

Application Guidance

Professional Membership and Registration

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Why apply for professional membership?

Becoming a professional member of the Nuclear Institute shows you have the knowledge, skills and mindset employers look for in the nuclear industry. It demonstrates the professionalism and commitment you bring to your work and confirms your nuclear credentials.

It's a great way to build your career and is formal recognition of your skills, knowledge and understanding as a nuclear professional and ongoing contribution to the nuclear sector with industry-recognised post-nominals: MNUCl or FNUCl.

Members (MNUCl) and Fellows (FNUCl) of the Nuclear Institute are regarded as innovative leaders in the field of nuclear and are highly sought after both in academia and industry. As such, our professional membership standard is a benchmark for nuclear professionalism that has become widely recognised across the whole nuclear landscape.

The Nuclear Institute is also licensed by the Engineering Council, Science Council and the Society for the Environment to award CEng, IEng, EngTech, CSci, CEnv and REnvTech and becoming MNUCl or FNUCl is also the first step on the path towards professional registration.

As such MNUCl or FNUCl status is a prerequisite for making an application for professional registration provided you meet the required academic eligibility for the registration level you are applying for, although you can apply for both professional membership and registration together.

What are the requirements?

For Member (MNUCl) the requirement is at least 2 to 3 years practical experience to be able to satisfy the Nuclear Professionalism Standard.

For Fellow (FNUCl) in addition to the above you will also need to demonstrate a level of autonomy and seniority and significant contribution to the industry.

If you are applying for professional registration, you are advised to check the minimum qualification requirements for the relevant registration. If you are not sure of your eligibility, please contact membership@nuclearinst.com.

If you don't have the relevant qualifications for professional registration, we have other routes you can follow to demonstrate that you have the equivalent underpinning knowledge and understanding - for example, based on the knowledge you have gained through your experience in the workplace.

Making your application

You can download the appropriate application form(s) from the membership section of the NI website at www.nuclearinst.com.

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

The assessors and the Membership Committee will only have the information you include in your application to make a judgment about your competence and professionalism, so it is essential that you follow the application guidelines, format and supply all the information requested and that your application speaks for itself.

All professional qualifications require the ability to communicate effectively, so make sure your

communication skills are demonstrated in the way you put together your application.

Your application will need to demonstrate to our assessors how you have acquired relevant nuclear knowledge during your career, how you approach your work and apply that knowledge to solving nuclear challenges and how this has contributed to your growing nuclear professionalism. You'll also need to include examples of how you have met the competences in the Nuclear Professionalism Standard. It's your application, and how you meet the standards will be **specific to the work you do**.

You need to complete all the sections **in full** providing all the information requested to allow us to update our database and to ensure that we can contact you regarding your application.

You will also need to provide all the supporting documents listed. If any documents are missing or incomplete at the point of application, this may lead to a delay in the progression of your application.

You will need to demonstrate that you meet each of the required competences of the Nuclear Professionalism Standard. You will need to give detailed and specific examples of how you have met each competence.

If you are applying for Fellow, you will also need to demonstrate that you meet the fellowship competences and submit the Fellow Reference form.

Completing the application form

Please indicate the titles you wish to apply for in this application. If you wish to apply for a professional registration but you aren't currently a professional member, you will need to apply for both membership and registration and submit the appropriate registration form.

You are asked to provide all current personal and employment details so that we can ensure that we are able to contact you in relation to your application and update your record as appropriate.

Your education and training

Please provide details of all your education and training, and any professional qualifications, memberships and registrations (including memberships and registrations with any other professional bodies). They should be in chronological order with the most recent at the top.

Academic and/or Vocational Qualifications

Please provide full details of all your academic and/or vocational qualifications.

N.B. If you are also applying for professional registration, you will need to submit signed and verified true copies by either your proposer or verifier of all degree and/or qualification certificates including official translations of any non-English documents if applicable.

Apprenticeships and/or Graduate Schemes

If you have completed an apprenticeship and/or a graduate training scheme, please provide all the details of any you've completed. This will enable us to check whether you have completed an approved scheme. The information you provide will also inform our assessors to understand your initial training and experience on your journey to becoming a nuclear professional.

Additional Training and Development

Please provide information on any training and development activities that have helped develop your understanding of the nuclear industry, its safety and security and your ability to perform your role in ways which maintain and contribute to nuclear safety and security.

You should include specific training and development activities the following areas as appropriate:

- Your discipline.
- Nuclear.
- Non-nuclear e.g. communication, leadership etc.

This will help the NI assessors gain an overview of any structured training and development that has informed your nuclear professionalism.

Professional Membership(s) and/or Registration(s)

Please provide details of all your current memberships of professional bodies, including memberships and registrations with other licensed Professional Engineering Institutions. This information helps NI Assessors to form a view of your current level of professional engagement, including, for example, understanding the codes of conduct and professional standards you currently work to.

Please submit signed and verified true copies by either your proposer or verifier of any membership or registration certificates or, alternatively, a letter of confirmation of your membership or registration from other bodies.

We reserve the right to contact your other professional bodies to verify your membership or registration.

Proposers and Verifiers

Your choice of proposer and verifier is very important – the people you choose will need to be able to confirm the accuracy of the information you have supplied in your application – for example your qualifications, training, experience and achievements – so you should approach people you know reasonably well or has agreed to work with you to verify your application.

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.
- and (if applying for Professional Registration) should hold the equivalent registration grade for which you are applying for.

In signing the form, your proposer declares that they consider you suitable for membership and professional registration (as applicable).

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 normally be your line manager but if you work without a line manager, you should provide details of an equivalent individual. Your verifier must be able to verify the statements made by you in your application.

As part of our quality assurance and verification processes, we 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.

We do not contact every verifier but if we do this 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 we do identify any specific concerns with your application, we will always notify you of our concerns directly.

We recommend that you advise your line manager or equivalent person 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.

Supporting Documents

The supporting documents you need to submit to complete your application are very important. Most delays in processing applications arise because of incomplete or missing supporting documents. We recommend that you use the checklist and review the rest of your application for completeness before submitting it to the NI for assessment.

Curriculum Vitae (CV)

The NI does not specify the format of your CV. We do recommend that you review your CV to ensure it provides an insight into your nuclear-related roles, responsibilities and achievements over the last five years/three roles. This enables our assessors to understand the work you have done (and are currently performing).

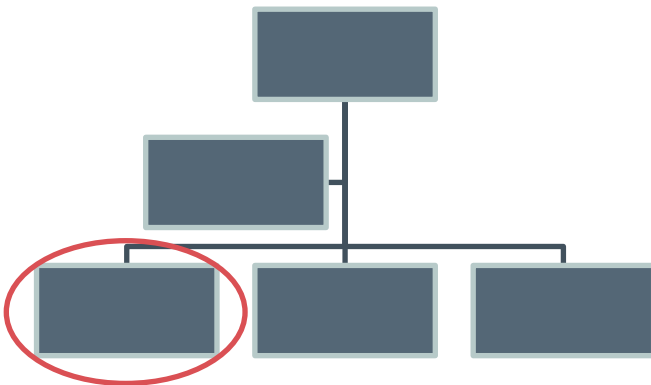
Organisation Chart

Please provide an organisation chart which should show where you sit in the organisation and your level of responsibility. It should show your position in the context of where you work.

Your diagram will need to clearly show:

- ✓ your name and job title
- ✓ whom you report to and their job title
- ✓ any departments / employees that report to you, including contractors or consultants if applicable.

Please indicate where you are within the organisation chart, by either circling yourself or putting an arrow pointing to yourself.



Continuing Professional Development (CPD)

You will need to provide

- details of your CPD activities undertaken in the last 12 months relevant to your role to include reflective learning i.e. the benefits gained and how you have applied this in your role in section 4.4 on the application form.
- your Professional Development Plan for the next 12 months demonstrating how you intend to continue to maintain and develop your competence going forward.

We recommend that you read the NI's [CPD guidance notes](#) and [CPD policy](#) which provides detailed guidance and advice as to what types of development activity count, the sorts of evidence we look for and how to reflect on your learning.

As a professional member of the Institute, you are required to maintain your CPD and each year you will be required to confirm that you are undertaking CPD and are updating your record to maintain your professional membership and any registration designations you hold.

Undertaking

At the end of the form, you are asked to sign a declaration that the contents of your application are accurate, that you agree to comply with the Nuclear Institute's (and Engineering Council/Science Council/Society for the Environment if appropriate) Code of Conduct and commit to continuing your professional development.

Application Fee Payment

When your application has been checked and is fully complete, you will be asked to pay the relevant application fee, and you can do this online through MyNI.

Nuclear Professionalism Standard

If you are applying to become a Member (MNUCl) or Fellow (FNUCl) of the NI, as part of your application you will need to show how you meet 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. In addition, the standard can be used by individuals, employers and others for a wide variety of purposes, including career planning and progression, staff development and in designing training programmes.

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.

Demonstrating the Nuclear Professionalism Standard

When completing this section of the form you must have read and understood the requirements of the Nuclear Professionalism Standard. You should interpret 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.

But how do you do it? The good news is that identifying evidence is just a way of thinking, and you'll start to find it easier once you get started.

- Begin by reviewing the section heading and competence title - they tell you in simple language what the competence is about and what you are fundamentally being asked to demonstrate.
- Take time to think about the competence and how it relates to the context in which you work or your particular role (or relevant roles you have had in the past) – writing notes may help.
- Read the detailed competence to make sure you understand the scope of the competence and the kinds of things you need to demonstrate. They will also help you focus and bring out relevant evidence.
- Get writing - The questions below should help you to identify examples you can use, and how to set them out so that others will clearly understand your knowledge, experience and commitment.
- Don't try and do it all at once – This is about your career and how far you have come. Take time to reflect on and review your answers
- Make time to discuss with managers, colleagues and a mentor if you have one – they can be brilliant at providing different ideas and perspectives, and help you develop and improve your presentation. They can also give you tips on areas where you might need further development, and how to go about it.

Describing your role	Talking about how you have developed your knowledge in an area	Giving an example of how you have met a competence
<p>Ask yourself: Why does my employer need someone to do my role? What impacts or outputs does it have (for example, does it contribute to a product or service or quality of output, affect the way others work, produce important information)? What are my responsibilities and accountabilities? What knowledge and understanding do I need to have to be able to perform my role well?</p>	<p>Ask yourself: How did I learn this, and what activities and experiences helped me? Why was it important to develop in this area? Where did I start, how have I gone about my development, and what do I know now? How do I use that knowledge in my work? What examples do I have of applying it? Are there any particular achievements I should mention that demonstrate this development?</p>	<p>Ask yourself: When did I do this and why – what was the scenario, what action did I take and why? What was the outcome (what difference did this action make)? What did I learn (and were there any next steps)?</p>

NB The minimum word amount is 2,000 with a maximum of 2,500 words in total across all sections of the Nuclear Professionalism Standard. If you exceed the maximum number of words your application may be rejected.

Section A: The nuclear industry - and your contribution

This part of the Standard is all about your knowledge of the nuclear industry and the wider context of what you do.

Chances are you will know more about some parts of nuclear than others. You won't be expected to have in depth knowledge of technologies, frameworks and legislation you don't work directly with, but as a nuclear professional you'll have a broad understanding of the sector and be able to discuss nuclear topics in general terms.

Naturally, you will have a more in-depth knowledge of the part of the sector in which you work, including any frameworks and technologies relevant to your specific role. And you will need to be able to describe what you do (your role and responsibilities) and how this contributes to the bigger picture (the part you play and why what you do matters).

Section B: Ensuring nuclear safety and security

Safety and security are the number one consideration in nuclear and a critical component of nuclear professionalism.

Everyone in nuclear has responsibility for nuclear safety and security. Some professionals will be working in roles which bring them into direct contact with hazardous materials; others will have particular and specific responsibilities for the protection of people, property, data and the environment. There will be many others whose roles are away from main sites - but their work will require the same all-important commitment to nuclear safety and security culture.

Whatever you do in nuclear, you should be able to demonstrate a general understanding of risk in the nuclear industry, as well as an understanding of (and commitment to) the actions and behaviours which underpin nuclear safety and security - and you'll need to show how you apply them in your work.

Section C: Professional responsibility, commitment and ethics

This part of the Standard is about the personal and professional qualities and commitment you bring to your work in nuclear, including taking ownership of your performance and professional development and supporting others.

You will need to show that you work in a way which is respectful of others and are willing to challenge the actions and behaviours of others and accept challenge positively.

You'll also need to understand any ethical considerations which could arise in your work and show how you exercise your responsibilities to people and the planet.

When do I need to apply?

You can submit your application anytime but there are four application deadlines each year, which feed into specific meetings of the Membership Committee. All our application deadlines are published on our website.

What happens next?

We'll acknowledge your application normally within 5 working days of receipt and once your application has been checked for completeness, you will be contacted for payment of the appropriate application fee. Depending on your preferred method of payment, we will provide you with the relevant information so that you can make payment.

If you are also applying for professional registration, once you have satisfied the requirements of the Professional Review Interview and this has been approved by the Membership Committee, you will be asked to pay the registration/joining fee for the relevant licensing body.

Your application will be assigned to two fully qualified and trained assessors who will independently assess your application and determine whether, on paper, you have provided sufficient and relevant evidence in relation to the grade of membership you are applying for to demonstrate that you meet the standards.

The assessors will then make a recommendation to the next meeting of the Membership Committee. The decision of the Membership Committee will be either that:

- you be admitted without interview; or
- you be asked to attend an interview; or
- you be asked to provide further information before the application can proceed, or
- you have not demonstrated that you meet the standards based on the evidence you have submitted. If this is the case, the feedback from the Membership Committee will indicate the areas of competence which you have not demonstrated in your current application, and in which they recommend you undertake more learning and experience before you reapply.

For applications that include professional registration for CEng, IEng, CSci and CEnv, you will be required to undertake a Professional Review Interview (PRI).

We will write to you normally within 10 working days to confirm the Membership Committee's decision.

If you have been successful and don't require an interview for Member or Fellow, you will be informed of your new grade and your new fees will be added at the pro rata rate from the point of election (if you already hold Associate membership and this has been paid for the current year, your new fee will account for this). You can pay your fees online through MyNI.

If you are invited to attend an interview

If you are invited to attend an interview, this will be organised by HQ, and we will write to you in advance giving you more information on the focus of the interview to allow you to prepare.

Your interview will be held online on Zoom, but we can accommodate interviews on Microsoft Teams if necessary. The length of the interview may vary depending on the nature of the interview but should normally last between 60 to 90 minutes.

The interview will explore any gaps identified in your written application and if you have applied for professional registration, how you have demonstrated the standards of competence and commitment for the titles you are applying for.

As part of your preparation, you should review your application and the relevant competences and come to the interview prepared to talk about the nuclear industry, your career, your responsibilities as a nuclear professional as well as how you meet the requirements for the title you are applying for.

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 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.
- **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.