



Appendix II

APPLICATION FOR RECOGNITION

This application form is to be completed and submitted for each product or service to be recognised. Please complete each question as clearly and fully as possible. Incomplete applications may delay or prejudice the decision making process.

Answers should be word processed, spell checked and written in the English language only. Not all questions will apply to some products or services.

Evidence submitted electronically to The Nautical Institute to support this application should be cross referenced to make it clear which question the evidence submitted relates to.

Enquiries and submissions should be sent to: recognitions@nautinst.org. Please **allow up to 21 days** for the Institute to respond to your initial submission.

1. Name of product or service*

Please provide the name or title of the product or service to be recognised
(All questions in this form will relate to the product or service specified)

2. Details of provider*

Name of the person or business
providing the product or service

Address

Name of the contact person
responsible for this application

Position of contact person

Email address of contact person

Telephone number of contact
person

When was the product or service
established

Describe the target audience/
market for the product/service

3. Authorisation

Include here any authorisation you hold to permit your activity as a training situation. This may be an approval from the education department or similar.

Electronic files submitted as evidence to support your answer should be cross referenced to the question number above

4. Summary of Product or Service*

In **no more than 50 words**, please provide a summary of the product or service that you would like The Nautical Institute to recognise

5. Syllabus or Training Standard (if applicable)

Please describe in detail the process you have followed to develop the product or service. (Within your answer include details of any training standards or syllabi used noting how the standard or syllabi was itself derived)

Electronic files submitted as evidence to support your answer should be cross referenced to the question number above

6. Industry Engagement

Please describe how initial and ongoing industry engagement is facilitated and identify with what bodies you have consulted.

Electronic files submitted as evidence to support your answer should be cross referenced to the question number above

7. Entry or eligibility requirements

Detail below any entry or eligibility requirements in place for a trainee/customer to follow/use the product or service.

(Entry requirements may relate to minimum qualifications, sea service, age or experience. Explain whether nationality, employment or other restrictions apply)

Electronic files submitted as evidence to support your answer should be cross referenced to the question number above

8. Aims, Objectives and Outcomes*

a) What is the overall educational or developmental aim of the product or service?

b) What specific objectives are addressed in the delivery of the product or service?
(What is hoped to be achieved?)

c) What are the desired outcomes of product or service provided?
(What should trainees or customers know, or be able to do, once the product or service is delivered?)

d) What are the benefits to the learner?
(Knowledge-competencies-attributes))

Electronic files submitted as evidence to support your answer should be cross referenced to the question number above

9. Method(s) of Delivery*

How is the product or service delivered to trainees/customers?

(In your answer include all methods of delivery, for example: classroom teaching, e-learning, blended learning, written publications, seminar presentation etc. Also include your scheme of work, timetabling, session plans and staff/student ratio)

Electronic files submitted as evidence to support your answer should be cross referenced to the question number above

10. Resources for Delivery

What resources are required for you to provide the product or service and where are they stored/based?

(In your answer you should consider required facilities and infrastructure, equipment, person expertise and administrative support. Also, list any teaching aids you use, such as slideshow presentations, and provide details of the study material provided, such as course notes. Include photographic/video evidence to support your statement of resources.)

Electronic files submitted as evidence to support your answer should be cross referenced to the question number above

11. Assessment

Use this space to explain how it is determined whether the desired outcomes of the product or service are being and have been met. Refer to your answer to question 8c.

(In your answer, note the formative and summative assessment processes in use)

Electronic files submitted as evidence to support your answer should be cross referenced to the question number above

12. Staff Qualifications and Experience*

- a) For each person employed to deliver all or part of the product or service, provide below a summary of their qualifications and experience. Copies of CVs and qualifications should be sent separately.

- b) Outline the processes you have in place to ensure the above mentioned personnel remain competent and up-to-date in their role.

Electronic files submitted as evidence to support your answer should be cross referenced to the question number above

13. Endorsements

Provide details of any existing endorsements (e.g. accreditations, approvals, recognitions etc.) that the product or service has received from other organisations. Please note down the dates and validity period of these endorsements.

Electronic files submitted as evidence to support your answer should be cross referenced to the question number above

14. Certification

Outline the procedure followed for issuing and recording certificates that may be issued as part of the product or service provision. Provide sample certificate/s for the record.

(Within your answer, state the period of validity of certificates issued and the action taken to reissue lost or damaged certificates)

Electronic files submitted as evidence to support your answer should be cross referenced to the question number above

15. Feedback*

Use this space to explain how feedback from trainees/customers is obtained, recorded and acted upon. Provide two recent examples of this process at work.

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Electronic files submitted as evidence to support your answer should be cross referenced to the question number above

16. Monitoring and Improvement*

Explain the procedures in place for reviewing the product or service and implementing changes or improvements.

(Within your answer, state how the product or service is monitored to ensure the content remains current and valid, where changes/improvements are recorded and who is responsible. Specify the frequency of these reviews)

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Electronic files submitted as evidence to support your answer should be cross referenced to the question number above



17. Complaints and Appeals*

a) Describe the procedure in place for dealing with complaints received from trainees or customers about the product or service.

b) Describe the process that is in place for dealing with appeals received from trainees or consumers about decisions made against them.

Electronic files submitted as evidence to support your answer should be cross referenced to the question number above

18. Publicity*

What information is provided to prospective trainees or customers about the product or service provided and where is this provided?

(Note down paper and electronic sources including web pages, flyers, course information and marketing literature)

Electronic files submitted as evidence to support your answer should be cross referenced to the question number above



19. Any other information

Use this space to add any other information that you believe will support your application for Nautical Institute recognition. A decision will be made based only on the information provided in this form and supporting evidence submitted therewith.

Electronic files submitted as evidence to support your answer should be cross referenced to the question number above



Declaration*

In ticking the box below:

- I have read, understand and agree to the terms, conditions and policies of The Nautical Institute pertaining to this recognition scheme as noted in this document or referred to therein
- I confirm that I am authorised to apply for Nautical Institute recognition on behalf of the product or service provider
- I accept that a decision on this application will be made based only on the information provided in this form and supporting evidence submitted thereto
- I understand that The Nautical Institute reserve the right to withdraw recognition at any time and may reasonably request to observe the product or service at the point of delivery or further investigate any claims made in an application for recognition
- I understand that no refund of monies will be due where recognition of a product or service is withdrawn, declined or terminated by The Nautical Institute or recognised provider.
- I confirm that all information supplied in this application and any supporting evidence submitted thereto is true and accurate to the best of my knowledge.
- The Nautical Institute is subject to the provisions of the EU General Data Protection Regulation (GDPR). The personal data you provide to us will be processed on a 'legitimate interests' basis under Article 6 (1) of the GDPR.
- *The product or service provider promises that all course material submitted is original work. If it contains material which is someone else's copyright, the product or service provider promises that unrestricted permission of the copyright owner has been obtained. Please attach written evidence of this. This applies to all course material including illustrations, graphs, photographs and other images. The product or service provider will indemnify The Nautical Institute in full against any costs, claims, damages and expenses arising out of or by reason of a claim that any part of the course material (including for the avoidance of doubt any Third Party Material included in the course material) infringes the Intellectual Property Rights of any third person.*

By ticking this box I declare I have read, understood and agree to the statements above including processing my personal data under the provisions of the GDPR.

Name:

Position:

Date: