



Policy Document
Courses, Workshops & Seminars

Version: 1

Summary:	Policy on courses, workshops and seminars hosted by the Institute of Fire Safety Managers.	
Target Audience:	All Members, Staff, Council and Tutors	
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1. Introduction

From time to time, the Institute will organise and run workshops, seminars, and courses (hereinafter collectively referred to as “Educational Sessions”) for the benefit of members. These will usually aim to educate members on topics not covered by the Institute’s Accredited course providers or where there is an urgent requirement for member education/skill-up. This Policy is enacted under the By-Laws of the Institute.

This policy aims to outline the requirements for attendees, tutors/teachers/speakers/educators (hereinafter collectively referred to as “Tutor/s”), the proposal of new educational sessions and the Institute’s involvement with educational sessions.

2. Definitions

2.1. Course

The Institute defines a ‘course’ as a structured educational program designed to teach attendees specific knowledge, skills, or competencies. The Institute expects that courses have a set curriculum/syllabus and an assessment. Successful attendees will receive a relevant certificate indicating that they have attended and passed the course.

2.2. Workshop

The Institute defines a ‘workshop’ as a participatory and interactive learning session where attendees engage in hands-on activities, discussions, and collaborative exercises to acquire knowledge and skills related to specific subjects. The Institute expects the majority of a workshop’s learning to be made up of participatory or interactive learning.

2.3. Seminar

The Institute defines a ‘seminar’ as a structured educational or informational event presenting a specific topic to attendees. Often, these will involve more discussion, knowledge sharing and interaction than traditional lectures. The Institute expects a seminar to have a set learning outcome/s.

3. Attendee Requirements

- 3.1. Attendees will follow any relevant rule within any applicable Institute policy, including the Institute's Ethics Policy.
- 3.2. Attendees will adhere to all rules the tutor or venue imposes upon them.
- 3.3. Attendees will inform the Institute of any requests, including allergies or intolerances, and any accommodations, such as large-print worksheets, within five working days of ticket purchase.
 - 3.3.1. If accommodations cannot be met, attendees will be offered a full refund.

4. Tutor Requirements

- 4.1. Tutors will follow any relevant rule within any applicable Institute policy, including the Institute's Ethics Policy.
- 4.2. Tutors will have relevant qualifications or experience for the educational session subject.
- 4.3. Tutors will have a relevant teaching qualification, defined by the Institute as a Level 3 (or above) award in Education and Training certified by an accredited awarding body aligned to the Regulated Qualification Network (RQF) Assessment or prior qualification that meets the same standard (i.e., PTLLS or CTLLS).

5. Tickets and Pricing

- 5.1. Tickets for any educational session will be available on the website at least fifteen working days before the educational session.
- 5.2. A membership discount will be offered for all educational sessions. To obtain the discount, a member must be logged into their account on the website and then purchase the discounted ticket.

6. Proposing an Educational Session

6.1. Proposal

- 6.1.1. If a tutor or training entity has an educational session that they wish the Institute to host, they should contact events@ifsm.org.uk.
- 6.1.2. If a member wishes to request an educational session on a particular topic, they should contact events@ifsm.org.uk.

6.2. Requirements

To maintain standards, the Institute will request specific documentation and accreditation to support the proposal of an educational session; the exact

documentation and accreditations requested will vary depending on the type of educational session. The following documentation is required.

6.2.1. Course

- 6.2.1.1. A structured formal syllabus and learning outcomes.
- 6.2.1.2. A copy of any presentation documentation (PowerPoint slides, etc.) mapped to the syllabus.
- 6.2.1.3. A copy of the exam/assessment mapped to the syllabus.
- 6.2.1.4. Proof of any certifications/qualifications, i.e., awarding bodies, etc., if applicable.
- 6.2.1.5. Proof that the Institute has accredited the course.
 - 6.2.1.5.1. If the course is yet to be accredited by the institute, the institute will attend the first occurrence of the course as a formal accreditation visit.
- 6.2.1.6. If this is the first occurrence of the course, it must be marked as a PILOT.

6.2.2. Workshop & Seminars

- 6.2.2.1. Learning Outcomes
- 6.2.2.2. A copy of any presentation documentation (PowerPoint slides, etc.) mapped to learning outcomes.

7. Institute involvement

7.1. Venue

Unless specified and agreed upon with the tutor/provider, the Institute will organise the venue. A venue is available at the IFSM Head Office for up to 25 attendees.

7.2. Food & Refreshments

Unless specified and agreed upon with the tutor/provider, the Institute will organise the food and refreshments.

7.3. Learning Materials

Unless specified and agreed upon with the Institute, the tutor/provider will organise all learning materials.

7.4. Equipment

Unless specified and agreed upon with the Institute, the tutor/provider will organise all equipment, including Audio Visual. (The venue at the IFSM Head Office includes AV).

7.5. Other Activities

Unless specified and agreed upon with the Institute, the tutor/provider will organise/carry out all activities related to the educational activity's teaching, marking and presentation.

Version Control

Change Record

Date	Author	Version	Page	Reason for Change

Reviewers/contributors

Name	Position	Version Reviewed & Date