submission. All decisions are final and correspondence regarding the outcome 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 Panel will report its findings to the Education Board recommending one of four options:

- To grant the educational establishment Accreditation in Principle with the opportunity to submit for full Accreditation immediately after — if the programme has been running for more than three years at which point a visit will be made.
- To grant the programme Accreditation in Principle for five years.
- To grant the programme Accreditation in Principle with certain time bound conditions.
- To defer Accreditation in Principle until certain conditions have been met.

Interim visit

Two years after achieving Accreditation in Principle, CIAT will pay the educational establishment an interim visit to offer support and guidance. The Institute is aware that the first years of a new programme are often the most difficult as the programme is still 'bedding in' and the programme team may need some guidance from CIAT. Prior to the visit, the educational establishment should submit a short update to the Institute which provides an overview of the challenges met by the programme team and any changes proposed to the programme. This should be submitted at least a month before the visit. The educational establishment will be notified six months before the interim visit.

At the visit, CIAT representatives would like to view student work from first and second year, External Examiners' reports and employers' statements from the two years that the programme has been running plus any other relevant information (for example, student feedback). The programme team should be available to meet with the CIAT representatives and ideally, the External Examiner will also be available for a short meeting. The CIAT representatives will be a Panel Chair and a member of staff. The Panel Chair will be made known to the educational establishment in advance and any potential conflicts identified.



03. Application for Accreditation

After Accreditation in Principle has been in place for five years, or a period agreed by the Education Board, an application can be made for Accreditation. The educational establishment will be notified by CIAT one year before the application for Accreditation should be made.

Accreditation is a critical appraisal of the programme over the previous five years, whilst the programme was Accredited in Principle. The educational establishment will also demonstrate how this appraisal has influenced forthcoming changes and improvements to the programme, although any proposed changes must be communicated to CIAT prior to implementation.

The process of becoming Accredited will involve a visit by an Accreditation Panel which will use the criteria contained within this document to assess the programme. The visit should involve current students, graduates from the programme as well as employers.

The key focus of the visit will be to ensure that the learning experience of the student is of the required standard and quality. The critical appraisal will involve an assessment of the effectiveness of the programme and will be based upon the *CIAT Professional Standards Framework* and the *QAA Subject Benchmark Statement*

for Architectural Technology.

Graduate achievement will be demonstrated by evidence of examinations, scripts, project work, dissertations, External Examiners' reports, employers' statements and any other relevant information (for example, student feedback). Education establishments will be asked to collate this information in a review document, with four hard copies and an electronic version submitted to CIAT at least eight weeks before the Accreditation visit. Relevant links to any quality assurance procedures/regulations can be included for information. These can include information on the educational establishment's practices in relation to examinations and whether there is any external verification by another individual or organisation and complete Appendix 3 (Quality Assurance confirmation). **CIAT is at liberty to defer the visit and suspend Accreditation status of the educational establishment if the documentation is not submitted in the required timeframe.** Hard copies should be made available at the visit.

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/accreditation.html for current Accreditation fees.

Please see pages 19-20 for what information must be included in the submission.

Accreditation visit

The educational establishment may use the template agenda for the visit in Appendix 4 or develop its own timetable around this information and submit it to CIAT for approval **two weeks** prior to the visit. The final agenda must not be amended after this time without prior approval from the Chair and only in extenuating circumstances. The CIAT Accreditation Panel will comprise three Panel members plus Central Office staff.

All Accreditation Panel members will be made known to the educational establishment in advance and any potential conflicts identified. It is CIAT policy not to use Panel members with either prior knowledge of and/ or relationship with the educational establishment and programme for a minimum of two years or who might be perceived as competitors. If any Panel member(s) is not acceptable then, provided that a valid reason is given, the educational establishment has the right to request that the Panel member(s) be changed.

The following information outlines the components required within a CIAT Accreditation visit:

- Tour of facilities on campus.
- Inspection of current Architectural Technology students' work covering all levels and work of the most recent graduates (exam scripts and coursework, mapping with *QAA Subject Benchmark Statement*, marking sheets) with top, middle and lowest pass mark, to allow a comprehensive inspection of programme output. **N.B. all work viewed by the Panel must be of students on the CIAT Accredited programme only.** Samples from each module are to be provided.

- Meeting with the educational establishment's senior management and faculty/school senior management staff to discuss strategic issues impacting on Architectural Technology at all levels within the educational establishment. The Programme Leader can attend as an observer.
- Lunch with undergraduates, graduates and local employers (no staff [full time, part time or guest lecturer]).
- Meeting with the Architectural Technology programme team.

Outcome of application

Educational establishments will be notified of the outcome within eight weeks of the Accreditation visit. All decisions are final and correspondence regarding the outcome of the visit 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 Panel will report its findings to the Education Board recommending one of four options:

- To grant the programme Accreditation for five years.
- To grant the programme Accreditation subject to certain time bound conditions.
- To suspend Accreditation until certain conditions have been met.
- To remove Accredited status in extreme circumstances.



04. Accreditation Review



Accreditation Review is a reflective and critical appraisal of the programme over the previous five years whilst the programme was Accredited. It allows the programme team to demonstrate that it continues to meet the objectives of the programme whilst continuously developing and improving it. Any proposed changes must be communicated to CIAT prior to implementation.

The process of being re-Accredited will involve a visit by a CIAT Accreditation Panel which will use the criteria contained within this document to assess the programme. The visit should involve current students, graduates from the programme as well as employers.

The key focus of the visit will be to ensure that the learning experience of the student is of the required standard and quality. The critical appraisal will involve an assessment of the effectiveness of the programme and will be based upon the *CIAT Professional Standards Framework* and the *QAA Subject Benchmark Statement for Architectural Technology*. **The Panel will be concentrating on the final year of the programme in question.**

Graduate achievement will be demonstrated by evidence of examinations, scripts, project work, dissertations, External examiners' reports, employers' statement and any other relevant information (for example, student

feedback). Educational establishments will be asked to collate this information in a review document, with four hard copies and an electronic version submitted to CIAT at least eight weeks before the Accreditation Review visit. Links to any quality assurance documents can be included in the electronic version. **CIAT is at liberty to defer the visit and suspend Accreditation status of the educational establishment if the documentation is not submitted in the required timeframe.** Hard copies should be made available at the visit.

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. The submission must also contain a signed copy of Appendix 3 (Quality Assurance confirmation). Please see ciat.org.uk/education/educational-establishments/accreditation.html for current Accreditation Review fees.

N.B. CIAT is at liberty to request copies of any quality assurance procedures.

Please see page 20 for what is required in an Accreditation Review submission.

Accreditation Review visit

The educational establishment may use the template agenda for the visit in Appendix 4 or develop its own timetable around this information and submit it to CIAT for approval **two weeks** prior to the visit. The final agenda must not be amended after this time without prior approval from the Chair and only in extenuating circumstances. The CIAT Accreditation Panel will comprise three Panel members plus Central Office staff.

All Accreditation Review Panel members will be made known to the educational establishment in advance and any potential conflicts identified. It is CIAT policy not to use Panel members with either prior knowledge of the programme or who might be perceived as competitors. If any Panel member(s) is not acceptable then, provided that a valid reason is given, the educational establishment has the right to request that the Panel member(s) be changed.

The following information outlines the components required within a CIAT Accreditation Review visit:

- Tour of facilities on campus.
- Inspection of current Architectural Technology final year students' work and work of the most recent graduates (exam scripts and coursework, mapping with *QAA Subject Benchmark Statement*, marking sheets) with top, middle and lowest pass mark, to allow a comprehensive inspection of programme output. **N.B. all work viewed by the Panel must be of students on the CIAT Accredited programme only. Work should be from the current cohort of final year students and the previous academic year.** Samples from each module are to be provided.
- Meeting with the university senior management and faculty/school senior management staff to discuss strategic issues impacting on Architectural Technology at all levels within the educational establishment. The Programme Leader can attend as an observer.
- Lunch with undergraduates, graduates and local employers (no staff [full time, part time or guest lecturer]).
- Meeting with Architectural Technology programme team.

Outcome of application

Educational establishments will be notified of the outcome within eight weeks of the Accreditation Review visit. All decisions are final and correspondence regarding the outcome of the Accreditation Review visit 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 Panel will report its findings to the Education Board recommending one of four options:

- To grant the programme Accreditation for five years.
- To grant the programme Accreditation subject to certain time bound conditions.
- To defer Accreditation until certain conditions have been met.
- To remove Accredited status in extreme circumstances.



05. Partnered educational establishments

CIAT Accreditation of an Architectural Technology, or related programme is only applicable to individual educational establishments. When an Accredited educational establishment is working in partnership with another educational establishment, a separate application for Accreditation must be made by the partnered organisation regardless of the fact that the programme content and structure may be the same. Partnered establishments should apply

for Accreditation in Principle at this stage.

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 Accreditation 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/accreditation.html for current fees.

06. Alteration of programmes post Accreditation

In order for the Institute to properly monitor standards, educational establishments altering or amending an Accredited programme are asked to notify CIAT about programme changes in writing to the Education Department. Relevant changes include amendments to the programme structure and content. The amended programme must be mapped to the current *QAA Subject Benchmark Statement for Architectural Technology* and, if necessary, the educational establishment must submit revised mapping. This must be submitted as an electronic copy.

A formal re-submission, however, is only necessary should a programme require an internal revalidation or equivalent process from its academic board. CIAT will review programme amendments and is at liberty to formally approve the changes, make recommendations or withdraw Accredited status. Relevant changes include amendments to the programme structure and content. The amended programme must be mapped to the current *QAA Subject Benchmark Statement for Architectural Technology* and, if necessary, the educational establishment must submit revised mapping. This must be submitted as an electronic copy.

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/accreditation.html for current fees.

Normally changes are approved by CIAT's Education Board but if changes are substantial, the Board may recommend that the programme undergoes an Accreditation Review.

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 the *QAA Subject Benchmark Statement for Architectural Technology*.



07. Lapsing Accreditation status

Students enrolling onto a programme whose Accreditation status has lapsed will no longer gain exemptions when undertaking the Professional Assessment for Chartered Membership status.

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 Chartered Membership as if they had graduated from an Accredited programme.

Lapsed educational establishments will have an obligation to:

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

Lapsed educational establishments may no longer be able to:

- nominate students for the CIAT Award for Outstanding Student;
- attend the annual Accredited programme leaders meeting;
- participate in other Accredited programme leader community activities;
- contribute to the CIAT Accreditation process for other educational establishments; and
- be actively promoted by CIAT.

08. Sanctions or withdrawal of Accreditation status

The removal of Accredited status will be invoked if:

- the programme is found to no longer meet the *QAA Subject Benchmark Statement for Architectural Technology*;
- the programme is found to no longer meet other CIAT requirements (such as technical, *Code of Conduct* etc.);
- validated feedback highlights areas of concern about teaching staff, resources, support or other aspect of the learning experience;
- the profession or discipline may be undermined by the formal link; and
- the Institute needs to protect itself and/or its members.

A Panel will be formed to investigate the above issues and the outcome of the investigation will be passed to the Education Board.

The Education Board has the authority to:

- 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
- remove Accredited status and impose time limits and/or other conditions before a fresh application can be made.

The educational establishment will have an obligation to:

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

The educational establishment may no longer be able to:

- nominate students for the CIAT Award for Outstanding Student;
- attend the annual Accredited programme leaders meeting;
- participate in other Accredited programme leader community activities;
- contribute to the CIAT Accreditation process for other educational establishments; and
- be actively promoted by CIAT.

Students enrolling onto a programme whose Accreditation status has been removed will no longer gain exemptions when undertaking the Professional Assessment or POP Record for Chartered Membership status.

Students enrolled on the programme prior to the programme's Accreditation being removed and who remain on the programme until completion will have their exemptions honoured when progressing to Chartered Membership as if they had graduated from an Accredited programme.

If an educational establishment intends to make changes to its programme and is due a visit, the visit shall proceed as planned. Accreditation visits serve as a census point from which any development can be assessed clearly at future visits.

In the case that the educational establishment has not responded to a condition within the required timeframe, CIAT is at liberty to require another visit and/or annual reports until the next Accreditation visit is due. The educational establishment will be required to pay for expenses.

CIAT will remove Accreditation status if after eight weeks from the date of the letter, the educational establishment has not fulfilled any requirements set by the Panel or notified the Institute as to why it will not be able to fulfil them. Under exceptional circumstances, the Institute will allow for additional time before Accreditation is removed. In addition to the removal of Accredited status, letters addressed to both the educational establishment's Head of School/Department and Vice-Chancellor will be sent informing them of the programme's withdrawal; this will also be publicised to students.



09. Refusals and referrals

It is CIAT's policy, where possible, to support programmes referred or refused Accreditation and the level of support will be decided by the Education Board. All decisions are final and correspondence regarding the outcome of the Accreditation visit will not be entered into.

10. Programme closure/cessation

Should an educational establishment wish to close their Accredited degree, the Education Department must receive written notification from a member of the Senior Management Team of this as soon as programme cessation/closure is confirmed. Notification must outline the reason for the cessation/closure and inform the Education Department when the last cohort is expected to graduate.

11. Fees

Fees (including expenses) must be paid once the Education Board has conveyed its decision to the educational establishment. N.B. fees are non-refundable. Current Accreditation fees can be found at ciat.org.uk/education/educational-establishments/accreditation.html

12. 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 .



Application requirements checklist

Accreditation documentation must comprise of:

Accreditation in Principle		
1.	Programme rationale, position within the educational establishment and relationship to other programmes	
2.	Detailed programme description including module levels, objectives, content, weighting and assessment methods	
3.	Mapping to the QAA Benchmark Statement for Architectural Technology and Professional Standards Framework (Appendix 1)	
4.	Involvement of profession/industry	
5.	Plans for future development	
6.	Summary of quality assurance policy and regulations	
7.	Facilities and resources including special equipment and staffing	
8.	Staff profiles (please use Appendix 2)	
9.	Entry requirements and cohort analysis	
10.	Most recent internal validation report	
11.	Most recent External Examiners' reports (preferably three)	
12.	Covering letter from Dean of Faculty/Head of Department, or equivalent, authorising the submission of the documents to CIAT	

Accreditation		
1.	Programme development since previous Accreditation (including evolution of the programme and plans for future development)	
2.	Detailed programme description including module levels, objectives, content, weighting and assessment methods	
3.	Mapping to the QAA Benchmark Statement for Architectural Technology and Professional Standards Framework (Appendix 1)	
4.	Typical cohort description (including entry requirements and cohort analysis)	



5.	Graduate profiles including first employment destination of graduates of previous academic year	
6.	Areas of specific strength and weakness	
7.	Involvement of profession/industry	
8.	Summary of quality assurance policy and regulations	
9.	Facilities and resources including special equipment and staffing	
10.	Staff profiles (please use Appendix 2)	
11.	Links to quality assurance policy and regulations	
12.	Most recent External Examiners' reports (preferably three).	
13.	Signed copy of Quality Assurance confirmation (Appendix 3)	
14.	Covering letter from Dean of Faculty/Head of Department, or equivalent, authorising the submission of the documents to CIAT	

Accreditation Review		
1.	Programme development since previous Accreditation (including evolution of the programme and plans for future development)	
2.	Detailed programme description including module levels, objectives, content, weighting and assessment methods	
3.	Mapping to the QAA Benchmark Statement for Architectural Technology and Professional Standards Framework (Appendix 1)	
4.	Typical cohort description (including entry requirements and cohort analysis)	
5.	Graduate profiles including first employment destination of graduates of previous academic year	
6.	Areas of specific strength and weakness	
7.	Involvement of profession/industry	
8.	Links to quality assurance policy and regulations	
9.	Facilities and resources including special equipment and staffing	
10.	Staff profiles (please use Appendix 2)	
11.	Most recent External Examiners' reports (preferably three)	
12.	Signed copy of Quality Assurance confirmation (Appendix 3)	
13.	Covering letter from Dean of Faculty/Head of Department, or equivalent, authorising the submission of the documents to CIAT	

Appendix 1

Indicative mapping template

(This template is for demonstrative purposes, a new mapping document may be created as appropriate. Please also refer to the *Guidance for Mapping QAA Subject Benchmark Statement for Architectural Technology*.)

Mandatory Threshold Standards	Key Subject Area	Module Level				
1. an awareness of the context, and the political, economic, environmental, social and technological aspects that inform and influence the practice of Architectural Technology nationally and internationally	Design					
2. an ability to problem solve to realise the design into built form through the generation of detailed design solutions that respond to familiar and unfamiliar situations						
3. an ability to successfully complete a sustainable and inclusive design project, systematic review or systematic case study, informed by current understandings in the discipline						
4. an awareness of building elements, components, systems, and methods used for different building typologies	Technology					
5. an awareness of current topics and practices which inform the discipline of Architectural Technology including new and emerging technologies						
6. an awareness of project and design management, project procurement and process, construction and contract management	Management					
7. an ability to identify hazards and risks and develop and maintain safe systems of work and legal and relevant legislation and regulatory frameworks	Practice					
8. an ability to work independently and as a member of a team identifying personal development needs and to plan to meet these needs through relevant and appropriate methods						



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

Quality Assurance confirmation (for Accreditation and Accreditation Review only)

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

1. The Accreditation submission complies with our Quality Assurance policies and procedures.
2. The Accreditation submission is in accordance with GDPR requirements and CIAT's Guidelines.
3. The Accreditation submission was prepared for the specific purpose of Accreditation in accordance with CIAT's procedures.
4. The Accreditation submission complies with the UK QAA Subject Benchmark Statement or national equivalent for Architectural Technology 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 Accredited programme.
7. CIAT will be informed in writing of any changes to the Accredited 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.



Appendix 4

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 Interruptions should be kept to a minimum	TBC	CIAT Panel
08:45-09:15	Introduction/overview to the programme	TBC	CIAT Panel, programme leader and relevant staff (if required)
09:15-10:00	Tour of facilities	TBC	CIAT Panel and relevant staff (if required)
10:00-10:30	CIAT Panel private meeting Interruptions should be kept to a minimum	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 meeting.
11:15-12:30	Inspection of students' work**	TBC	CIAT Panel
12:30-13:30	Lunch with students/graduates/ employers <ul style="list-style-type: none"> No university staff should be present during this meeting. A private meeting room should be made available for this session. 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 Interruptions should be kept to a minimum	TBC	CIAT Panel
13:45-14:45	Meeting with programme team	TBC	CIAT Panel and staff members (to be advised)
14:45-15:15	CIAT Panel private meeting Interruptions should be kept to a minimum	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.



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