



Royal Institute of Navigation

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 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).



**ROYAL
AERONAUTICAL
SOCIETY**

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

Chartered Engineers develop solutions to complex engineering problems using new or existing technologies, and through innovation, creativity and technical analysis.

Standard A: Chartered Engineers shall use a combination of general and specialist engineering knowledge and understanding to optimise the application of advanced and complex systems.

	Evidence, reference, or project name	Evidence of competence presented <i>(Please refer to examples in UK SPEC version 4 guide)</i>
A1 Have maintained and extended a sound theoretical approach to enable them to develop their particular role.		
A2 Are developing technological solutions to unusual or challenging problems, using their knowledge and understanding and/or dealing with complex technical issues or situations with significant levels of risk.		

Standard B: Chartered Engineers shall apply appropriate theoretical and practical methods to the analysis and solution of engineering problems.

	Evidence, reference, or project name	Evidence of competence presented <i>(Please refer to examples in UK SPEC version 4 guide)</i>
B1 Take an active role in the identification and definition of project requirements, problems and opportunities.		
B2 Can identify the appropriate investigations and research needed to undertake the design, development and analysis required to complete an engineering task and conduct these activities effectively.		

Standard B: Chartered Engineers shall apply appropriate theoretical and practical methods to the analysis and solution of engineering problems.

	Evidence, reference, or project name	Evidence of competence presented <i>(Please refer to examples in UK SPEC version 4 guide)</i>
B3 Can implement engineering tasks and evaluate the effectiveness of engineering solutions.		

Standard B: Chartered Engineers shall apply appropriate theoretical and practical methods to the analysis and solution of engineering problems.

	Evidence, reference, or project name	Evidence of competence presented <i>(Please refer to examples in UK SPEC version 4 guide)</i>

Standard C: Chartered Engineers shall demonstrate technical and commercial leadership.

	Evidence, reference, or project name	Evidence of competence presented <i>(Please refer to examples in UK SPEC version 4 guide)</i>
C1 Plan the work and resources needed to enable effective implementation of a significant engineering task or project.		
C2 Manage (organise, direct and control), programme or schedule, budget and resource elements of a significant engineering task or project.		

Standard C: Chartered Engineers shall demonstrate technical and commercial leadership.

	Evidence, reference, or project name	Evidence of competence presented <i>(Please refer to examples in UK SPEC version 4 guide)</i>
C3 Lead teams or technical specialisms and assist others to meet changing technical and managerial needs. Examples might include:		

Standard C: Chartered Engineers shall demonstrate technical and commercial leadership.

	Evidence, reference, or project name	Evidence of competence presented <i>(Please refer to examples in UK SPEC version 4 guide)</i>
C4 Bring about continuous quality improvement and promote best practice.		

Standard D:

Chartered Engineers shall demonstrate effective communication and interpersonal skills.

	Evidence, reference, or project name	Evidence of competence presented <i>(Please refer to examples in UK SPEC version 4 guide)</i>
D1 Communicate in English with others at all levels.		
D2 Clearly present and discuss proposals, justifications and conclusions		

Standard D:

Chartered Engineers shall demonstrate effective communication and interpersonal skills.

	Evidence, reference, or project name	Evidence of competence presented <i>(Please refer to examples in UK SPEC version 4 guide)</i>
D3 Demonstrate personal and social skills and awareness of diversity and inclusion issues.		

Standard E: Chartered Engineers shall demonstrate a personal commitment to professional standards, recognising obligations to society, the profession and the environment.

	Evidence, reference, or project name	Evidence of competence presented <i>(Please refer to examples in UK SPEC version 4 guide)</i>
E1 Understand and comply with relevant codes of conduct.		
E2 Understand the safety implications of their role and manage, apply and improve safe systems of work. Examples might include:		

Standard E: Chartered Engineers shall demonstrate a personal commitment to professional standards, recognising obligations to society, the profession and the environment.

	Evidence, reference, or project name	Evidence of competence presented <i>(Please refer to examples in UK SPEC version 4 guide)</i>
E3 Understand the principles of sustainable development and apply them in their work		

Standard E: Chartered Engineers shall demonstrate a personal commitment to professional standards, recognising obligations to society, the profession and the environment.

	Evidence, reference, or project name	Evidence of competence presented <i>(Please refer to examples in UK SPEC version 4 guide)</i>
E4 Carry out and record CPD necessary to maintain and enhance competence in own area of practice including:		
E5 Understand the ethical issues that may arise in their role and carry out their responsibilities in an ethical manner.		

Standard E: Chartered Engineers shall demonstrate a personal commitment to professional standards, recognising obligations to society, the profession and the environment.

	Evidence, reference, or project name	Evidence of competence presented <i>(Please refer to examples in UK SPEC version 4 guide)</i>

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).

ACCOUNT OF A TECHNICAL TASK

Please continue on this sheet if required:

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). Use bullet points to show your main themes in each section.

Short-term plans
Medium-term plans
Long-term plans

AI STATEMENT

Applicant's declaration

If you have used any kind of Artificial Intelligence (AI) tool in the preparation of this application, you will need to take particular care to ensure that the language in the submitted version does not inflate or exaggerate your true levels of competence. Thorough proof reading is essential, and manual editing may be needed.

Please now answer the following question: **Did you use AI in the preparation of this application?**

☐ Yes

☐ No

Applicant's Signature:

Print name:

Date:

Referee's declaration

I have noted the applicant's response to your question about AI, and I am content that this application is a true reflection of their competence.

Applicant's Signature:

Print name:

Date:

SUBMITTING AND PAYING FOR YOUR APPLICATION

Completed 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 0203 154 2122).

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.

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.

Link to the RIN data protection notice and agreement:

https://cdn.ymaws.com/rin.org.uk/resource/resmgr/files/RIN_Data_Protection_Policy_v.pdf

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

Applicant's Signature:

Print name:

Date:

Please send signed copy to membership@rin.org.uk

END