



Policy
Courses, Workshops & Seminars
Version: 4

Summary:	Policy on courses, workshops and seminars hosted by the Institute of Fire Safety Managers.	
Target Audience:	All Members, Staff, Council and Tutors	
Next Review Date:	October 2026	
Approved by:	Management Team	05/09/24
Ratified by:	Council	14/11/24
Date issued:	October 2023	

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

6.1.1. If a tutor or training entity has a unique educational session, they wish the Institute to host, they should contact events@ifsm.org.uk. The Events team will assess the uniqueness and relevance of the course to our members. Upon confirmation of these checks, the Events team will email all IFSM members to gauge interest. The events team will then coordinate with the course provider (including adhering to the requirements set out in this document) to organise the course through the IFSM platform.

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 of valid insurance (professional indemnity and public liability)
- 6.2.1.6. Proof that the Institute has accredited the course.
 - 6.2.1.6.1. 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.
- 6.2.1.7. 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. Details regarding the Institute's own training suite can be found in section 8.

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 audiovisual equipment. (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 teaching, marking, and presentation of the educational activity.

8. Whitworth Training Suite

The Institute has its own training space, located within its head office, known as the Whitworth Training Suite. This is available for booking for a moderate fee. We reserve the right to refuse any booking request, and all activities must be covered by their own insurance.

8.1. Requirements for Booking

Any booking requests must be sent to events@ifsm.org.uk and contain the following details...

- 8.1.1. Nature of use
- 8.1.2. Date and times for booking (any deviation from standard office hours (9 AM-5 PM) may be refused)
- 8.1.3. Number of attendees
- 8.1.4. Any requirements that may incur fees below

8.2. Associated Fees

The fees for the suite are as follows...

Half-Day (no more than 4 hours) <ul style="list-style-type: none">• Projector Screen and TVs• Unlimited Tea & Coffee• Flipchart	:	£300.00
Full- Day (up to 8 hours) <ul style="list-style-type: none">• Projector Screen and TVs• Unlimited Tea & Coffee• Flipchart	:	£500.00
Extras <ul style="list-style-type: none">• Catering (sandwiches and dessert)	:	£15.00 per head

Version Control

Change Record

Date	Author	Version	Page	Reason for Change
19/02/2024	RK	2	3	Reformat doc and proposal section expanded slightly
13/09/2024	RK	3	4 & 5	Added details regarding the booking of the Whitworth Training Suite
20/11/2024	RK	4	4 & 5	Insurance added to course requirements

Reviewers/contributors

Name	Position	Version Reviewed & Date