



Annex B

Accreditation and Approval Site Visits Guidance Document for IFE Canada Accreditation and/or Approval Team Members

- Preamble.** The purpose of this document is to give the IFE Canada Accreditation and/or Approval team member guidance on procedures during an IFE Accreditation and/or Approval site visit. (Stage 5 of IFE Canada Policy for the Accreditation or Approval of Training Course Providers).
- Definitions:**
- IFE Accredited Course:** Any course which is equivalent to the Institution's Examinations, in whole or part.
- IFE Approved Course:** Any course which is 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.
- IFE Approved Centre:** Any Training Establishment or Centre that offers courses, which may or may not be equivalent to the Institution's Examinations, but are of a standard and quality that is worthy of association with the Institution.
- Prerequisites:** The accreditation or approval process will have been completed up to and including Stage 4 of IFE Canada Policy for the Accreditation or Approval of Courses and Training Providers, (Review and Evaluation of Information). The site visit will have been arranged by the Chairman of the Accreditation Committee or the Accreditation/Approval Team Leader as designated by the Chairman. All Team Members will have copies of the following:
1. The completed Application Form.
 2. All additional information supplied by the applying body.
 3. Rules, Regulations and Syllabuses for the Institution's Examinations.
 4. The Institution of Fire Engineers' Policy for the Accreditation or Approval of Courses and Training Providers.

Objectives: The purpose and objectives of the visit will be to:

1. Confirm the statements made on the written application form.
2. Confirm the course documentation meets the standards and requirements of the Institution.
3. Confirm the Centre facilities meet the standards and requirements of the Institution.
4. Confirm the Centre procedures meet the standards and requirements of the Institution.
5. Confirm the Training Staff meet the standards and requirements of the Institution.

The Accreditation/Approval Team should pay particular attention to the following points:

1. The purpose and objectives of the course.
2. The course management.
3. Admission requirements and student selection.
4. Criteria for the progress of students through the course.
5. Failure rates.
6. Course structure, philosophy and methodology.
7. Technical subjects taught and teaching methods.
8. Tutorial methods.
9. Subject options.
10. Integration of design, management and professional studies.
11. Projects.
12. Methods of assessment.
13. General resources.
14. Staff qualifications and experience.
15. Support staff.
16. External moderation arrangements
17. Extent and arrangements for practical work.

Aim: The Accreditation/Approval visit should aim achieve the following:

1. Meet staff and students and discuss the course with them.
2. Inspect a selection of students work, examination papers and assessments.
3. To ascertain, by inspection, whether adequate facilities are available for the course.

Duration: The Accreditation/Approval visit should last as long as required to include the following phases:

1. An initial meeting of the Accreditation/Approval Team alone.
2. A meeting with the Head of Department/Course Leader.
3. Discussions with members of the academic staff
4. Meeting with a representative group of students (if possible).
5. A tour of all facilities
6. A final meeting of the Accreditation/Approval Team.
7. A final meeting with the Head of Department/Course Leader.

Report: As part of the visit mandate, and as soon as possible after the completion of the visit, a report will be completed by the Accreditation/Approval Team. The format for this report is at Appendix 2 to the Institution of Fire Engineers' Policy for the Accreditation or Approval of Training Course Providers. The report will include the final outcome of the accreditation/approval process. On completion the report will be submitted to the next available meeting of the Accreditation Committee for consideration. The Committee will resolve to accept or not accept the findings of the Accreditation/Approval Team and this outcome will be put to the IFE Canada Branch Council for Ratification. On confirmation of ratification, the Chairman of the Accreditation Committee will notify, in writing, the establishment concerned of the final outcome.

Administration: A copy of all correspondence and the final report will be forwarded to the IFE Canada National Secretary where the following tasks will be performed:

1. Invoicing of the establishment confirmed.
2. Dispatch the necessary documentation to the establishment concerned.
3. Addition of establishment to the IFE Accredited and Approved Courses and Centres List on the IFE Canada Website
4. Open and control a file on the new establishment (where applicable).

Costs and Fees: All Accreditation/Approval Team Members can claim all reasonable and relevant out of pocket expenses incurred whilst carrying out site visit specific tasks. All applicable receipts are to be submitted with the completed form to the National Treasurer.