

IFE Level 3 Award in Management and Administration

Qualification Specification

Qualification Number: 610/5537/2

About the Institution of Fire Engineers (IFE)

The IFE is the professional institution for those working in the fire sector.

The IFE is a registered charity working for societal benefit. Founded in 1918, the IFE's mission is to promote, encourage and improve the science, practice and professionalism of fire engineering with the overall aim of protecting and saving lives. Members of the IFE share a commitment to ensuring that the fire profession remains relevant and valued, protecting people, property and the environment from fire.

The IFE Awarding Organisation

The IFE's awarding organisation is non-profitmaking.

The aim of the of the awarding organisation is to encourage those who work in the sector to engage with, and develop, the critical understanding needed to operate effectively and safely and to best professional standards so that they can protect and save lives. In doing this, the awarding organisation contributes to three of the IFE's (six) over-arching strategic priorities i.e.:

- ◆ *Facilitate awareness of fire issues and developments through the communication of ideas, knowledge and information.*
- ◆ *Foster professionalism by establishing and maintaining pathways and recognised standards of fire professionalism and competency.*
- ◆ *Increase knowledge in the science, practice and professionalism of fire engineering.*

All of the IFE's qualifications are designed for those working in the fire sector and to meet the above priorities. Qualifications and their associated assessments (examinations and practical activities/assignments) provided by the IFE are designed, assessed and quality assured by experts with extensive experience of working within the fire sector.

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Introduction

The IFE Level 3 Award in Management and Administration has been developed by the Institution of Fire Engineers (IFE), representatives of Fire and Rescue Services and other fire professionals. The content and structure of the qualification has been established to reflect best professional practice.

Aims of the Qualification

The IFE Level 3 Certificate in Fire Science, Operations, Fire Safety and Management has been designed to enable individuals to demonstrate a wide range of critical knowledge and understanding relevant to fire science, managing fire/rescue situations and determining measures for protection against fire.

Target Audience

The qualification will meet the needs of:

- ◆ those employed in fire and rescue service roles across the world, particularly those who are either already in Crew Manager roles or those who wish to develop and demonstrate knowledge and understanding relevant to the role of Crew Manager in preparation for promotion to this role;
- ◆ those operating in specialist fire and rescue contexts, such as aviation or fire prevention/fire safety roles, who need to develop and apply a wide range of knowledge and understanding in their role;
- ◆ other fire professionals and those within related industries of the Built Environment who wish to demonstrate their knowledge and understanding of fire-related subjects;

Qualification Content

The content of the Award is set out in the information presented below. The relevant sections below provide information on the range of topics that must be studied to achieve the Award including the way in which candidates need to show their understanding (Assessment Criteria) and the scope/range/contents in which they can be tested (Knowledge and Understanding).

Candidates are advised to prepare for each examination by covering all topics in the Award content so that they are able to provide comprehensive responses.

Assessment

The assessment takes the form of a 60-minute examination. The examination is closed book and provides a summative assessment of the full range of learning specified in the Award content. There are 50 marks available in the examination.

Examinations are provided in English only.

Examinations are designed to ensure that all sections of the Award content are tested in each examination and to provide candidates with the opportunity to demonstrate their knowledge and understanding across the content specified in the Award.