

The Royal Institution of Naval Architects



GUIDANCE ON THE TECHNICAL REPORT ROUTE TO REGISTRATION

Oct 2015

INTRODUCTION

The Royal Institution of Naval Architects is a Licensed and Nominated body of the Engineering Council. Fellows and Members may apply to be placed on the Chartered Engineer (CEng), Incorporated Engineer (IEng) or Engineering Technician (EngTech) registers maintained by the Engineering Council .

The Engineering Council defines the exemplifying academic qualifications for required for registration. The **Technical Report Route** provides an opportunity for applicants without the required formal academic qualification but with sufficient work based training and experience to achieve membership and registration.

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

TECHNICAL REPORT

The purpose of the Technical Report is to demonstrate that the applicant's level of knowledge and understanding, gained through experience, is equivalent to that achieved of applicants who possess the exemplifying academic qualification for membership and registration. The Technical Report should bridge the gap between the applicant's formal academic achievement and that required for membership and registration.

The Technical Report may take a variety of forms but in every case is required to provide evidence of the applicant's knowledge, understanding and application of engineering principles.

The Technical Report should present an ordered and critical exposition of some aspects of engineering practice, relevant to the design, construction, maintenance or operation of marine vessels and structures. It should define the problems or development aims involved and demonstrate their resolution or achievement by the application of engineering principles and knowledge.

The Technical Report may consist of existing reports or design studies (published or unpublished), which may be accompanied by drawings and calculations. However, the Report must always provide a commentary and connecting dialogue, setting the material into the appropriate perspective and highlighting their learning and application of engineering principles and knowledge.

Alternatively, the Technical Report may take the form of a single speciality paper which might be based on a design project or on a report of original work. Historical reviews should not be undertaken, except as an essential background to the topic under discussion. A previously published paper may be accepted.

Applicants will normally find it more profitable to concentrate in depth on one or more engineering achievements in which they played a major part, rather than attempting to cover a wider field.

APPLICATION

Application for registration may be made with the application for Corporate membership, or subsequent to election as a Member of Fellow.

Synopsis

A 200-300 word synopsis of the proposed Technical Report should be forwarded with the application. The suitability of the proposed Technical Report will be assessed by a Technical Report Panel appointed by the Membership Committee, and if approved, the candidate will be invited to submit the full Technical Report.

The suitability of the synopsis will be assessed by an Technical Report Panel, appointed by the Membership Committee. Members of the Panel will have specialist knowledge at the appropriate level in the applicant's field of practice, particularly relating to the subject of the Report.

SUBMISSION OF THE TECHNICAL REPORT

The Technical Report must be in English and between 3000 to 8000 word in length, depending on the difference between the achieved and exemplifying academic qualifications, the amount of further learning undertaken and the experience of the applicant.

The Technical Report, excluding previously prepared reports etc, must be typewritten, word processed or printed in double spacing on A4 paper, using one side of the paper only. Where appropriate, the text should be illustrated by sketches and/or diagrams and a reference list should be provided if the candidate makes use of any source material.

Three copies of the Technical Report should be sent to the Institution, with a signed declaration clarifying exactly which parts of the submission are the applicant's own contribution. Applicants should retain at least one further copy, as the Institution cannot accept responsibility for submissions which are lost in transit.

It is the applicant's responsibility to obtain their employer's permission to submit work which might otherwise breach employment contract obligations to confidentially or be subject to the Official Secrets Act. Special arrangements can be made at the specific request of employers in cases where there are special security needs to be observed.

ASSESSMENT

The Technical Report will be assessed by the Technical Report Panel, who will consider whether the applicant has demonstrated that they have the required level of knowledge and understanding of the principles of engineering.

Interview

Where the assessment of the Technical Report is satisfactory, the applicant will be required to attend an interview, normally conducted by the members of the Technical Report Panel .

The Interview is complementary to the written report, and will examine particular aspects of the Report. The applicant may bring other supporting material such as design studies, notes and drawings of original work, photographs or artefacts, or copies of any published works that may assist.

The Technical Report Panel will also examine the applicant's range and depth of knowledge and understanding. For example, those submitting a very specialist paper may be tested on their breadth of engineering knowledge and its application to business and industry.

The Interview will be conducted as informally as possible, with candidates being given every opportunity to demonstrate their technical knowledge in their chosen field. The Panel will examine the candidate's understanding of relevant engineering principles and will not be influenced by accounts of exceptional experience, responsibility or eminence.

The Interview will normally last about one hour, and wherever possible will be held close to the member's place of work. However, this is dependent upon the availability of the Assessors.

PROFESSIONAL REVIEW

Applicants who have satisfactorily demonstrated that they have achieved the required level of knowledge and understanding of engineering principles will then be required to demonstrate that they have achieved the required level of professional competence and commitment through a Professional Review.

ADVICE AND ASSISTANCE

The Professional Affairs Department is ready at all times to advise members on producing their Technical Report.

Contact:

The Professional Affairs Manager
Royal Institution of Naval Architects
10 Upper Belgrave Street
London SW1X 8BQ, UK
Tel: +44 (0)20 7235 4622
Fax: +44 (0)20 7259 5912
Email: membership@rina.org.uk

PUBLICATIONS

The following RINA publications provide further information on applying for registration, and are available online:

- *Guidance on applying for Corporate membership*
- *Guidance on applying for Registration*
- *Guidance on the Technical Report Route to registration*