The Nautical Institute

Recognition Scheme Overview

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QUALITY ASSURANCE

The Nautical Institute is accredited with ISO 9001: 2015 and its quality control ensures that the course contents and delivery adhere to those high standards.

Introduction

Professional development has always been a central remit of The Nautical Institute and was the reason its publications, distance learning schemes and accreditation services were set up. The Institute strives to continually improve the products and services it provides and explore new ways of supporting the continuing professional development (CPD) of those in the maritime industry, both at sea and ashore.

In applying the principles of quality assurance to the provision of maritime education and training, The Nautical Institute has established a recognition scheme through which maritime products and services[1] may be formally evaluated and recognised. Training product and service providers are invited to complete an application for recognition and to submit this with supporting evidence, upon which a recognition decision will be made.

Definition

'Recognition' is defined by The Nautical Institute as the process of evaluating and endorsing a maritime training product or service which aligns with the constitutional aim of The Nautical Institute of raising professional standards and supporting professional development.

Normally products and services recognised are those which have been considered to meet the following criteria:

1. Availability and accessibility to an international maritime audience;
2. Evidence of consultation (with industry stakeholders on product or service content);
3. Evidence of regular review;
4. Not subject to government regulation and audit.

Benefits of Recognition

The benefits of recognition to providers of maritime training products and services are among the following:

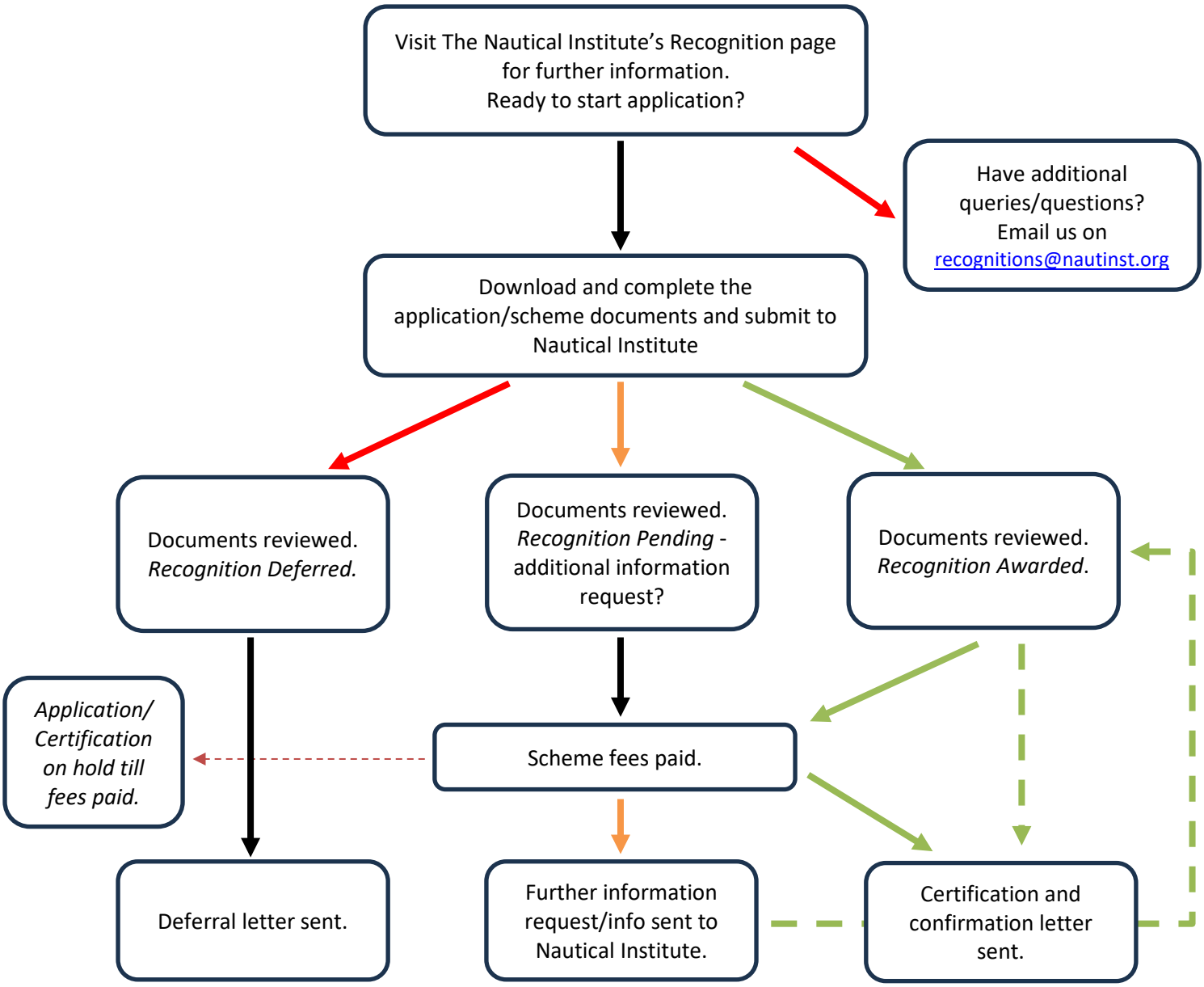
- Independent professional body endorsement of a training product or service
- Use of an approved Nautical Institute logo on product or service publicity material, related solely to the recognised course.
- Inclusion of the product or service on the recognition pages of The Nautical Institute website
- A Nautical Institute recognition certificate for display, which will identify the recognised course(s).
- Increased profile and standing as a maritime training product or service provider.
- 30% discount on books from The Nautical Institute's range of best practice publications
- 10% discount on the IMO best sellers when bought from The Nautical Institute.

[1] *'Product or service' in this scheme may include, but is not limited to: training standards, model courses, training programmes, distance learning schemes, training tools and materials (including simulation) and training products (including books, videos and other multimedia).*

Scheme overview and process

The application process and overview is detailed below:

I AM INTERESTED IN THE NAUTICAL INSTITUTE RECOGNITIONS SCHEME.



Recognition Decision

Following the evaluation of a product or service for recognition, The Nautical Institute will return one of the following decisions:

1. ***Recognition awarded*** – the product or service is sufficiently aligned with the aims of The Nautical Institute and from evidence provided, is satisfied that the processes employed in the provision of the product or service reflect good practice and meet its approval criteria.

2. ***Recognition pending*** – the product or service is sufficiently aligned with the aims of The Nautical Institute but from the evidence provided, is not yet satisfied that the processes employed in the provision/delivery of the product or service reflect good practice or meet its approval criteria. Recognition is awarded once prescribed conditions have been met.
3. ***Recognition deferred*** – the product or service is insufficiently aligned with the aims of The Nautical Institute or from the evidence provided, the Institute is not satisfied that the processes employed in the provision of the product or service reflect good practice or meet the Institute's approval criteria.

Applications for recognition may, at any time, be referred to the Institute's Professional Development Committee, which retains oversight of the recognition scheme. In all cases, the decision of the committee will be final.

The Nautical Institute will not normally offer "recognition" in areas which The NI offers accreditation services or which, in any other way, conflicts with NI activities.

Period of Recognition

Nautical Institute recognition is valid for a period of 12 months. On the first and subsequent recognition anniversaries, product or service providers will be invited to apply for renewal by submitting an **annual report/feedback report** and completing a **renewal form**. Please contact us on recongitions@nautinst.org to request the renewal form.

Logo

Once approved for recognition, the training/service provider may associate their product and/or service with the 'Recognised for CPD' logo displayed below.

A policy covering the use of The Nautical Institute Recognition logo and guidance to preserve the colour, dimensions, and implied relationship, is available on The Nautical Institute website.

Where The Nautical Institute Recognition logo is embedded on a third party website, or used electronically, it must be hyperlinked to the recognised products and services page of The Nautical Institute website.

Fees

The following fees are charged to cover the cost of evaluating a product or service for recognition:

	2025	2026
New Recognition:	£575.00	£600.00
Renewal:	£500.00	£525.00

Fees are exclusive of Value Added Tax (VAT) where charged.
Fees are reviewed annually and are subject to change.
Fees paid to The Nautical Institute for recognition, or renewal, are, in all cases, non-refundable.

Restrictions

The Nautical Institute does not recognise or endorse courses that fall under regulatory frameworks. These exclusions are a fundamental part of our recognition policy. Our service is designed to assess and recognise training that is independent of regulatory frameworks, focusing instead on quality, relevance, and alignment with industry best practices. Courses that fall under statutory or mandatory training requirements are outside the scope of our recognition.

Applications

Normally applications for recognition, annual reports or renewal requests will be submitted electronically. Supporting evidence provided to or requested by The Nautical Institute, will be submitted in the same format. Unless requested, or otherwise agreed, paper-based applications and supporting evidence will not be accepted or returned to sender.

All enquiries, applications and correspondence related to The Nautical Institute recognition scheme should be sent to:

Email: recognitions@nautinst.org

Telephone: +44 (0) 207 928 1351

Complaints Procedure

Any complaints received at The Nautical Institute, from either a training provider regarding how their application has been handled or from a course participant regarding the training provider of a course that we have recognised, will be dealt with according to the Complaints and Appeals Process. More details can be found online here: Complaints Procedure.