



THE ROYAL INSTITUTION OF NAVAL ARCHITECTS

Guidance On The Professional Review Interview

INTRODUCTION

All candidates whose Professional Review Report is assessed by the Membership Committee as meeting the Institution's requirements for election as a Fellow or Member, and who wish to be registered with the Engineering Council as a CEng or IEng, will also be required to undertake a **Professional Review Interview**.

Those candidates not requiring registration will not normally be required to undertake an Interview, except where the Membership Committee may wish to expand upon some areas of the Professional Review Report.

BEFORE THE INTERVIEW

Successful candidates will be informed of the requirement for a Professional Review Interview within 2 weeks of their application being considered by the Membership Committee. Candidates will also be informed whether the Interview will be organised by the Candidate's Branch, by Headquarters or remotely (by Skype)

The following information will be provided:

- ***Guidance on the Professional Review Interview***
- ***Code of Professional Conduct***

Candidates' preparation for the Interview should include:

- Reviewing their Professional Review Report so that they can discuss their professional development without having to refer to it.
- Giving consideration to their future professional development.
- Familiarising themselves with their responsibilities as described in the Code of Professional Conduct.

THE INTERVIEW PANEL

The Interview will be conducted by two members of the Institution who have been Corporate members, registered with the Engineering Council for at least five years and have had experience in conducting interviews. A member of another Institution who is familiar with the candidate's area of expertise may act as a second interviewer. Where the candidate is a Fellow, the Interview Panel will include a Fellow of the Institution.

Prior to the Interview, members of the Panel will have received copies of the following:

- The candidate's Application Form
- Candidate's Professional Review Report

They may also have received a request from the Membership Committee to examine specific areas of the candidate's Professional Review Report.

THE INTERVIEW

The Interview will be conducted at a place and time convenient to the candidate and the interviewers. The Interview will normally be conducted within 3 months of the application being considered by the Membership Committee and last between 30 minutes and one hour.

The Interview will not be conducted as a formal appraisal of the candidate's technical abilities, but will seek to confirm and expand upon the information given in the written Report.

The Interviewers will seek to confirm that the candidate has achieved the Professional Development Objectives which define the scopes and levels of professional competence and commitment required for Corporate membership and registration.

The Interviewers will also seek to confirm that the candidate has an awareness and understanding of the wider aspects of engineering outside the naval architecture and maritime technology fields.

They will examine the candidate's awareness of the need for Continuing Professional Development, and how it will be achieved.

They will also examine the candidate's understanding of the ethical, economic and environmental impact of technology in the maritime industry, and have an appreciation of the Institution's Code of Professional Conduct and its implications for individual members.

AFTER THE INTERVIEW

After the Interview, the comments from the Interview Panel will be reported to the Membership Committee for a final decision on the application. The members of the Panel are not permitted to disclose their conclusions and recommendations to the candidate.

The candidate will be formally informed of the outcome, normally no later than two months after the Interview, depending upon the timing of the next Membership Committee meeting.

If the Membership Committee is satisfied that the candidate has met the requirements application will be made to the Engineering Council for the candidate to be placed on the CEng or IEng Register

If the Membership Committee does not consider that the candidate has met the requirements, it will normally recommend those areas in which it considers that the candidate requires further experience, and when application should be made again. A candidate has the right to appeal against the decision of the Membership Committee. The Membership Department will advise on the appeal procedure.

ADVICE AND ASSISTANCE

The Membership Department at Membership@rina.org.uk is ready at all times to advise and assist candidates in preparing for the Professional Review Interview.