



# IFE Recognition Application Handbook

## Recognise your training

A guide to the independent recognition of your organisation, training courses and educational programmes by the IFE.

## Introduction

The IFE is a registered charity working for societal benefit. Founded in 1918, the IFE assesses knowledge of fire and professional experience, awarding internationally recognised membership grades and fire-related qualifications.

The IFE has over 9000 IFE members worldwide and also registers suitably qualified IFE members as Chartered Engineers (CEng), Incorporated Engineers (IEng) and Engineering Technicians (EngTech) through its Engineering Council licence as a Professional Engineering Institution (PEI).

The IFE recognises worldwide learning opportunities within the IFE fire community and delivers over 7,300 fire-related exams each year which are required by many Fire and Rescue Services for promotion both within the UK and internationally.

A number of professional panels, committees and technical working groups underpin the work of the IFE and the IFE's Charitable Educational Foundation supports international projects aimed at improving knowledge of fire safety for those suffering economic disadvantage.

IFE membership or affiliation is open to all, regardless of role or geography, and is inclusive of those working in emergency response, fire safety, active and passive fire protection, fire engineering consultancy and fire risk assessment and enforcement.

## About our recognition service

The IFE's knowledge of professional standards, close involvement with industry, education and regulators means it is uniquely placed to independently assess and recognise training providers, training courses and educational programmes across the world.

Key service features include:

- Review – an independent assessment of your training course and materials benchmarked against IFE quality standards.
- Feedback – an improvement and development review process to help you meet IFE quality standards.
- Recognition for three years – IFE recognition is granted for up to 3 years (36 months) from formal written notification of your successful application.
- IFE brand endorsement – all recognised courses are allowed to use the appropriate official IFE recognitions logo, as per the guidance provided and the IFE Recognition Terms and Conditions.
- Personalised certificates – showing the recognition standard achieved.
- Non disclosure and confidentiality agreement – to protect your copyright and materials, IFE will sign a non-disclosure and confidentiality agreement before the peer review process begins.

## Benefits of IFE recognition of your training.

- Benchmark your training against IFE standards.
- Use of the IFE Quality Mark.
- Listing on the IFE website in the appropriate recognition directory.
- Demonstrate the quality of your training.
- Enhance the reputation of your training services in the Fire industries.
- Support your growth including expansion into new international markets.
- Access IFE marketing channels to promote your brands and services.

Benefits to students attending IFE recognised establishments and/or recognised training:

- additional security when choosing a training provider, course or programme.
- Quality mark attached to training to highlight to employers.
- successful educational programme delegates can obtain full or partial exemption from the academic entry requirements for specific grades of IFE membership.

## What can be accredited?

Training providers, training courses and academic educational programmes are suitable for IFE recognition. Typical examples include:

• Open training courses.	• Professional Development courses and programmes.
• Online training courses.	• Learning modules / units.
• In house training courses.	• Academic courses of study.

Please contact us at [recognitions@ife.org.uk](mailto:recognitions@ife.org.uk) if you would like to check the suitability of your provider course recognition.

## Who can use our recognition service?

Our service is available globally and suitable for any organisation delivering open and in-house training courses and learning programmes, especially:

- Training providers
- Universities
- Colleges of Further Education
- Employers

Please contact us at [recognitions@ife.org.uk](mailto:recognitions@ife.org.uk) if you would like to check your eligibility.

## How long does the recognition process take?

The recognition process can take as little as 8 weeks if the course content meets the required standard after the initial review phase. If the application requires modification or additional information the process can take a little longer.

## Reviews

The IFE will conduct random reviews of recognised training providers, training courses and educational providers to ensure that the IFE's quality standards continue to be met. For those providers, courses and educational providers wishing to remain recognised following their 3 year award, a full information gathering and desktop review will be conducted. Up to date fee information relating to reviews are listed on our website and below. If changes to the original application are identified a new recognition application will be required.

## 2016 Recognition process

- Stage 1 Please submit a completed application with appropriate application fee. When we receive your application, we will contact you to confirm safe receipt. If we need anything further from you to proceed to desktop review, we will contact you.
- Stage 2 A desktop review of your application will be carried out. It may be necessary for the IFE to obtain further information from you following the desktop review.
- Stage 3 On successful completion of the desktop review, the IFE will contact you to arrange to visit you. The visit will take place normally with one or two reviewers, and we will provide an estimate of their travel costs to you. These are payable by you and will be kept to a minimum covering accommodation and travel costs.
- Stage 4 Following the visit, you will be notified of the outcome of your application. If you have been unsuccessful, guidance will be given to you so that any areas of concern can be addressed should you wish to re-apply. If you are successful, you will be notified of this and be invited to list your course with the IFE as a Recognised Training Course, Provider and/or Educational Provider.
- Stage 5 On successful recognition by the IFE, an annual fee is payable which covers your first period of recognition. (Recognition runs from January to December inclusive each year.) Your course will be added to the appropriate IFE online directory and you will be sent a certificate, terms and conditions of Recognition and a logo, with usage guidance. This logo can be used by you for promotional purposes on marketing materials and your website.
- Stage 6 Towards the end of the calendar year, you will be invited to renew your recognition for the forthcoming year. Should your course, training or educational programme change significantly at any time, you **MUST** make the IFE aware of this and provide details.
- Stage 7 Recognition is monitored by the IFE and this may involve sample checks of course materials, assessments and delivery at any time.
- Stage 8 The IFE reviews all Recognitions every three years. This review takes the form of a desktop review to ensure that all details are up to date. There is a fee for this review which is listed below.

## 2017 Recognition Fees

The application fee is payable at the start of the process and is non-refundable, even if the application is unsuccessful.

	Recognised Training Course (RTC)	Recognised Training Provider (RTP)	Recognised Educational Programme (REP)	Fire Risk Register Course Approval (FRR)
<b>Application fee</b>	£250	£1,135	£400	£250
<b>On-site visit</b>	Travel & subsistence expenses for reviewer(s), agreed prior to visit	Travel & subsistence expenses for reviewer(s), agreed prior to visit	Travel & subsistence expenses for reviewer(s), agreed prior to visit	Travel & subsistence expenses for reviewer(s), agreed prior to visit
<b>Annual fee*</b>	£320	£1,855	£320	£320
<b>Full Triennial Review fee</b>	£160	£320	£160	£160
<i>*Payable in full in the year of recognition. Fees are reviewed every year, and are payable each January thereafter.</i>				

Please note: Any significant changes to the structure, content, delivery of courses and educational programmes **must** be notified to the IFE immediately.

The IFE will carry out regular reviews of recognised courses, providers and educational programmes, normally every three years. This will involve a desk top review but may necessitate a visit in which case travel and subsistence expenses for reviewer(s) are payable by the organisation wishing to continue the IFE recognition. As a registered charity, the IFE always ensures that such expenses are kept to a reasonable minimum and are charged at cost.

## How to apply

- Stage 1*        Select appropriate recognition application.
- Stage 2*        Review application costs.
- Stage 3*        Download, complete and send application form(s) for each recognition with the appropriate fee.
- Stage 4*        Email or send your application to:

Recognitions Team,  
Institution of Fire Engineers,  
IFE House,  
64-66 Cygnet Court,  
Timothy's Bridge Road,  
Stratford upon Avon,  
CV37 9NW

E: [recognitions@ife.org.uk](mailto:recognitions@ife.org.uk)

T: 01789 404065