



Professional Standards

Introduction

The Chartered Institute of Architectural Technologists (CIAT) represents professionals working and studying in the field of Architectural Technology in the UK and overseas.

Since its foundation in 1965, 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 resulted in a successful Petition to the Privy Council and in 2005, the Institute became 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 (TCIAT) are vital members within the construction team and complementary to their fellow professionals within construction.

All Chartered 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.

Chartered Architectural Technologists providing services directly to clients are required to register their practice with the Institute. As this is a mandatory requirement, no individual Certificates of Registration for companies or entities are provided by the Institute. Individual membership certificates are provided and membership status can be verified by contacting CIAT Central Office or visiting www.ciat.org.uk/en/members.

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 (PII) 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 PII. This is an insurance against professional negligence to protect the client in the unlikely event of such issues occurring.

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 must adhere to its professional Code of Conduct. In the unlikely event that it is felt that any member falls below the required standard of professional practice, the Institute does have a procedure to determine any breaches. In these circumstances, the person complaining is required to complete a Complaint Form which must identify the relevant clauses that they consider to have been breached by the member and refer to the Code of Conduct which was in force at the time of the alleged breach. This complaint should be accompanied with relevant supporting documentation which is then sent to the member who is entitled to a right of reply.

The Institute's Conduct Committee is then convened to investigate any alleged 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 and/or whether further information is required. This takes place at a preliminary Hearing. If it is found that there is a case to answer in relation to each alleged breach then the issue is taken to a formal Hearing. The Conduct Committee has the power to reprimand, suspend or expel the member.

It is understood that in some instances, the Institute's complaints procedure may not be suitable as it is not a legal proceeding and whilst this may affect the professional's status, CIAT does not have the power to award costs or force the member to rectify any wrongdoings. If you are seeking financial redress or mediation you should pursue other avenues for a solution, either in addition to, or instead of, a complaint against the member.

You may consider using the Dispute Resolution Scheme. This is run independently by the Independent Dispute Resolution Scheme (IDRS) who is a wholly owned subsidiary of the Centre for Effective Dispute Resolution (CEDR). The Scheme allows for a Mediator to come to a compromise 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 both parties have to agree to this course of action. For further information please see: www.idrs.ltd.uk/?p=57&lang=e. Both of these processes are independent of the Institute. There are other forms of dispute resolution, or alternatively litigation, that the complainant may consider.

The formal documents with full details can be downloaded from our website (www.ciat.org.uk/en/members/Complaints_procedure) 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 Form.

July 2015

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