

THE INSTITUTION OF FIRE ENGINEERS

Founded 1918 - Incorporated 1924



Membership Rules for Graduate member

*A guide to the requirements
to achieve the grade of Graduate available to Fire Engineers*

Version 2006 for Canada Branch

A. Introduction

The Institution of Fire Engineers was founded in 1918 by a group of Chief Officers of Fire Brigades in the United Kingdom, with the objective:

"To promote, encourage and improve the science and practice of fire extinction, fire prevention and fire engineering and all expedients connected therewith, and to give an impulse to ideas likely to be useful in connection with or in relation to such science and practice to the members of the Institution and to the community at large"

Since its establishment, the Institution has grown into an International organisation representing fire engineers throughout the world.

A range of membership grades and titles have been developed, that provide professional recognition of fire engineers across a broad spectrum of competence, from the youngest entrant into the profession, to those operating at the highest level. The Institution has achieved recognition for its grades of membership by a number of professional bodies, including the United Kingdom's Engineering Council.

The purpose of this booklet is to describe the entry requirements of Graduate grade of membership, listed in the Institution's bylaws, and how they can be achieved. The rules of membership described in this booklet will be those rules used in the Institution's internal procedures for determining membership. The Institution's Bylaws also contain rules in relation to the maintenance of membership, and these are described in general terms, in Section K of this booklet. A copy of the Institution's Memorandum and Articles of Association By-Laws and Standing Orders is available on request from the Membership Department.

The Institution is committed to fairness and equality of opportunity in all in its dealings with members and applicants for membership.

Further information on all aspects of the Institution can be viewed from www.ife.ca .

B. Classes of Membership

1. Titles and Grades

The Institution draws a distinction between titles and grades of membership. Titles are awarded to persons or members who have demonstrated support for the objectives of the Institution. The grades of membership form the framework for recognition of professional development.

2. Titles

- a. The title of Companion, is an award to members of the Institution, or other persons judged to have made a significant contribution to the objective of the Institution. Refer to Section D8 for further information.
- b. The title of Affiliate is available for individual fire engineers or organisations with an interest in fire engineering, who wish to take part in the Institution's activities but have not, at this stage, met the requirements of a membership grade. Affiliate members are entitled to such rights and privileges as non-corporate members. Affiliate members may make reference to their affiliation to the Institution.

3. Grades

The Institution has developed a progressive scheme of grades of membership to denote an individual's professional development. The grades are prescribed in the Institution's Bylaws and provide for both corporate (voting) and non-corporate membership. Figure 1 provides an overview of the relationship between the different grades. Further details for each grade is provided in section D of this booklet.

The Institution encourages all fire engineers to continually develop their membership status and to take a full part in the Institution's business.

a. Corporate Grades Designatory Letters

Life Fellow	FIFireE (Life)
Fellow	FIFireE
Member	MIFireE
Associate	AIFireE

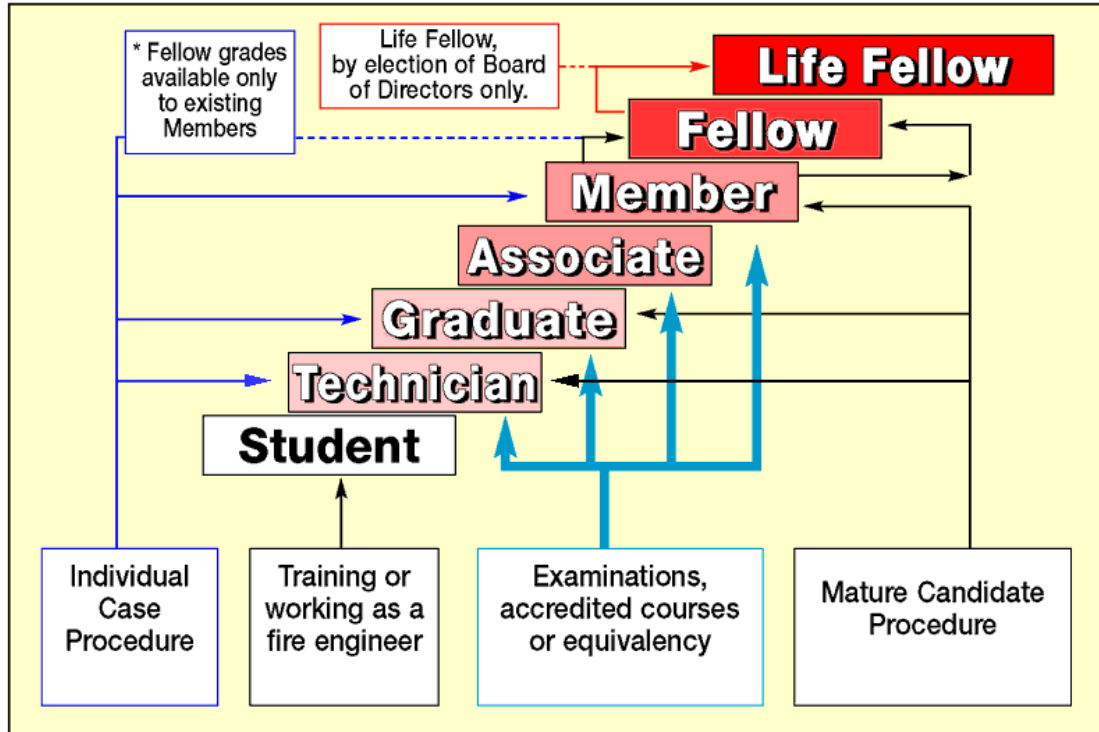
b. Non-corporate Grades Designatory Letters

Graduate	GIFireE
Technician	TIFireE
Student	None

NOTE: Members of the Institution who are also members of the Engineering Council Division may use an appropriate combination of abbreviations and designatory letters. For full details, refer to the "Rules of the Engineering Council Division", available from the Membership Department.

Designatory letters may only be used for as long as the holder remains a paid up member. The Institution will take action to prevent unauthorised use.

Figure 1.



C. Examinations

The Institution conducts examinations at centres around the world. The examinations provide one method of meeting the required academic qualification for grades of membership.

The examinations are

1. Preliminary
2. Intermediate
3. Graduateship
4. Membership

The Institution also accredits external providers of courses and examinations, which can provide an alternative means of acquiring some or all of the examinations. Details of currently accredited courses are on the web site at www.ife.org.uk

The relationship between the examinations and the grades of membership are described in Section D of this booklet.

The Institution's rules require examination candidates to be in a grade of membership of the Institution. Applicants without recognised qualifications may enter as Students, in order to be eligible to sit an examination.

D. Entry requirements

A pre requisite for membership of the Institution, is an involvement, by study or employment, in fire engineering. Fire Engineering is a broad discipline, difficult to describe comprehensively in a few words. Applicants for membership will be expected to demonstrate that their work has a clear relationship with fire prevention, fire extinction or fire engineering (referred to collectively as “fire engineering”). The Institution will assess an applicant’s suitability for a grade of membership based on

1. educational qualifications relevant to their involvement in fire engineering
2. initial professional development (incorporating training and experience)

1. Student

Every person for election into the grade of Student shall be a person who has established, to the satisfaction of an appropriate Peer Review Panel, they meet the requirements below.

Standard Route

- I. Is engaged as a part time or full time student of fire engineering, (which may include vocational work place based training), **or** are in part time or full time employment in fire engineering.

Full Time Education (FTE) Route

- I. Is engaged as a full time student of fire engineering.

Persons may remain in the Student grade for as long as they wish (subject to the rules of membership), however the Institution would hope that students would progress through the various grades of membership.

2. Graduate

Every person for election or transfer into the grade of Graduate shall be a person who has established, to the satisfaction of an appropriate Peer Review Panel, they meet the requirements of a, b or c below.

a. Standard Route

- I. Hold the Graduateship examination **OR** hold the UK Statutory Station Officers examination **OR** have successfully completed a course (or courses) which has/have been accredited and continuously validated by the Institution as having equivalency with the Graduateship examination, **and**
- II. Have 3 years of acceptable training and responsible experience in Fire Engineering.

b. Individual Case Procedure (ICP) Route

- I. Hold a Higher National Certificate or Diploma, or equivalent in relevant subjects – or has qualified by examination for membership at an appropriate level, of a professional body approved for this purpose by the Board of Directors, (ICP see Section E) **and**
- II. Have 3 years of acceptable training and responsible experience in Fire Engineering.

c. Mature Candidate Route

- I. Fire engineers without the formal academic qualifications necessary for the grade of Graduate may submit an application via the Mature Candidate Route. Such applicants will be required to demonstrate 12 years of increasing responsibility in fire engineering and, by submitting a technical paper, that they have achieved a standard of competence comparable to contemporaries who have achieved the Graduate grade by academic achievement, (See Section H for details)

E. Individual Case Procedure

As an alternative to recognised and accredited qualifications in fire engineering, the Institution will consider academic qualifications of an appropriate standard, of relevance to the applicant's involvement in fire engineering. The academic level of the qualification required is described in the requirement for the grade. The subject matter is assessed individually, taking account of the applicant's current involvement in fire engineering and their training and experience. Accordingly, it is not possible to "list" acceptable qualifications.

The applicant will need to demonstrate the relevance of the qualification by identifying how the syllabus content is of relevance to their current professional activities.

F. Initial Professional Development (IPD) (incorporating training and experience)

The entry requirements for some membership grades include reference to a period of "acceptable training and responsible experience in fire engineering".

Applicants or members of the Institution who are pursuing registration with the Engineering Council, via the Engineering Council Division, should consult the Division's publication "Guide to Membership of the Engineering Council Division" available from the Membership Department, which describes the specific training and experience requirements necessary for registration.

Candidates for the mature candidate procedure will be required to describe their training and experience on the application form supplied for the purpose.

All applicants must submit evidence of either training and experience or how they meet the relevant IPD criteria (depending on which grade they applied for) with their application. The applicant must satisfy the Institution that their qualification is at an appropriate level, is relevant to their work as a fire engineer (see Section E), and that their record of training and experience or IPD support their current professional activities.

For **Graduate** grade, the training and experience requirements have been expressed in terms of years. The training and experience report (T&E) will not need to identify 156 weeks (i.e. 3 x 52 weeks) of continuous training. What will be expected is that the applicant can demonstrate that they have followed a structured programme over that period. The actual length of time on formal structured training courses is not specified and will be judged as a part of the overall application. Significant weighting will be given to "on the job" training supervision and mentoring.

Applicants should identify in chronological order the date of completion of the relevant academic study followed and any training courses attended, with a summary of the course objectives. Where on the job training has been given, copies of training records, log books or other evidence such as "industry approved schemes" to demonstrate the training has been structured would be helpful. A record of experience can be set out in a format used for Curriculum Vitae (CV) or job application. The evidence of experience should identify what was done by the applicant and how it is relevant to their involvement in fire engineering.

G. Continuing Professional Development requirements (Member)

The Institution supports the concept and practice of continuing professional development, (CPD) believing it to be essential to effective performance as a professional fire engineer. The Institution defines CPD as

"The systematic maintenance, improvement and broadening of knowledge and skills and the development of personal qualities necessary for the execution of professional and technical duties throughout the practitioner's working life"

All members of the Institution are encouraged to undertake and record CPD. The entry requirements to the Member grade includes a requirement that the applicant must demonstrate that they have undertaken CPD for a specified period.

Full details of the Institution's policy on CPD, together with useful guidance on how to identify needs, plan and record CPD is in a booklet, entitled "Continuing Professional Development - A Guide for Fire Engineers", available from the IFE website at www.ife.org.uk.

The Institution places most emphasis on the outcome of any CPD activity, rather than meeting any fixed "quota". However, as a guide, an applicant would be expected to provide evidence that they have undertaken and recorded at least 25 hours of CPD per year, in the 2 years preceding their application.

It would be expected that a record would include a mix of formal (lectures, seminars, branch events etc.) and informal (structured reading, personal development activities in voluntary work, observation and analysis of events). Formal activities would be expected to form at least 12.5 hours of each year and informal activities a further 25 hours (informal CPD is credited on a "two hours for one" basis).

It is not necessary to provide copies of CPD certificates; rather more value is placed on a personal record of CPD, in which some analysis of the content value and future use of the development activity has been carried out. The method of recording is a matter for individuals; however, it should be structured around providing information which identifies what has been done, including the time spent on the activity and describes what was learned by the individual and how the development can be used in the future

It is an obligation of membership that members maintain their standard of professionalism. Planning, undertaking and recording CPD in accordance with the guidance issued by the Institution, is a means of demonstrating that commitment to professionalism.

H. Mature Candidate Route

The purpose of the Mature Candidate Route (MCR), is to provide a direct route to membership as a Technician, Graduate or Member, for those who do not have the appropriate academic qualifications, but who are able to demonstrate that in later life they have achieved a standard of competence comparable to their contemporaries who have achieved these grades by academic attainment.

The MCR is only available to applicants over the age of 35 years, with the appropriate period of increasing responsibility. **The MCR is not an easy option, the burden of proof is with the applicant and it will be stringent.**

The process comprises three phases, as follows

Phase one – An application form is completed, which includes full details of the individual, all their professional training and experience, their responsibilities and employment record. This application will form the basis of phase two. The applicant is also required to submit a proposal for their technical paper.

Phase two – A panel will assess the appropriateness of the proposed technical paper and the applicant's ability to successfully complete the work.

Phase three - The applicant completes a technical paper, which is then assessed by two members of an appropriate grade and background. If required, the assessment is then followed by a professional review and technical interview. The assessors will judge whether the candidate has demonstrated an understanding of the principles of fire engineering comparable to what could be expected of a normally qualified fire engineer, of average ability, of the same age, in that grade.

Please request the Mature Candidate Route Guidance from the Membership Department before commencing your application.

I. The Career Appraisal Route

The Career Appraisal Route is by invitation to Graduate member fire engineers without the academic qualifications for Member but who, prima facie, appear to have sufficient work based experience to allow them to demonstrate that they are able to satisfy the requirements for Member.

Application Requirements

Current Graduate member of the Institution (GIFireE).

Although, there is no minimum age requirement for following this route, applicants must be able to demonstrate that they fully meet the Initial Professional Development (IPD) requirements for the grade of Member.

Applicants must have been invited to follow the Route having undergone assessment via an individual Case Procedure.

Applicants should complete an application form for Member as an Individual Case Procedure.

Please request the Career Appraisal Route Guidance from the Membership Department before commencing your application.

J. The Engineering Council Division

The Institution established an Engineering Council Division (ECD) to provide the means to register members with the Engineering Council in the United Kingdom. The Division has six grades of membership:

Chartered Engineer
Incorporated Engineer
Engineering Technician
Graduate Engineer
Registrant
Student

Full details of membership of the ECD are contained in the Division's publication "Rules of the Engineering Council Division", available from the Membership Department.

The broad nature of fire engineering is such that not all members of the Institution will meet all of the requirements for registration with the Engineering Council and membership of the ECD.

A parity of esteem exists between the grades of membership of the Institution and grades of registration with the Engineering Council. If you are applying for registration, the appropriate membership grade will be automatically awarded, on successful completion of your application.

Chartered Engineer (CEng)	Member (MIFireE)
Incorporated Engineer (IEng)	Member (MIFireE)
Graduate Engineer	Associate (AIFireE)
Engineering Technician (EngTech)	Technician (TIFireE)

K. Rules of Membership

The Bylaws of the Institution prescribe certain matters that are relevant to maintaining membership. The Bylaws must be consulted for the detailed requirements, which are outlined below.

1. Entrance fees and subscriptions

There are no entrance fees to join the Institution, although there are in certain cases, to join the Engineering Council Division. In the case of Mature Candidate applications, the cost of the assessment process is borne by the applicant.

The annual membership fee is renewable in January of each year although new members, joining in the last three months of a membership year, are entitled to the full rights of membership for the following year.

Non payment of subscription fees results in the member being struck off the membership list and losing the privileges of membership, including the right to use the distinctive titles. Members who wish to rejoin will be charged an administrative fee.

Subscription fees are reviewed and adjusted annually. Where an International Branch exists, the membership fee is payable to the local branch, which retains 50 percent to support local activity, and remits the remainder to Head Office to fund central membership expenses such as the Fire Engineers Journal and administration.

2. Examinations

Candidates for any of the examinations must be paid up members of the Institution.

3. Membership of a Branch of the Institution

The Institution has local branches and groups established across the world as well as the Engineering Council Division and a small number of Special Interest Groups.

Membership of the Institution is not conditional on membership of a geographical branch, the Engineering Council Division or a Special Interest Group.

Membership of a branch, the division or a group is, however, conditional on membership of the main body of the Institution.

In some cases, additional fees are payable to be a member of a local branch of the Institution, although these are usually minimal.

Members will find a great deal of benefit in joining one or more of these organisations. Branches, Groups and Special Interest Groups offer access to CPD activities, useful networks, potential mentors and social activities of advantage to fire engineers. Their activities are usually locally based (further details are available from IFE headquarters).

4. Code of Conduct

Members of the Institution may be suspended, asked to resign or struck off the membership roll, if in the opinion of the Board of Directors, the member is guilty of dishonourable or unprofessional conduct. See Bylaw 20 for details.