



THE INSTITUTION OF FIRE ENGINEERS

Founded 1918 • Incorporated 1924

APPLICATIONS FOR APPROVED COURSES AND COURSE PROVIDERS: SUMMARY GUIDANCE AND FEES

Approved Course	Approved Course with Academic Exemption	Approved Course Provider
<p>An IFE Approved Course is any course that has been assessed by the Institution of Fire Engineers as being of a standard and quality that is worthy of association with the Institution.</p>	<p>An IFE Approved Course with Academic Exemption is any course that has been assessed by the Institution of Fire Engineers as being of a standard and quality that is worthy of association with the Institution and that meets the academic requirement for the appropriate grade of IFE membership.</p>	<p>An IFE Approved Course Provider is a course provider that offers courses that may or may not meet the academic requirements for the various grades of IFE membership and are of a standard and quality that is worthy of association with the Institution.</p>
2009 Fees	2009 Fees	2009 Fees
<p><u>Course Approval Team Visit</u> Travel expenses & subsistence for visiting team (agreed with course provider prior to visit)</p>	<p><u>Course Approval (Academic Exemption) 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 Approval</u> (payable in year 1) £416</p>	<p><u>Course Approval</u> (payable in year 1) £416</p>	<p><u>Course Provider Approval</u> (payable in year 1) £3,380</p>
<p><u>Annual Administration</u> (payable in years 2 to 5) £236</p>	<p><u>Annual Administration</u> (payable in years 2 to 5) £236</p>	<p><u>Annual Administration</u> (payable in years 2 to 5) £982</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 (Academic Exemption) 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 Approved Courses.</p>	<p><u>CPD Approval</u> Free of charge for Approved Courses with Academic Exemption.</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 APPROVAL AND REVIEW OF COURSES

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

1. All applications are considered by the Accreditation and Approval Panel. 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
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 Accreditation and Approval Panel 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 Institution's 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 Institution of Fire Engineers Approved Course Provider. The use of this logo may continue whilst all current fees have been paid.
8. Organisations running courses approved by the Institution will receive an Approved Course logo and may use this logo on certificates for successful candidates, provided all fees have been paid. However, the Institution reserves the right to ask the organisation holding accreditation to submit certificate designs to the Institution on request.