

# Use of AI Policy for Professional Membership and Registration Applicants

## Purpose

The Institution of Fire Engineers (IFE) is committed to upholding the highest standards of integrity, professionalism, and competence in all membership and registration applications. This policy outlines the acceptable and unacceptable use of artificial intelligence (AI) tools by applicants to ensure fairness, transparency, and the authenticity of submissions.

## Scope

This policy applies to all individuals submitting applications for membership, professional registration, or any other accreditation with the IFE.

## Acceptable Use of AI

Applicants may use AI tools to:

- Assist with grammar and spelling corrections.
- Enhance clarity and readability of written responses.
- Summarise complex information for better articulation.
- Translate content into English where English is not the applicant's first language.

If AI is used in any of the above ways, applicants remain responsible for ensuring the accuracy, originality, and integrity of their responses.

## Unacceptable Use of AI

Applicants must not use AI tools to:

- Generate application responses in whole or in significant part without personal review and editing.
- Fabricate or misrepresent qualifications, experience, or professional achievements.
- Create fictitious work examples or case studies.
- Plagiarise or copy content from AI-generated sources without attribution.
- Circumvent ethical and competency assessment requirements.

## Declaration of AI Use

Applicants are encouraged to disclose any significant use of AI in their applications, especially where AI-assisted responses contribute materially to their submission. The IFE may request clarification or additional verification where AI use is suspected to ensure compliance with professional standards.

## Consequences of Misuse

The IFE reserves the right to:

- Request additional supporting evidence to verify the authenticity of an application.
- Reject applications where AI-generated content is used inappropriately.
- Take disciplinary action if AI misuse is detected after membership or registration is granted.

## Commitment to Ethical and Professional Standards

The IFE expects all applicants to adhere to ethical and professional standards, demonstrating competence, integrity, and personal accountability. AI should be used responsibly to support applications rather than replace genuine expertise and professional experience.