

# The Institute of Fire Safety Managers

*Established 1997*



## Policy for the Accreditation or Approval of Training Course Providers

**Version: 11**

<b>Summary:</b>	This document details the Institute of Fire Safety Managers (IFSM) application procedure for accreditation or approval of training course providers. It outlines the internal process, entitlements for successful applicants and the appeals procedure.	
<b>Target Audience:</b>	All members, Staff and Council	
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# General Procedures for Accreditation of Courses and Approval of Training Centres and Similar Establishments

## 1 Introduction

The rules and regulations set out hereafter are enacted under the bylaws of the Institute to detail the process and required information for the accreditation of courses, centres and similar establishments by the Institute. This also includes the relevant qualifications for the initial assessment and continued validation of any approved course or centre and any qualifications delivered by these training providers. The following definitions apply in this document:

**IFSM Accredited Course:** Any course that the Institute determines is of a standard and quality that is worthy of association with the Institute.

**IFSM Approved Centre:** Any training centre or similar establishment that offers courses, which the Institute determine are of a standard and quality that is worthy of association with the Institute.

**Validation:** The continuous maintenance of IFSM Accredited Courses and IFSM Approved Centres.

## 2 General procedures

- a) The Institute offers course accreditation or approved centre status on receipt of the appropriate fees and associated costs.
- b) The accredited qualification or approved centre status must be continuously validated by the Institute on an annual basis. A nominal annual registration fee will be charged for this process. This fee is set to cover administration costs and falls due on 31st January each year, for the proceeding year. An invoice will be sent out at the beginning of each year.
- c) Failure to pay the annual registration fee promptly may result in the Institute withdrawing its accreditation or approval.
- d) If the accreditation or approval is withdrawn due to failure to pay the annual registration fees promptly, then a full accreditation or approval fee will become due if validation is to continue. Thereafter, registration fees will become due as outlined in b) above.
- e) The Institute must be informed if there is to be any material change or additions to the accredited qualification(s) or if there are any significant changes in approved centres which may affect its standing. On notification of such, the Institute will appoint a member of the office administration team to determine whether the changes have any effect on the confirmed process regarding the qualification or centre.
- f) The Institute expects the training provider or approved organisation to maintain regular contact with the Institute and should supply proof of the maintenance of standards. The Institute will conduct an audit and review

every five years, the costs of this to be borne by the training provider or approved organisation.

- g) The Institute reserves the right to ask for proof of maintenance of standards.

### **3 Entitlements of Accredited Course providers and Approved Centres**

- a) Each organisation that runs accredited courses or holds approved centre status is entitled to use the Institute's name and 'Accredited/Approved Centre by the Institute of Fire Safety Managers for Training' Logo. This may be used on any material that has relevance to the accredited course or, in the case of an approved centre, all relevant courses that are run under the banner of the approved centre. The use of this logo may continue whilst all current fees have been paid.
- b) The Institute will issue a general certificate of approval to an organisation holding approved centre status provided all current fees have been paid. All organisations running accredited courses may use the Institute's accredited course logo on the certificates of the successful candidates provided all fees have been paid and on receipt of a nominal roll of said successful candidates. Approved centres may use the same logo on all course certificates that are provided to successful candidates for those courses that have formed the basis of the approved centre status.

## **Internal Procedures for Accreditation of Courses and Approval of Training Centres and Similar Establishments**

### **1. Introduction and Authority**

#### **1.1 Introduction**

This part of the document lays down the Institute's policy for the accreditation or approval of training course providers.

These procedures are set out for the use of the accreditation teams when carrying out accreditations or approvals for and on behalf of the Institute.

They are designed to provide the accreditation teams with the necessary guidance and advice needed to make recommendations on the quality and standard of applications for accreditation or approval.

These procedures have been structured for 'internal' use only for those courses requiring accreditation and centres requiring approval.

#### **1.2 Prior Approval**

The approval and accreditation process shall normally be started upon receipt of an application by the Accreditation Secretary.

### 1.3 **Authority to Progress Accreditation Negotiations and Contracts**

The authority to handle and progress all accreditation and/or approval matters shall be vested with the Accreditation Secretary who will assemble, as thought necessary or appropriate, an assessment team from the IFSM team will assist with the accreditation activities as outlined in this document.

## 2. **Initial Procedure**

Accreditation applications should be submitted from our website, these will go to the IFSM Accreditation team for review. All fees and guidance on applying can be found on our website at [www.ifsm.org.uk](http://www.ifsm.org.uk)

## 3. **Receipt of Application**

3.1 Upon receipt of a completed application form, the Accreditation Secretary will:

- a) Acknowledge receipt of the application with the applicant.
- b) Check the applications for omissions and/or accuracy and take any remedial action necessary with the applicant.
- c) Take action to start the process.
- d) Advise the Council of new applicants at next available Council meeting.

3.2 Upon receipt of a completed application form, the accreditation administrator shall contact the applicant and confirm the following:

- a) Name of the course(s) or programme(s) being designed, delivered, or promoted by the applicant for which accreditation is sought.
- b) Identity of the individual(s) who have prime responsibility for the course(s) or programme(s) for which accreditation/approval is sought.
- c) Intended target audience of the course(s) or programme(s).
- d) Identification of the certification or qualification linked to the course(s) or programme(s).
- e) Confirm any confidentiality issues.

## 4. **Review and Evaluation of Information**

4.1 Upon confirmation of the information at 3.2 above, the accreditation team will evaluate the information contained in the application. It must be established that the applying body meets or exceeds the criteria laid down in the Institute's accreditation policy.

- 4.2 When the accreditation team has decided that the criteria and requirements have been met, the Accreditation Secretary will contact the applicant and arrange a visit to the applicant's site to carry out the accreditation or approval.

## 5. Site Visit Stage

- 5.1 There shall be at least **one** visit to the applicant's site before granting accreditation or approval of the course(s) or program(s).
- 5.2 Two representatives from the accreditation team shall visit the applicant's site to accredit the course(s) or programme(s) or approve the centre. These representatives shall make their evaluation of the applying body and its educational and training processes, the procedures for ensuring quality assurance, academic standards, and resource provision.
- 5.3 The Accreditation/Approval Team should pay particular attention to the following points:
- 5.3.1 The purpose and objectives of the course.
  - 5.3.2 The course management.
  - 5.3.3 Admission requirements and student selection.
  - 5.3.4 Criteria for the progress of students through the course.
  - 5.3.5 Failure rates.
  - 5.3.6 Course structure, philosophy, and methodology.
  - 5.3.7 Technical subjects taught.
  - 5.3.8 Teaching methods.
  - 5.3.9 Subject options.
  - 5.3.10 Integration of design, management, and professional studies.
  - 5.3.11 Projects.
  - 5.3.12 Methods of assessment.
  - 5.3.13 General resources.
  - 5.3.14 Staff qualifications and experience.
  - 5.3.15 Support staff.
  - 5.3.16 External moderation arrangements (including quality control and standards, e.g., BS/ISO).
  - 5.3.17 Extent and arrangements for practical work.
- 5.4 The Accreditation/Approval visit should aim to achieve the following:
- 5.4.1 Meet staff and students and discuss the course with them.
  - 5.4.2 Inspect a selection of students' work, examination papers and assessments.
  - 5.4.3 To ascertain, by inspection, whether adequate facilities are available for the course.

5.5 The Accreditation/Approval visit should last as long as required to include the following phases:

- 5.5.1 An initial meeting of the Accreditation/Approval Team alone.
- 5.5.2 A meeting with the Head of Department/Course Leader.
- 5.5.3 Discussions with members of the academic staff.
- 5.5.4 Meeting with a representative group of students (if possible).
- 5.5.5 A tour of all facilities.
- 5.5.6 A final meeting of the Accreditation/Approval Team.
- 5.5.7 A final meeting with the Head of Department/Course Leader.

## **6. Accreditation**

Subject to a satisfactory conclusion following the site visit and evaluation of the course(s) or centre the accreditation team will present their recommendations for ratification of accreditation or approval for the period stated in the final documentation (Appendix 2).

## **7. Appeals Procedure**

The Institute has the right to reject an application if it does not meet the standard set out in the Accreditation Policy. When this is the case, the applicant will be informed by the accreditation team the reason(s) for the rejection. Feedback will be provided where possible.

An Applicant may make an appeal against the decision by submitting a formal Letter of Appeal to the Business Manager of the Institute. The appeal must be within 7 days of the receipt of the decision and should contain the grounds on which the appeal is based and should be accompanied by such evidence that the Applicant feels is necessary to support the appeal. This further evidence should be additional material and not just a re-submission of the original application.

On receipt of the appeal, the Business Manager will form an Appeals Committee consisting of at least three members of the Institute, only one of which can be from the original Assessment Panel, who will review the appeal, together with the original application and make a decision.

Only one appeal will be allowed with any one application. However, it is hoped that following an unsuccessful appeal, the Appeals Committee will be able to offer advice etc. to the appellant.

## **8. Disputes and Complaints**

In the case of any disputes or complaints arising from any of the procedures in this guidance document, or about an accredited centre or course provider, the Business Manager will inform the Institute's Council and appoint a Council member to review the dispute or complaint and submit the findings to the Business Manager for further action as required. This may be via the Institute's Code of Ethics / Disciplinary Procedures.

## **9. Monitoring and Control**

The Institute shall monitor all matters relating to the way in which the applicant is handling and managing the course(s) or programme(s) for which accreditation has been given and take any action considered necessary through Council. The onus remains with the training provider to inform the Institute of any changes, modifications or amendments made to the accredited or approved centre in order that a review can be carried out, if necessary, and any action required can be taken.

## **10. Costs, Fees and Final Administration**

All costs and fees for the accreditation, approval or validation of courses will be charged at the rate approved by Council of the Institute. The applying body will also be liable for all reasonable and relevant out of pocket expenses incurred by the accreditation team during site visits.

Note: Invoicing for accreditation and/or approval fees plus incurred expenses will be actioned by Accreditation Admin Support on notification of the Accreditation Secretary.

Once the Accreditation Secretary and Council have approved the decision, they will issue the appropriate certificates of the Institute to the training provided (sample certificates are attached at Appendices 4 and 5).

## **11. Validation and Review**

All courses will be continuously validated to maintain their current status with the Institute by the payment of an annual validation fee. All accredited courses and approved centres will be validated annually, and fees charged in accordance with the schedule of fees determined from time to time by Council. The Accreditation Committee will carry out a review of all accredited courses, and approved centres at least every five years.

Prior to the 5-year anniversary the accreditation team will contact the provider & request the submission of a review pro forma application (application form is attached at Appendix 3) steps 3 to 7 above will be followed. The charges for this



review visit will include the accreditation team expenses plus the annual fee if outstanding.

## Appendix 1

# THE INSTITUTE OF FIRE SAFETY MANAGERS (Founded 1997)

## Accreditation Team Report

	<b>Contact:</b>
<b>Address, inc Post Code:</b>	<b>Telephone:</b> <b>E-mail:</b>
Centre Representatives present:	IFSM Accreditation Team Members:
Location:	Date of Visit:
1. <b>Centre</b> to be approved – list courses in the portfolio at the time of application. <b>or</b>	
2. <b>Course(s)</b> to be validated/accredited:	
<b>Member or Non-member application.</b> Please identify tutors and officials of the organisation who are members of the IFSM to allow the Institute to confirm the member or non-member status at the time of application.	
Course Assessed:	
Background Information. <b>Methodology:</b>	
<b>Aim and Outcome of the Course</b>	

Original Application Date:
Accreditation or Approval Status:
Student Group:
<b>Centre Facilities/Resources:</b>
<b>Course Structure &amp; Delivery:</b> <b>Observations</b>
<b>Assessment Method: Examination Procedure, Papers and Assessments:</b>
<b>Course Literature:</b>
<b>External Moderation Arrangements:</b>
<b>Practical Work Arrangements:</b>
<b>Student Course Work Inspected:</b>
Staff Discussion:
Student Discussion:
<b>Accreditation Team Comments and Recommendations:</b>

**Report prepared by:**

**Date:**

## Appendix 2

# THE INSTITUTE OF FIRE SAFETY MANAGERS (Founded 1997)

## PROFORMA FOR THE QUINQUENNIAL REVIEW OF ACCREDITED COURSES AND APPROVED CENTRE STATUS

Centre/Establishment:	
Contact:	
Address:	
Post Code:	
Telephone:	
Fax:	
E-mail Address:	
3. <b>Centre</b> to be approved – list courses in your portfolio at the time of application. <b>or</b>	
4. <b>Course(s)</b> to be validated/accredited:	
<p>Answers to the following questions will enable the committee to appoint an appropriate accreditation team. Once the application has been accepted it may be necessary to request submission of further documentation that will form the basis of the accreditation. Please continue on to a separate sheet if necessary.</p>	
<b>Member or Non-member application.</b> Please identify tutors and officials of your organisation who are members of the IFSM to allow the Institute to confirm your member or non-member status at the time of application.	
What is the purpose and objectives of the course?	

<p>What are the criteria for the progress of students through the course? (e.g., Continual assessment, term time examinations etc.)</p>	
<p>What are the failure rates by examination/assessment?</p>	
<p>Briefly describe the course structure, philosophy, and methodology:</p>	
<p>What technical subjects are taught?</p>	
<p>What are the tutorial and teaching methods?</p>	
<p>What are the subject options?</p>	
<p>Describe the resources available to students. (e.g., Residential accommodation, library, distance learning etc.).</p>	
<p>What are the criteria for training and tutorial staff selection? (Qualifications, training, and experience) Is support staff available?</p>	
<p>What are the arrangements for external moderation? (Including quality control and standards (e.g., ISO and BS)</p>	

What are the arrangements for practical work?	
Are any of the students sponsored?	
Is there any industrial or employer involvement in the course?	
Is there any involvement of staff with industry?	
Additional comments or relevant information	

Signed:

Date:

Print Name:

Position in Company/Organisation:

**The completed review form should be sent by email or post together with any supporting documents to:**



[accreditation@ifsm.org.uk](mailto:accreditation@ifsm.org.uk)



**The Accreditation Secretary  
The Institute of Fire Safety Managers  
Unit 109, Dunston Innovation Centre,  
Dunston Road,  
Sheepbridge,  
Chesterfield.  
S41 8NG**



**0330 355 1286**

- On receipt of the review information an acknowledgement will be sent to the organisation.
- Please note that Council and the accreditation team will consider the review information with all haste.
- Further details may be requested from the organisation before a quinquennial visit is arranged.

## Appendix 3



*This is to certify that*

**Has been awarded**

**APPROVED CENTRE STATUS**

***Dated this day:***

***Dr R W Docherty QFSM, PhD, CEng, MEI, FIFireE, FIFSM***  
President

IFSM Registered Office:

Unit 109, Dunston Innovation Centre, Dunston Road, Sheepbridge, Chesterfield S41 8NG

## Appendix 4



***This is to certify that***

**Has received accreditation**

for the following course:

***Dated this day:***

***Dr R W Docherty QFSM, PhD, CEng, MEI, FIFireE, FIFSM***

**President**

IFSM Registered Office:

Unit 109, Dunston Innovation Centre, Dunston Road, Sheepbridge, Chesterfield S41 8NG



**Appendix 5**



**THIS IS TO CERTIFY THAT**

**Is an accredited course provider**

***Dated this day:***

***Dr R W Docherty QFSM, PhD, CEng, MEI, FIFireE, FIFSM***  
**President**

**IFSM Registered Office:**

**Unit 109, Dunston Innovation Centre, Dunston Road, Sheepbridge, Chesterfield S41 8NG**

## Version Control

### Change Record

Date	Author	Version	Page	Reason for Change
24/09/21	J Cowie	10	ALL	To reflect changes due to 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

### 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