



# **MEMBERSHIP HANDBOOK**

**Version 16.1**

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**Please note: this Handbook is a live document, under continuous review. Check the RAeS website for the latest version**

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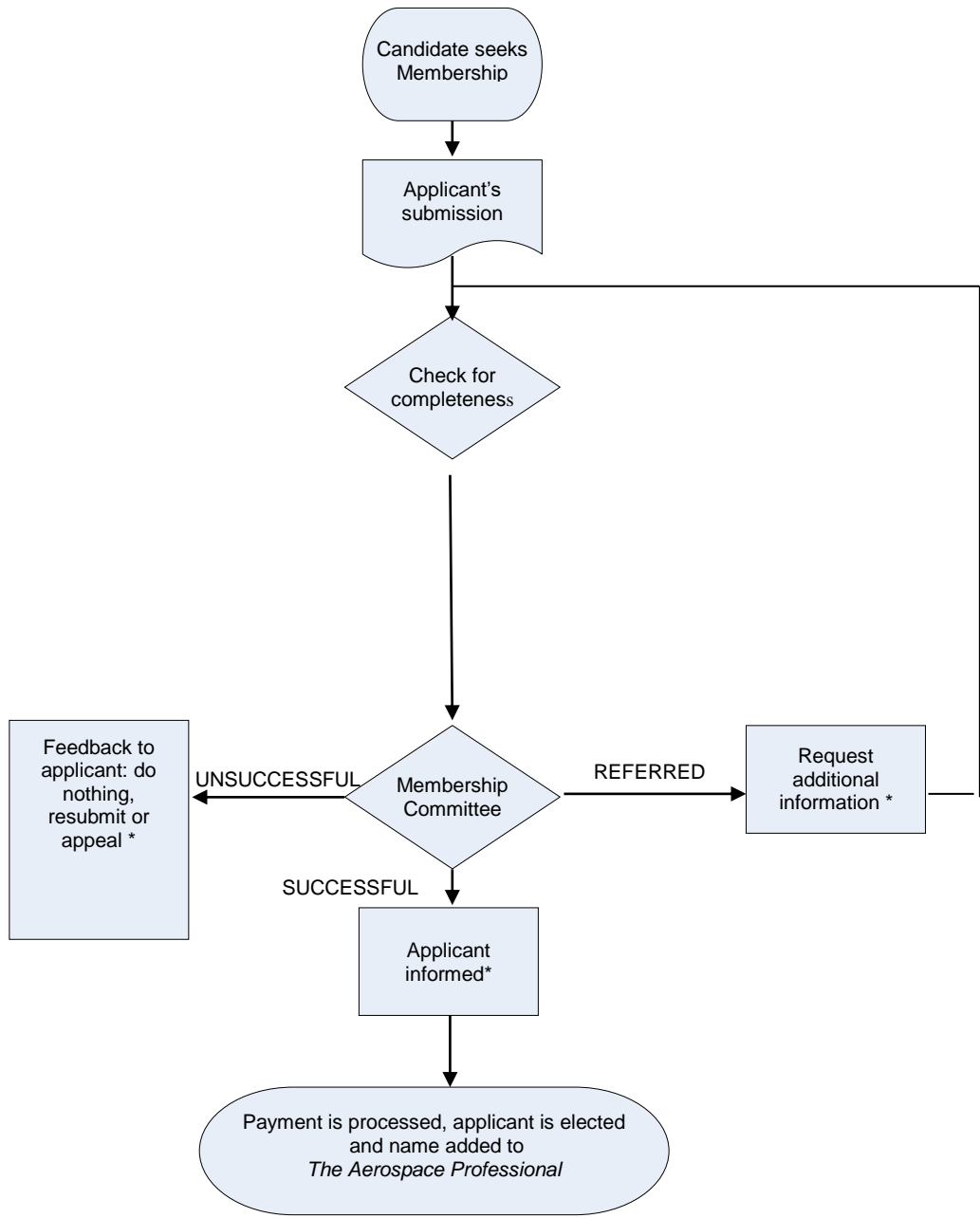
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# OVERVIEW OF THE MEMBERSHIP PROCESS



\* In the case of a joint application for membership and registration, the decision of the Membership Committee is provided to the Registration Committee.

## SECTION 1: INTRODUCTION

1.1 This Handbook has been produced by the Royal Aeronautical Society (the “Society”) for:

- Applicants wishing to join the Society and to progress through the membership grades
- Committee members assessing applicants for grades of membership
- Management of the appeals procedure and quality assurance

1.2 The lists of typical jobs and responsibilities for each grade of membership are provided to assist prospective applicants and to guide members of the Membership Committee to reach decisions on applicants. However, it is emphasised that these are guidelines and should not be considered as definitive. Final decisions on applicants whose roles are both within and outside of the job categories in this list must be consistent with the criteria expressed in the Society’s by-laws for a particular grade of membership.

1.3 All membership grades are covered:

- Fellow (FRAeS)
- Companion (CRAeS)
- Member (MRAeS)
- Associate Member (AMRAeS)
- Associate (ARAeS) (including eAssociate)
- Affiliate (including Student Affiliate/Apprentice Affiliate)

1.4 This Handbook covers:

- Guidance on joining the Society and transferring between grades - see Section 2
- Guidance on academic qualifications, level of responsibility and roles for each grade – see Section 3
- Procedures for the assessment of applications; how they are handled by members of the Society’s Membership Committee - see Section 4
- Appeals procedures where applicants are not recommended for membership - see Section 5
- A summary of the quality assurance of the Membership processes – see Section 6

1.5 The ultimate authority for applications for membership is Council, and the committees exercise that authority insofar as it has been delegated to them. The Society’s By-Laws contain the requirements and they are given in Section 3.

1.6 This Handbook is one of four Handbooks. The other three are:

- Professional Standards Handbook
- Registration Handbook (for members wishing to apply for EngTech, IEng or CEng registration via the Society)
- Accreditation Handbook (which covers the accreditation of academic programmes and professional development schemes)

1.7 All handbooks are updated regularly. For the most up to date information on how to apply for membership, registration and accreditation and copies of the other handbooks, visit the Society’s website [www.aerosociety.com](http://www.aerosociety.com)).

1.8 A list of commonly used acronyms, including those occurring in this Handbook is available on our website at [www.aerosociety.com](http://www.aerosociety.com). For clarity, the term aerospace should be taken to include aeronautics and aviation disciplines. Similarly, the term aircraft should be taken to include both fixed and rotary wing, whether manned or unmanned, and space vehicles.

## SECTION 2: APPLYING FOR MEMBERSHIP

2.1 The Society is the world's only professional body dedicated to the entire aerospace community. Established in 1866 to further the 'art, science and engineering for aeronautics', the Society has been at the forefront of developments in aerospace ever since. There are approximately 20,000 members in over 100 countries, an international network of 70 branches and in the region of 4,000 young members worldwide. Benefits of membership include:

- Professional Recognition
- Membership of a wide range of specialist groups, with influence across aerospace
- Monthly magazine *Aerospace*
- Professional development through lectures, conferences and online interaction
- Professional networking opportunities
- Careers advice
- Young members' events, awards and scholarships

2.2 Individuals wishing to apply for membership should first consider whether they have the qualifications, training, experiential learning and experience expected by the Society. For each grade of membership there are prescribed levels of qualification and professional experience in aerospace or a related discipline. Applicants should complete the application form available on the Society's website: [www.aerosociety.com](http://www.aerosociety.com).

2.3 Applicants who are engineers might wish to apply for Professional Registration as EngTech, IEng or CEng. They need to be in the appropriate grade of membership of a professional engineering institution, such as the Society, before they can be registered. The requirements for registration differ from the requirements to join the Society (see the *Registration Handbook*). Where a joint application for membership and registration is made, the membership application will be considered first and the Registration Committee will be advised of the outcome. If an appropriate grade of membership is not achieved, the registration application will not be allowed to proceed.

2.4 The following points should be noted:

- Section 3 lists the typical UK qualifications and levels of responsibilities for each grade of membership
- This Handbook describes all of the routes by which applicants may apply for membership

2.5 For each grade of membership:

- The requirements listed in the By-Laws are stated in Section 3 followed by a range of qualifications that are acceptable to Council
- The levels of responsibilities are illustrative. Applicants having responsibilities other than those listed can still be considered for membership if they meet the relevant criteria
- When considering any particular application, the committee will make its decisions based on all of the facts presented to it and may consequently decide to offer a grade of membership other than that applied for. Final decisions must satisfy the Society's By-Laws
- Successful applicants assessed by the committees will be required to provide evidence (be it current, historical or both) of the following in appropriate measure to the grade of membership sought:
  - Competence (applied knowledge and skill) within the aerospace industry
  - Responsibility for control of aerospace activity
  - Contribution to improvement of aerospace products, processes and systems
  - Contribution to the aims of the Society and the aerospace community

2.6 Service to the Society will be taken into account when the experience and level of responsibility of applicants is being considered. In extreme cases it may constitute the whole of such experience. Such applicants must still meet the qualification standard applied for. Service to the Society means active membership of Society or Branch committees at a level of responsibility comparable with the general requirements for the grade applied for.

### 2.7 Applications through the Australia Division

Applications for Affiliate and Associate may be considered and processed by the Division's Grading Committee. Applications for all other grades are submitted to the RAeS Membership Committee.

## SECTION 3: THE REQUIREMENTS FOR EACH GRADE OF MEMBERSHIP

### 3.1 FELLOW (FRAeS)

*Please note, indications of job roles, levels of seniority and rank are given FOR GUIDANCE ONLY. Each application is considered on its own merits, taking into account all the information provided.*

**3.1.1** Extract from RAeS By-Laws October 2012: *Every candidate for election into the class of Fellow must be a Member or possess the qualifications necessary for Member. Furthermore, the applicant shall:*

- a) *have made outstanding contributions in the profession of aeronautics, or*
- b) *have attained a position of high responsibility in the profession of aeronautics, or*
- c) *have had long experience of high quality in the profession of aeronautics.*

**3.1.2 Typical qualifications:** academic qualifications for Fellow are as per those for Member. Please see paragraph 3.3.2 below.

**3.1.3 Comment:** applicants may also be eligible to apply for CEng or IEng

**3.1.4 Typical levels of responsibility and factors considered for FRAeS might be:**

- **Operational and strategic responsibility for substantial programmes and resources**  
For example: number of registered engineers / staff reporting; size of influenceable budget relative to turnover; level within organisation structure; sphere of influence within employing organisation; level at which represents organisation externally.
- **Personal responsibility for significant technological innovation**  
For example: recognised technical expert within and/or external to employing organization (including SMEs); conference papers; published work; published patents.
- **Original research resulting in international recognition**  
For example: published papers; books; articles; scope and audience for conference sessions chaired or presentations delivered etc; research subjects may range from technical to managerial and operational.
- **The successful creation and development of a business in a sector of relevance to the RAeS**  
For example: turnover; number of employees; funding sources; clients; products and services.
- **Recognised leadership in academia or the armed services**  
For example: rank; grade; role performed where this exceeds that normally associated with rank or grade; deputation.
- **Outstanding service on national and international professional bodies**  
For example: membership or service on national or international standards or professional bodies such as the RAeS.
- **Enhancement of the profession through public service**  
For example: the award of public honours such as decorations and honours; honorary degrees; awards from the RAeS; awards from other professional bodies (FREng, FRS); Government service.

**3.1.5 Typical jobs for FRAeS may include:**

#### ACADEMIA

Professor  
Reader  
Outstanding university Principal or Senior Lecturer  
Outstanding Senior Research Fellow  
Director of major aeronautical training organisation

#### DESIGN & MANUFACTURE

General Manager

Chief Engineer or Project Director for aircraft, weapons systems or major subsystems  
Head of specialist function in major organisation

## **MAINTENANCE & REPAIR**

General Manager  
Manager of major overhaul facility  
Head of specialist function in major organisation

## **OPERATIONS & TRAINING**

Chief test pilot in major aircraft company  
Senior management in major aviation company; Training Captain with long experience in a major airline, training organization or business jet operation, Captain of multi-crew turbine powered aircraft who has national or international recognition in the field of aeronautics  
Senior manager in NATS, SATCO at large or busy airport

## **CIVIL AVIATION AUTHORITY & ACCIDENT INVESTIGATION**

Members of CAA Senior Management Group  
Head of Department and Head of Section  
Principal Inspector of Accidents

## **PROFESSIONAL SUPPORT**

Outstanding contributions, or a position of high responsibility, or long experience of high quality in an aerospace context in a field such as: medicine, law, safety and certification, IT, human resources, training, logistics, finance, sales, marketing and media

## **HERITAGE**

Outstanding contribution in the field of Aerospace Heritage

## **ARMED FORCES**

Subject to individual experience and responsibility, Commander, Lieutenant Colonel, Wing Commander. Exceptionally, Officers of a lower rank who hold' positions of responsibility (Chief Air Engineer, Senior Operator) within the MAA Duty Holder structure may be considered. Military reserves will be considered for the same grade as regular forces.

## **CIVIL SERVICE**

Band B or above

## **RESEARCH & DEVELOPMENT**

Head of Department or member of senior management team

### **3.1.6. Presidential Invitations for Fellow**

3.1.6.1 Nominations for Presidential Invitations for Fellow have to be agreed by the President and the Chief Executive. They are intended for people in positions of senior responsibility or influence. This applies to both non members and existing members. The potential recipient should not know that they have been nominated and must not be contacted unless they are offered Fellow grade by the Membership Committee. Successful candidates will not be required to pay in their first year of membership.

3.1.6.2 As of January 2007, the Presidential Invitation route was extended to include existing members who have made a significant contribution to aerospace and/or to the work of the Society. Existing members will not receive one year's free membership.

### **3.1.7 Senior Managers' Route to FRAeS and CEng**

3.1.7.1 Senior managers, **supported by their company**, can apply to become FRAeS and CEng via an application process developed jointly with the Institution of Engineering & Technology, the Institution of Mechanical Engineers and the Royal Aeronautical Society, supported by the Engineering Council. The process is applicable to senior managers defined as "Individuals who hold a significant position of responsibility for engineering judgment, solutions and process application, and who are operating at the top

level within an organisation which recognises registration as an integral part of their employees' professional development (and where, in some instances, such positions may be dependent on registration) within the aerospace industry. They must be able to demonstrate achievement of the Engineering Council's competence requirements and fulfil the Society's requirement for Fellow.

3.1.7.2 Using the normal membership application form, appropriate senior managers who are already Fellows or eligible for Fellow and supported by their companies may apply for CEng registration (and Fellow, where necessary) with the minimum of supporting documents. Applications are handled in the same way as standard applications – see Section 2 of *Registration Handbook* for details.

### 3.2 COMPANION (CRAeS)

**Please note, indications of job roles, levels of seniority and rank are given FOR GUIDANCE ONLY. Each application is considered on its own merits, taking into account all the information provided.**

3.2.1 Extract from RAeS By-Laws October 2012: *Persons who have rendered valuable service to the profession of aeronautics, and do not qualify for the class of Fellow.*

3.2.2 **Comment:** Applicants could qualify for Companionship in one of three ways:

- Operating at 'Fellow' level in the industry, but without meeting the requirements for Member
- Operating in a discipline not solely associated with aerospace, but in a position of significant influence concerning aerospace
- Having made an outstanding contribution to aerospace, although not professionally engaged within the industry

3.2.3 **Typical levels of responsibility:** Individuals would match the level of responsibility held by those eligible for FRAeS.

#### 3.2.4 Presidential Invitations for Companion

3.2.4.1 Nominations for Presidential Invitation for Companion have to be agreed by the President and the Chief Executive. They are intended for people in positions of senior responsibility or influence in a field related to aerospace. The potential recipient should not know that they have been nominated and must not be contacted unless they are offered the Companion grade by the Membership Committee. Successful candidates will not be required to pay in their first year of membership.

### 3.3 MEMBER (MRAeS)

**Please note, indications of job roles, levels of seniority and rank are given FOR GUIDANCE ONLY. Each application is considered on its own merits, taking into account all the information provided.**

3.3.1 Extract from RAeS By-Laws October 2012: *Applicants must*

*Either (a)*

*(i) Hold an academic or vocational qualification acceptable to the Council; and (ii) Have had four years' integrated training and experiential learning including not less than two years' experience at an appropriate level of responsibility,*

*or (b)*

*have typically had not less than **15 years'** appropriate experience of which the last seven are in a position of responsibility at a level appropriate to the grades of Member or Fellow.*

3.3.2 **Typical qualifications:** The following qualifications will be accepted:

- Honours degree at Bachelors level or higher degree\* in a subject appropriate to the candidate's area of expertise
- NVQ / SVQ at level 6, 7 or 8 in an appropriate subject, or Postgraduate diploma, professional qualification, etc provided the applicant's current CV shows evidence of appropriate work at Graduate level
- A degree completed in Europe and listed in the FEANI Register
- A degree completed outside Europe and confirmed by NARIC to be at a comparable level to a Bachelors honours degree in an appropriate subject



*\*Higher degrees may, for example, include Master of Engineering (MEng); Master of Science (MSc); Engineering Doctorate (EngD); Doctor of Philosophy (PhD), though recognising the variety of applicants' qualifications, this is not an exhaustive list*

### 3.3.3 Comment:

- Recognising that some applicants may have undergone structured development and training (which could include gaining relevant professional and/or vocational qualifications) thereby providing early advancement to positions of appropriate responsibility, the overall 15 year period may be relaxed where evidence of such training is presented, provided that for at least the last 7 years the candidate has held a position of responsibility at the appropriate level
- Postgraduate research and study for a Masters or PhD may be included in the 2 years' further learning
- Where a graduate has completed a sandwich degree, the experience gained in industrial placements can be considered, if appropriate, towards the experience requirement
- Appropriate level of responsibility takes in management roles, through professional achievement or contributions to aerospace. Indicative levels of responsibility may be for output, staff, resources, technical deployment or projects
- Former members of SLAET applying for membership need to apply using the guidance in this section
- Applicants may also be eligible to apply for CEng, IEng or EngTech.

### 3.3.4 Typical jobs and experience levels for MRAS may include:

#### ACADEMIA

Academically Qualified

Normally, at least 4 years' experience as University Lecturer  
Senior Lecturer in an FE or HE College

Non-academically Qualified

Lecturer in College of FE or HE with, normally, no less than 15 years' experience, with the last seven years as a Lecturer

#### DESIGN & MANUFACTURE

Academically Qualified

Normally at least 4 years' experience, which may include appropriate training, but with at least 2 years' experience as a Responsible engineer working without close supervision, with recognised technical expertise across a peer group, and with appreciable latitude for unreviewed actions or decisions together with increasing responsibility for task and/or team leadership, e.g. as a component or system design authority.

Non-academically Qualified

Normally, no less than 15 years' experience with the last seven years as above

#### MAINTENANCE & REPAIR

Academically Qualified

Normally at least 4 years' experience, which may include appropriate training, but with at least 2 years' experience as a Responsible engineer working without close supervision, with recognised technical expertise across a peer group, and with appreciable latitude for unreviewed actions or decisions together with increasing responsibility for task and/or team leadership, e.g. as a base maintenance check signatory or team leader in a line environment.

Non-academically Qualified

Normally, at least 15 years' experience with the last 7 years as above

#### OPERATIONS & TRAINING

Academically Qualified

Normally, at least 4 years' experience, which may include appropriate training, 2 of which are as follows:  
Graduate of recognised Test Pilot School with experience of major project  
Manager NATS, ATCO  
Civilian Flying School CFI  
Airline pilot of multi-crew turbine powered aircraft  
Captain, non-airline, of multi-crew turbine powered aircraft

Training pilot in major airline, training organization or business jet operation  
Project test pilot or lead flight test engineer involved in significant aircraft or flight systems project

Non-academically Qualified Normally at least 15 years' experience, at least 7 of which as above.

**CIVIL AVIATION AUTHORITY & ACCIDENT INVESTIGATION**

Academically Qualified Normally, at least 4 years' experience, which may include appropriate training, 2 of which are as follows:  
Flight Operations Inspectors  
Surveyors  
Licensing Officers  
Technical Officers  
Investigating Officers

Non-academically Qualified Normally, at least 15 years' experience with the last 7 years as above

**PROFESSIONAL SUPPORT**

Academically Qualified Professionally qualified practitioner with, normally, at least 4 years' experience in an aerospace context in a field such as medicine, law, safety and certification, IT, human resources, training, logistics, finance, sales, marketing and media

Non-academically Qualified Normally, no less than 15 years' experience with the last seven years as above

**HERITAGE**

Academically Qualified Aerospace Museum Curator with 4 years' experience  
Major participant in restoration or reconstruction projects with the responsibility for the supervision of other participants

Non-academically Qualified Normally, no less than 15 years' experience with the last seven years as above

**ARMED FORCES**

Academically Qualified At least 4 years' productive service as an Officer or Senior Non-Commissioned Officer (Chief Petty Officer, Staff/Colour Sergeant, Flight Sergeant or Chief Technician or above)

Non-academically Qualified Officer, Chief Petty Officer, Staff/ Colour Sergeant, Flight Sergeant or Chief Technician with, normally, a minimum 15 years' experience including 7 years' experience at one of these ranks/rates

Reserves Military reserves will be considered for the same grade as regular forces.

**CIVIL SERVICE**

Academically Qualified Grade C2 with 4 years productive service which may include 2 years' experiential training

Non-Academically Qualified 15 years' experience including 7 years at grade C2 or above

**RESEARCH & DEVELOPMENT**

Academically Qualified Normally, at least 4 years' experience, which may include appropriate training, 2 of which are as a Team leader or Principal Engineer with management responsibility for technical staff

Non-academically Qualified Normally, 15 years' experience with the last 7 years as above

### 3.3.5 MUTUAL RECOGNITION AGREEMENT WITH ENGINEERS AUSTRALIA

3.3.5.1 In 2004, the Institution of Engineers Australia (EA) and the Royal Aeronautical Society (RAeS) signed an Agreement of Cooperation. It includes a Mutual Recognition Agreement (MRA) which provides for reciprocal recognition for membership and for facilitation of professional registration.

3.3.5.2 The MRA covers members of the EA who are Member / CPEng and who wish to join the RAeS as MRAeS / CEEng; such applicants should be automatically accepted as MRAeS / CEEng once EA confirms their status. The same process is used when RAeS members want to join EA.

3.3.5.3 RAeS staff process these applications; committee members are not involved. The Society's Australia Division is the main point of contact for applications from EA members. RAeS members who want to join EA should contact the Professional Standards Department. See Appendix L of *Registration Handbook* for details. Copies of the MRA are available on request.

### 3.4 ASSOCIATE MEMBER (AMRAeS)

**Please note, indications of job roles, levels of seniority and rank are given FOR GUIDANCE ONLY. Each application is considered on its own merits, taking into account all the information provided.**

3.4.1 Extract from RAeS By-Laws October 2012: *Applicants must:*

*either (a)*

*(i) hold an academic or vocational qualification acceptable to the Council for admission to Member grade and; (ii) Have completed two years' training and / or experiential learning. See 2.2.3.2 for details.*

*or (b)*

*(i) hold an academic or vocational qualification acceptable to the Council; and (ii) have completed three years' integrated training and experiential learning including not less than two years' experience at an appropriate level of responsibility*

*or (c)*

*normally, have not less than 12 years' appropriate experience*

3.4.2 **Typical qualifications:** The following alternate qualifications will be accepted:

- BTEC HNC, ordinary degree or equivalent
- a pass/ordinary degree (e.g. BA, BSc, BEng) in an appropriate subject
- a foundation degree (FD), Higher National Diploma (HND) or Higher National Certificate (HNC)
- NVQ/SVQ at NQF level 4 or 5, or their equivalent
- Licentiatehip of the City and Guilds, for study in an appropriate subject or an appropriate City and Guilds qualification at level 4
- Commercial Pilot's Licence plus 3 years' experience
- Frozen Air Transport Pilot's Licence plus 2 years' experience

3.4.3 **Comment:**

- where a graduate has completed a sandwich degree, the experience gained in industrial placements can be considered, if appropriate, towards the experience requirement
- appropriate levels of responsibility may be considered in management roles, through professional achievement or contributions to aerospace. Indicative levels of responsibility may be for output, staff, resources, technical development or projects
- former members of SLAET applying for Associate Member need to apply using the guidance in this section
- applicants may also be eligible to apply for IEng or EngTech

3.4.4 **Typical jobs and experience for AMRAeS may include:**

#### ACADEMIA

Academically Qualified	Normally, 2 years' appropriate professional development and experience
Non-honours degree or other	3 years' experience as Assistant Lecturer teaching technicians or as

instructor in aerospace subjects

Non-academically Qualified

Normally, 12 years' experience, of which at least 3 years' teaching at technician level

## **DESIGN & MANUFACTURE**

Academically Qualified

Normally, 2 years' appropriate professional development and experience, technically responsible for assigned tasks, applying technical standards, principles and theories to engineering problems, working with some guidance

Non-honours degree or other

Normally, 3 years' experience in a position where technically responsible for assigned tasks, applying technical standards, principles and theories to engineering problems, working with some guidance

Non-academically Qualified

Normally, 12 years with at least 3 years' experience in a position of responsibility for technical design standards, or supervision of staff

## **MAINTENANCE & REPAIR**

Academically Qualified

Normally, 2 years' appropriate professional development and experience, technically responsible for assigned tasks, applying technical standards, principles and theories to engineering problems, working with some guidance

Non-honours degree or other

Normally, 3 years' experience in a position where technically responsible for assigned tasks, applying technical standards, principles and theories to engineering problems, working with some guidance

Non-academically Qualified

Normally, 12 years' experience with at least 3 years in a position of responsibility for technical design or maintenance standards, or supervision of staff

## **OPERATIONS & TRAINING**

Academically Qualified

Normally, 2 years' appropriate professional development and experience

Non-honours degree or other

Holders of CPL, Flight Engineers' Licence or graduate of recognised Test Pilot School with, normally, 3 years' experience as Cabin Service Director or equivalent

Non-academically Qualified

Normally 12 years of which at least 3 years' experience as CPL holder, Flight Engineer, Test Pilot or Cabin Service Director or Civilian Flying School CFI

## **CIVIL AVIATION AUTHORITY & ACCIDENT INVESTIGATION**

Academically Qualified

Normally, 2 years' appropriate professional development and experience

Non-honours degree or other

Normally 3 years' experience as Level 5 and 6 technical officers or similar

Non-academically Qualified

Normally, 12 years' experience with at least 3 years as Level 5 and 6 technical officers or similar

## **PROFESSIONAL SUPPORT**

Academically Qualified

Professionally qualified practitioner with at least 2 years' experience in an aerospace context in a field such as: medicine, law, safety and certification, IT, human resources, training, logistics, finance, sales, marketing and media

Non-academically Qualified Assessed on an individual basis for aerospace involvement e.g. for law, Fellow of the Institute of Legal Executives with 12 years' experience in a specific aerospace context

## **HERITAGE**

Academically Qualified Demonstrated suitable application in heritage activities for a minimum of 2 years with a responsibility for independent action or control

Published Biographer of major aerospace heritage person(s) requiring a minimum of 2 years' research

Non-academically Qualified Demonstrated suitable application in heritage activities for, normally, a minimum of 12 years with a responsibility for independent action or control

## **ARMED FORCES**

Academically Qualified Petty Officers and Sergeants with 2 years' substantive service in that rate. Exceptionally, Non-Commissioned Officers of a lower rate with exceptional responsibility and experience may be considered

Non-honours degree or other Petty Officers and Sergeants with 3 years' substantive service in that rate. Exceptionally, Non-Commissioned Officers of a lower rate with exceptional responsibility and experience may be considered.

Non-academically Qualified Petty Officers and Sergeants with 3 years' substantive service in that rate and normally a minimum of 12 years total service. Exceptionally, Non-Commissioned Officers of a lower rate with exceptional responsibility and experience may be considered

Reserves Military reserves will be considered for the same grade as regular forces

## **CIVIL SERVICE**

Academically Qualified Normally 2 years' professional development and experience as Band D or above

Non-honours degree or other Normally 3 years' experience as Band D or above

Non-academically Qualified Normally 12 years' experience with at least 3 as band D or above

## **RESEARCH & DEVELOPMENT**

Academically Qualified Normally 2 years' professional development and experience

Non-honours degree or other Normally 3 years' experience with supervisory responsibility

Non-academically Qualified Normally 12 years' experience

### **3.5 ASSOCIATE (ARaES)**

**3.5.1** Extract from RAeS By-Laws October 2012: *Applicants must:*

*either (a): hold an academic or vocational qualification acceptable to the Council*

*or (b) have **three** years' experience*

**3.5.2 Typical qualifications:** The following qualifications will be accepted:

- An ordinary degree
- A National Diploma (ND), National Certificate (NC) or equivalent
- An appropriate level 3 City and Guilds qualification (e.g. C&G 208, C&G 259, C&G 2661 Certificate)
- Commercial Pilots Licence
- Air Transport Pilot's Licence (Frozen)
- An appropriate Certified Apprenticeship
- An appropriate NVQ/SVQ at NQF level 3 or equivalent
- An EASA License for 2 years, without type rating

**3.5.3 Comment:**

- This grade is appropriate for applicants who have just graduated in an appropriate aerospace related degree
- Student Affiliate members can apply on-line for eAssociate membership when they have successfully completed their degree
- Associate is also appropriate to professionals for whom membership of the Society could be complementary to that of another discipline-based professional institution, but who do not qualify for a higher grade
- Applicants may also be eligible to apply for Interim CEng or IEng registration or EngTech

**3.6 AFFILIATE**

**3.6.1** Extract from RAeS By-Laws October 2012: *Applicants engaged in full-time study intending to follow a career in aeronautics/aerospace, and those persons who, while they may be ineligible for other grades of membership, are nevertheless associated with or interested in aeronautics and wish to further the objects of the Society.*

**3.6.2 Typical qualifications:** None stated

**3.6.3 Typical levels of responsibilities:** Not applicable

**3.6.4 Comment:**

- Applicants on the Defence Technical Undergraduate Scheme (DTUS) or in either the University Air Squadron (UAS) or University Royal Navy Unit (URNU) are encouraged to join as Affiliates.
- Applicants registered on an approved apprenticeship scheme may apply to become Apprentice Affiliates
- Affiliates should, on graduation, apply on-line to become eAssociates

**SECTION 4: ASSESSMENT OF APPLICATIONS**

4.1 The following process is used to decide whether or not an applicant should be approved for membership:

- Applicants should apply online, attaching a full CV and all relevant supporting documentation according to the timetable advertised on the Society's website. Typed off-line application forms will be considered by exception
- Committee members assess each application against the criteria set in this Handbook.
- At the committee meeting, a summary of the votes on each application is read out and, following any further discussions, members make one of the following decisions:
  - Approve: The applicant is approved at the membership grade for which they applied
  - Hold: The committee will request further information, a more detailed CV or take up references to assist with the decision making process
  - Reject: The applicant will not be approved for membership because he or she does not meet the requirements for membership at any grade

- Offer: The applicant should be offered an appropriate lower or higher grade of membership commensurate with their experience / qualifications

4.2 All decisions are determined by majority votes of members after all opinions have been considered but the Chairman (or the deputy) has a deciding vote, if necessary. Staff will record the comments made by members. With regard to applications for Fellowship, all committee members participate in the discussion but only Fellows may vote if a decision does not emerge from the general discussion and votes need to be cast.

4.3 Successful applicants, after paying the appropriate fees, receive a certificate to confirm membership and their name appears in the Society's monthly magazine, *Aerospace*.

4.4 Unsuccessful applicants receive feedback on what additional information is needed for future consideration or what the applicant should do if the grade of membership applied for is not appropriate. Section 5 outlines the process if an applicant wishes to appeal against the decision.

4.5 By exception, committee members may be asked to assess applications between face to face meetings. Staff will email the application form to all committee members. At least 4 members, including the Chairman, are needed to participate in a virtual meeting. Members will consider the application against the criteria in this Handbook and make recommendations as per Para 4.1. Where all participating members agree to electronically approve the applicant for membership, the decision will be ratified by Chairman's action and mentioned for the minutes at the next face to face meeting. Where there is disagreement among members, staff will add the papers for the next committee meeting to make a formal decision.

## **SECTION 5: APPEALS PROCEDURE**

### **5.1 INTRODUCTION**

5.1.1 All appeals against membership decisions shall be conducted in accordance with the procedure below.

5.1.2 The Membership Committee will endeavour to ensure that issues resulting from any decision relating to an application are resolved satisfactorily with the applicant without the need to resort to the following review procedure.

5.1.3 The aims of the review procedure are to ensure that:

- a) the applicant has been able to present all the relevant information to the Membership Committee
- b) the correct procedures have been followed
- c) the original decision has been carefully reviewed
- d) the Appeal Review Panel reaches a fair decision based upon all evidence available

### **5.2 THE PROCEDURE**

5.2.1 An appeal against a decision by the Membership Committee must be received by the Professional Standards Manager within thirty days of the date on the letter advising the Membership Committee's decision. The appeal must be in writing and state the decision(s) being disputed, the grounds on which the appeal is being made, and must (where possible) be accompanied by relevant supporting documentation.

5.2.2 Receipt of notice to lodge an appeal will be acknowledged within seven working days and forwarded to the Chairman of the Membership Committee, following which the Membership Committee shall review its decision at their earliest opportunity by reassessing the appellant's application as new. The appellant will be informed of the resulting decision within seven days of the meeting.

5.2.3 In the event that the appellant is still dissatisfied with the decision of the Membership Committee, a second appeal may be lodged within thirty days of the date of the review being notified to the candidate. In such a case the Professional Standards Board shall appoint an independent Appeal Review Panel of not less than three Members or Fellows to determine, *prima facie*, the validity of the case. The Appeal Review Panel may, at its discretion, make inquiries of the candidate regarding the said appeal. The fee for this is £200 – refunded if the appeal is successful.

5.2.4 Those Members or Fellows so appointed must be knowledgeable of the membership processes, but must not have been involved in previous Membership Committee decisions relating to the appellant, nor

had dealings with the appellant during the previous three years. Three members of the panel shall constitute a quorum. The Appeal Review Panel shall appoint its own Chairman who shall have a second or casting vote in the case of equality of votes. Fellows only will review Fellowship applications.

5.2.5 The Appeal Review Panel shall meet within twelve weeks of appointment and shall make additional inquiries by any legal method as it may in its absolute discretion think fit. The appellant shall be given not less than five days notice of the hearing and shall be entitled to receive a copy of documents provided to the Appeal Review Panel, which will include:

- a) the RAeS Membership Handbook
- b) the letter(s) of appeal, together with any supporting documentation from the appellant
- c) the original application form from the appellant
- d) relevant information supplied by the Chairman of the Membership Committee concerning the original decision of Membership Committee, together with the decision letter(s) sent to the appellant
- e) extract from the minutes of appropriate Membership Committee meeting(s) that considered the appellant's application report

5.2.6 At the discretion of the Appeal Review Panel the candidate may be required to attend the hearing and present evidence in person.

5.2.7 On conclusion of its deliberations the Appeal Review Panel shall report direct to the Professional Standards Board with its recommendations. The Professional Standards Board may then:

- uphold the original decision of the Membership Committee and dismiss the appeal
- annul the decision of the Membership Committee and implement the recommendations of the Appeal Review Panel

5.2.8 The appellant shall be informed of the outcome of the appeal within four weeks of the decision by the Professional Standards Board, which shall be final. The Professional Standards Board shall not be required to give reasons for their decision.

## **SECTION 6: QUALITY ASSURANCE**

6.1 The whole membership process is subject to independent assessment by the Society's Self Assessment Panel; the aim is to ensure that the correct procedures are followed. The focus of the Self Assessment Panel is procedural adherence and continuous self-assessment, providing a measure of continuous oversight.

6.2 Continuous improvement is an essential part of any process. The Society relies on members and the Membership Committees to suggest ways in which the process can be improved, based on their knowledge, experience and judgment.

6.3 The Society monitors the success / failure rate of applicants for membership and will investigate possible causes of any departures from normal trends.

6.4 The Society will retain the application form and other relevant documents for 3 years.