



**Chartered Institute of
Architectural Technologists**

Region/Centre Handbook

for those representing the Institute regionally

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Introduction

This Handbook is to give support and guidance to members of Regional/Centre Committees on their roles and duties and includes advice on their method of operation and the corporate style. Any reference to Regional matters also applies to Centre matters, unless specific differences are indicated.

Any queries arising from this publication should be directed to the Public Relations Director and/or the Chief Executive.

All about CIAT

1. The Institute

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 professionally qualified Architectural Technicians, TCIAT. CIAT is a membership based organisation, owned by and operated on behalf of its members.

The objects of CIAT are:

- to promote, for the benefit of society, the science and practice of Architectural Technology;
- 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;
- 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.

A full detailed history of the Institute can be found in the publication *Forty Years On* (available from Central Office).

2. The Body

CIAT is funded and directed by its members. Its activities are supported by a team of administrators based at a Central Office in London, led by the Chief Executive. The Institute is governed by its Executive Board and Council, all of whom must be Chartered Members. The Institute's Council, Executive Board and sub-committees are comprised of members who all give their time voluntarily.

The Institute's head is the President, who is also the Chairman of Council and the Executive Board. The President (a trustee) serves for a period of two years, following a year as President Elect. At the end of the term as President, a further year is served as Immediate Past President. The remainder of the Executive Board is also made up of the trustees.

Council, which consists of 24 Chartered Members, and made up from sixteen Regions, the Republic of Ireland Centre and Honorary Officers, is the Electoral College and strategic forum of the Institute. The Executive Board is responsible for the management of the Institute and ensures that the strategies approved by Council are implemented. The Executive Board is comprised of Chartered Members (all of whom are the trustees for CIAT under the Royal Charter) which are the President, President Elect/Immediate Past President, Honorary Secretary, Honorary Treasurer, the Vice-Presidents and four elected Councillors. The four Councillors are elected on an annual basis by Council at its meeting held in the Autumn. It is the work of the Institute's Committees, Taskforces and Sub Groups to develop these policies and address current issues and developments.

Honorary Officers

These are:

- President
- President Elect or Immediate Past President (alternate years)
- Honorary Secretary
- Honorary Treasurer
- Vice-President Education
- Vice-President Practice
- Vice-President Technical

Notice of elections, for all Honorary Officer positions, are promoted to all members via *AT* magazine. **Any** Chartered Member can be nominated to stand for a position and the election takes place at Council. See Appendix G for the election timetable.

3. Council

The Institute's Council meets twice a year, in the Spring and Autumn, unless otherwise arranged.

Its role is:

- a) to be the strategic forum for the Institute;
- b) to elect Officers of the Institute as detailed in the Bye-law and Regulations;
- c) to elect four Councillors on an annual basis to the Executive Board;
- d) to elect two Councillors as deputies to attend the Executive Board meetings;
- e) to consider and subsequently approve or reject the objectives for the year tabled by the Executive Board and elect Councillor representatives onto the Institutes Committees;
- f) to review the work of the Institute and receive reports from the Executive Board; elect the Officers of the Institute; elect the four Councillors onto the Executive Board and elect the two deputy Councillors;
- g) receive copies of the Executive Board's communications including support papers and minutes;
- h) elect the Honorary Officers of the Institute ;
- i) resolve, if necessary, to remove from office any member of any Committee who in the opinion of the Council consistently fails in or becomes unable to carry out the duties required of him as a Committee member and elect a replacement ;
- j) resolve, if necessary, to remove from office a member of the Executive Board by a resolution of the Council .

Simplified extract from CIAT's Regulations.

4. Executive Board

The Executive Board meets a minimum of four times a year (meetings can be in tandem with Council) and makes guidelines for the conduct of the business of the Institute, in line with its Constitution (which includes the Charter, Bye-Laws and Regulations) and policy.

5. Committees, Taskforces and Sub Groups

These Committees, Taskforces and Sub Groups implement the policies and strategies of the Institute, as approved by Council and managed by the Executive Board. All provide reports to Council and the Executive Board, and seek approvals and guidance as required.

a) **The Conduct Committee**

The Conduct Committee examines any complaint made against a member arising out of the Code of Conduct. It also addresses issues affecting the professional status of members as required with the Code, such as areas of good practice, the professional indemnity insurance scheme or the appeals process.

b) **The Finance Committee**

The Finance Committee advises on all financial matters relating to the Institute.

c) **Membership and Education Committee**

The Membership and Education Committee considers all matters relating to the development and implementation of the Institute's education policy and addresses membership issues. Six Groups have been established as sub-committees of the Membership and Education Committee and each has its own Chairman. They are:

1. **Standards Group** — The Standards Group is responsible for all matters relating to the Performance Standards for qualifying as a Chartered Architectural Technologist and a professionally qualified Architectural Technician.
2. **Accreditation Group** — The Accreditation Group is responsible for the Recognition, Accreditation or Approval of academic qualifications relevant to Architectural Technology.
3. **Moderators' Group** — The Moderators' Group is responsible for the POP Panel and Professional Practice Interview assessments as well as the selection, training and moderation of POP Panel and Professional Practice Interview Assessors.
4. **Membership Group** — The Membership Group is responsible for developing the recruitment, promotion and retention campaigns for membership.
5. **Student and Associate Group** — The Student and Associate Group provides fresh ideas for the Institute's development.
6. **Research Group** — The Research Group considers matters which affect research within the Architectural Technology discipline.

d) **Practice and Technical Committees**

The Practice and Technical Committees established practice and technical Taskforces with the aim of focusing on specific issues. The practice Taskforces explore and examine the effects of practice related issues for those within the Architectural Technology discipline. The technical Taskforces address the technical issues relevant to the Institute to ensure the maintenance and improvement in the standards of excellence within the built environment for those within the Architectural Technology discipline. The Taskforces consist of a core group of attending members with a supporting interface of corresponding members. The Taskforces are:

1. **Liability Taskforce** — Responsible for legislative matters such as contracts, managing risk and good practice within the construction process.
2. **Documents Taskforce** — Responsible for all practice related documentation for all members practising Architectural Technology.
3. **Projects Taskforce** — Responsible primarily for the Technical Excellence and Alan King Awards, technical issues and matters of recognition as they affect members in practice.
4. **Special Issues Taskforce with Planning Focus Group** — Responsible for specific specialist and topical areas affecting members, such as health and safety and the Party Wall etc Act 1997.
5. **Technical Taskforce** (external group) — Comprising members of CIAT, Royal Institute of British Architects (RIBA) and Building Research Establishment (BRE), the Taskforce addresses issues of a technical nature.

e) **Climate Change**

CIAT is committed to proactively combating climate change as an organisation, through its members and indirectly through its members' clients and end users recognising that climate change is an issue of significant importance. As this objective has cross Institute issues and obligations it falls within the Executive Boards remit.

All about the Regions and Centres

6. Regions and Centres

The Institute has sixteen Regions and two Centres. The Regions are sub-divided along county lines into numerical groups and the Centres are those based overseas, namely Hong Kong and the Republic of Ireland.

All members are allocated to a Region or Centre upon joining, dictated by the county in which they reside (although the member can elect to change Region/Centre). The Regions and Centres do not have their own individual administrative offices or paid staff. Each Region and Centre has a Committee which are all members from that Region/Centre who have put themselves forward in a voluntary capacity. Support is given to each Region/Centre by Central Office via the Public Relations Director, in the first instance and the Education and CPD Administrator.

Each Regional/Centre Committee's structure and operation is determined by that Region/Centre and every Region/Centre operates its business through its Committee.

Excluding the Hong Kong Centre, each Region/Centre has a Regional/Centre Councillor who represents the views of their Region/Centre to Council, via the Regional/Centre Committee.

Chartered Members, elected by the Region/Centre, act as voting delegates at the Institute's Annual General Meeting on behalf of their Region/Centre. Full details can be found further on in this publication on page nine.

It is the Regional/Centre Committee which is the driving force for each Region/Centre. Acting on behalf of the Council and Executive Board, it is the Committee that will manage the Region/Centre. The Regional/Centre Committee will implement Institute policy and organise professional and social events for all members in their Region/Centre (and other invited professionals). Communication is two-way and the Committee is invited to submit reports and papers to Council for consideration. Committees particularly in a nation basis such as Wales (Region 16) and Northern Ireland (Region 15) may also work with Central Office on lobbying issues or responses to consultation documents.

Each Regional/Centre Committee is comprised of up to twelve members, from which the following positions are elected:

- **Regional Councillor** (NB — this position is no longer referred to as National Councillor)
- **Regional Chairman/Centre Chairman**
- **Regional Secretary/Centre Secretary**
- **Regional Treasurer/Centre Treasurer**

It is only these titles that may be used with **no** variations, unless approved by Council. For ease and clarity, the positions do use 'Honorary', but this use is restricted solely to the national Honorary Secretary and Honorary Treasurer.

These positions are held for a period of two years (excluding that of Regional Councillor) and will be elected at the Regional/Centre Business meeting which is bi-annual (please see below). The Regional Councillor will hold office for a period of three years, commencing at the end of the Regional/Centre Business meeting. A Member may be re-elected as a Regional Councillor. It is only the Regional Councillor who must be a Chartered Member.

Other elected posts may be made at the discretion of the individual Committee, including the posts of Regional/Centre Education Officer and Regional/Centre CPD Officer and any other Officer whom the Regional/Centre Committee may consider necessary. All members, regardless of their membership status, should be encouraged to contribute to the Regional/Centre Committee. No more than two members of the Regional/Centre Committee should be student members in any one term. **Any** member, regardless of their membership grade, can be actively involved with their Region/Centre.

It must be remembered that **any** Institute member may attend **any** event held by **any** Region/Centre and must be invited to any social events organised by their own Region/Centre Committee.

The Region/Centre has two types of meetings:

- **The Regional/Centre Business meeting** — this meeting is held every two years and is the forum where the Regional/Centre Committee members are elected. This Business meeting is effectively the Region/Centre's own 'AGM' (Annual General Meeting) and as such, all members of the Region/Centre **must** be invited. Each Region/Centre does **not** have its own Annual General Meeting but this bi-annual Regional/Centre Business meeting. There is no requirement for each Region/Centre to hold a Business meeting annually.
- **The Regional/Centre Committee meeting** — this meeting is held when appropriate, but should meet three times per year, and are the working and operation meetings of the Regional/Centre Committee. Please refer to section 29–41 of the Regulations for full details. These meetings can be held in a venue of your choice, for instance it may be at the Region/Centre's local university or in a pub frequented by one of the Committee members and at any time. The Regional Councillor will report to their Committee on matters received from Council, the Executive Board and Central Office at these meetings, unless otherwise advised depending on its urgency.

Formation of the Committee

The Regional/Centre Committee is elected at the Regional/Centre Business meeting, to which **all** members of that Region/Centre must be invited to by the Regional/Centre Secretary (the Public Relations Director will assist with this action). Notice must be given at least two weeks in advance of the meeting. It will be sent out by email and those members without the facility will be written to. This Business meeting is held no less than six months before the date of the Institute's AGM (normally held in November).

The Region/Centre posts are elected by the newly formed Committee, by means of a secret ballot, if appropriate. All Committee members serve for a period of two years. For the ballot, the Committee shall elect a Returning Officer, who will be a member of the Committee not seeking nomination to any office. The result of the election must be forwarded to the Chief Executive for the Institute's records and for inclusion in *AT* magazine. If a Regional position needs to be replaced, the Regional Committee will elect a successor at its earliest convenience, to run for the remainder of that term. All Committee members and Regional positions may be re-elected after serving their terms of office. It is the Council's informal policy that a member should not hold a position for more than six years.

Proceedings at Regional and Centre meetings

For each meeting, an agenda should be produced and circulated to all members of the Region/Centre. It is good practice to provide support papers, which are well argued, in advance of the meeting to the Committee. These papers are issued by the Regional/Centre Secretary. Any member of the Region/Centre can put forward a paper for discussion, but the member may not participate in the deciding vote. If the proposal is agreed, it must be forwarded to the Chief Executive for appropriate consideration or action.

Business should be conducted in a professional manner and by informed debate of specific proposals. Decisions should be taken when appropriate with the Chairman seeking general agreement to a particular proposal. If such consensus is not apparent, a vote should be taken with a show of hands, a simple majority being sufficient to gain acceptance; the Chairman may need to use the privilege of a casting vote. All decisions taken at Regional/Centre meetings, unless stipulated otherwise in the Constitution, will be by simple majority.

Region/Centre reports

The Region/Centre should submit a Committee report to Council, preferably two weeks in advance of the Council meeting, so that it can be circulated with the meeting papers. Those that are not received by the appropriate deadline (set by the Chief Executive) will not be included and can only be tabled at the meeting at the express approval of the Chairman (President), at the appropriate time. The preparation of the report can be delegated to the Regional Secretary/Regional Chairman or nominated person and must be forwarded to the Chief Executive, preferably by email.

Electoral register of Regions and Centres

The electoral register for each Region and Centre is maintained by Central Office. A member may transfer from one Region/Centre to another by giving notice in writing to the Chief Executive. The Region/Centre are **not** permitted to retain their own Region/Centre register. All Region/Centre communications should be sent out by Central Office via the Public Relations Director. This ensures that all details are current for the membership. Information regarding numbers and the breakdown of membership grades in the Region/Centre can be provided on request to the Regional/Centre Secretary (or Chairman/Councillor) by the Membership Department. As per the Data Protection Act, the details may not be stored and must not be given to any third party or to any other member.

Local Groups

Any group of members are eligible to form a Local Group at the discretion of the Regional/Centre Committee. These Local Groups will have no specified powers or functions but will be supplementary to the Regional/Centre Committee. The current list of Regions and Centres, as determined by the Council, is attached at Appendix F.

7. Councillors and deputy Councillors

A Councillor is elected by the members of their Regional/Centre Committee and serves for a period of three years. During their term of office they are expected to attend Council meetings, Regional/Centre Committee meetings, Regional/Centre Business meetings, the Institute's Annual General Meeting and other relevant meetings. If a Councillor is unable to attend the AGM or Council meetings they can nominate a deputy Councillor, appointed by the Regional/Centre Committee by an election undertaken by the Regional Chairman. A deputy Councillor may represent their Region/Centre and vote on all issues at Council (unless the Councillor provides a proxy vote for certain agreed items such as elections).

Councillors represent the interests of their Region/Centre on Council. They are encouraged to submit papers for debate by Council on Region/Centre issues affecting Institute policy (see Appendix I for submission of papers). It is imperative that Regional/Centre Councillors and their deputies have a complete knowledge of, and are in constant contact with, the grassroots membership in their Region/Centre. Moreover, they need to be aware of current issues affecting the industry, with the capability to act within a clear, concise and expeditious two-way channel of communication. In the normal conduct of Institute business, there should be an opportunity for open debate when arriving at Regional/Centre Committee decisions. In the main, all decisions are reached by consensus. However, any Councillor or Regional/Centre Committee member, who so wishes, has the right to submit a written minority report to the Council, along with the main Regional/Centre Committee report. After these reports have been debated and a corporate decision made, a Councillor is required to support this decision within their Regional/Centre Committee.

Regional/Centre Councillors must maintain effective communications on Council issues and other issues they are made aware of involving the Institute with their Regional/Centre Committee. Councillors must also report to the Regional/Centre Committee on Council meetings and normally submit a report covering all the Council decisions to the next meeting of their Regional/Centre Committee.

Regional/Centre Councillors should have a working knowledge of the Institute's Constitution and Code of Conduct. Each Councillor should maintain an up-to-date copy of the following documents:

- Charter
- Bye-Laws
- Regulations
- Code of Conduct
- Requirements of CIAT Registered Practices
- this Handbook

On retirement from their term of office, a Councillor should hand over all records of the Council meetings, that they hold, to their successor.

8. Regional/Centre Secretary

The Regional/Centre Secretary is responsible for the administration of the Regional/Centre Committee and its meetings. During the two year term, they will attend Committee meetings and support the Councillor and Regional/Centre Chairman.

Regional/Centre Secretaries must prepare and issue an agenda for any Regional/Centre meeting and produce the minutes for all meetings. It is also their responsibility to ensure that **all** members of the Committee are notified of meetings and that the Region/Centre are notified of Regional/Centre events and the Regional/Centre Business meeting. These documents must be set out in the Institute's corporate style and the Public Relations Director will assist with these actions and also the mailing. An electronic template is available for each Region/Centre of the Region/Centre's letter headed paper which must be used and is provided by Central Office — please contact the Public Relations Director. A copy of every set of minutes must be sent to the Chief Executive — this can be via email.

Communications with the Region/Centre

Communication with the Region/Centre is by electronic newsletter to those with email addresses and a postal mailing to those without email addresses. All Region/Centre communications are subject to approval by the Public Relations Director and/or the Chief Executive before distribution. Your copy must be emailed to the Public Relations Director and/or the Chief Executive as a **Word** file. Once it has been approved, the Region/Centre will be notified and the email sent. A newsletter can also be produced for the Region/Centre — this is a decision for the Region/Centre and is not compulsory.

Logo

Use of the Institute's logo may only be used in the prescribed format and should not be downloaded or copied from any source other than provided by the Public Relations Director. Approval must be sought for every use of the logo from the Public Relations Director. Please see the Institute's Corporate Style (Appendix J).

Region/Centre websites

Regions/Centres are encouraged to have their own websites and whilst Central Office is not directly involved with their production and content, please note that all content should conform to corporate style and the Public Relations Department notified when any changes are made. Regions/Centres also have their own section on the main CIAT site which can be administered by the Region/Centre as per the guidelines issued. These guidelines are available from the Public Relations Department.

Nations headed paper

Each nation has its own letter headed paper (namely England, Wales, Scotland, Northern Ireland, Channel Islands, Hong Kong and Republic of Ireland) which is used solely by the Chief Executive for specific nation correspondence, such as submitting a response to a consultation.

Regional/Centre archive

If the Region/Centre holds an archive, the Regional/Centre Secretary should ensure that it is maintained and should consist of all previous minutes and paperwork related to the Region/Centre. If the archive dates as far back as 1965, then the Institute's Archivist should be contacted for it to be moved to the main archives at Central Office.

9. Annual General Meetings

Process of resolutions for consideration at an AGM

The Institute's Constitution provides the requirements for an Institute AGM (normally held in November) and its process. Elected Regional/Centre representatives are entitled to vote at the AGM. The Council meeting, held in the Autumn, considers the resolutions to be placed before the membership at the AGM. Regions/Centres are permitted to submit resolution proposals to Council.

Regions/Centres keen to table a resolution for consideration at the AGM will need to advise the Chief Executive in line with the timetable issued to the Region/Centres earlier in the year. The Chief Executive will receive and present the necessary papers for Council's consideration, in consultation with the Regional/Centre Councillor, and the Council will take a decision on whether to place the matter before the AGM, as an Institute resolution and handled in the same way as any other Council recommended resolution. Individual members, other than members of the Regional/Centre Committee, also have the right to put a proposal to be considered at the AGM. Any such member may approach their Regional/Centre Committee for consideration of their views. The member should be invited to the Committee meeting for that specific item of business. If endorsed by the Region/Centre Committee, the proposal would then become a Region/Centre submission. Alternatively, the member may approach the Chief Executive direct with a request for a proposal to be considered. The Chief Executive issues the notice of an AGM together with the timeframe for submitting resolutions for an AGM in line with the Institute's Constitution. Notice of the AGM is placed in *AT* magazine.

Voting delegates at an AGM

The Chief Executive advises Regions/Centres on the number of voting delegates they are entitled to elect to represent the view of their Region/Centre at the AGM. All voting delegates must be Chartered Members. The breakdown is based on membership as at 1 May in any year. A Region/Centre is entitled to:

- one voting delegate if they have 99 or less members
- two voting delegates if they have between 100 and 349 members
- three voting delegates if they have between 350 and 699 members and
- four voting delegates if they have over 700 members at that year's AGM except for Centre 01 Hong Kong. The Hong Kong Centre elects one Chartered Member who will have the necessary number of votes according to the Centre's membership.

10. Regional/Centre Treasurer

All Regions/Centres receive their financial support from Central Office. It is the role of the Regional/Centre Treasurer to record and administer funds under Region/Centre control and ensure that procedures are standardised. Funds allocated to Regions/Centres remain the ownership of the Institute but are under Regional/Centre control, subject to the following guidelines. The funds for each Region/Centre are agreed annually at the Spring Council meeting.

a) General principles

The Institute's financial year runs from 1 May to 30 April. Regional/Centre Treasurers are responsible to their Regional/Centre Committee for the management of funds under their control. The Regional/Centre Treasurer should budget for the following:

- up to three Regional/Centre meetings per annum
- a bi-annual Regional/Centre Business meeting (compulsory)
- Region/Centre events such as CPD seminars
- other Region/Centre expenditure

Regional/Centre finances are managed by the Operations Director at Central Office and in his absence, the Chief Executive. The Institute's auditors may write to Regional/Centre Treasurers each year to request relevant information to complete the annual audit. If this is requested, Regional/Centre Treasurers must provide the information as it could delay or prevent the audit.

The Institute's main bankers are Lloyds TSB Bank plc and each UK based Region must maintain a bank account with the Lloyds TSB branch at 190 Great Portland Street London W1A 4LN. Each bank account must be designated as:

Chartered Institute of Architectural Technologists, <insert name of Region> Region Account.

Only a current account is available to Regions. Centres maintain their own bank accounts in their own currency, information relating to which may be requested by the Operations Director.

When a Region elects or re-elects a Regional/Centre Treasurer, the Operations Director must be informed in writing. A new Regional/Centre Treasurer must sign a fresh bank mandate, available from the Operations Director. The authorised signatories on UK based Region bank accounts will normally be the Regional Treasurer, Chief Executive and Operations Director. The Executive Board is ultimately responsible for all Institute funds.

b) Regional/Centre allocations and other income

The main source of Region/Centre income is the annual allocation authorised by Council and made available by the Operations Director at Central Office. In determining the allocations, the following are considered: the necessary responsibilities of a Region/Centre, the number of members, Region/Centre budget if provided, planned CPD activities, geographical problems which affect increased travel or subsistence expenditure. The Operations Director advises Regional/Centre Treasurers of their allocation each year, following the Spring meeting of Council, and this may be drawn as need arises.

If a Region/Centre wishes to exceed its annual allocation, the Regional/Centre Treasurer must request this in writing, giving the reasons for the request, and allow time for consideration. This might require the input of Finance Committee. Requests for funds should either be in writing or by telephone and Regional/Centre Treasurers should allow at least three working days for funds to be transferred. Each financial withdrawal should not exceed £400. Regional/Centre Treasurers should observe a maximum limit on the balance of the bank account of £800, except in exceptional circumstances. Any part of a Region/Centre's allocation which remains undrawn at the end of a financial year will be absorbed into the Institute's funds, as a fresh allocation is available for the following year. If a Region/Centre wishes to reserve undrawn funds for a special project, the Operations Director should be informed, in writing, before the year end. Any funds held in a Regional bank account at the end of a financial year will normally remain available for the Regions use in the following financial year. Such funds should be kept to a minimum as drawings may be made from the new funds allocation.

Each Region/Centre should consider making a charge or obtaining sponsorship for events, such as CPD seminars, and the Regional/Centre Treasurer is responsible for collecting and recording income and identifying costs relating to such events. Cash or cheques must be banked promptly or forwarded to the Operations Director for banking and must also be recorded on quarterly returns. Quarterly return forms are issued by the Operations Director directly to the Regional/Centre Treasurer. Any income generated by Regions/Centres will normally be available for the Region/Centre's use, in addition to the Region/Centre allocation.

c) Expenses

Regional/Centre Treasurers are responsible to the Regional/Centre Committee and Operations Director for controlling expenses in their Region/Centre. Any individual projects or events, the cost of which is likely to exceed £500, must be approved in advance by the Operations Director. Requests should be by letter or email and at least three working days should be allowed for a decision.

All mailings to Regions/Centres are sent electronically and those who do not have email will receive the mailing by post, which will be at the Region/Centre's expense.

The Regional/Centre Treasurer may authorise expenses claims for activities carried out on behalf of the Regional/Centre Committee using the rates listed below. It is important to bear in mind that these rates are maximum. The Regional/Centre Treasurer must encourage every effort to cut costs, for example, car sharing or paying a lower mileage rate where a company car is used.

d) **Maximum rates for expenses**

Car allowance (maximum rate): 42p per mile for the first 100 miles, 27p per mile thereafter and cars should be shared where possible.

Rail: second class or using cheap day returns or single tickets (which can be cheaper than booking a return ticket — see online train fares) wherever possible.

Bus, car parking, telephone, postage: cost.

Taxi: cost with receipt.

Secretarial, sundries, etc.: cost with invoice or receipt.

Expenses claim forms are available from Central Office and all authorised claims must have receipts and/or vouchers for the items claimed attached.

The Region/Centre may also pay for the following out of pocket expenses where the person is prevented by Institute business from taking meals at home or at an establishment where meals are usually taken, and where the Institute does not provide the meal. Receipts must be provided and these are the maximum amounts:

- Breakfast £6.50
- Lunch £10.00
- Tea £6.00
- Dinner £20.00

Invoices or receipts supporting these expenses must be attached to the claims form; claims must not be paid without them.

e) **Making payments**

The Regional/Centre Treasurer must ensure that funds are available to meet cheques issued. Overdrafts are strictly **not** permitted.

The Regional/Centre Treasurer is responsible for ensuring that all cheques are properly signed in accordance with the bank mandate. Cheques for amounts under £500 may be signed by one signatory. Cheques for £500 or more must be authorised in advance by the Operations Director and must be signed by two authorised signatories.

Lloyds TSB send regular bank statements for UK based Regions to the Operations Director which in turn forwards a copy to the Regional Treasurer. The Operations Director will order new cheque books when requested by the Regional Treasurer.

f) **VAT**

This section is applicable to UK based Regions only, i.e. not to Channel Islands, Hong Kong or Republic of Ireland Centres (for Centres please liaise with the Operations Director). CIAT is registered for VAT under Registration No 681 6419 17 and Regional Treasurers are responsible for ensuring that proper records are kept for VAT purposes. Invoices or receipts raised by Regional Treasurers for income receivable must quote the registration number. Of the types of income likely to be received by Regions, only sponsorship or advertising revenue will be VATable and any invoices/receipts issued must show VAT. Regional allocations and charges to members for events will not normally incur VAT. Minor expenses under £100 incurred by Regions will be ignored for VAT purposes, for administrative reasons. Invoices or receipts for all VATable income and for VATable expenses of £100 or more must be forwarded with quarterly returns to the Operations Director.

g) **Financial accounts**

The Regional/Centre Treasurer must keep an analysed cash book showing all receipts and expenses under the following headings:

- Income: central allocations, CPD revenue, other (detailed)
- Expenses: travel, meals/refreshments, post, printing, room hire, stationery, telephone, other (detailed).

The Regional/Centre Treasurer must pay wherever possible by cheque, avoiding cash transactions. A Regional/Centre Committee cannot pay honoraria to its members. The Committee can only generate income and expend funds in the promotion of the aims and objectives of the Institute. The Regional/Centre Treasurer must keep all records including vouchers, invoices etc. for a period of at least seven years, unless they have been forwarded to the Operations Director. Retiring Regional/Centre Treasurers must pass these records on to the new Regional/Centre Treasurer.

The Regional/Centre Treasurer is responsible for preparing an annual income and expenditure account for the period 1 May to 30 April and presenting this annually at the bi-annual Regional/Centre Business meeting for approval and adoption by the Regional/Centre Committee. The Regional/Centre Treasurer must submit this account to the Operations Director on the standard annual return form, by 14 May following the year end, in order to meet audit deadlines. The account must be signed by the Regional/Centre Treasurer and the Regional/Centre Chairman. The Regional/Centre Treasurer must also forward a summary income and expenditure account to the Operations Director on a quarterly basis. The quarter ends are as follows:

- 31 July • 31 October • 31 January • 30 April

h) **Local Groups**

A Regional/Centre Committee may establish a Local Group which will be funded by the Region/Centre.

i) **CIC Regions**

All UK based Regions are entitled to participate in Construction Industry Council regions. The cost of region membership is met annually from Institute funds. However, any expenses claims submitted by CIAT members attending CIC local meetings/events should be processed by the Regional/Centre Treasurer.

11. Claiming of expenses

Regional/Centre Councillors

Claims should be made on the appropriate expenses claim form and submitted, together with receipts, to the Operations Director within one month of the expenses being incurred. Claims relating to Regional/Centre meetings should be made to the Regional/Centre Treasurer of the Councillor's own Region. Central Office staff will normally make all reservations for overnight accommodation within the UK, in order to take advantage of competitive rates. No claims for other accommodation will be considered.

Region and Centre finances

See Regional/Centre Treasurer section (10) within this Handbook.

12. Regional/Centre Education Officer

a) The role

The role of the Regional/Centre Education Officer will be defined by the Regional/Centre Committee who may manage the role as appropriate and choose to have more than one and/or include the addition of a Regional Membership Officer. NB — the following information is not intended to be comprehensive. The appendices, Education Department and the website should be referred to for current information.

b) Careers advice

Links with schools, universities and colleges are very important for the Institute's continuing success and encouraging students into the Architectural Technology profession and membership. To support this, Regional/Centre Education Officers should, where possible, promote awareness of careers in Architectural Technology among school, college and university students. As part of the role, approaches may come from local schools, colleges and universities asking the Region/Centre to participate in local careers events or information may be relayed from the Education Department. Participation in larger events may involve a charge for space and so you may wish to discuss the implications of this with your Regional/Centre Committee. Please refer to Appendix K, Exhibition Guidance Notes. Given the geography of many Regions/Centres, it is possible that members other than Regional/Centre Education Officers will be approached to give talks at schools. In such cases, guidance will be given either by Central Office or the Regional/Centre Education Officer. In addition to the *Careers and Membership Handbook*, posters and a PowerPoint presentation are available from Central Office.

c) Membership progression

Regional/Centre Education Officers will often be asked for advice on becoming a member of CIAT and the *Careers and Membership Handbook* should be used in these instances. Please refer to the membership grades and progression routes section for more detailed information.

Membership and qualifications

CIAT's membership categories are:

- | | |
|----------------------------------------|----------------|
| • student | no designation |
| • Associate | ACIAT |
| • profile candidate | no designation |
| • Architectural Technician | TCIAT |
| • Chartered Architectural Technologist | MCIAT |
| • Honorary member | HonMCIAT |

Two grades are recognised as professional qualifications in their own right: Chartered Architectural Technologist, MCIAT and the professionally qualified Architectural Technician, TCIAT and further details are given in the *Careers and Membership Handbook*. Student members are studying on a recognised course leading to a career in Architectural Technology. Associate members, ACIAT, have completed the initial, academic part of their training and are working towards Technician or Chartered membership, via their POP Record. Associate members with Higher National qualifications (HNC/D), Foundation degree or equivalent in Architectural Technology or a related subject must qualify as an Architectural Technician before progressing to Chartered Membership, whilst those with an Honours degree in Architectural Technology or related subject can progress directly to Chartered Membership. Please refer to the *Careers and Membership Handbook*.

Architectural Technician membership, TCIAT, allows Architectural Technicians to attain professional membership alongside Chartered Architectural Technologists. Technician members do not have any voting rights and so cannot participate on the Executive Board, Council or be elected as a voting delegate at an AGM. The grade is a professional achievement in itself and is also a stepping-stone towards Chartered Membership. The skills and expertise of an Architectural Technician are outlined on the website.

Chartered Membership, MCIAT, is the highest grade of membership and professional qualification within CIAT. Only Chartered Members may practise on their own account or with fellow Chartered Architectural Technologists, architects, engineers, surveyors and other professionals within the construction industry. The skills and expertise are outlined on the website. Profile candidates may be self-employed (with or without a recognised academic qualification), have an unrecognised qualification or are re-entering the Institute. Full details are given in the *Careers and Membership Handbook*. If any member, apart from Chartered Members, intends to practise on their own account as a sole practitioner, partner, director or LLP member they must transfer their membership to

profile candidate and register their practice with the Institute's Practice Department by complying with the *Requirements for CIAT Registered Practices*. This includes any work, of any size.

Honorary members are those persons recommended by the Council for this distinction.

Please note that only Chartered Members (Chartered Architectural Technologists, MCIAT) are qualified and recognised to practise on their own account as sole practitioners, Partners, Directors or LLP members and make reference to the Institute.

d) Student membership

Students undertaking relevant study are eligible for free student membership for the duration of their studies. They should be reminded that all members are obliged to adhere to the Institute's Code of Conduct. Students members upgrading to Associate or profile candidate in the same subscription year that their course finishes, only pay the membership application fee and the first year annual subscription is waived.

Students can apply for membership online at www.ciat.org.uk/en/members/Join_CIAT/Grades/Student.cfm.

Student, Associate and Architectural Technician members are not permitted to run their own practice or offer advice either part-time, full-time including family and friends, paid or unpaid and if they choose to do so must re-register as a profile candidate and register their practice with the Institute's Practice Department.

e) Progression to Chartered Architectural Technologist, MCIAT, or professionally qualified Architectural Technician, TCIAT

The CIAT Professional and Occupational Performance Records (POP Records) are based upon CIAT's Performance Standards. There are two versions of the POP Record; Chartered Architectural Technologist, MCIAT and professional Architectural Technician, TCIAT. Supervised by a suitably qualified professional, candidates are required to demonstrate their competence against the CIAT Performance Standards. There is no time limit attached to the POP Record and students can start collecting evidence whilst undertaking their sandwich year or part-time work. The evidence collected by the candidates needs to be verified by their Supervisor as meeting the Institute's requirements and a knowledge and performance portfolio are submitted before five units of evidence are submitted to the Membership Department for assessment by the POP Panel. Following successful completion and approval by the POP Assessment Panel for the Architectural Technician POP Record, candidates will be eligible to upgrade to Technician membership of CIAT, TCIAT.

Following successful completion and approval by the POP Assessment Panel for the Chartered Architectural Technologist POP Record, candidates will be eligible to apply for the Professional Practice Interview and when successful, Chartered Membership of CIAT, MCIAT. Further details on each of these and other membership grades are contained in the next section and the *Careers and Membership Handbook*. More detailed enquiries can be directed to the Membership Department.

f) Membership Department touring workshops

To support members with understanding and the completion of the POP Record, workshops are held on a regular basis at locations in the UK and Republic of Ireland. The Membership Department maintains the dates and locations for workshops.

g) Student Awards and bursaries

The CIAT Student Award for Technical Excellence in Architectural Technology is the main Award available for which students can enter. The application form for the Award is sent to all student members and all colleges and universities, as well as being promoted on the website and in the student newsletter. All entrants of the Award must be student members of CIAT studying in full or part-time education.

The CIAT Award for Outstanding Graduating Student in Architectural Technology recognises outstanding students in the final year of their Accredited Honours Degree programme. Each Accredited course leader can nominate their most outstanding student for a certificate and a cash award. The prize details will be circulated to all Accredited course leaders.

Some Regions/Centres have also established Regional/Centre Awards, which are the responsibility of the Regional/Centre Committee to establish and resource but must not deviate from the Institutes policies.

The John Newey Foundation supports student members suffering financial hardship. Information on the bursary can be found on our website or by contacting the Education Department. All applicants must be student members of CIAT, studying in full or part-time education struggling with financial difficulties.

h) Institute policy on education and training

Programme Approval, Accreditation and Recognition

The Institute operates three policies of programme endorsement dependent upon the level of the qualification. Programmes must meet the criteria set by CIAT in terms of competences, facilities, staffing and future plans.

1. **Approval** — a five yearly review cycle for sub-Honours degree programmes including HNC/D, Foundation degree, Associate degree and private training provision. Apart from in very exceptional circumstances, 'Approval' is normally a desk based application with no requirement for a visit. After five years providers will be asked to critically review their provision including future changes and again there will not be a requirement to visit apart from in exceptional circumstances.

2. **Accreditation** — a five yearly review cycle for Honours degrees with initial status 'Accreditation in Principle'. Apart from in very

exceptional circumstances, this is a desk based application with no requirement for a visit. After five years, the programme will be eligible to apply for Accreditation, which includes a visit and enables CIAT representatives to tour the university facilities as well as meeting teaching staff, students (past and present) and local employers.

3. Recognition — a periodic review of Masters degree level programmes, which may also include Post Graduate Certificates or Diplomas. Only educational establishments offering a CIAT Accredited Honours degree programme are able to offer a CIAT Recognised Masters degree level programme. Apart from in very exceptional circumstances, 'Recognition' is normally a desk based application with no requirement for a visit.

Qualifications recognised for entry into CIAT are outlined below. The recommended study routes for progression into these programmes are listed in the *Careers and Membership Handbook*.

Honours Degree programmes

There has been a rapid growth in the number of Higher Education Institutions offering Honours Degrees in Architectural Technology, mainly in the UK. CIAT has Accredited 32 Honours Degree programmes as suitable for direct entry at Associate level. 23 of these have undergone a further assessment and are now fully Accredited. All 32 Accredited programmes are detailed in the *Careers and Membership Handbook* and on the website. The Institute supports the development of new Honours Degrees or equivalent qualifications in Architectural Technology, especially in the Overseas Centres, and where possible would like to see greater links between the Regional or Centre representatives and the universities or colleges. There are often opportunities to represent the Institute on programme development or review panels, as external examiners or to offer visiting lectures. The main input to programmes from practitioners is in the form of a view of professional practice and reviews of projects. Regional/Centre Education Officers are invited to let the Institute know of any developments in local universities and colleges likely to lead to Honours degree programmes appropriate for members.

Higher National Certificates and Diplomas (HNC/HND), Foundation degrees or equivalent qualifications

Many of our members have gained an HNC in Construction or Architectural Technology whilst at work, and a significant number have gained an HND in the same subjects through full-time study. Foundation degrees in Architectural Technology or related subjects are also increasingly prevalent. CIAT accepts HNCs and HNDs in Construction, Building Studies and Architectural Technology and Foundation degrees in Architectural Technology or related subjects for Associate membership to progress to Architectural Technician membership.

The Institute uses an international database of academic qualifications to assess the level of overseas academic qualifications where applicants may have their qualifications assessed by the Institute once they are registered as profile candidates. The academic equivalence in comparison to UK qualifications will determine the candidate's progression.

i) Relationships with other professional institutes

Regions and Centres have traditionally held positive relationships with many of our fellow professional bodies. This has led to a formalisation of these links via a partnership with CIOB and Memorandum of Agreement with RIBA.

Chartered Institute of Building (CIOB) — Partnership

The Institute has had a partnership agreement with the Chartered Institute of Building (CIOB) since 1997. It offers Chartered and Associate members of CIAT a more effective and cost-efficient route to membership of the CIOB. The partnership aims to add value to the existing services offered by both Institutes. It was renewed in March 2011.

Royal Institute of British Architects (RIBA) — Memorandum of Agreement

The Institute signed a Memorandum of Agreement with RIBA in 2004. It is a collaborative agreement between the RIBA and CIAT aiming to create an alliance of professional institutions in architecture to better serve the professional needs of members, the industry and thereby society. It recognises the distinct nature and standing of the respective professions of architecture and Architectural Technology. Further information on both are available from Central Office.

13. Regional/Centre CPD Officer

a) Definitions and policy

In common with other professional institutes in the construction industry, CIAT has established continuing professional development (CPD) as the process by which the value of the professional qualification is maintained and enhanced. The Institute defines CPD as: 'The systematic maintenance, improvement and broadening of knowledge and skill for the development of personal qualities necessary for the execution of professional and technical duties throughout the practitioners working life.' The definition is shared by other professionals in the Construction Industry Council (CIC), of which CIAT is a member.

Since 1 May 1994, every member of CIAT has a professional obligation to engage in CPD to ensure that their professional qualification maintains its current value not only for personal development but for the benefit of their employers, clients and professional colleagues. The obligation has been incorporated into the Code of Conduct:

Clause 8: Continuing Professional Development

The members (excluding student members) shall: a. keep themselves informed of current practices and developments appropriate to the type and level of their responsibilities; and b. be able to provide evidence that they have complied with the requirements for continuing professional development (CPD) as published by the Institute from time to time. The Institute's minimum number of hours which members are obliged to undertake in any one year is 35 hours.

b) Personal professional development

It is worth remembering that any professional qualification gained has a limited shelf life when considered against the length of careers. The knowledge obtained when qualifying does not remain at the same level, but is updated by training and personal experiences, i.e. by continuing professional development. CPD needs are unique to each individual and the key words to be considered are 'personal professional development'. CPD should have relevance in the individual's area of operation.

c) The role

The role of the Regional/Centre CPD Officer is primarily concerned with arranging a programme of CPD events in the Region or Centre. The role can be one of coordination, establishing and confirming dates and coordinating and linking/liasing with other built environment institutes and organisations on CPD events.

The Regional/Centre CPD Officer will liaise with the Education and CPD Administrator so that CPD activity across the Regions/Centres is centralised and standardised where possible. The Education and CPD Administrator is able to offer support and Regional/Centre CPD Officers are strongly encouraged to enter into frequent regular communication with the Education and CPD Administrator. It is the Regional/Centre CPD Officer's role to ensure that its Region/Centre's members are aware of their CPD requirements and how CIAT can help them.

CIAT does not have a CPD accreditation/quality assurance system in place to measure the validity/currency of CPD. CPD varies greatly in terms of subject area, depth and duration so a standard accreditation or QA system would prove impossible to develop and manage. Each CPD event should be reviewed individually. CIAT values the judgment of Regional/Centre CPD Officers when evaluating the relevance and quality of a CPD event on behalf of the Institute. In the absence of a Regional/Centre CPD Officer, this responsibility may be delegated to another in the Region/Centre. CIAT can then endorse or 'badge' the CPD according to the judgment of the Region/Centre, but cannot 'accredit' per se.

Regions/Centres are strongly advised to refer to RIBA's CPD Providers' Network which is jointly endorsed by CIAT.

d) Organising a programme of events

It is good practice to schedule a programme of events around six months in advance. This allows time to organise, coordinate and publicise events. Arranging a successful, structured CPD event will include the following:

1. Discussing and establishing which events you wish to hold, bearing in mind 'hot topics' or recent legislative changes for example.

Types of events could include:

- talks and lectures on particular subjects
- seminars/forums with everybody participating in discussion
- site visits
- demonstrations

2. Collaborate with other built environment institutes locally to see if they are holding any similar events. This way you can either organise it for CIAT members to attend any similar event which you wish to hold or make sure that the timings of any similar events are spaced apart to ensure maximum attendance. A mechanism should be set up to cover issues such as content, costs, sponsorship and publicity. CPD events can be opened to other related professionals.

3. Your Regional/Centre Treasurer should be involved at the outset if there are costs. Where the event is to be self-financing, a nominal charge may be suggested and can help in ensuring attendance. Alternatively sponsorship from manufacturers may be obtained.

4. When looking for a venue it is important to bear in mind what you require of the space and the venue. Some of these aspects could be:

- number of attendees
- layout — lecture theatre, classroom or round table
- technical requirements

- registration/welcome area
- access (DDA)
- location and transport — public and parking
- types of venues including:
 - education establishments — for example CIAT Accredited universities or local colleges
 - work places (with appropriate facilities)
 - product manufacturers may be happy to offer their factory or offices as venues.

e) Publicity and marketing

Please refer to the CIAT Corporate Style handbook (Appendix J) for use of CIAT’s logo etc. Please remember — the Public Relations Director can assist you with the design and promotion of your event. Ways to advertise/promote an event can be via:

- direct email/mail (in your Region/Centre, to neighbouring Regions/Centre, to fellow professions)
- CIAT’s website
- AT magazine
- other Institute/organisations’ publicity mechanisms

Following the event, you could consider seeking feedback on the event, location, speakers, subject matter etc. The Education and CPD Administrator can provide a master copy for your Region/Centre’s use.

f) Talks and lectures

It is generally acknowledged that manufacturers or suppliers of building components or systems are usually interested in explaining their products and applications and many companies are more than willing to finance and host events. If companies are prepared to fund seminars and presentations, it must be noted that, to gain the endorsement as an official CPD event, they must be of a technical nature and not just a ‘sales pitch’. Within the membership of the Institute there is a vast knowledge and expertise that can be used for benefit to the membership. Building Control Officers and other specialists may provide technical presentations for your event.

g) Site/technical visits

Many manufacturers in the building materials and component field are prepared to offer visits to their works and factories so that the production process and quality control checks can be viewed and appreciated. Such visits may be followed by a discussion. Site visits to projects, if possible, can be of distinct benefit. When arranging such visits, care should be taken to ensure adequate health and safety procedures and risk assessments have taken place.

Demonstrations

Again, manufacturers will be pleased to run a demonstration. They may be willing to circulate literature and the invitation to the event at their expense.

h) FAQs

Q: What is Continuing Professional Development (CPD)?

A: CPD is the identification, acquisition and development of knowledge and skills which a member needs to maintain or improve professional competence. CPD is personal and it is the responsibility of the individual to decide and review what is required.

Q: In my business, it is very difficult to find the time to attend off the job courses. To meet the CPD requirements, do I have to attend such courses?

A: CPD covers a very wide of activities — attending courses can be useful, but are not essential.

Q: If CPD is not following a course of some kind, what exactly is it?

A: We know that many members cannot afford the time away from their workplace and this is why we ask you to think about the many ways in which you develop your skills and knowledge during your normal work. For example, to up-date yourself on a new piece of technology or areas of management in which you have not been involved in before can constitute CPD. Any exchanges of information such as attending Regional/Centre meetings; self-directed study; in-house training; and community/public service involvement, can all contribute to personal/professional development.

Q: I am doing a part-time qualification, will this count?

A: Generally speaking, including your entry qualification requirements, any relevant further or higher education study can count toward CPD, provided it is related to your role in Architectural Technology.

Q: Does CPD mean expensive courses?

A: Not at all, although much value may be gained from investment in a tailored course based on organisation and business needs. CPD also involves:

- | | |
|--------------------------------------|-----------------------------------------------|
| • career talks to schools | • involvement in professional body committees |
| • management and leadership training | • computer based learning |
| • attending learned society meetings | • writing technical articles |
| • presenting papers | • mentoring |
| • community projects | • learning through the job |
| • distance learning | • structured learning |
| • work shadowing | |

Extract from CPD guidance notes:

All members (excluding student members) have a professional obligation to undertake a minimum of 35 hours structured CPD in any one year, May to April.

This is for the members' own benefit, and for that of the Institute, and is embodied in CIAT's Code of Conduct, which can be downloaded from www.ciat.org.uk or obtained from Central Office. Members should also, where possible and appropriate, support the professional development of fellow members and potential members of their profession.

Every year CIAT will undertake random monitoring of the eligible membership. Failure to reply to this monitoring could result in members being monitored for their CPD for three years to ensure that they demonstrate their compliance. Any failure to undertake the CPD requirements could result in referral to the Conduct Committee for breach of the Institute's Code of Conduct.

The Institute considers that it is the responsibility of the individual to determine their own requirement for CPD. Members are required to develop their own Personal Development Plan (PDP) at the beginning of each year to identify CPD activities they wish to undertake in support of their own objectives. Both the plan and the CPD record card will be provided annually by the Institute to each member.

Completion of the Personal Development Plan (PDP) and CPD record card

- your CPD is personal — you should complete your PDP at the beginning of each year, this will assist you in determining your CPD requirements which should be relevant in your area of expertise or future career
- you are encouraged to consult with your employers when developing and reviewing your PDP
- you must keep a record of your CPD activity — you should then indicate the type of activity and the number of CPD hours undertaken on your record card
- CPD hours only include those where professional development has been achieved
- you should keep a file of all CPD activity undertaken — you can show this to employers and clients
- unless asked, you will not be required to send your PDP and record card to CIAT

You should:

- use CPD as a necessary (and stimulating) experience to develop new talents and skills
- identify and honestly appraise personal shortcomings in your role as a professional in the field of Architectural Technology
- consider interests and responsibilities
- think about changes which affect you personally or the profession at large
- appraise present tasks and performance
- consider career development or transition to a new role
- consider how you will develop corporate, personal, management and technical skills
- define priorities; short, medium and long term needs
- consider time and costs available
- think laterally; CPD is not necessarily expensive
- consider networking through CIAT and other professional meetings
- find practical ways to meet your needs
- expand on day-to-day maintenance of knowledge and skills
- record and re-assess your CPD efforts on a regular basis
- check progress and discuss with colleagues
- modify and improve your plan as necessary
- avoid downgrading CPD to a hunt for CPD certificates

Employers' involvement

Many employers provide company CPD programmes to ensure employees are kept up to date. Once both your requirements and that of your employer have been identified, your employer should assist, where possible, in allocating time and resources for training.

CPD activities

- structured reading of books and periodicals
- use of distance learning text, DVDs and CDs
- reading and writing articles/technical papers
- private study including systematic study of literature or even learning a relevant language
- recording on-the-job research
- studies leading to a further qualification or academic award
- teaching — for those in practice
- practice — for those in teaching
- examining or tutoring
- CPD clubs
- committee/community/Institute work which extends peer group learning

Organised CPD includes

- in-house seminars
- joint programmes with other practices
- local CPD events, arranged by CIAT or other
- Regional/Centre CPD events, courses and seminars
- conferences and courses
- structured trade presentations
- programmes organised by CPD consultants

CPD demonstrates to clients, colleagues and the public at large the commitment of practising members to be well informed and up-to-date in their sphere of involvement.

It is a matter of record that exercising due skill and care depends upon keeping abreast of developments. Here is a reminder of the key benefits of completing CPD. It:

- focuses the individual member's attention on what is necessary to remain competent by keeping up-to-date
- allows the employer to develop a structured training scheme for employees
- shows that the Chartered Institute of Architectural Technologists is promoting competence in its membership
- shows the public that it is served by a profession intent on maintaining high standards.

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Chartered Institute of Architectural Technologists
397 City Road, London EC1V 1NH
T: +44 (0)20 7278 2206
F: +44 (0)20 7837 3194
info@ciat.org.uk
www.ciat.org.uk