



Appendix III

THE NAUTICAL INSTITUTE RECOGNITION SCHEME – ANNUAL REPORT

An Annual Report is required from all providers of a Nautical Institute recognised training service or product. The report must be submitted within the 60 days prior to the recognition period expiry.

The Annual Report should contain at least the following information:

A. CONFIRMATIONS

1. Recognised provider's name in full:
2. Name of contact person
3. Contact person's email address
4. Address:
5. Date recognition was granted:
6. Date this report was filed with NI:

B. DETAILS OF CHANGE

1. Reasons for changes to the above contact information from that previously supplied:
2. Detail any changes in the course syllabus, method of delivery, resources used for delivery, administrative procedures.

C. INSTRUCTORS

Detail any changes with instructors, providing updated CVs/qualifications as applicable.

D. STUDENT FEEDBACK

Provide a summary of the feedback received from students, detailing any issues that have arisen and how these issues have been dealt with.

E. REMARKS/COMMENTS

1. Outline of future planned developments:
2. Any other comments:

Please submit the Annual Report in a timely manner to

Theresa Nelson

Training & Quality Manager

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