
 THE INSTITUTION OF FIRE ENGINEERS <small>FOUNDED 1913 INCORPORATED 1929</small>	THE INSTITUTION OF FIRE ENGINEERS	 The IFE is a licensed member of The Engineering Council
	POLICY AND PROCEDURES MANUAL	
	Section 12-15 FIA application guidance for EngTech registration	

Introduction

As a representative association for the fire industry, the FIA (Fire Industry Association) is keen to raise the awareness and levels of competency in the industry sector through the professional recognition of companies and individuals.

For an individual employed in the industry this has required the development of a 'roadmap' starting from the level of apprentice right through to professional recognition.

For those employed in the Fire Protection Systems part of the industry, the Institution of Fire Engineers is a recognised professional body licensed by the Engineering Council. With that in mind the FIA has signed a Memorandum of Understanding with the IFE with a view to encourage membership of technicians employed by FIA members, to provide an independent assessment of competency.

Membership

To become a member of the IFE and register with the Engineering Council there are a number of routes that can be taken, and a number of levels at which membership can be awarded. This guide considers application for registration at Engineering Technician level only.

There are 2 routes to membership at this level:

- 1) Standard Route
- 2) Individual Route



Standard Route

Please note that normally standard route applicants do not require an interview.

Standard route applicants need to have a minimum of 5 years relevant experience and any one of the following qualifications:

- City & Guilds Level 3 in Security & Emergency Systems
- City & Guilds Level 3 in Electrical Installation
- City & Guilds Level 3 in Electronics Servicing
- City & Guilds Level 3 in Mechanical Engineering
- NVQ/SVQ Level 3, National Certificate or Diploma in a relevant electrical or mechanical discipline. Qualification details to be submitted to IFE for approval.
- Aircraft Mechanical / Electrical Level 3 Qualification in Electrical Engineering, Electronics Engineering or Mechanical Engineering. Qualification details to be submitted to IFE for approval.
- ONC in Electrical or Mechanical Engineering
- HNC / HND in Electrical or Mechanical Engineering or equivalent NVQ Level 4 or above qualification (details can be submitted for consideration).

Please note that without one of the above qualifications the applicant will need to follow the **individual route** which will require more experience and a more detailed assessment – see section on individual route.

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FIA courses

In addition to the basic application requirements, to assist with the assessment of underpinning knowledge, applicants should enclose copies of all FIA courses that they have attended. The following would be deemed to be mandatory:

- Unit 1 – Fire Detection Design
- Unit 4 – Installation and Testing
- Unit 5 – Fire Alarm Maintenance

This will allow the IFE's Registrant Group Membership Committee to establish a minimum base line for current underpinning knowledge.

How to Apply

Step 1

An applicant with one of listed standard route qualifications will complete the application form entitled *Engineering Technician Application Form (FIA)*.

Step 2

Include a Professional Review Report demonstrating how the IPD (Individual Professional Development) standards (UK-SPEC) are met. Benchmark standards of competence and commitment are specified by the Engineering Council in UK-SPEC.

In order to show that these standards have been met, the applicant is required to write a Professional Review Report in which they describe and cross reference relevant career episodes to the UK-SPEC standards. At the end of the report, you must include a statement about the report being accurate and entirely your own work and you and both your referees must sign below this statement. In addition, each page of your Professional Review Report must be initialled by both your referees.

See IPD objectives document (file ref 12-4) and example Professional Review Report samples for FIA EngTech applicants (file ref 12-17).

A copy of the UK-SPEC document can be downloaded from:



<http://www.engc.org.uk/ecukdocuments/internet/document%20library/UK-Spec%20Standard.pdf>

Step 3

Attach a full CV, as previous employment experience may be relevant to the application. The CV needs to describe the work the applicant personally did in each role as job titles can be misleading.

Step 4

The applicant should include details of four system designs / fault diagnosis / installations / installation commissioning / or projects relating to their job which they have personally been involved with.

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Individual Route

The applicant must have a minimum of 10 years relevant experience together with some qualifications, for example Level 2 NVQ or an apprenticeship. If a person has no qualifications an application can still be made and the IFE Registrants Group Membership Committee will consider the application based on the applicant's experience.

This route is primarily based on a Workplace Assessment. This means that the applicant will be visited in their normal workplace by an IFE approved assessor, who will discuss the applicant's current work activities and responsibilities, look at examples of work that the individual has done personally, and ask questions to determine the extent of their knowledge base. This is done after receipt of the completed application form and supporting documentation which will give the assessor a clear idea of what the applicant is involved in.

FIA Courses

In addition to the basic application requirements, to assist with the assessment of underpinning knowledge, applicants should enclose copies of all FIA courses that they have attended. The following would be deemed to be mandatory:

- Unit 1 – Fire Detection Design
- Unit 4 – Installation and Testing
- Unit 5 – Fire Alarm Maintenance

This will allow the IFE's Registrant Group Membership Committee to establish a minimum base line for current underpinning knowledge.

How to Apply

Step 1



An applicant will complete the application form entitled *Engineering Technician Application Form (FIA)*. Please note the applicant **does not need to complete part 2**.

Step 2

Attach a full CV, as previous employment experience may be relevant to the application. The CV needs to describe the work the applicant personally did in each role as job titles can be misleading.

Step 3

The applicant should include details of four system designs / fault diagnosis / installations / installation commissioning / or projects relating to their job which they have personally been involved with.

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Notes on the Application Form

1. Part 1 *examinations / qualifications / apprenticeships* is where the applicant fills in their Academic and Professional Qualifications (if any), as detailed under 'Standard route' above. Validated photocopies of all certificates will need to be enclosed with the application, endorsed by both the referees. The referees need to sign and date each copy and add the statement that 'This is a true copy of the original which I have seen'.

2. Part 1 *training record / courses attended*, the applicant should list all courses of any kind that they have attended which relate to their work. These will include FIA courses, Health and Safety training, product training, e-learning, other fire industry or electrical courses, supervisory / management courses and so on. Copies of the attendance certificate for each course listed should be enclosed with the application wherever possible. The referees need to sign and date each copy and add the statement that 'This is a true copy of the original which I have seen'.

3. Part 1 *Continuing Professional Development*. The assessor will be keen to understand how the applicant continues to stay fully updated and hence competent in their work; and how this is accomplished should be listed in this section.

It may well include:

- internal training
- product demonstrations by suppliers
- time spent reading industry magazines
- health and safety training / tool box talks
- site meetings
- reading of standards (for example BS5839)

4. Part 1 *Current employment* - this needs to be clearly summarised and accompanied by a detailed CV and an Organisation Chart as mentioned below.



5. Two suitably qualified senior individuals who have knowledge of the applicant's professional involvement in the relevant fire industry sector need to act as referees. They do not have to be members of the IFE. They need to complete their details and sign the application where shown.

6. The applicant must then sign and date the application.

Supporting Documentation

The application form needs to be sent with as much supporting documentation as is necessary to enable the IFE Registrants Group Membership Committee to obtain a clear understanding of the experience and competence of the individual. The following list is a summary of documents that may be required:

1. A comprehensive CV detailing responsibilities in each employment and key technical / operational achievements. The CV needs to be an accurate record of the applicant's career and responsibilities to date. **This is an essential document and should be countersigned by both referees.**

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2. An organisation chart showing clearly the applicant's position in their current employment and indicating who they work for and who they personally supervise, manage, or work with. **This is an essential document and should be countersigned by both referees.**

3. Copies of all qualification certificates that are detailed in the application, signed and dated by the referees who have seen the originals. This referees should endorse the copies 'This is a true copy of the original certificate which I have seen'. **These are essential documents.**

4. Copies of all training course certificates as listed on the application form, again endorsed by the referees as 'This is a true copy of the original certificate which I have seen'. **These are essential documents.**

5. For **Standard Route** applicants a Professional Review (IPD) Report demonstrating the applicant's personal involvement in a recent project describing the activity in detail, what the applicant was personally responsible for, who was working for or with them, and the outcome of the activity. This should be accompanied by any designs, drawings, Cause & Effect designs, battery calculations (also sent electronically as .pdf documents) and so on that the applicant personally undertook as part of their work in that activity.

At the end of the report the applicant must include a statement about the report being accurate and entirely the applicant's own work. The applicant and both referees must sign below this statement. **This is an essential document and should be countersigned by both referees on each page.**

See IPD objectives document file ref 12-4 for details on how to use the IPD coding and example Professional Review Report samples for the suggested format.

This can look quite daunting to complete, but it is intended to be a report on the applicant's **personal** work experiences and responsibilities in a recent project or activity which has demonstrated their full range of skills. If the applicant does not have one such significant project, they could use a number of smaller projects provided that between them they have covered the majority of the objectives required from the IPD template.

As an example, the applicant may have been part of the commissioning team for a major shopping centre development and they would put together the report to give an overview of the project, what they personally did, who they worked with / for / supervised, what the challenges were, how they personally overcame these challenges, details of Cause & Effect programming, testing and interfacing that was personally undertaken and so on.