

DERBYSHIRE FIRE & RESCUE SERVICE



SERVICE PROCEDURE

INSTITUTION OF FIRE ENGINEERS (IFE) EXAMINATIONS

MARCH 2021
VERSION 2.4
STATUS: LIVE

CONTENTS	Introduction Eligibility Notice of Examinations Examination Fees Exclusions Publications Appeals Lifespan of Qualifications Membership of the IFE Relationship to the Role Leave General Relevant Documents
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 the 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 eligibility process to promotions for operational employees.</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 entrants must have the approval of their Line Manager.</p>
NOTICE OF EXAMINATIONS	<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>
EXAMINATION FEES	<p>DFRS will pay the examination fees for all entrants' first attempts that are undertaking examinations relevant to their role.</p> <p>DFRS no longer fund the Management & Administration or Leadership and Management papers. Effective 1st September 2015.</p> <p>DFRS will fund Crew Managers first attempt at the new Level 3 Diploma in Fire Investigation, however, participants should note that this paper is for personal development only and not part of the eligibility criteria for promotion.</p> <p>It is the responsibility of the individual to pay the examination fees if, the examination is a re-sit. However, if the individual passes the examination, DFRS will reimburse the examination fee. In this case, employees should complete a CO5 expenses claim form and submit to Finance within 6 months of results.</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 deadline the examination 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. Entrants 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 Organisational Development as to whether or not a reason is justifiable.</p> <p>DFRS will pay for examination re-sits for Phase 2 Fire Fighters in Development.</p>
EXCLUSIONS	<p>As mentioned above costs will be recovered from any individual who fails to attend an examination which they have entered, without good reason.</p> <p>Organisational Development will communicate the accepted cut off date for withdrawals each year. All requests will be treated individually and on merit to satisfy the organisation that the reason for non-attendance is justified.</p>

PUBLICATIONS	DFRS will ensure that the syllabus, past examination papers and reports are published on IGNIS. A central resource centre will be available for those employees taking examinations.					
	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. Students are encouraged to provide their own books if they deem necessary. The cost of any study materials purchased by individuals will NOT be reimbursed by DFRS.					
APPEALS	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>Candidates cannot appeal against a pass result in order 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	Candidates who successfully attain IFE papers will retain these qualifications for an open ended timescale.					
	This is subject to change if direction from The Professional Standards Body, Home Office, NFCC or similar, with regard to a national approach to standardising career progression criteria is given.					
MEMBERSHIP OF THE IFE	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.					
	Any individual passing the examinations via DFRS will not be entitled to use the post-nominal unless they join the IFE via the normal external process.					
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 :					
	<table><tr><td colspan="2">Fire Fighters in Development (WDS & On-Call)</td></tr><tr><td>Level of Qualification: Level 2 Certificate</td><td>Covering Fire Science, Operations and Fire Safety.</td></tr></table>		Fire Fighters in Development (WDS & On-Call)		Level of Qualification: Level 2 Certificate	Covering Fire Science, Operations and Fire Safety.
Fire Fighters in Development (WDS & On-Call)						
Level of Qualification: Level 2 Certificate	Covering Fire Science, Operations and Fire Safety.					

	Fire Fighters aspiring to Crew Manager (WDS)	
	Level of Qualification: Level 3 Certificate	Requirement: 2 papers covering: Unit 2: Fire Operations (mandatory) and either: <ul style="list-style-type: none"> • Unit 1: Fire Engineering Science or • Fire Safety
	Fire Fighters aspiring to Crew Manager (On-Call)	
	Level of Qualification: Level 3 Certificate	Requirement: 1 paper covering: <ul style="list-style-type: none"> • Unit 2: Fire Operations
	Crew Managers aspiring to Watch Manager (WDS)	
	Level of Qualification: Level 3 Diploma	Requirement: 2 papers covering: Level 3 Certificate in Fire Operations (mandatory) and either: <ul style="list-style-type: none"> • Level 3 Certificate in Fire Engineering Science or • Level 3 Certificate in Fire Safety
	Crew Managers aspiring to Watch Manager (On-Call)	
	Level of Qualification: Level 3 Diploma	Requirement: 1 Paper covering: <ul style="list-style-type: none"> • Level 3 Fire Service Operations (UK)
	Watch Managers aspiring to Station Manager	
	Level of Qualification: Level 4 Certificate	Requirement: 2 papers covering: Level 4 Certificate in Fire Service Operations (mandatory) and one from: <ul style="list-style-type: none"> • Level 4 Certificate in Fire Investigation • Level 4 Certificate in Fire Engineering Science • Level 4 Certificate in Fire Safety • Level 4 Certificate in Civil Emergency and Disaster Management*

	<p>* paper no longer available to be taken but will be accepted if already held</p>
<p>Station Manager aspiring to Group Manager</p> <p>Substantive Group Manager will be required to hold 4 papers (which equates to the Level 4 Diploma in Fire Science and Fire Safety qualification), 2 of which will be mandatory (Fire Operations and Fire Safety).</p> <p>However, the Service will undertake a period of phasing in for the role of Group Manager and the requirements for IFE examinations therefore no papers will be required for 2019 promotions, one mandatory paper by 1st May 2020, two mandatory papers by 2021 and a full suite of 4 by 2022 in line with the promotion panels.</p>	
<p>Level of Qualification:</p> <p>Level 4 Diploma (four papers results in a Level 4 Diploma overall qualification with IFE)</p>	<p>Requirement:</p> <p>Level 4 Certificate in Fire Operations and Level 4 Certificate in Fire Safety (mandatory) and a further two papers providing a total of 4 papers covering:</p> <ul style="list-style-type: none"> • Level 4 Certificate in Fire Investigation • Level 4 Certificate in Fire Engineering Science • Level 4 Certificate in Civil Emergency and Disaster Management* <p>* paper no longer available to be taken but will be accepted if already held</p>
<p>Group Manager aspiring to Area Manager*</p> <p>Substantive Area Managers will be required to hold the Level 4 Diploma consisting of 4 papers (as above).</p> <p>However, the Service will undertake a period of phasing in for the role of Area Manager; the requirements will be two mandatory papers by 2021 and the full suite by 2022 in line with the promotion panels.</p> <p>It is envisaged that this level will become obsolete over time due to Group Manager prior attainment.</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</p>	

	<p>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 as yet unknown.</p>
LEAVE	<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 each 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 exam should attend the Exam Centre and then return to duty.</p> <p>If an afternoon exam falls on a day shift then the candidate will attend their place of work in the morning, and then return when the exam has finished.</p> <p>Where the exam occurs in the morning after a night shift, then the candidate may be stood down at midnight of the previous night shift. Where the exam 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 exams as outlined above.</p> <p>If exams fall on a rota day, no time off in lieu or overtime will be accrued or paid.</p> <p>All of 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 papers, to determine underpinning knowledge for any future role applied for.</p> <p>Employees who access a selection process for promotion with the</p>

	mandatory 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 paper(s) whilst undertaking a temporary role.
RELEVANT DOCUMENTS	Appendix 1 – Application Process for IFE Examinations (Process Map) IFE Examination – Line Manager's Supporting Statement Examination Reading List Institution of Fire Engineers Examinations Timetable EIA

DOCUMENT HISTORY			
Version no	2.4		
Status	Live		
Replaces	2.3 February 2021		
Summary of changes	Minor Changes: <ul style="list-style-type: none">Update to phasing in for aspiring Area Manager		
Author	Sheril Buxton, Head of SI, Lindsey Payne, Service Development Advisor and Ruth Holden HR Partner (OD)		
Department/Responsible Portfolio	People and Organisational Development		
Approved by	Judi Beresford, Director of Corporate Services		
Revision history			
Version	Date	Author	Changes
2.3	February 21	S Buxton, L Payne, R Holden	Minor Changes: <ul style="list-style-type: none">Removal of APL sectionUpdate relating to Civil Emergency and Disaster ManagementGeneral update of language and terminologyReflect 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 March 2022.			
Distribution			
Service Procedures are published on the intranet in the month of issue. No hard copies are distributed.			
Index			
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Appendix 1

Application Process for IFE Exams

