

THE INSTITUTE OF FIRE SAFETY MANAGERS

Rules and Regulations for Entry to Grades of Membership

GENERAL

Introduction

The purpose of these Rules and Regulations is to detail the entry qualifications and requirements to the various grades of membership of the Institute as listed in the By-Laws. The rules for membership as described herein will be applied by the Membership Committee and the Council of the Institute to all applications for determining the grade of membership of any particular applicant. The Articles of Association and By-Laws also contain the rules and regulations appertaining to the maintenance of membership and a copy of these are available on the Institute's website.

Grades of Membership

The grades of membership of the Institute form the core of recognition of the professional development of the Individual within the Institute. There are five grades of membership within the Institute, both corporate (voting) and non-corporate, and these are:-

1. Fellow (corporate) with designatory letters FIFSM
2. Member (corporate) with designatory letters MIFSM
3. Associate (corporate) with designatory letters AIFSM
4. Technician (non-corporate) with designatory letters TIFSM
5. Student (non-corporate) with designatory letters SIFSM
6. Honorary Member (corporate) with designatory letters Hon MIFSM
7. Affiliate Member (non-corporate), no designatory letters are attached to this grade.

(Designatory letters can only be used whilst a member remains fully paid up and action will be taken by Council for any unauthorised use or abuse of these letters).

Academic Background

The Institute will approve and accredit external providers of courses and examinations which are deemed to satisfy the academic criteria to the various grades.

The Institute may also, in the future, conduct its own courses and examinations and these will be from one of a number of ways of meeting the required academic standards for the various grades of membership.

Professional Work Based Achievement

Applicants for membership should be able to demonstrate that their work has a direct relationship with the objectives of the Institute and especially in the fields of the management of fire safety, fire prevention, fire extinction and fire engineering in general.

Continuous Professional Development

Applicants may also be required, if requested, to demonstrate that they have or are undertaking Continuous Professional Development (CPD) for a specific period and in accordance with any policy that the Institute may initiate in the future.

Suitability for any Grade of Membership

The Institute will assess every applicant for his or her grade of membership based on a number of criteria but especially:-

1. The educational and academic qualifications relevant to the objectives of the Institute,
2. Vocational qualifications and training, and
3. Experience.

Any member seeking transfer between the grades should be able to show and demonstrate academic qualifications, vocational training and experience as expected for that grade of membership applied for.

A non-refundable administration fee of £10 should be included with the application for transfer.

Entry Requirements for Grades

- 1) Student. Every person applying for the grade of Student shall satisfy the Council that they are engaged in part time or full time fire safety management employment or are studying within the fields of fire safety and fire engineering.
- 2) Technician. Every person who wishes to apply or transfer into the grade of Technician shall satisfy the Council that they meet the following requirements:-
 - a) Have at least two years of training and experience in relevant fields of fire safety management/engineering, and
 - b) Have academic or vocational achievements/qualifications or equivalents at a level to be determined by the Council.
- 3) Associate. Every person who wishes to apply or transfer to the grade of Associate shall satisfy the Council that they meet the following requirements:-
 - a) Have at least three years experience in fire safety management or a related position, or
 - b) Have at least three years responsibility for fire prevention advice or fire safety in either an advisory or enforcement role, and
 - c) Hold a recognised qualification at the level that Council feels appropriate, or
 - d) Have no formal qualifications necessary for the grade of Associate but apply through a Mature Candidate Route. Such an applicant will have to submit a detailed application of competency and achievement in fire safety management/fire engineering and show that this involvement has been for a sustained period to the satisfaction of the Council.
- 4) Member. Every person who wishes to apply or transfer to the grade of Member shall satisfy the Council that they meet the following requirements:-
 - a) Have at least five years responsible experience in fire safety management/fire engineering, and
 - b) Hold relevant qualifications (e.g. the Advanced CFPA Diploma) at a level that Council feels appropriate, and
 - c) Demonstrate a proven track record of competency and training in the field of fire safety management/fire engineering.
 - d) Have no formal qualifications necessary for the grade of Member but apply through a Mature Candidate Route. Such an applicant will have to submit a detailed application of competency, experience and achievement in fire safety management/fire

engineering or speciality that they can prove is relevant to the aims and objectives of the Institute, and show that this involvement has been for a sustained period to the satisfaction of the Council.

- 5) Fellow. Membership as a Fellow will only be in recognition of a substantive contribution made by a member of the Institute in furthering the aims and objects of the Institute or on being made a Vice President. Election to Fellow will only be carried out at an Annual General Meeting following a recommendation by Council.

- 6) Honorary Member. This may be given to someone who may not have the necessary entry qualifications to satisfy the entry into a corporate grade of membership but it is given in recognition of a substantive contribution made by an individual to the Institute. Proposals should be sent to the Secretary General, Council will ratify before recommending to the Annual General Meeting for election to the grade.

- 7) Affiliate Member. This is a grade that carries no post nominals and is meant for businesses or companies who wish to be associated with the Institute. It will be expected that an Affiliate Member will have at least one corporate member of the Institute within the organisation that is applying for the grade. The Affiliate member will have the right to use the Institute's main logo on its paperwork etc.

Individual Case Procedure

The Institute may consider applications from a person who may not satisfy the membership criteria in any particular grade applied for but who may satisfy Council that they have academic qualifications of an appropriate standard and relevance to the applicant's involvement in fire safety management/fire engineering. The applicant will also have to demonstrate relevant experience and training as well as involvement in fire safety management/fire engineering. There will not be a formal list of qualifications that are acceptable, rather the applicant will have to qualify the relevance of qualifications held to current vocation or profession.

Mature Candidate Route

The Mature Candidate Route (MCR) provides a means of entering a membership grade at the appropriate level. An applicant for the MCR must provide a full application form containing all qualifications held, experience and training undertaken. The applicant will also have to satisfy Council, either by submission of a technical paper or detailed evidence of achievement and competency that he/she is of a standard that is appropriate for the grade of membership applied for.

Retired Members

On notification of the Institute's Membership Secretary, retired members (defined as those members in any grade that have ceased to be commercially active) will be invited to pay a final payment, equivalent to the annual subscription applicable at the time of invitation, following which they will continue to enjoy all the benefits of membership.

Administration

All applications will be processed as quickly as possible via the Membership Committee and Council should be informed of the list of current applicants and recommendations of the Membership Committee in each case. Each applicant will be informed of the decision of Council by the Chair of the Membership Committee or the Secretary General in writing within one calendar month of the decision being made.

In the case of applicants for the MCR, the Secretary General will liaise with the Membership Committee Chairman on how best to proceed and the applicant will be kept informed.