

IFE Recognitions 2021 Terms and Conditions

Introduction

These Terms and Conditions apply to all organisations that have achieved one or more of the following IFE Recognitions:

- ◆ Recognised Training Provider
- ◆ Recognised Training Course
- ◆ Recognised Educational Programmes

Payment of the IFE's fees (initial or annual renewal fees) will be taken as acceptance of the Terms and Conditions set out below.

Limitations of Recognitions

The Recognition scheme applies **only to training**. It does not imply recognition or endorsement of qualifications or awarding bodies. The names of qualifications should not be used in course titles unless it is clear that the course is preparation for a particular qualification.

Recognition applies only to the organisation that submitted the application and secured the Recognition. Recognition may not, under any circumstances, be transferred to other organisations such as sub-contractors, partners or customers of the organisation that secured the original Recognition.

If Recognised courses or programmes are sold/sub-contracted etc to organisations other than the organisation that secured the original Recognition, and these organisations wish to deliver the courses or programmes with the IFE Recognition status, they must submit their own application for Recognition.

Promotion of Training/Courses/Programmes

Organisations that have achieved IFE Recognition(s) must avoid making any inaccurate or misleading statements concerning their Recognition Status. If in doubt, they should contact the IFE to agree statements for publication.

If Recognition lapses or is withdrawn, all references to the IFE must be removed from materials and the organisation must refrain immediately from representing itself and/or its courses as Recognised by the IFE.



Use of the IFE Recognitions Logo

Organisations that have achieved IFE Recognition(s) must use only the specific Recognitions logo provided by the IFE.

The IFE will update the logo each year to clearly identify the year of the Recognition i.e. the logo for 2021 will specifically reference 2021. Organisations must ensure that they use the correct logo for the year in which the courses/programmes are being delivered.

Ownership of the IFE's logo remains with the IFE. The logo may not, under any circumstances, be transferred to other organisations for their use even where courses/programmes have been shared/sold in full.

The Recognition scheme recognises training and therefore the logo may be used on certificates of course attendance/certificates confirming that individuals have achieved the outcome of a training course.

The IFE logo must not be used on certificates that imply a qualification has been achieved.

Quality Standards

Organisations that have achieved IFE Recognition(s) must continue to maintain at least the minimum standards required for Recognition (as set out in the Recognition documentation).

Any significant changes (such as changes to content of courses, or the addition of new trainers) should be promptly notified to the IFE.

Recognised organisations must comply with the IFE's quality assurance standards including enabling IFE representatives to carry out both regular and unannounced monitoring visits and providing updated documents (e.g. for annual renewal purposes).

Administration

All fees must be paid promptly.

All queries from the IFE must be dealt with promptly and in full.

All information provided to the IFE should be accurate and full.

Changes in circumstances (e.g. name of organisation or address) should be notified to the IFE promptly.

Suspension/Withdrawal of Recognition

Failure to meet any of the above conditions may lead to either the suspension or withdrawal of Recognition.

Where the IFE identifies areas of concern with an organisation currently holding IFE Recognition(s), the organisation will be informed in writing and will be provided with the opportunity to address the situation/set out their circumstances. If the organisation continues to fail to meet the conditions the IFE will, as a last resort, withdraw the Recognition.

Where the IFE withdraws Recognition due to the organisation's failure to comply with the terms and condition set out above, the organisation will forfeit their annual Recognition fee.

Terms and Conditions apply to all Recognitions