



Professional Development Report

Application for Registration as a Registered Marine Technologist

Instructions

Please complete this form in its entirety and upload online at www.sut.org as part of your complete application. You may complete the Professional Development Report on a separate document.

TEMPLATE Professional Development Report

Application for Registration as a Registered Marine Technologist

(Complete the information below and upload with your application)

Date _____

Personal Details

Name _____

Address _____

City _____ County/State/Province _____ Postal Code _____

Country _____ Phone Number _____

Email Address _____

Academic Qualifications

Career Overview – Positions Held

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Career Overview – Introduction

Note: If you do not possess the requisite academic qualifications, you may submit the Career Appraisal Form to demonstrate that your experiential learning rises to the level of this standard.

A1

<p>A1. Maintain and extend a sound theoretical approach to the application of technology in practice. This could include an ability to:</p> <ul style="list-style-type: none">• Identify the limits of own personal knowledge and skills• Strive to extend own technological capability• Broaden and deepen own knowledge base through new applications and techniques.	<p>Engage in formal learning. Learn new theories and techniques in the workplace, at seminars, etc. Broaden your knowledge of relevant codes, standards and specifications.</p>
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A2

<p>A2. Use a sound evidence-based approach to problem-solving and contribute to continuous improvement. This could include an ability to:</p> <ul style="list-style-type: none">• Establish users' requirements for improvement• Use market intelligence and knowledge of technological developments to promote and improve the effectiveness of products, systems, and services• Contribute to the evaluation and development of continuous improvement systems<ul style="list-style-type: none">• Apply knowledge and experience to investigate and solve problems arising during tasks and implement corrective action.	<p>Manage/contribute to market research, and product and process research and development. Involvement with cross-disciplinary working. Conduct statistically sound appraisal of data. Use evidence from best practice to improve effectiveness. Apply root cause analysis.</p>
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B1

<p>B1. Identify, review, and select techniques, procedures and methods to undertake tasks. This could include an ability to:</p> <ul style="list-style-type: none">• Select a review methodology• Review the potential for enhancing products, processes, systems, and services, using evidence from best practice• Establish an action plan to implement the results of the review.	<p>Contribute to the marketing of and tendering for new products, processes, and systems. Contribute to the specification and procurement of new products, processes, and systems. Develop decommissioning processes. Set targets, and draft programs and action plans. Schedule activities.</p>
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B2

<p>B2. Contribute to the design and development of solutions. This could include an ability to:</p> <ul style="list-style-type: none">• Contribute to the identification and specification of design and development requirements for products, processes, systems, and services• Identify potential operational problems and evaluate possible solutions, taking account of cost, quality, safety, reliability, appearance, fitness for purpose and environmental impact• Contribute to the design of solutions.	<p>Contribute to theoretical and applied research. Manage/contribute to value and whole life costing. Work in design teams. Draft specifications. Develop and test options. Identify resources and costs of options. Produce detailed designs.</p>
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B3

<p>B3. Implement design solutions and contribute to their evaluation. This could include an ability to:</p> <ul style="list-style-type: none">• Secure the resources required for implementation• Implement design solutions, taking account of critical constraints• Identify problems during implementation and take corrective action• Contribute to the evaluation of design solutions• Contribute to recommendations for improvement and actively learn from feedback on results.	<p>Follow the design process through into product manufacture. Operate and maintain processes, systems etc. Contribute to reports on the evaluation of the effectiveness of the designs. Contribute to product improvement. Interpret and analyze performance. Contribute to determining critical success factors.</p>
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C1

<p>C1. Plan for effective project implementation. This could include an ability to:</p> <ul style="list-style-type: none">• Identify the factors affecting the project implementation• Prepare and agree implementation plans and method statements• Secure the necessary resources and confirm roles in project team• Apply the necessary contractual arrangements with other stakeholders (client, subcontractors, suppliers, etc.).	<p>Manage/contribute to project planning activities. Produce and implement procurement plans. Contribute to project risk assessments. Collaborate with key stakeholders. Plan programs and delivery of tasks. Identify resources and costs. Prepare and agree contracts/work orders.</p>
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C2

<p>C2. Manage the planning, budgeting and organization of tasks, people, and resources. This could include an ability to:</p> <ul style="list-style-type: none">• Operate appropriate management systems• Work to the agreed quality standards, program, and budget, within legal and statutory requirements• Manage work teams, coordinating project activities• Identify variations from quality standards, program, and budgets, and take corrective action.• Evaluate performance and recommend improvements.	<p>Manage/contribute to project operations. Manage the balance between quality, cost, and time. Manage contingency processes. Contribute to the management of project funding, payments, and recovery. Satisfy legal and statutory obligations. Manage tasks within identified financial, commercial, and regulatory constraints.</p>
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C3

<p>C3. Manage teams and develop staff to meet changing technical and managerial needs. This could include an ability to:</p> <ul style="list-style-type: none">• Agree objectives and work plans with teams and individuals• Identify team and individual needs, and plan for their development• Manage and support team and individual development• Assess team and individual performance and provide feedback.	<p>Carry out/contribute to staff appraisals. Plan/contribute to the training and development of staff. Gather evidence from colleagues of the management, assessment, and feedback that you have provided. Carry out/contribute to disciplinary procedures.</p>
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C4

<p>C4. Manage continuous quality improvement. This could include an ability to:</p> <ul style="list-style-type: none">• Ensure the application of quality management principles by team members and colleagues• Manage operations to maintain quality standards• Evaluate projects and make recommendations for improvement.	<p>Promote quality. Manage/contribute to best practice methods of continuous improvement, <i>e.g.</i>, ISO 9000, EFQM, balanced scorecard. Carry out/contribute to quality audits. Monitor, maintain and improve delivery. Identify, implement, and evaluate changes to meet quality objectives.</p>
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D1

<p>D1. Communicate in English with others at all levels. This could include an ability to:</p> <ul style="list-style-type: none">• Contribute to, chair and record meetings and discussions• Prepare letters, documents, and reports on technical matters• Exchange information and provide advice to technical and non-technical colleagues.	<p>Reports, minutes of meetings, letters, programs, drawings, specifications.</p>
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D2

<p>D2. Present and discuss proposals. This could include an ability to:</p> <ul style="list-style-type: none">• Prepare and deliver appropriate presentations• Manage debates with audiences• Feed the results back to improve the proposals.	<p>Presentations, records of discussions and their outcomes.</p>
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D3

<p>D3. Demonstrate personal and social skills. This could include an ability to:</p> <ul style="list-style-type: none">• Know and manage own emotions, strengths, and weaknesses• Be aware of the needs and concerns of others• Be confident and flexible in dealing with new and changing interpersonal situations• Identify, agree, and work towards collective goals• Create, maintain, and enhance productive working relationships, and resolve conflicts.	<p>Records of meetings. Evidence from colleagues of your personal and social skills. Contribute to productive working relationships. Apply diversity and anti-discrimination legislation.</p>
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E1

<p>E1. Comply with relevant codes of conduct. This could include an ability to:</p> <ul style="list-style-type: none">• Comply with the relevant rules of professional conduct of own professional body• Manage work within all relevant legislation and regulatory frameworks, including social and employment legislation.	<p>Contribute to the affairs of the IMarEST. Work with a variety of conditions of contract.</p>
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E2

<p>E2. Manage and apply safe systems of work. This could include an ability to:</p> <ul style="list-style-type: none">• Identify and take responsibility for own obligations for health, safety, and welfare issues• Manage systems that satisfy health, safety, and welfare requirements• Develop and implement appropriate hazard identification and risk management systems• Manage, evaluate, and improve these systems.	<p>Undertake formal H&S training. Work with H&S legislation and best practice, <i>e.g.</i>, HASAW 1974, CDM regs, OHSAS 18001:2007 and company safety policies. Carry out safety audits. Identify and minimize hazards. Assess and control risks. Deliver H&S briefings & inductions.</p>
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E3

<p>E3. Undertake activities in a way that contributes to sustainable development. This could include an ability to:</p> <ul style="list-style-type: none">• Operate and act responsibly, taking account of the need to progress environmental, social, and economic outcomes simultaneously• Provide products and services which maintain and enhance the quality of the environment and community, and meet financial objectives• Understand and encourage stakeholder involvement in sustainable development.	<p>Carry out/contribute to environmental impact assessments. Carry out/contribute to environmental risk assessments. Manage best practice environmental management systems, e.g., ISO 14000. Work within environmental legislation. Adopt sustainable practices. Contribute to “triple bottom line” (i.e., social, economic, and environmental) outcomes.</p>
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E4

<p>E4. Carry out continuing professional development necessary to maintain and enhance competence in own area of practice. This could include an ability to:</p> <ul style="list-style-type: none">• Undertake reviews of own development needs• Prepare action plans to meet personal and organizational objectives• Carry out planned (and unplanned) CPD activities• Maintain evidence of competence development• Evaluate CPD outcomes against the action plans• Assist others with their own CPD.	<p>Keep up to date with relevant national and international issues. Maintain CPD plans and records. Involvement with the affairs of SUT and/or MTS. Evidence of your development through on-the-job learning, private study, in- house courses, external courses and conferences.</p>
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