THE ROYAL INSTITUTION OF NAVAL ARCHITECTS

Guidance On The Professional Review Report

INTRODUCTION

All candidates for election or transfer to Corporate member (FRINA and MRINA) and registration (if required) with the Engineering Council as CEng, IEng or EngTech are required to undertake a **Professional Review** to demonstrate that they have achieved the required standards of professional competence and commitment

The Professional Review consists of a **Report,** which may be followed by an **Interview**.

*These guidance notes should be read in conjunction with the **Guidance on applying for Corporate membership** and **Guidance on applying for Registration**.*

PROFESSIONAL REVIEW REPORT

Structure of the Report

The Report should be between 3000-5000 words, and be written in chronological order, ending with the candidate's current employment. It should be typed on A4, single side, or should be submitted electronically. It is recommended that the Report should be written in three parts:

PART 1

Part 1 of the Professional Review Report should provide a career summary to date, eg dates, company/organisation, position and nature of nature of employment.

PART 2

Part 2 of the Professional Review Report should describe in detail the activities which have contributed directly to achieving the required standards of professional competence, as defined in the Professional Development Objectives, including where applicable:

- Nature of the activity, eg purpose, technical content, etc.
- Duration of the activity, eg start/completion, accumulated time.
- Resources involved, eg manpower, financial, etc.
- Personal involvement and level of responsibility, eg who the candidate was accountable to, number of staff responsible to the candidate.
- How the activity contributed to achieving the candidate's Professional Development Objectives.

PART 3

Part 3 of the Professional Review Report should record those activities which have contributed indirectly to the candidate's professional development, such as attendance at training courses and conferences; preparation and presentation of engineering papers or articles; participation in Institution activities, e.g. Branch technical meetings; etc.

Professional Development Objectives

Although the route to Corporate membership may be different for every candidate, the Institution requires that all candidates for Corporate membership and registration (if required) should have achieved professional competencies in a range of activities relevant to the design, construction and maintenance of marine vessels

and structures, appropriate to each class of membership. These competencies are defined by a series of **Professional Development Objectives**. The Professional Review Report should therefore be written such as to demonstrate how the candidates' training and experience has enabled them to meet these Objectives and achieve the required professional competencies.

IPD Logbooks

The Professional Development Objectives are listed in the **IPD Logbooks** for Corporate membership. Candidates who have recorded their activities in the IPD Logbook should use the Logbook as the basis of their Report. Candidates who have not maintained the IPD Logbook should use the Logbook as an aide memoire to check that they have achieved all the required Professional Development Objectives.

*The **IPD Logbooks** are available online.*

Graduate Training Programmes

If the candidate has completed an accredited Company Graduate Training Programme, the Report should give a summary of activities carried out as part of the Programme, and a detailed description of activities carried out since completing the programme which have contributed to their professional development. The candidate should also submit their Graduate Training Programme Record/Logbook with their application.

If the candidate did not complete an accredited company Graduate Training Programme, the Report should give a detailed description of all activities carried out since graduation or completing formal education.

Membership Committee

The Professional Review Report should be forwarded with the completed application form and will be considered by the Institution's Membership Committee, which meets five times per year.

PROFESSIONAL REVIEW INTERVIEW

If the Membership Committee is satisfied that the Professional Review Report has demonstrated that the candidate has achieved the required professional competence and responsible experience, and the candidate wishes to be registered with the Engineering Council, then the candidate will be required to undertake a **Professional Review Interview**.

If a candidate does not wish to register with the Engineering Council, the Interview may be waived. If an Interview is not required, the candidate will be informed of the result of their application within 1-2 weeks of their application being considered by the Membership Committee.

*Further information on the Interview is given in the **Guidance on the Professional Review Interview**.*

ADVICE AND ASSISTANCE

The Membership Department at Membership@rina.org.uk is ready at all times to advise and assist candidates on all aspects of their application for Corporate membership and registration.

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