



The Institute
of
Fire Safety Managers

Established 1997

The Scale of all Charges

Version: 10

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Summary:	This document details the current costs for products and services the Institute provides, including membership application fees and subscriptions, accreditation fees, TFRAR fees, and marketing and advertising fees.	
Target Audience:	All Staff and Council	
Next Review Date:	April 2025	
Approved by:	Marketing Subgroup	Date: 06/09/22
Ratified by:	Directors	Date: 12/09/22
Date issued:	December 2018	

Membership

The current scale of membership application fees, annual subscriptions & other fees for the Institute is as follows: -

<i>Membership runs for 12 months from the date of renewal/approval, and annual subscriptions are due payable within 28 days of the date of the renewal invitation.</i>	
Application Fee - Membership for UK / Republic of Ireland	: £45.00 due payable on submission of application
Application Fee Membership for US	: \$60.00 due payable on submission of application
Application Fee – Affiliate Membership	: Free of Charge
Application Fee - Membership Upgrade	: £45.00 due payable on submission of application
Application Fee - Student in Full-Time Education	: Free of charge
Membership Fee - Life Fellow	: Free of charge
Membership Fee - Fellow	: £112.00 per annum
Membership Fee - Member	: £102.00 per annum
Membership Fee - Associate	: £92.00 per annum
Membership Fee - Technician	: £77.00 per annum
Membership Fee - Affiliate	: £87.00 per annum (1 to 50 employees) £162.00 per annum (51 employees and above)
Membership Fee – Fellow US	: \$150.00 per annum
Membership Fee – Member US	: \$130.00 per annum
Membership Fee – Associate US	: \$120.00 per annum
Membership Fee – Technician US	: \$100.00 per annum
Membership Fee – Affiliate US	: \$110.00 per annum (1 to 50 employees) \$210.00 per annum (51 employees and above)
Membership Fee - Student in Part of Full-Time Employment	: Free of charge
Membership Fee - Student in Full-Time Education	: Free of charge
Membership Fee - Honorary Member	: Free of charge
Membership Fee - Retired Member	: One-off payment of membership subscription payable on transfer to retired membership.
Tier 1 Application Fee	: £45.00 payable on submission of application.
Tier 2 Standard Application Fee	: £600.00 payable on submission of application.
Tier 2 Accelerated Application Fee	: £66.00 payable on submission of application.

Tier 2 Pre-Assessment	:	£180.00 payable on submission of application	£510.00 due after initial pre-assessment
Tier 2 Stage 1 only / Tier 2 non-UK	:	£250.00 payable on submission of application	
Tier 3 Standard Application Fee	:	£66.00 payable on submission of application.	
Tier 3 Non-UK application	:	£250.00 payable on submission of application.	
Tier 1 Annual Renewal Fee	:	£45.00 payable on successful application	
Tier 2 Annual Renewal Fee	:	£70.00 payable on successful application	
Tier 3 Annual Renewal Fee	:	£80.00 payable on successful application	

Accreditation

The current scale of Accreditation fees, including application fees, review fees and subscription fees, is as follows: -

Accreditation runs from 1st February to 31st January, and annual subscriptions are due upon receipt of the invoice.

Application and Annual Fees – Accredited Courses

Members

Accredited course application fee per course	:	£65.00
Continuous annual fees per accredited course	:	£110.00

Non-Members

Accredited courses application fee per course	:	£160.00
Continuous annual fees per accredited course	:	£215.00

Application and Annual Fees – Approved Centres

Members

Approved Centre application to cover all courses submitted at the time:	:	£325.00
Approved centre ongoing annual fees:	:	£435.00

Non-Members

Approved Centre application to cover all courses submitted at the time	:	£650.00
Approved Centre ongoing annual fees:	:	£865.00

NB: In addition to the applicable fees, the applicant will also be required to cover the costs of the accreditation team concerning travelling, accommodation, and subsistence.

Quinquennial Review Fees - Accredited Courses

Members	:	£33.00
Non-Members	:	£82.00

Quinquennial Review Fees - Approved Centres

Members	:	£165.00
Non-Members	:	£330.00

Marketing & Circulations

The current scale of Marketing fees, including Daedalus Fees, Email marketing fees and sponsorships, is as follows:

Daedalus Insertions	
Single Insertion Whole Page Half Page	: £300.00 : £250.00
Annual Insertion Whole Page Half Page	: £1000.00 : £800.00
Email circulation	
to all subscribed members Rules for adverts: <i>Maximum number of adverts per year for an affiliate member is 8</i> <i>Maximum number of adverts per year for a non-member is 3</i> <i>Adverts cannot be sent within 4 weeks of each other.</i>	: £200.00 (members) £350.00 (non-members)
Event Sponsorship	
Main Sponsorship The package typically includes: <ul style="list-style-type: none"> • Lunch sponsorship • Promotion via associated event social media posts • Logo included on the event programme • Logo included on welcome slide and interlude slide • Logo included on welcome slide and interlude slide • Option to have a pop-up banner/small stand at the event • Logo and web link on the event page on our website 	: From £500 Negotiated
Co-Sponsorship The package usually includes: <ul style="list-style-type: none"> • Promotion via associated event social media posts • Logo included on the event programme • Logo included on the day's presentation • Logo on the event page on our website 	: From £250 Negotiated
Other Sponsorship	
IFSM Sponsorship The package typically includes: <ul style="list-style-type: none"> • Promotion via social media posts • Email marketing (negotiated) • Event stands (at select events) • Logo included on IFSM banners • Logo included on official IFSM Council polos & shirts • Free Affiliate membership for the period • More can be negotiated 	: £ Negotiated

<p>IFSM President & Chairman Sponsorship The package typically includes:</p> <ul style="list-style-type: none"> • Promotion via social media posts • Email Marketing (negotiated) • Event stands (at select events) • Logo included on IFSM banners • Logo included on official IFSM Council polos & shirts • Free Affiliate membership for the period • More can be negotiated 	:	£. Negotiated

Venue Hire		
<p>Half-Day</p> <ul style="list-style-type: none"> • Projector Screen and TVs • Unlimited Tea & Coffee • Flipchart 	:	£300.00
<p>Full- Day</p> <ul style="list-style-type: none"> • Projector Screen and TVs • Unlimited Tea & Coffee • Flipchart 	:	£500.00
<p>Extras</p> <ul style="list-style-type: none"> • Catering (sandwich & cake) 	:	£15.00 per head

Version Control

Change Record

Date	Author	Version	Page	Reason for Change
02/03/22	R King	5	All	All costs updated in line with current prices, format updated.
20/04/22	H Hilton	6	4 & 5	Increase in Marketing Charges
12/08/22	R King	7	All	Updated grammar and punctuation
06/09/22	R King	8	4	Added rules for adverts
16/01/24	H Hilton	9	2	Increase in annual membership charges, changed Doc No from PF016.
13/09/24	R King	10	2 & 5	Added US charges & room hire

Reviewers/contributors

Name	Position	Version Reviewed & Date
H Hilton	Business Manager	V6 – 20/04/22