

Nuclear Independent Oversight Professional (NIOP) Application Guidance

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Background

The Independent Oversight Working Group (IOWG) partnered with the Nuclear Institute (NI) to offer professional recognition for Independent Oversight (IO) Professionals to demonstrate their competence in Independent Oversight.

The IOWG has developed the Independent Oversight Competency Framework (IO Competency Framework) in consultation with IO professionals and representatives of IOWG member organisations. Working closely with the Nuclear Institute, the IOWG has ensured that the IO Competency Framework aligns to the requirements for professional recognition as a Member (MNUCl) or Fellow (FNUCl) under the Nuclear Professionalism Standard.

This document provides guidance for IO Professionals collating and recording their work-based evidence for dual assessment against the IO Competency Framework and the Nuclear Professionalism Standard.

Why apply for Nuclear Independent Oversight Professional (NIOP) recognition

Recognising IO Professionals provides added value to in-company competence assessment processes and enhances the professionalism of IO professionals, through the implementation of an agreed, common standard across the nuclear industry.

Making your application

You can download the MF4 application form from the NI website at www.nuclearinst.com. Please refer to the Nuclear Institute's Application Guidance for advice on how to complete your application form.

Take your time over your application. This is your opportunity to demonstrate that you meet the IO Competences and the Nuclear Professionalism Standard to be awarded Member (MNUCl) or Fellow (FNUCl) and Nuclear Independent Oversight Professional recognition.

Your application will need to demonstrate to our assessors how you have acquired relevant nuclear independent oversight knowledge and understanding during your career, how you approach your work and apply that knowledge and understanding to IO processes and how this has contributed to your growing nuclear professionalism. You'll need to provide examples of how you have met the competences in the IO Competency Framework and the Nuclear Professionalism Standard. It's your application, and how you meet the competences will be **specific to the work you do**.

The Role of the Independent Oversight (IO) Nominee

The IO Nominee will review, validate, and countersign IO competence reports submitted as evidence. They will have been recognised by the IOWG Committee as experienced and current IO Professionals who will act as the verifier on your application form. By countersigning your competence reports, the IO Nominee is verifying that your evidence covers the 3 sections of the IO Competence Framework, as applicable to your job role and work context.

We recommend you have a discussion with your IO Nominee who will usually be a member of the internal IO team before submitting your application to the NI, as they will be able to provide guidance regarding completing your application.

It is important that your application is reviewed before it is submitted as it ensures that your evidence:

- Underpins the consistent application of the IO Competency Framework
- Reflects recognised IO good practice
- Supports high standards of IO practice across all parts of the UK's nuclear sector

If you cannot identify an IO Nominee in your organisation, please contact the Secretary of the IOWG Committee for advice.

Proposer

Your proposer should have known you for

- at least one year
- should either be a Member (MNUCL) or Fellow (FNUCL)
- or hold an equivalent membership grade with another Professional Body at the same level or above the grade you are applying for.

In signing the form, your proposer declares that they consider you suitable for membership.

It is acceptable for your proposer to submit electronic signatures and/or confirmatory emails.

We reserve the right to contact your proposer to check the details in your application.

Verifier

Your verifier will be a suitable person holding the NIOP qualification or has Independent Oversight experience. Your verifier must be able to verify the statements made by you in your application.

As part of our quality assurance and verification processes, NI reserve the right to contact your verifier to confirm the details within your application and as such we ask that all their details are provided.

NI do not contact every verifier but if this occurs it does not mean there is an issue with your application: it will normally be for one of the following reasons:

- to verify a specific point of detail.
- to discuss the application more generally.
- as part of a sampling process to verify the validity of our application and assessment process.

NB If the NI do identify any specific concerns with your application, you will always be notified directly.

You should advise your verifier that they may be contacted by a representative of the NI in relation to your application.

It is acceptable for your verifier to submit electronic signatures and/or confirmatory emails.

The IO Competency Framework and the Nuclear Professionalism Standard.

The Nuclear Institute has undertaken a comprehensive mapping exercise of the IO Competency Framework against the Nuclear Professionalism Standard.

The Nuclear Professionalism Standard sets the benchmark for professionalism in the nuclear industry ensuring that all those working in nuclear can get professional recognition for their expertise.

Developed by employers and key stakeholders across the sector, the Nuclear Professionalism Standard sets out the core knowledge and understanding, behaviours and commitment expected from all those who work in nuclear in three areas of competence:

- A. Knowledge and understanding of the nuclear industry
- B. Safety and security
- C. Professional responsibility, commitment, and ethics

The standard is industry wide and is for people working in any aspect of nuclear, regardless of whether their role is technical or non-technical. It is common currency across every part of the nuclear industry - what employees aspire to and employers look for when they recruit. It acknowledges the importance of developing, maintaining, and recognising high standards of nuclear professional practice in the industry.

It is not expected that an NIOP applicant will address every bullet point within each of the three sections of the Nuclear Professionalism Standard as they will be satisfied through the IO Competency Framework.

Demonstrating the IO Competences

When completing this section of the form you must have read and understood the requirements of both the IO Competency Framework and the Nuclear Professionalism Standard. You should interpret both these standards in the context of your work and the kind of role you perform and throughout demonstrate how you personally meet the competences described.

You should start from what you do, and relate it to the Nuclear Professionalism Standard, rather than the other way around. When identifying and recording evidence for assessment against the IO Competency Framework and the Nuclear Professionalism Standard we recommend initially focusing on the competences in Section 2 - IO Processes.

We recommend you follow these steps when filling in the section to demonstrate the IO Competency Framework:

1. Identify 2 or 3 substantive work-based examples where you have applied IO processes that address the competencies 2.1 to 2.5. It is recommended that this step is carried out with your IO Nominee.
2. In each example, briefly summarise the circumstances and context in which you applied the IO process. Then summarise the steps **you personally took to Prioritise, Plan, Apply, Analyse,** and to subsequently **Inform** the relevant management representatives of the findings.
3. Check that each of the examples selected address competences 2.1 to 2.5. If satisfied that they do, proceed to step 4.

If they don't, consider selecting other work-based examples that would provide better coverage of the 5 competences, and/or review to consider if you have left out related work activities. If choosing to use more narrowly focussed examples, it is recommended that you discuss this with an IO Nominee before proceeding.

4. For each example, prepare a succinct commentary to explain your rationale, actions, and particular considerations, ensuring you link these to the competences in:
 - Section 1: Underpinning Oversight Knowledge
 - Section 3: Personal Skills and Behaviours
5. Evidence of Personal Skills and Behaviours can often be inferred from your commentary, including your rationale for a particular course of action, and related outcomes but if your 2 or 3 selected work-based examples do not cover all the Personal Skills and Behaviours detailed in Section 3 of the IO Competency Framework, identify additional evidence to address these gaps – these can be related to your selected examples or freestanding.
6. Compare your IO competency evidence with the Nuclear Professionalism Standard to check that it includes demonstration of all the competences. It is recommended that this step is

carried out with your IO Nominee.

If there are gaps, you will be required to provide further evidence in the 'additional evidence' box on the MF4 application form. You can also signpost to other supporting documents, such as your CV or training records as appropriate. It is recommended this is carried out with your IO nominee.

Selecting Examples

To provide robust evidence that enables assessment of your IO Underpinning Oversight Knowledge and nuclear professionalism, it is important that you select 2 or 3 substantive work-based examples that allow you to capture and convey your individual role and contribution covering what you do, how you apply knowledge and understanding, your behaviours, and the related actions you initiate in relation to IO Processes. You should seek guidance from your IO nominee to help you identify suitable examples that will satisfy the competences.

The assessors will be established nuclear professionals with a good understanding of Independent Oversight and will be looking at whether your examples demonstrate your overall IO competence through your overall approach when undertaking IO processes. They'll also understand and be able to infer a great deal from the examples and context of the examples used but where you include organisation specific terminology and acronyms, please ensure that these are written in full upon first introduction.

Some Key Documents

There are some key documents you will need to refer to in the course of putting together your application and which you will be expected to be aware of and adhere to if your application is successful. You may also be asked about them specifically in your interview, including how they affect your practice and conduct as a professional.

Please be aware that they will be updated from time to time, and so you should check for updates before you make your application.

- **The Nuclear Institute Application Guidance:** For Professional Membership and Registration
- **The NI Code of Conduct:** The NI Code of Conduct describes the standards of conduct you must abide by as a member of the Nuclear Institute. A breach of the code could lead to disciplinary procedures being brought against you.
- **The Nuclear Professionalism Standard:** This sets out the competence and commitment required for election as an MNucl or FNucl.
- **The IO Competency Framework:** This sets out the competences required for NIOP recognition.
- **Continuing Professional Development Guidance Notes:** This document explains the NI's CPD requirements and gives simple guidance on how to approach your CPD to get the most from your professional development.