

March 2024 Examination Booking Form

IFE Candidate/Membership Number: (if applicable) Date of Birth: / /

Title: Forename(s):

Surname(s): Gender: Male/Female

Please specify in the box below how you require your name to appear on any future certificates:

Tel Home:	<input type="text"/>	Full Physical Address:	<input type="text"/>
Tel Mobile:	<input type="text"/>		<input type="text"/>
E-mail:	<input type="text"/>		<input type="text"/>
		Province:	Postcode:

(We will send your exam acknowledgement letter via e-mail where one is provided - individual applicants only)

Employer: Employer paying for exams Yes No
Tick relevant box

Please tick to confirm that you have read and accept the Terms and Conditions for Candidates listed below.

Due to the unreliable Postal Services, exam certificates will be sent via Courier to the above physical address.

Terms and Conditions for Examination Candidates – March 2024

Candidates booking IFE examinations agree to be bound by the Terms and Conditions set out below.

1. Candidates must provide true and accurate information when they complete the Examination Booking form. This information will be used for administration activity relevant to the examination(s) booked and to generate certificates where applicable. Candidates are responsible for informing the IFE of any changes in the information (e.g. address) provided. Full details of the IFE Awarding Organisation's Privacy Policy can be found at www.ife.org.uk/Qualification-FAQs
2. The IFE will advise candidates when the invoice for the booking is available for payment and the timelines for making payment. Candidates must ensure that payment is made within the timeframes provided by the IFE.
3. Candidates must submit their entries and payments by the closing date of 18th January 2024. Candidates may cancel their entries with full refund up to 14 days after the examination booking date. Examination fees will not be refunded after this time.
4. Late entries will be accepted only where the IFE can accommodate the candidate at an appropriate examination centre. The last date for accepting late entries is 18th January 2024. No late entries will be accepted after this date.
5. Candidates must provide **proof of identity (photographic ID will be required)** to the examination centre prior to sitting their examination(s).
6. Candidates must familiarise themselves with the rules and conditions that apply to examinations set by the IFE and must ensure that they always comply with these rules.
7. Candidates must conduct themselves in an appropriate manner during the examination. The IFE reserves the right to disqualify any candidate who does not comply with the examination rules. In the case of disqualification, results will not be issued, and fees will not be refunded.
8. Candidates are responsible for ensuring that they arrive at the examination venue on time. Candidates must arrive at least 30 minutes before the examination commences. Candidates who are late may not be allowed to take the examination.

Please cross (x) the examination paper(s) you wish to take.			Select
Thursday 21st March	09.00-10.00	Level 3 Certificate in Fire Science, Operations, Fire Safety and Management Unit 1: Fire Engineering Science (L3C1)	<input type="checkbox"/>
	10.30-11.30	Level 3 Certificate in Fire Science, Operations, Fire Safety and Management Unit 2: Fire Operations (L3C2)	<input type="checkbox"/>
	10.30-13.30	Level 2 Certificate in Fire Science, Operations and Safety (L2C)	<input type="checkbox"/>
	10.30-13.30	Level 3 Certificate Fire Safety (L3D2)	<input type="checkbox"/>
	10.30-13.30	Level 4 Certificate Fire Engineering Science (L4D1)	<input type="checkbox"/>
	14.30-17.30	Level 3 Certificate Fire Service Operations and Incident Command (L3D6)	<input type="checkbox"/>
	14.30-17.30	Level 3 Certificate Aviation Fire Operations (L3D4)	<input type="checkbox"/>
	14.30-17.30	Level 4 Certificate Aviation Fire Operations (L4D4)	<input type="checkbox"/>
	14.30-17.30	Level 4 Certificate Fire Investigation (L4D6)	<input type="checkbox"/>
Friday 22 nd March	09.00-10.00	Level 3 Certificate in Fire Science, Operations, Fire Safety and Management Unit 3: Fire Safety (L3C3)	<input type="checkbox"/>
	10.30-11.30	Level 3 Certificate in Fire Science, Operations, Fire Safety and Management Unit 4: Management and Administration (L3C4)	<input type="checkbox"/>
	10.30-13.30	Level 3 Certificate in Passive Fire Protection (L3CP)	<input type="checkbox"/>
	10.30-13.30	Level 3 Certificate Fire Engineering Science (L3D1)	<input type="checkbox"/>
	10.30-13.30	Level 4 Certificate Leadership and Management in Fire and Rescue (L4D5)	<input type="checkbox"/>
	10.30-13.30	Level 4 Certificate Fire Service Operations and Incident Command (L4D3)	<input type="checkbox"/>
	14.30-16.00	Level 2 Certificate in Passive Fire Protection (L2CP)	<input type="checkbox"/>
	14.30-17.30	Level 3 Certificate Leadership and Management in Fire and Rescue (L3D5)	<input type="checkbox"/>
	14.30-17.30	Level 3 Certificate Fire Investigation (L3D7)	<input type="checkbox"/>
	14.30-17.30	Level 4 Certificate Fire Safety (L4D2)	<input type="checkbox"/>

Timetable clashes: Exam paper clashes will not be permitted. Should candidates have two papers they wish to sit, that are scheduled for the same time, they must take one in this sitting and one in the next exam sitting.

March 2024 Provisional List of IFE Examination Centres

It is sometimes possible to accommodate candidates at examination centres that do not appear on this list. Although this cannot be guaranteed, candidates are welcome to enquire about a location/region that does not appear below.

EXAM CENTRE LOCATION	CENTRE CODE
RSA - CAPE TOWN CENTRAL	319
RSA - CAPE TOWN	302
RSA - DURBAN	303
RSA - EAST LONDON	304
RSA - GEORGE	309
RSA - JOHANNESBURG	308
RSA - PRETORIA	318
BOTSWANA - FRANCISTOWN	306
BOTSWANA - GABORONE	305
NAMIBIA - WINDHOEK	347
ZAMBIA - LUSAKA	281

Preferred Examination Centre:

Centre Code:

Fees for March 2024

Examinations	South African candidates to pay vat inclusive price	Candidates from neighbouring countries to pay vat exempt price
Level 2 Certificate in Fire Science, Operations and Safety	ZAR 2 323.00 vat incl	ZAR 2 020 vat exempt
Level 2 Certificate in Passive Fire Protection	ZAR 2 323.00 vat incl	ZAR 2 020 vat exempt
Level 3 Certificate in Fire Science, Operations, Fire Safety and Management – price per exam written	ZAR 1 739.95 vat incl	ZAR 1 513 vat exempt
Level 3 Certificate in Passive Fire Protection	ZAR 3 807.65 vat incl	ZAR 3 311 vat exempt
Level 3 Diploma – price per exam written	ZAR 3 352.25 vat incl	ZAR 2 915 vat exempt
Level 4 Diploma – price per exam written	ZAR 3 807.65 vat incl	ZAR 3 311 vat exempt

Submitting the Booking

Please complete page 1 and 2 of the application form and send it to adminstaff@ife.org.za for an invoice to be sent to you for payment of the exam fee.

Data Protection

The Institution of Fire Engineers (IFE) is fully registered under the UK Data Protection Act. The IFE will not provide your information to third parties for their direct use. In accordance with this Act, the IFE (and companies processing data on its behalf) will hold and use data contained in this form for administrative purposes, to provide the examination services you have requested and to maintain your IFE record. The IFE, with your permission, would also like to provide you with information about other products and services. If you would like to receive information about IFE products and services, please tick this box.

Payment Options

Company orders are not accepted for exam fee payments.

EFT / Bank Deposit:

Banking details: Standard Bank of SA Ltd, Killarney Branch, SWIFT Code: SBZAJJ

Account Name: Institution of Fire Engineers (SA)

Branch Code: 051001 Account No: 300462506

NB Payment reference: Candidate name/exam number/invoice number (*ensure this is legible*)

SWIFT Transfers:

Foreign payments must be done via SWIFT transfer from your bank to ours. All bank charges are for your own account to ensure that the full exam fee is received in South Africa. Any exam fees paid by candidates from neighbouring countries **will not be refunded**. Should you decide not to write, the funds will be held over to the next exam session or can be used to purchase study material. MoneyGram or Western Union payments must be agreed in advance by special arrangement with the IFE South African Branch.