The Royal Institution of Naval Architects

Preparing Your Application for:
Member of RINA (MRINA) With Engineering Council Registration

ACADEMIC QUALIFICATIONS, OR EXPERIENCE IN-LIEU

For any candidate applying to MRINA or MRINA + Engineering Council registration, you are required to have achieved underpinning knowledge and understanding at degree or diploma level in a subject relevant to the design, construction, maintenance and operation of marine vessels and structures.

Such knowledge and understanding may have been achieved through formal study, leading to the award of an approved academic qualification, or through experience in the workplace, or a combination of both.

PREPARING FOR YOUR APPLICATION

THE REQUIREMENTS

If you wish to apply for MRINA alongside Engineering Council registration, you must demonstrate that you both:
1. Meet the stated criteria for MRINA
2. Meet the criteria for the Engineering Council grade you can apply for.

How do I apply?
Step 1: Understand the MRINA Criteria
Please ensure that you have read and understood the entry criteria for MRINA.

Step 2: Understand the Engineering Council Criteria for your grade
It is important that you understand both the academic, and competency requirements for the Engineering Council grade you are applying for.

Step 3: Complete your IPD recording
Complete your IPD recording for the Engineering Council grade you are applying for. Once you have completed your IPD recording, there are two options available:

Membership Grade Applying for	**MRINA & EC Registration**
Option 1: Full Professional Review Report	Full Professional Review Report We recommend that candidates who write a Professional Report do so if they wish to register for Engineering Council Registration. **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 be made up of examples from your *Practical Work Experience* recording from your IPD logbooks. These examples are where you describe in detail the activities where you can demonstrate the competencies as defined in the Initial Professional Development Objectives in the following areas: Design Engineering Practice Management Services 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. For each example given within your report, RINA would expect to see: - Which competency(s) that activity relates to, for example, D1.1, or E3.1 - 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. You must include a certified copy of your education documents **Please note: Please check the academic requirements of the grade your are applying for. You will need to submit an additional document: The Extended Professional Review Report for your qualifications do not meet the requirements**
Option 2: IPD Logbook Portfolio Route	**Option 2: Work Experience Portfolio Route** What should I submit: 1. An extended CV 2. A copy of your completed IPD logbooks for the EC grade you are applying for 3. A summary of your CPD and self-development reflections / activity

	4. A certified copy of your education documents **Please note: Please check the academic requirements of the grade your are applying for. You may need to submit an additional document: The Experiential Learning Report if your qualifications do not meet the requirements**