

DERBYSHIRE FIRE & RESCUE SERVICE



Derbyshire
Fire & Rescue Service
Making Derbyshire Safer Together

SERVICE PROCEDURE

INSTITUTION OF FIRE ENGINEERS (IFE) EXAMINATIONS

MAY 2024
VERSION 3.0
STATUS: LIVE

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INTRODUCTION	<p>This Service Procedure advises employees of the responsibilities of the individual and the organisation in respect of the Institution of Fire Engineers (IFE) Examinations.</p> <p>Derbyshire Fire and Rescue Service (DFRS) has determined that for promotional and development purposes, the IFE Examinations form a core part of demonstrating underpinning knowledge and understanding for identified roles within the organisation. The examinations form part of the promotions eligibility process for operational employees.</p> <p>DFRS is an awarded IFE examination centre. As a result, DFRS IFE timeframes and key dates may vary to those published on the IFE website. The details of these dates will be made available on FireView and through internal communications.</p>
ELIGIBILITY	<p>The examinations are open to all operational members of the Service where it can be demonstrated they are relevant to either their current role or potential role(s) for the future.</p>

	<p>All new Fire Fighters into DFRS from recruitment, migration or transfer will be required to pass the Level 2 Certificate Examinations as part of their ongoing development.</p> <p>Operational employees may apply to sit examinations to further professional development.</p> <p>Non-operational employees will only be sponsored to sit papers which are relevant to their role.</p> <p>All examination candidates must have the approval of their Line Manager.</p>
<p>NOTICE OF EXAMINATIONS</p>	<p>The dates for all examinations, where they are held and the method of applying for entry will be published on FireView.</p>
	<p>Once applications have been received and processed, the dates, times and locations for all examinations will also be communicated directly to candidates by the IFE in writing.</p>
<p>EXAMINATION FEES</p>	<p>DFRS will pay the examination fees for all candidates first attempts that are undertaking examinations relevant to their role.</p>
	<p>DFRS will fund On-Call optional papers, provided the candidate passes the examination. If the employee does not pass the exam, they will be responsible for the fee in accordance with the existing process as stated below.</p> <p>It is the responsibility of the individual to pay the examination fees if, the examination is a re-sit or where this examination is in line with the statement above. Payment will be collected following results and should the individual pass the examination, payment will not be taken. Candidates will be given the option of how this is recovered when completing the IFE application.</p> <p>DFRS no longer fund the Unit 4: Management and Administration of the Level 3 Certificate in Fire Science, Operations, Fire Safety and Management (L3C4) or Level 3 Certificate Leadership and Management in Fire and Rescue (L3D5) paper. Effective 1st September 2015.</p> <p>DFRS will fund Crew Managers first attempt at the Level 3 Certificate Fire Investigation (L3D7), however, participants should note that this paper is for personal development only and not part of the eligibility criteria for promotion.</p> <p>DFRS will fund Station Managers and above first attempt at the Level 4 Certificate in Leadership and Management (L4C5) and Level 4 Certificate in Aviation Fire Operations (L4C4).</p>

	<p>Refer to Appendix 2 for full list of DFRS funded papers and non-funded papers.</p> <p>Where DFRS have paid the examination fees for a first attempt and an individual fails to attend the examination or withdraws after the advertised examination deadline without good reason, DFRS will recover the first attempt examination fees from the individual. Reasons such as “lack of study time” will not be acceptable. Candidates should be certain before they apply to take the IFE examinations that they can prepare themselves adequately beforehand. It will be at the discretion of the Group Manager in Learning and Development as to whether a reason is justifiable.</p> <p>DFRS will pay for examination re-sits for Phase 2 Fire Fighters in Development.</p>
<p>WITHDRAWALS, DEFERRALS AND SPECIAL CONSIDERATIONS</p>	<p>As mentioned above examination fees will be recovered from any individual who fails to attend an examination which they have entered, without good reason.</p> <p>Learning and Development will communicate the deadline date for withdrawals for each examination window. All withdrawal requests will be treated individually and on merit to satisfy the organisation that the reason for withdrawal is justified. It will be at the discretion of the Group Manager in Learning and Development as to whether a reason is justifiable.</p> <p>Deferral and Special Consideration requests are submitted directly to IFE by the individual following the examination date. To understand what is constituted as a ‘Special Consideration’ and reasons for ‘Deferral’ candidates should refer to the IFE’s website for further information.</p>
<p>MALPRACTICE</p>	<p>‘Malpractice’ concerns a failure to follow the rules of an examination or assessment. Malpractice concerns the candidate and the ‘centre’ in which the candidate completes their examination assessment. It means any act, default or practice which is:</p> <ul style="list-style-type: none"> • A breach of the IFE awarding bodies regulations. • A breach of the IFE awarding body requirements regarding how a qualification should be delivered. • A failure to follow established procedures in relation to a qualification which: <ul style="list-style-type: none"> ○ gives rise to prejudice to candidates. ○ compromises public confidence in qualifications. ○ compromises, attempts to compromise, or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate. ○ damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre.

	<p>Candidates are expected to ensure that they comply with and follow the rules and regulations as communicated by the IFE.</p> <p>Where the IFE suspects malpractice has taken place during the exam candidates will need to appeal in line with the IFE latest policy and process outside of accountability from the Service.</p> <p>Where cases of malpractice are suspected, the IFE will independently investigate, the falls outside the scope of the DFRS.</p> <p>Where malpractice is identified and the exam is failed, the service will charge candidates in line with the process stated in the 'Examination Fees' of this procedure at all levels (including Level 2 examination). If malpractice is discovered, disciplinary action may be taken as this could be considered to be a breach of the code of conduct.</p>
PUBLICATIONS	<p>DFRS will ensure that the syllabus, past examination papers and reports are published on IGNIS for those candidates' taking examinations.</p>
	<p>As examinations are internationally recognised, only a recommended reading list will be published and therefore maximum use should be made of any relevant literature or internet search facilities. Candidates are encouraged to source and access their own learning resources if they deem necessary. The cost of any study materials purchased by candidates will NOT be reimbursed by DFRS.</p>
APPEALS	<p>Candidates who wish to appeal against a fail result that they have received must register an appeal in writing, detailing the grounds for the appeal, to the IFE.</p>
	<p>Candidates cannot appeal against a pass result to achieve a higher grade.</p> <p>DFRS will not pay for appeal fees except for Phase 2 Fire Fighters in Development.</p> <p>The IFE will notify appellant candidates in writing about the outcome of their appeals and the further courses of action open to them. See the IFE Examination Appeals Procedure on their website for full details.</p>
LIFESPAN OF QUALIFICATION	<p>Candidates who successfully attain IFE qualifications will retain these qualifications for an open-ended timescale.</p>
	<p>This is subject to change of direction from The Professional Standards Body, Home Office, NFCC or similar, regarding a national approach to standardising career progression criteria.</p>
MEMBERSHIP OF THE IFE	<p>Membership of the IFE will be a choice for the individual. DFRS will not pay any professional fees associated with an individual choosing to join as a member of the IFE.</p>

	Any individual passing the examinations via DFERS will not be entitled to use the post-nominal unless they join the IFE via the normal external process.
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RELATIONSHIP TO THE ROLE	The following examinations will be used as a means for demonstration of underpinning knowledge for the following operational roles for substantive promotion :	
	Fire Fighters in Development (Wholetime and On-Call)	
	Level of Qualification: Level 2 Certificate	Requirement: One Examination Paper Required (mandatory) Examination Paper: <ul style="list-style-type: none"> • Level 2 Certificate in Fire Science, Operations and Safety (L2C)
	Fire Fighters aspiring to Crew Manager (Wholetime)	
	Level of Qualification: Level 3 Certificate	Requirement: Two Examination Papers Required (mandatory) Examination Paper: <ul style="list-style-type: none"> • Level 3 Certificate in Fire Science, Operations, Fire Safety and Unit 2: Fire Operations (L3C2) Plus, either: <ul style="list-style-type: none"> • Level 3 Certificate in Fire Science, Operations, Fire Safety and Management – Unit 1: Fire Engineering Science (L3C1); or • Level 3 Certificate in Fire Science, Operations, Fire Safety and Management – Unit 3: Fire Safety (L3C3)
	Fire Fighters aspiring to Crew Manager (On-Call)	
	Level of Qualification: Level 3 Certificate	Requirement: One Examination Paper Required (mandatory) Examination Paper: <ul style="list-style-type: none"> • Level 3 Certificate in Fire Science, Operations, Fire Safety and Management – Unit 2: Fire Operations (L3C2)

Crew Managers aspiring to Watch Manager (Wholetime)	
<p>Level of Qualification: Level 3 Diploma</p>	<p>Requirement: Two Examination Papers*</p> <p>Required (mandatory) Examination Paper:</p> <ul style="list-style-type: none"> • Level 3 Certificate in Fire Service Operations and Incident Command (L3D6) <p>Plus, either:</p> <ul style="list-style-type: none"> • Level 3 Certificate in Fire Engineering Science (L3D1); or • Level 3 Certificate in Fire Safety (L3D2) <p>*Please note that these papers combined will not equate to an IFE Level 3 Diploma in Fire Science and Fire Safety qualification.</p>
Crew Managers aspiring to Watch Manager (On-Call)	
<p>Level of Qualification: Level 3 Diploma</p>	<p>Requirement: One Examination Paper*</p> <p>Required (mandatory) Examination Paper:</p> <ul style="list-style-type: none"> • Level 3 Certificate in Fire Service Operations and Incident Command (L3D6) <p>*Please note that these papers combined will not equate to an IFE Level 3 Diploma in Fire Science and Fire Safety qualification.</p>
Watch Managers aspiring to Station Manager	
<p>Level of Qualification: Level 4 Certificate</p>	<p>Requirement: Two Examination Papers</p> <p>Required (mandatory) Examination Paper:</p> <ul style="list-style-type: none"> • Level 4 Certificate in Fire Service Operations and Incident Command (L4C3) <p>Plus, one from the list below:</p> <ul style="list-style-type: none"> • Level 4 Certificate in Fire Investigation (L4C6) • Level 4 Certificate in Fire Engineering Science (L4C1) • Level 4 Certificate in Fire Safety (L4C2)

		<ul style="list-style-type: none"> • Level 4 Certificate in Civil Emergency and Disaster Management* <p>* Examination paper no longer available to be taken but will be accepted if previously achieved</p>
<p>Station Manager aspiring to Group Manager</p> <p>Substantive Group Managers are required to hold four papers, as detailed below.</p>		
<p>Level of Qualification: Level 4 Certificate</p>	<p>Requirement: Four Examination Papers</p> <p>Required (mandatory) Examination Papers:</p> <ul style="list-style-type: none"> • Level 4 Certificate in Fire Service Operations and Incident Command (L4C3); and • Level 4 Certificate in Fire Safety (L4C2) <p>Plus, a further two papers providing a total of four papers from the list below:</p> <ul style="list-style-type: none"> • Level 4 Certificate in Fire Investigation (L4C6) • Level 4 Certificate in Fire Engineering Science (L4C1) • Level 4 Certificate in Leadership and Management (L4C5) • Level 4 Certificate in Aviation Fire Operations (L4C4) • Level 4 Certificate in Civil Emergency and Disaster Management* <p>* Examination paper no longer available to be taken but will be accepted if previously achieved</p>	
<p>Group Manager aspiring to Area Manager</p> <p>Substantive Area Managers are required to hold four papers (as above in Station Manager aspiring to Group Manager section).</p>		

	<p>The Institute of Fire Engineers aligns each qualification to the relevant National Occupational Standards; therefore, individuals should undertake examinations appropriate to their role and in a progressive nature as the above table demonstrates. Attaining papers of a higher level to the role being applied for/carried out will not be accepted as equivalent to the requirements outlined when applying for promotion.</p> <p>NB. These are the requirements of the Service however; it should be noted that ongoing work at a national level may alter this position in due course. The nature and timescales of any potential changes are yet unknown.</p>
<p>QUALIFICATION COMPLETION REQUIREMENTS</p>	<p>IFE requirements for development Fire Fighters are to be completed within 2 years of employment commencing. If this is not attained within this timescale, further monitoring and support will be provided. The maximum timescale permitted is within 3 years of commencing employment.</p> <p>Where an employee transfers into the service as a competent Fire Fighter DFRS will allow two application examination windows in which to complete their IFE from their start date.</p> <p>Timeframes for achieving the relevant IFE qualification for Crew Manager; Watch Manager; Station Manager; Group Manger and Area Manager are not defined within this Service Procedure.</p>
<p>LEAVE</p>	<p>Participation in the examination process does not constitute a formal training course.</p> <p>All study time, attendance at tutorials and seminars in preparation for the examinations must be conducted in the candidate's own time. All related costs such as travel, and subsistence are the candidate's responsibility.</p> <p>It is up to the individual to arrange for leave to attend examinations.</p> <p>Exam Leave will be granted to individuals that are attending any IFE examinations relevant to their progression and development within DFRS.</p> <p>Whole time employees that are on a day shift for a morning examination should attend the Exam Centre and then return to duty.</p> <p>If an afternoon examination falls on a day shift, then the candidate will attend their place of work in the morning, and then return when the examination has finished.</p> <p>Where the examination occurs in the morning after a night shift, then the candidate may be stood down at midnight of the previous night shift. Where the examination occurs in the afternoon after a night shift no stand downtime shall be granted.</p>

	<p>On-Call employees will be able to book off the run to attend examinations as outlined above.</p> <p>If examinations fall on a rota day, no time off in lieu or overtime will be accrued or paid.</p> <p>All the above criteria are dependent on staffing. No appliances shall be taken off the run to facilitate exam leave.</p>
GENERAL	<p>This policy does not prevent employees from taking examinations directly through the IFE.</p> <p>However, it would be expected that where this occurs DFRS would still require evidence of the candidate's success in those examination papers, to determine underpinning knowledge for any future role applied for.</p> <p>Employees who access a selection process for promotion with the mandatory examination paper(s) but do not hold the suite of qualifications appropriate to role as stated above, will only be considered for temporary promotion, and will be required to re-apply to the next selection process to gain a substantive promotion. This will apply to employees who gain further examination paper(s) whilst undertaking a temporary role.</p>
REASONABLE ADJUSTMENTS	<p>IFE supports candidates to apply for reasonable adjustments. Candidates should read the IFE's policy and procedure for applying for reasonable adjustments as well as understanding the internal process for DFRS to access the internal screening process.</p> <p>This process can be found in Appendix 1 and is also available in the IFE toolkit on FireView.</p>
RELEVANT DOCUMENTS	<ul style="list-style-type: none"> • Appendix 1 – Application Process for IFE Examinations (Process Map) • Appendix 2 – Papers funded and not funded by DFRS • Appendix 3 – IFE Centre Handbook • Appendix 4 – Invigilation Protocol • IFE Examination – Line Manager's Supporting Statement • Examination Reading List Institution of Fire Engineers Examinations Timetable • Equality Impact Assessments (EqIA) SP • Reasonable Adjustment Application Flowchart.

DOCUMENT HISTORY

Version no	3.0
Status	Live
Replaces	2.5 April 2022
Summary of changes	<p>Update to Level 4 papers available</p> <p>Update to paper requirements affecting aspiring Area Manager, Group Manager required papers and certification level.</p> <p>Removal of Level 4 Diploma requirements at Level 4</p> <p>Update to relevant examination paper names and codes</p> <p>Additional detail added regarding Reasonable Adjustments</p> <p>Update to wording relating to department</p> <p>Additional detail added regarding Qualification Completion Requirements</p>
Author	Rachael Matthews, OD Partner
Department/Responsible Portfolio	Learning and Development
Approved by	AM Lee Smith

Revision history

Version	Date	Author	Changes
2.5	April 22	Lindsey Payne, and Ruth Holden	Minor Changes: <ul style="list-style-type: none"> Update to wording relating to re-sit payments, for clarity. Update to wording relating to Group Manager and Area Manager required papers, as phasing period now ended. Update to general language and terminology
2.4	March 21	Sheril Buxton, Lindsey Payne, and Ruth Holden	Minor Changes: <ul style="list-style-type: none"> Update to phasing in for aspiring Area Manager
2.3	February 21	S Buxton, L Payne, R Holden	Minor Changes: <ul style="list-style-type: none"> Removal of APL section Update relating to Civil Emergency and Disaster Management General update of language and terminology Reflect changes to Level 3 Diploma and Level 4 Certificate as communicated by IFE
2.2	August 19	AM J Beresford	Minor changes: <ul style="list-style-type: none"> Additional paragraph in General section
2.1	July 19	DCFO G Tomlinson	<ul style="list-style-type: none"> Lifespan of Qualifications
2.0	October 17	C Stanbrook	<ul style="list-style-type: none"> New qualifications

Review Period

This Service Procedure will be reviewed May 2025.

Distribution

Service Procedures are published on the intranet in the month of issue. No hard copies are distributed.

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Keywords: Exams, examinations, IFE, promotion, development, qualifications.

Appendix 1

Application Process for IFE Exams



Appendix 2

Please see a list of examinations which will be funded based on your current role and requirements for progression in line with the Examinations Fees Section.

Current Role	First Attempt Papers Funded by DFRS	Funded by DFRS where exam is Passed	Papers Not Funded by DFRS
Developmental Fire Fighter	Level 2 Certificate in Fire Science, Operations & Safety (L2C)* <i>*All attempts funded for Developmental Fire Fighter</i>		Level 2 Certificate in Passive Fire Protection (L2CP)
Whole Time Fire Fighter	Level 3 Certificate in Fire Science, Operations, Fire Safety & Management – Unit 2: Fire Operations (L3C2) Level 3 Certificate in Fire Science, Operations, Fire Safety & Management – Unit 1: Fire Engineering Science (L3C1) Level 3 Certificate in Fire Science, Operations, Fire Safety & Management – Unit 3: Fire Safety (L3C3)		Level 3 Certificate in Fire Science, Operations, Fire Safety and Management (L3C4) Level 3 Certificate in Passive Fire Protection (L3CP)
On-Call Fire Fighter	Level 3 Certificate in Fire Science, Operations, Fire Safety & Management – Unit 2: Fire Operations (L3C2)	Level 3 Certificate in Fire Science, Operations, Fire Safety & Management – Unit 1: Fire Engineering Science (L3C1) Level 3 Certificate in Fire Science, Operations, Fire Safety & Management – Unit 3: Fire Safety (L3C3)	Level 3 Certificate in Fire Science, Operations, Fire Safety and Management (L3C4) Level 3 Certificate in Passive Fire Protection (L3CP)
Wholetime Crew Manager	Level 3 Certificate in Fire Service Operations and Incident Command (L3D6) Level 3 Certificate in Fire Engineering Science (L3D1) Level 3 Certificate in Fire Safety (L3D2) Level 3 Certificate Fire Investigation (L3D7)		Level 3 Certificate in Aviation Fire Operations (L3D4) Level 3 Certificate in Leadership & Management (L3D5)

On-Call Crew Manager	Level 3 Certificate in Fire Service Operations and Incident Command (L3D6)	Level 3 Certificate in Fire Engineering Science (L3D1) Level 3 Certificate in Fire Safety (L3D2)	Level 3 Certificate in Aviation Fire Operations (L3D4) Level 3 Certificate in Leadership & Management
Watch Manager	Level 4 Certificate in Fire Service Operations and Incident Command (L4C3) Level 4 Certificate in Fire Investigation (L4C6) Level 4 Certificate in Fire Engineering Science (L4C1) Level 4 Certificate in Fire Safety (L4C2)		Level 4 Certificate in Leadership and Management (L4C5) Level 4 Certificate in Aviation Fire Operations (L4C4)
On-Call Watch Manager		Level 4 Certificate in Fire Service Operations and Incident Command (L4C3) Level 4 Certificate in Fire Investigation (L4C6) Level 4 Certificate in Fire Engineering Science (L4C1) Level 4 Certificate in Fire Safety (L4C2)	Level 4 Certificate in Leadership and Management (L4C5) Level 4 Certificate in Aviation Fire Operations (L4C4)
Station Manager, Group Manager and Area Manager	Level 4 Certificate in Fire Service Operations and Incident Command (L4C3) Level 4 Certificate in Fire Safety (L4C2) Level 4 Certificate in Fire Investigation (L4C6) Level 4 Certificate in Fire Engineering Science (L4C1) Level 4 Certificate in Leadership and Management (L4C5) Level 4 Certificate in Aviation Fire Operations (L4C4)		Unit 4: Management and Administration of the Level 3 Certificate in Fire Science, Operations, Fire Safety and Management or the Level 3 Certificate Leadership and Management in Fire and Rescue

Papers not funded at any level
Level 2 Certificate in Passive Fire Protection (L2CP) Level 3 Certificate in Fire Science, Operations, Fire Safety and Management (L3C4)

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Level 3 Certificate in Passive Fire Protection (L3CP)
Level 3 Certificate in Aviation Fire Operations (L3D4)
Level 3 Certificate in Leadership and Management (L3D5)

*refer to Examination Fees section for more detail