

The Institute of Fire Safety Managers



Accreditation Policy For Training Providers and Courses

Version: 15

Summary:	This document details the Institute of Fire Safety Managers (IFSM) policy for accreditation and approval of training course providers. It outlines the requirements for successful applicants and ongoing assessment.	
Target Audience:	All Members, Staff and Council, Training Providers and Applicants	
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1. Purpose

The Institute of Fire Safety Managers (IFSM) is committed to promoting excellence in fire safety education and professional development through the accreditation of training providers and courses that meet the Institute's standards.

The purpose of this policy enacted under the bylaws of the Institute is to establish a fair, transparent and consistent framework for the accreditation, approval, monitoring and validation of training providers and fire safety related courses.

This policy sets out the standards that organisations must achieve to obtain and maintain accreditation and defines the responsibilities of both the Institute and accredited training providers.

2. Scope

This policy applies to:

- organisations applying for IFSM Accredited Training Provider status;
- organisations seeking approval of individual fire safety related training courses;
- existing accredited training providers;
- members of the Accreditation Team and any appointed assessors.
- Council & IFSM staff, any committees or individuals authorised to oversee the accreditation process.

This policy applies to both initial accreditation and the ongoing validation and monitoring of accredited providers and approved courses.

This policy should be read in conjunction with:

- Accreditation Guidance - For Training Providers and Courses
- Appeals Policy
- Complaints Policy
- Ethics Policy
- Guidelines on the Official Use of IFSM Logos
- Privacy Policy

3. Objectives

The objectives of this policy are to:

- promote high standards of fire safety education;
- ensure consistency in the assessment of training providers;

- maintain confidence in IFSM accredited training;
- protect the Institute's reputation and integrity;
- encourage continual improvement in training quality; and
- provide assurance to learners, employers and stakeholders that accredited training providers meet the standards expected by the Institute.

4. Definitions

For the purposes of this policy:

Accredited Training Provider

An organisation approved by the Institute to deliver one or more IFSM accredited training courses.

Accredited Course

A course that has been assessed and approved by the Institute as meeting the required technical, educational and quality standards.

Validation

The periodic review undertaken by the Institute to confirm that an accredited provider continues to meet the requirements of this policy.

Accreditation Team

The individuals appointed by the Institute to administer, assess and monitor applications for accreditation and ongoing validation.

5. Policy Statement

The Institute will only accredit organisations and courses that demonstrate appropriate standards of governance, competence, quality assurance and professional integrity.

Accreditation is granted following assessment against the Institute's published accreditation standards and remains subject to ongoing validation, monitoring and compliance with this policy and other relevant IFSM policies.

Accreditation confirms that, at the time of assessment, the provider satisfied the Institute's accreditation requirements. It does not constitute a guarantee of future performance or an endorsement beyond the scope of the approved courses.

The Institute reserves the right to suspend or withdraw accreditation where the required standards are no longer maintained.

6. Accreditation Principles

The accreditation process shall be based upon the following principles:

- fairness;
- consistency;
- transparency;
- independence of assessment;
- proportionality;
- evidence-based decision making;
- accountability;
- continual improvement; and
- protection of the Institute's reputation.

All applicants shall be assessed objectively against the published accreditation standards.

7. Accreditation Standards

To obtain and maintain accreditation, training providers shall demonstrate that they continue to meet the Institute's accreditation standards.

These standards include, but are not limited to:

- appropriate organisational governance;
- effective quality management arrangements;
- competent and suitably qualified trainers;
- accurate and up-to-date course content;
- appropriate assessment methods;
- effective learner support arrangements;
- compliance with relevant legislation;
- maintenance of appropriate insurance; and
- compliance with all applicable IFSM policies and requirements.

The detailed accreditation criteria and application requirements are contained within the Accreditation Guidance for Training Providers and Courses.

8. Validation and Ongoing Compliance

Accreditation is subject to ongoing validation by the Institute.

Training providers shall:

- maintain the standards on which accreditation was granted;
- cooperate with validation and monitoring activities;
- notify the Institute of significant organisational or operational changes;

- maintain appropriate records relating to accredited courses; and
- pay the applicable accreditation fees.

The Institute will normally undertake a validation review every two years or at such other intervals as it considers appropriate.

Additional reviews may be undertaken where concerns are identified or where significant changes have occurred.

9. Use of IFSM Logos and Branding

Accredited Training Providers are authorised to use IFSM logos and branding only in accordance with the Institute's Guidelines on the Official Use of IFSM Logos.

Permission to use IFSM branding is conditional upon:

- maintaining accredited status;
- complying with all applicable IFSM policies and procedures;
- using only the logos authorised by the Institute; and
- ensuring that the use of IFSM branding is accurate and does not mislead or imply endorsement beyond the scope of the accreditation granted.

The Institute reserves the right to withdraw permission to use its logos and branding at any time where accreditation has lapsed, been suspended or withdrawn, or where the branding is used inappropriately.

10. Suspension and Withdrawal of Accreditation

The Institute reserves the right to suspend or withdraw the accreditation of any Training Provider where it is satisfied that the standards required by this policy are no longer being maintained.

Circumstances that may result in suspension or withdrawal include, but are not limited to:

- failure to maintain the required accreditation standards;
- failure to comply with the conditions of accreditation;
- failure to comply with relevant IFSM policies or procedures;
- non-payment of accreditation or validation fees;
- misuse of IFSM logos or branding;
- providing false, misleading or inaccurate information during the application, assessment or validation process;
- failure to cooperate with monitoring, validation or audit activities;
- conduct that may bring the Institute into disrepute; or
- conduct that may constitute a breach of the IFSM Ethic Policy or other governing documents.

Where reasonably practicable, the Institute will notify the Training Provider of the concerns identified and provide an opportunity to respond before a final decision is made.

Where accreditation is withdrawn, the Training Provider shall immediately:

- cease referring to itself as an IFSM Accredited Training Provider
- cease using all IFSM logos and branding;
- remove references to IFSM accreditation from websites, promotional material and publications; and
- return or securely dispose of any accreditation certificates where requested by the Institute.

Withdrawal of accreditation does not prevent the Institute from taking any additional action available under its Articles of Association, Membership Rules or other applicable policies.

11. Appeals

Applicants or accredited Training Providers who are dissatisfied with an accreditation decision may submit an appeal in accordance with the Institute's Appeals Policy.

The detailed appeals procedure is contained within the Appeals Policy.

12. Complaints

Complaints relating to accredited Training Providers or the operation of the accreditation scheme shall be managed in accordance with the Institute's Complaints Policy.

Where a complaint raises concerns regarding compliance with this policy, the Institute may undertake monitoring, investigation or validation activities as considered appropriate.

The existence of a complaint does not automatically affect accreditation status.

13. Roles and Responsibilities

Council

Council is responsible for:

- approving this policy;
- providing strategic oversight of the accreditation framework; and

ensuring that the accreditation scheme supports the Institute's objectives and professional standards.

Appointed Accreditation Director

The Appointed Accreditation Director is responsible for:

- overseeing the accreditation scheme;
- ensuring that assessments are undertaken consistently and fairly;
- appointing competent assessors where required;
- overseeing validation and monitoring activities; and
- reporting significant accreditation matters to Council.

Management Team and Education & Qualifications Manager

The Management Team is responsible for:

- administering the accreditation scheme;
- coordinating assessments and validation activities;
- maintaining accreditation records;
- communicating with applicants and accredited providers; and
- implementing decisions made under this policy.

Accreditation Team

The Accreditation Team is responsible for:

- assessing applications against the published accreditation standards;
- undertaking monitoring and validation activities;
- making recommendations regarding accreditation decisions; and
- maintaining appropriate assessment records.

Accredited Training Providers

Accredited Training Providers are responsible for:

- maintaining compliance with this policy;
- ensuring that approved courses continue to meet the required standards;
- notifying the Institute of significant organisational or operational changes;
- cooperating with monitoring and validation activities; and
- ensuring the appropriate use of IFSM branding.

Version Control

Change Record

Date	Author	Version	Page	Reason for Change
24/09/21	J Cowie	10	ALL	To reflect changes due to the new website and online application form. Formatted to house style.
22/04/22	H Hilton	11	7 & 8	Updated appeal procedure, more detail added to mirror TFRAR. Added Disputes & Complaints
05/09/22	H Hilton	12	ALL	Removal of appendices as forms now on the website or internal controlled documents.
28/09/22	R King	13	ALL	Removal of reference to appendices and minor grammar changes.
18/09/25	S Newton	14	ALL	Addition of reassessment following failed review. Reformatting. Reference to Appeals and Complaints Policy. Doc No changed from P001.
14/07/26	H Hilton	15	ALL	Removal of guidance and procedural information to document 010B Accreditation Guidance

Reviewers/contributors

Name	Position	Version Reviewed & Date
JC / LB / RK / HH	Accreditation Sub Committee	V10 - 24/09/21
JC / HH	Acc Sec & BM	V11 – 22/04/22
SN / HH	Education & Qualifications Manager / Business Manager	V14 – 18/09/25