



The Institute
of
Fire Safety Managers

Established 1997

The scale of all Charges

Version: 8

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 – 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	:	£100.00 per annum
Membership Fee - Member	:	£90.00 per annum
Membership Fee - Associate	:	£80.00 per annum
Membership Fee - Technician	:	£65.00 per annum
Membership Fee - Affiliate	:	£75.00 per annum (1 to 50 employees) £150.00 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	:	Free of charge
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 1 st February to 31 st 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 	:	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 	:	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

IFSM President & Chairman 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
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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

Reviewers/contributors

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