

The Career Appraisal Route for Membership of the Institution of Fire Engineers



SECTION 1

1.1 Introduction

THE INSTITUTION OF FIRE ENGINEERS continually seeks to recognise those members of the fire engineering profession that meet the criteria for the grade of Member (MIFireE). To enable the Institution to increase access to the Member (MIFireE) grade, a new route has been identified that considers a basic engineering or relevant qualification together with a substantial career profile submission.

1.2 Who can apply?

The career appraisal route may be offered to applicants who do not hold the academic qualifications for MIFireE but who, prima facie, appear to have sufficient work based experience to allow them to demonstrate that they are able to satisfy the requirements.

Applicants for membership via the Career Appraisal Route should:

- Be a CURRENT Graduate of the Institution (GIFireE)
- Although, there is no minimum age requirement for following this route, be able to demonstrate that they fully meet the Initial Professional Development (IPD) requirements for the grade of Member
- be invited to follow the Route having undergone assessment via an individual Case Procedure
- ensure that their application comprises the following elements:
 - Verification of current Graduate member of the Institution
 - A short report submitted by the applicant (not exceeding 2000 words) of relevant workplace experience, clearly setting out how the IPD requirements for Member (MIFireE) have been achieved
 - A written submission (technical report) of 2000 words minimum, which is original work and which demonstrates an academic competence appropriate for MIFireE

1.3 What does the application process involve?

The application process has three stages.

Stage one - Complete an *application form* via the Individual Case Procedure Route (ICP) which meets the Initial Professional Development (IPD) and Continuing Professional Development (CPD) requirements for Member as described in the *Membership Rules for Titles and Grades*.

Stage two – Once the application is received, the Secretariat will check that all the requirements of the Career Appraisal Route have been met and will contact the applicant if further information is required. The applicant will receive an invitation in writing to pursue the Career Appraisal Route. At this stage the applicant must then resubmit the application complete with a technical report.

Stage three – Applications that satisfy the requirements:

1. Correctly completed application form
2. Current GIFireE member

3. IPD report
4. Technical report

will be assessed by a peer review panel of two persons of Member grade or above who will review the application, IPD report and technical report.

Stage four – *If the outcome is satisfactory* - the applicant will be deemed as fully satisfying the academic and IPD requirements for the grade of MIFireE and will be processed in accordance with existing procedures.

If the outcome is not satisfactory - the applicant will be advised of any additional information which is requested or of alternative routes available to satisfy the requirements of Membership.

SECTION 2

2.1 Application form

An application form is available, from the Institution's Membership Department. You must provide information on this form to demonstrate the necessary training, experience and responsibility appropriate to the Member grade. The application form should be completed with utmost care, since the Institution cannot "assume" information that is not provided. An application that does not indicate that the requirements for the grade can be met, will not be progressed until complete.

2.2 Workplace experience report (IPD)

A report must be submitted which clearly demonstrates that the IPD requirements for Member grade have been met and must not exceed 2000 words. Full details of how to prepare this report are in the *Membership Rules for Titles and Grades*.

2.3 Technical Report

As part of the application, you will be required to produce a written submission (technical report) of 2000 words minimum, which is your original work and which demonstrates an academic competence appropriate for MIFireE.

2.4 Standard of Technical Report

The standard and content of the technical report will need to be at a level appropriate for Member (MIFireE). You must recognise that it is being submitted to demonstrate you have acquired a level of knowledge and understanding equal to the academic level of attainment normally required for Member (refer to the *Membership Rules for Titles and Grades* for further details on the academic standards/requirements).

You are strongly recommended to retain a copy of the submission, as the Institution cannot be responsible for materials lost in transit.

2.5 Recommendation

Following the review of the application, the panel will make a recommendation to the Institution on the award of MIFireE. Applications will be either successful or unsuccessful.

Neither the panel members nor the Institution will enter into any correspondence about the application once a decision is made.

SECTION 3

3.1 Next Steps

If you feel this route is appropriate for your circumstances, obtain the application form from the Institution's Headquarters and complete the form carefully before sending it to the address on the form.

3.2 Costs

Upon successful acceptance as a Member, the current Member fees will be requested/or if part way through the year, the difference between your current Graduate subscription and the Member subscription

3.3 Language

At present, the Institution is an English language based organisation and applications and technical papers must be completed in English. If this is a particular problem to an applicant, the Institution will explore the possibility of a submission in a language other than English.

3.4 Finally

The Institution seeks to maintain the highest of standards of membership whilst seeking to provide access to the Institution's grades of membership by as many routes as possible, consistent with maintaining those standards.

Good luck with your application!