

**What are the criteria for the progress of students through the course?
(e.g. Continual assessment, term time examinations, phase tests etc)**

What are the failure rates by examination/assessment?

Briefly describe the course structure, philosophy and methodology.

Which technical subjects are taught?

What are the tutorial and teaching methods?

What are the subject options?

**Please describe the resources available to students.
(e.g. Residential accommodation, library, distance learning etc)**

What are the criteria for staff qualifications and experience? Are support staff available?

**What are the arrangements for external moderation including quality control and standards?
(e.g. ISO, BS etc)**

What are the arrangements for practical work?

Are any students sponsored?

Is there any industrial or employer involvement in the course?

Is there any involvement of staff with industry?

Completed application forms should be sent to:

**Accreditation and Approvals
The Institution of Fire Engineers
London Road
Moreton-in-Marsh
Gloucestershire
GL56 0RH**

On receipt of the application, an acknowledgement will be sent to the applicant. Further information or details may be requested before an accreditation or approval visit is made.



THE INSTITUTION OF FIRE ENGINEERS

Founded 1918 ? Incorporated 1924

SUMMARY GUIDANCE AND FEES FOR ACCREDITATION / APPROVAL OF COURSES AND COURSE PROVIDERS

Accredited Course	Approved Course	Approved Course Provider
<p>An IFE Accredited Course is any course that has been assessed by the Institution of Fire Engineers as equivalent to the Institution's examinations, in whole or part, and is of a standard and quality that is worthy of association with the Institution.</p>	<p>An IFE Approved Course is any course that has been assessed by the Institution of Fire Engineers as not equivalent to the Institution's examinations, in whole or part, but which is of a standard and quality that is worthy of association with the Institution.</p>	<p>An IFE Approved Course Provider is a course provider that offers courses, which may or may not be equivalent to the Institution's Examinations, that are all of a standard and quality that is worthy of association with the Institution.</p>
2007 Fees	2007 Fees	2007 Fees
<p><u>Course Accreditation Team Visit</u> Travel expenses & subsistence for visiting team (agreed with course provider prior to visit)</p>	<p><u>Course Approval Team Visit</u> Travel expenses & subsistence for visiting team (agreed with course provider prior to visit)</p>	<p><u>Course Provider Approval Team Visit</u> Travel expenses & subsistence for visiting team (agreed with course provider prior to visit)</p>
<p><u>Course Accreditation</u> (payable in year 1) £390</p>	<p><u>Course Approval</u> (payable in year 1) £390</p>	<p><u>Course Provider Approval</u> (payable in year 1) £3,170</p>
<p><u>Annual Administration</u> (payable in years 2 to 5) £220</p>	<p><u>Annual Administration</u> (payable in years 2 to 5) £220</p>	<p><u>Annual Administration</u> (payable in years 2 to 5) £920</p>
<p><u>Accredited Course Review</u> (year 5) Travel expenses & subsistence for visiting team (agreed with course provider prior to visit)</p>	<p><u>Approved Course Review</u> (year 5) Travel expenses & subsistence for visiting team (agreed with course provider prior to visit)</p>	<p><u>Approved Course Provider Review</u> (year 5) Travel expenses & subsistence for visiting team (agreed with course provider prior to visit)</p>
<p><u>CPD Approval</u> Free of charge for Accredited Courses.</p>	<p><u>CPD Approval</u> Free of charge for Approved Courses.</p>	<p><u>CPD Approval</u> Free of charge for Approved Course Providers (for courses directly related to approval).</p>



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GENERAL PROCEDURES FOR ACCREDITATION AND REVIEW OF COURSES

The following sets out the general terms for the accreditation and continuous monitoring and review, by the Institution of Fire Engineers (IFE), of courses and qualifications equivalent to IFE Examinations.

1. All applications are considered by the Professional Standards Steering Group. Following successful application, the Institution will offer accreditation on receipt of the appropriate fees. The Institution will then accept the Accredited Course as the academic requirement for the grade determined by the accreditation process. Prior to election to the relevant grade, those persons holding the accredited qualification must also satisfy all other criteria for that grade of membership.
2. The Accredited Course will be monitored and reviewed by the Institution. **The Institution reserves the right to ask the organisation holding accreditation for proof of maintenance of standards of equivalency at any time.** An annual administration fee will be charged to cover costs and is payable by 31st January each year, for the proceeding year.
3. Failure to pay the annual administration fee promptly may result in the Institution withdrawing its accreditation. This may not affect any holders of the accredited qualification who have already been accepted as members of the Institution or who have applied to become members prior to 31st January of the year in which the fees have been paid. It will, however, affect any persons who apply for membership to the Institution after the relevant date.
4. If accreditation is withdrawn due to failure to pay the annual administration fees promptly, then a full accreditation fee will become due if the course is to be 're-accredited'. Thereafter, administration fees will become due as outlined in this document.
5. The Institution must be informed if there is to be any material change to the accredited course which may affect its standing. On notification of such, the Institution will appoint a member of the Institution's Professional Standards Steering Group to determine whether the changes have any effect on the accreditation and review process.
6. The Institution expects the organisation holding accreditation to maintain regular contact with the Institution and will supply proof of the maintenance of standards of equivalency. The Institution will conduct a review every five years, for which a fee is charged by the Institution to cover costs.
7. An accreditation and review fee will be charged for each separate course submitted to the Institution for accreditation and review.
8. All organisations holding accreditation are entitled to use the Institution's Accredited Course logo on any material that has relevance to the Accredited Course. The use of this logo may continue whilst all current fees have been paid.
9. The organisation holding accreditation may produce its own certificate that incorporates the IFE Accredited Course logo. **However, the Institution reserves the right to ask the organisation holding accreditation to submit certificate designs to the Institution on request.**
10. In all cases, the organisation holding accreditation must maintain a nominal roll of candidates and make this available to the IFE, on request, within 5 working days. The organisation holding accreditation must comply with current Data Protection legislation and obtain written agreement from course participants that course participant can be sent to the Institution. The start date for accreditation will be agreed between the Institution and the organisation seeking accreditation. It is not possible to 'backdate' any similar awards or qualifications that have been conferred before the agreed date.



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GENERAL PROCEDURES FOR APPROVAL AND REVIEW OF COURSES AND COURSE PROVIDERS

The following sets out the general terms for the approval, by the Institution of Fire Engineers (IFE), of relevant fire engineering courses that are not equivalent to IFE Examinations. It also sets out the general terms for awarding Approved Centre status to course providers.

1. All applications are considered by the Professional Standards Steering Group. Following successful application, the Institution will offer Approved Course or Approved Centre status on receipt of the appropriate fees.
2. The Approved Course or Approved Course Provider will be monitored and reviewed by the Institution. An annual administration fee will be charged to cover costs and is payable by 31st January each year, for the proceeding year.
3. Failure to pay the annual registration fee promptly may result in the Institution withdrawing its approval.
4. If the approval is withdrawn due to failure to pay the annual registration fees promptly, then a full approval fee will become due if the course or course provider is to be 're-approved'. Thereafter, annual fees will become due as outlined in this document.
5. The Institution must be informed if there is to be any material change to the Approved Course or if there are any significant changes to the Approved Course Provider which may affect its standing. On notification of such, the Institution will appoint a member of the Institution's Professional Standards Steering Group to determine whether the changes will have any effect on the confirmed approval.
6. The Institution expects the organisation holding approval to maintain regular contact with the Institution and to supply proof of the maintenance of standards. The Institution will conduct a review every five years, for which a fee will be charged by the Institution to cover costs.
7. The Institution will issue an Approved Course Provider certificate to an organisation holding Approved Course Provider status, provided all current fees have been paid. Approved Course Providers will be entitled to use the Institution's name and the Approved Course Provider logo. This may be used on any material that has relevance to the IFE Approved Course or, in the case of an Approved Course Provider, all fire engineering and relevant courses that are run under the banner of the IFE Approved Course Provider. The use of this logo may continue whilst all current fees have been paid.
8. Organisations running IFE Approved Courses will receive an Approved Course logo and may use this logo on certificates for successful candidates, provided all fees have been paid.
9. When courses run by an IFE Approved Course Provider have equivalency with IFE Examinations, then the guidelines, 'General Procedures for Accreditation and Review of Courses' should be read in conjunction with the above procedures.