# APPLICATION FOR PROFESSIONAL REGISTRATION

# AT CHARTERED ENGINEER LEVEL

# BY THE ROYAL INSTITUTE OF NAVIGATION ROUTE

## GUIDANCE TO APPLICANTS

### Completion of this form

This application form is in four parts: The first is set out for you to record evidence of your competencies. There are five sections, A to E, as per the UK-SPEC. Different aspects of your qualifications, work experience, and professional development might apply to one or more of the sub-sections. Record appropriate evidence in each sub-section (examples in italics) taking care to demonstrate relevance in the context of the specific sub-section.

The second part, an account of a technical task, gives you further space to illustrate your UK-SPEC competencies in a free-text report.

The third part is a summary of your forward-looking development action plan. This too is sub-divided: There are boxes for short-term, medium-term, and longer-term goals and actions. It is recognised that long-term goals may change as experience is gained, but you should use this section to capture your current thinking.

The form should be completed by typing directly into the various boxes, all of which are word-limited. You will need to be succinct! Completion of every box in every section is not necessarily required, but you should provide enough information in each section to demonstrate your competence in that aspect of engineering work.

The final part contains data protection statements, information on how to submit your application and payment instructions. Please be sure to indicate your agreement to the data protection statement and to sign and date the form before sending it to us.

### Supporting evidence

You may bring unclassified and non-sensitive reference material to the Professional Review Interview, if you wish. This might support statements made in your application. However, you should be aware that interviewers will not have time to study documents or other artefacts in any great detail. It is advisable, therefore, to limit any supporting material to simple examples of your work that can readily be used to enhance a table-top discussion.

### Classified or otherwise-sensitive information

This application form, and any other material that forms part of your application, must not include information that is commercially sensitive; nor anything that carries any form of Government Security Classification. Evidence should be presented in such a way that allows all committee members and registered assessors to view it. The assessors are bound by professional codes of conduct, which are set out in both RIN and RAeS By-Laws; but they are not necessarily security cleared, and their working environment may not be secured for the handling of classified or otherwise-sensitive information.

### Enclosures and attachments

Before sending your application to the Institute, check that you have enclosed certified true copies of all your relevant qualification documents (e.g. degree certificates).

**The RIN offers Professional Registration through a Registration Agreement with the Royal Aeronautical Society.**

| Chartered Engineers must be competent throughout their working life, by virtue of their education, training and experience to: | | |
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| **Standard A:** Use a combination of general and specialist engineering knowledge and understanding to optimise the application of existing and emerging technology; | | |
| | Evidence, reference, or project name | Evidence of competence presented |
| **A1**<br>Maintain and extend a sound theoretical approach in enabling the introduction and exploitation of new and advancing technology.<br><br>• *Identify the limits of own personal knowledge and skills;*<br>• *Strive to extend own technological capability;*<br>• *Broaden and deepen own knowledge base through research and experimentation.* | | |
| **A2**<br>Engage in the creative and innovative development of engineering technology and continuous improvement systems.<br><br>• *Assess market needs and contribute to marketing strategies;*<br>• *Identify constraints and exploit opportunities for the development and transfer of technology within own chosen field;*<br>• *Promote new applications when appropriate;*<br>• *Secure the necessary intellectual property (IP) rights;*<br>• *Develop and evaluate continuous improvement systems.* | | |

| Standard B: Apply appropriate theoretical and practical methods to the analysis and solution of engineering problems; | | |
|---|---|---|
| | Evidence, reference, or project name | Evidence of competence presented |
| **B1** Identify potential projects and opportunities.<br><br>• *Establish and help develop solutions to meet users' requirements;*<br>• *Consider and implement new and emerging technologies;*<br>• *Enhance engineering practices, products, processes, systems and services;*<br>• Use own knowledge *of the employer's position to assess the viability of opportunities.* | | |
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| **B2** Conduct appropriate research, and undertake design and development of engineering solutions<br><br>• *Identify and agree appropriate research methodologies;*<br>• *Allocate and manage resources;*<br>• *Develop the necessary tests;*<br>• *Collect, analyse and evaluate the relevant data;*<br>• *Undertake engineering design;*<br>• *Prepare, present and agree design recommendations, with appropriate analysis of risk, cost, quality, safety, reliability, appearance, fitness for purpose, security, intellectual property (IP) and environmental impact.* | | |
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| | Evidence, reference, or project name | Evidence of competence presented |
|---|---|---|
| **B3**<br>Manage implementation of design solutions, and evaluate their effectiveness.<br><br>• *Ensure that the application of the design results in the appropriate practical outcome;*<br>• *Implement design solutions, taking account of critical constraints, including due concern for safety and sustainability;*<br>• *Determine the criteria for evaluating the design solutions;*<br>• *Evaluate the outcome against the original specification;*<br>• *Actively learn from feedback on results to improve future design solutions and build best practice.* | | |

| Standard C: Provide technical and commercial leadership; | | |
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| | Evidence, reference, or project name | Evidence of competence presented |
| **C1** Plan for effective project implementation. <br><br> • *Systematically review the factors affecting the project implementation including safety and sustainability considerations;* <br> • *Define a holistic and systematic approach to risk identification, assessment and management;* <br> • *Lead on preparing and agreeing implementation plans and method statements;* <br> • *Ensure that the necessary resources are secured and brief the project team;* <br> • *Negotiate the necessary contractual arrangements with other stakeholders (client, subcontractors, suppliers, etc.)* | | |
| **C2** Plan, budget, organize, direct and control tasks, people and resources. <br><br> • *Set up appropriate management systems;* <br> • *Define quality standards, programme and budget within legal and statutory requirements;* <br> • *Organize and lead work teams, coordinating project activities;* <br> • *Ensure that variations from quality standards, programme and budgets are identified, and that corrective action is taken;* <br> • *Gather and evaluate feedback, and recommend improvements.* | | |

| | Evidence, reference, or project name | Evidence of competence presented |
|---|---|---|
| **C3**<br>Lead teams and develop staff to meet changing technical and managerial needs.<br><br>• *Agree objectives and work plans with teams and individuals;*<br>• *Identify team and individual needs, and plan for their development;*<br>• *Reinforce team commitment to professional standards;*<br>• *Lead and support team and individual development;*<br>• *Assess team and individual performance, and provide feedback.* | | |
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| **C4**<br>Bring about continuous improvement through quality management.<br><br>• *Promote quality throughout the organization and its customer and supplier networks;*<br>• *Develop and maintain operations to meet quality standards;*<br>• *Direct project evaluation and propose recommendations for improvement.* | | |
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| Standard D: Demonstrate effective interpersonal skills; | | |
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| | Evidence, reference, or project name | Evidence of competence presented |
| **D1**<br>Communicate in English with others at all levels.<br><br>• *Lead, chair, contribute to and record meetings and discussions;*<br>• *Prepare communications, documents and reports on complex matters;*<br>• *Exchange information and provide advice to technical and non-technical colleagues.* | | |
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| **D2**<br>Present and discuss proposals.<br><br>• *Prepare and deliver presentations on strategic matters;*<br>• *Lead and sustain debates with audiences;*<br>• *Feed the results back to improve the proposals;*<br>• *Raise the awareness of risk.* | | |
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| | Evidence, reference, or project name | Evidence of competence presented |
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| **D3**<br>Demonstrate personal and social skills.<br><br>• *Know and manage own emotions, strengths and weaknesses;*<br>• *Be aware of the needs and concerns of others, especially where related to diversity and equality;*<br>• *Be confident and flexible in dealing with new and changing interpersonal situations;*<br>• *Identify, agree and lead work towards collective goals;*<br>• *Create, maintain and enhance productive working relationships, and resolve conflicts.* | | |
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| Standard E: Demonstrate a personal commitment to professional standards, recognizing obligations to society, the profession and the environment. | | |
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| | Evidence, reference, or project name | Evidence of competence presented |
| **E1** Comply with relevant codes of conduct.<br><br>• *Comply with the rules of professional conduct of own professional institution;*<br>• *Lead work within all relevant legislation and regulatory frameworks, including social and employment legislation.* | | |
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| **E2** Manage and apply safe systems of work.<br><br>• *Identify and take responsibility for own obligations for health, safety and welfare issues;*<br>• *Ensure that systems satisfy health, safety and welfare requirements;*<br>• *Develop and implement appropriate hazard identification and risk management systems and culture;*<br>• *Manage, evaluate and improve these systems;*<br>• *Apply a sound knowledge of health and safety legislation.* | | |
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| | Evidence, reference, or project name | Evidence of competence presented |
|---|---|---|
| **E3**<br>Undertake engineering activities in a way that contributes to sustainable development.<br><br>• *Take account of the need to progress environmental, social and economic outcomes simultaneously;*<br>• *Use imagination, creativity and innovation to provide products and services which maintain and enhance the quality of the environment and community, and meet financial objectives;*<br>• *Understand and secure stakeholder involvement;*<br>• *Use resources efficiently and effectively.* | | |
| **E4**<br>Carry out and record CPD necessary to maintain and enhance competence in own area of practice including:<br><br>• *Undertake reviews of own development needs;*<br>• *Plan how to meet personal and organizational objectives;*<br>• *Carry out planned (and unplanned) CPD activities;*<br>• *Maintain evidence of competence development;*<br>• *Evaluate CPD outcomes against any plans made;*<br>• *Assist others with their CPD.* | | |

| | Evidence, reference, or project name | Evidence of competence presented |
|---|---|---|
| **E5**<br>Exercise responsibilities in an ethical manner. | | **11 of 14** |
| | | |
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## ACCOUNT OF A TECHNICAL TASK

Please give an account of a technical task that you have carried out.  This should include your job or role title, details of your personal contribution to the task, and your achievements within it.  It should illustrate your application of engineering knowledge, and your awareness of the interaction of your work with other disciplines. The task should ideally demonstrate that you held significant technical and managerial responsibility (eg for cost, allocation of resources, and scheduling).

**DEVELOPMENT ACTION PLAN**

Please outline your plans for Continuing Professional Development (CPD) in the short-term (eg this year), medium-term (eg next 5 years), and long-term (beyond 5 years).

**Short-term plans**

**Medium-term plans**

**Long-term plans**

**Short-term plans**

## SUBMITTING AND PAYING FOR YOUR APPLICATION

Competed application should be sent to RIN contacts at the foot of this page.

All applications will be acknowledged and a request for online payment will be sent to the applicant. RIN prefers using the online payment approach as it is secure and efficient for all parties. Payment can be taken using a bank card over the phone on request (telephone 0207 591 3134).

On receipt of payment, applications will be sent for initial review. Further information is available in the RIN registration handbook, available from www.rin.org.uk.

## Gift Aid (optional)

Please consider this option if you are a UK taxpayer.  All Gift Aid donations support the Institute's charitable work.

*I, the Applicant, request that the following be treated as a Gift Aid Donation to the Royal Institute of Navigation* (please tick as appropriate):

☐ *My membership subscription paid personally by me (and not by a third party); and/or*

☐ *My donation(s) paid personally by me*

*for*

☐ *A) The current year and all future years; or*

☐ *B) The past four years, the current year and all future years; or*

☐ *Other* (please specify):

*By selecting **A** I hereby confirm that I will not make a tax deduction in respect of my membership subscriptions in the current and future years.*
*By selecting **B** I have not made a tax deduction in respect of my membership subscriptions in the past four years, nor will I make a claim in the current and future years.*
*I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each year (6 April to 5 April) that is least equal to the amount of tax that all the charities or Community Amateur Sports Clubs that I donate to will reclaim on my gifts for that tax year.  I understand that other taxes such as VAT and Council Tax do not qualify.*

**Please notify the Institute  if you**
a) want to cancel this declaration,
b) change your name or home address or
c) no longer pay sufficient tax on your income and/or capital gains.

**Tax claimed by the Institute:**:
The Institute will reclaim 25p of tax on every £1 that is given.

**Donors who pay income tax at the higher rate** must include all their Gift Aid donations on their Self Assessment tax return if they want to receive the additional tax relief due to them.

## Data Protection Notice and Agreement

Your personal data will be processed in connection with this professional registration application by the Royal Institute of Navigation, Royal Aeronautical Society and Engineering Council as Data Controllers under the General Data Protection Regulation (GDPR).

Please tick the box below to provide your agreement. This is required to enable us to process your application.

☐ I agree to the processing of my personal data as described in this notice.

| Applicant's Signature: | |
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| Print name: | Date: |

| **Print and sign this form and send to arrive by the closing date to:** | **OPTIONAL: to assist us in improving our service, please indicate what has prompted you to apply:** |
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| The Professional Development Administrator<br>Royal Institute of Navigation<br>1 Kensington Gore<br>LONDON  SW7 2AT<br><br>Or by e-mail to<br>membership@rin.org.uk | Encouraged by employer ☐<br>RIN / RAeS event ☐<br>External event ☐<br>Direct mail ☐<br>Advert ☐<br>Personal recommendation by:<br>Other:<br>Campaign code, if available: |