



THE HONOURABLE COMPANY OF MASTER MARINERS
 (A City of London Livery Company - Incorporated under Royal Charter)

**Application for Registration as
 Chartered Master Mariner (PART 2)**

CANDIDATE GUIDANCE

- **DO NOT ANSWER ON THIS FORM – PLEASE USE THE RESPONSE FORM PROVIDED** -

In preparation for undertaking their Professional Review Interview, candidates should address the following principles and, so far as possible, provide answers to the questions on the form provided.

PLEASE NOTE: Where answers are given, they should be meaningful and succinct.

All sections are to be completed in English.

Prior to being invited for Professional Review Interview, candidates MUST have provided evidence of their: CoC, Professional and Academic qualifications. See application guidelines booklet for details.

NB: If candidate fails to produce an official form of photographic identification or the Assessors are unsatisfied as to whether it relates to the candidate, the assessment must not continue.

Candidates will be permitted to make a short personal presentation (not exceeding 10 minutes) to the interviewing panel. Power-point projection facilities will be made available if required.

	PRINCIPLE.	CHARTERSHIP RELEVANT EVIDENCE
FOCUS: PERSONAL GROWTH		
1	APPLICANT QUALITIES AND EXCELLENCE	PROFESSIONAL DEVELOPMENT TO DATE
	The primary focus in applicant quality management is to meet industry professional qualification requirements and determine how the candidate has risen to exceed those expectations.	<ol style="list-style-type: none"> 1. Demonstrate the way(s) in which you have exceeded industry professional qualification criteria and explain how this benefits your working environment. 2. Why did you feel the need to develop beyond industry norms?
2	PERSONAL RESPONSIBILITY	SELF-DEVELOPMENT
	Acquiring Chartered status is not about being guided or directed by others. Chartership is more likely to be sought by those who have taken control and ownership of their lives and assumed responsibility for their personal development, goals, ambitions and life objectives.	<ol style="list-style-type: none"> 1. How have you recognised that you have risen beyond the need for directed personal development?
3	ONGOING IMPROVEMENT	FUTURE IMPROVEMENT AND CPD.
	<p>Successful individuals have an ongoing focus on improvement.</p> <p>Improvement is essential for individuals to maintain current levels of performance, to react to changes in the internal and external environment and to create new opportunities.</p>	<ol style="list-style-type: none"> 1. How do you record your CPD? 2. Outline any plans you have for ongoing CPD? 3. By what mechanism is your professional conduct moderated or held to account?

FOCUS: PROGRESS AS A: MANAGER / LEADER / EXECUTIVE		
4	MANAGEMENT	MANAGERIAL DEVELOPMENT
<p>Higher and middle management skills are vital for translating strategic goals into practical results.</p> <p>The skill-set required by top managers are varied and complex, but are vital to organisational success.</p> <p>Skills may include: communication, collaboration, technical or critical analysis and process development.</p>		<ol style="list-style-type: none"> 1. Outline, with examples where possible, how you have developed in your work environment as a manager? 2. What specialist skills or expertise (if any) have you self-developed during your service as a manager? 3. If applicable, how have you demonstrated and / or promulgated your specialist skill(s)?
5	LEADERSHIP	LEADER AND EXECUTIVE PRACTICE
<p>Leaders at all levels establish unity of purpose and create conditions in which people are engaged in achieving organisational objectives.</p> <p>Creation of unity of purpose and direction and engagement of people enables an organisation to align its strategies, policies, processes and resources to achieve its objectives.</p>		<ol style="list-style-type: none"> 1. Briefly outline your preferred leadership style? 2. Describe how you have developed as an industry leader? 3. How have your leadership skills benefitted the wider maritime industry?

FOCUS: DEVELOPMENT AS A MENTOR / FACILITATOR		
6.	ENGAGING WITH OTHER PEOPLE	INTERPERSONAL SKILLS
<p>To manage an organisation effectively and efficiently, it is important to involve all people at all levels and to respect them as individuals.</p> <p>Competent, empowered and engaged people at all levels are essential to enhance capability and achieve the industry's quality objectives.</p>		<ol style="list-style-type: none"> 1. What 'people empowerment' practices do you regularly apply in the work place? 2. How might you encourage personal accountability from managed staff or subordinates? 3. Provide brief examples of successful outcomes?
7.	FACILITATING DEVELOPMENT	TRAINING, MENTORING AND COACHING.
<p>Mutual skill development programmes provide an opportunity for experienced personnel to share knowledge with new and existing colleagues.</p> <p>The gains from facilitating the growth of others allows seasoned specialists to speed up the development of trainees and also offers the mentor a potentially fresh perspective, building a more cohesive organisation in the process.</p>		<ol style="list-style-type: none"> 1. How have you assessed any shortcomings in your own skill-set and capability? 2. If identified, what did you do to remedy any deficiencies? 3. Outline how your professional conduct operates to encourage or inspire colleagues and subordinates to achieve for themselves.

FOCUS: COMMERCIAL RESPONSIBILITY AND CONTRIBUTION TO INDUSTRY

8.	INDUSTRY DEVELOPMENT	CONTRIBUTION TO INDUSTRY
One of the core requirements for Chartership applicants is that they should have contributed to the growth or development of the maritime industry in a significant and meaningful way.		Briefly illustrate how you have personally and verifiably contributed to the development of knowledge, skills and / or processes that are of direct benefit to the maritime industry?
9.	FINANCIAL SKILLS	BUDGETARY CONTROL AND FINANCIAL MANAGEMENT
A key skill in any commercial scenario is the ability to effectively plan, organise, implement and control either an organisation or a project with regard to budget and financial constraints.		<ol style="list-style-type: none"> 1. Briefly outline what accountability you have, or have had for financial and budgetary control and planning. 2. Can you point to large-scale projects for which you have had complete budgetary responsibility?
10.	PROJECT MANAGEMENT	PROJECT OVERSIGHT AND CHANGE MANAGEMENT.
<p>Consistent and predictable results are achieved more effectively and efficiently when activities are understood and managed as interrelated processes that function as a coherent system.</p> <p>The only constant in industry is 'change' and change requires careful management for success.</p>		<ol style="list-style-type: none"> 1. What is your approach to project management? 2. Briefly outline a recent industry-related project that you have taken the lead in and which has benefitted from any process approaches that you subscribe to. 3. Describe a project where you were expected to manage significant process or personnel changes?
11.	SAFE WORKING SYSTEMS	SAFE SYSTEM APPLICATION
All industrial and commercial systems require accountability for safe working practices.		<ol style="list-style-type: none"> 1. Outline a 'safe working system' that you currently operate. 2. What failings (if any) have you identified within the system you have described?

FOCUS: ENGAGEMENT WITH NEW TECHNOLOGY

12.	TECHNOLOGY	NEW TECHNOLOGY AND I.T SYSTEMS
Understanding of, engagement with, and the application of 'new technology' has become an integral skill requirement within the maritime industry.		Not including courses and training necessary for CoC revalidation, briefly outline any involvement you have had with the development and application of new technology / IT and related systems?

FOCUS: CANDIDATE PROFESSIONAL STATUS DEVELOPMENT

13.	ETHICAL CONDUCT	PRACTICAL EXERCISE OF ETHICAL PRINCIPLES
	<p>Successful applicants will be required to commit to working in an ethical, honest and trustworthy fashion and to framing all of their commercial dealings and transactions in such manner.</p> <p>Social responsibility considerations are a vital part of the mariner's wider industrial obligation.</p>	<ol style="list-style-type: none">1. What do you understand the principle of 'ethical practice' encapsulates?2. How might your personal integrity as a Chartered Master Mariner risk compromise?3. Can you demonstrate (with examples) how your social responsibility manifests?
14.	HIGHER PROFESSIONAL STATUS	CANDIDATE 'EMINENCE'
	<p>Evidence of the characteristic described as 'personal eminence' may be expected of individuals who are successful in their application for the award of Chartered Master Mariner.</p>	<p>Briefly explain in what ways the characteristic described as 'eminence' might apply to you?</p>