Kia ora koutou katoa,

This week an announcement from the NZPFU in regards to the IFE qualifications and the IFE process for recognising the FENZ qualifications. The IFE is sincerely grateful to the NZPFU and FENZ for reaching this agreement.

Many of you will be aware of the process we went through in 2014 to enable the FENZ Career Station Officer/Level 5 Diploma in Fire and Rescue Services (Urban) to be recognised as meeting the qualification requirement for the Graduate Grade of the IFE. This year we also had the FENZ Career Senior Station Officer programme, Executive Officer programme and the associated Massey and Otago University courses recognised as meeting the academic requirements of the Members grade. Both processes required the entire course content to be assessed by the IFE Assessment Panel in the UK to map across the content to the relevant grades. This has now been accepted by FENZ.

There is a process to follow and it is detailed below for the various scenarios. If you do not fit into one of these scenarios, please contact IFE NZ directly.

1. **Information for all**
	1. To hold a membership of the IFE (Graduate or Member Grade) you must be a financial member. If you cease to be a financial member your Grade qualification will be voided.
	2. All new members will be required to pay their full years subscription (2019) before being awarded the grade. You will be invoiced after your application has been processed.

Graduate - $190

Members - $250

* 1. The following year (2020) you will be sent an invoice; you can pay this in full or set up a payroll deduction (form will be attached to the invoice).
	2. Graduate grade applications will be assessed in NZ prior to being sent to the IFE head office for approval. This process normally takes 6-7 weeks depending on volume.
	3. Members grade applications will also be assessed by IFE NZ prior to being sent to head office for approval. This process may take between 6-10 weeks depending on volume.
	4. All applications should be sent to secretary@ife.org.nz and in the subject box please put either Graduate application or Member application.
1. **Members that have been awarded Graduate Grade but have not yet received the payment**
	1. You must be a current IFE member. If not, you must re-instate your membership first otherwise the IFE will not endorse your request. Your grade is only valid while you are a current member.
	2. Contact admin@ife.org.nz to confirm that your membership status.
	3. Contact your Area Manager with your Graduate Grade certificate and email confirmation of financial membership requesting the following:

*In accordance with the NZPFU/FENZ settlement please find attached my certificate and confirmation of membership stating that I have met the requirements for the Graduate Grade of the Institution of Fire Engineers. I therefore request the bonus qualifications allowance as agreed to in the CEA.*

1. **New Applications for Graduate Grade (Career SO qualified persons)**
	1. Download the FENZ Graduate application form from the website and complete and sign with real signature (scanned in signature accepted, not a computer one).
	2. Download in PDF format your last 12 months OSM record.
	3. Download in PDF format your TMS record from the Learning Station.
	4. Scan a copy of your SO programme completion certificate and/or Level 5 Diploma in Fire and Rescue Services (Urban).
	5. Scan a copy of your Fire Investigation Level 1 Certificate (if lost please highlight on the TMS record your course completion).
	6. Email all the above to secretary@ife.org.nz for assessment. Once accessed it will be forwarded to our Administrator for processing to the UK. You will then be sent an invoice for payment of this years membership subscription. Once paid and approved you will be awarded the grade, then follow the process above.
2. **New Applications for Members Grade (Career SSO’s and above)**
	1. You must be a Career SSO or an Acting SSO to qualify for this process.
	2. This process is more detailed and rigorous. The SSO programme and EO programme only meet the necessary academic requirements. You also need to meet a Competency assessment and be able to show CPD requirements.
	3. Download the FENZ Members application form from the website and complete and sign with real signature (scanned in signature accepted, not a computer one).
	4. Download the IPD report template and the associated assistance documents. Complete the IPD report using at least 5 scenarios from your career over the last 5 years to show that you have met the competency requirements of the grade. Please detail the competency number in the column where you think you have met the competency. See examples.
	5. Download in PDF format your last 24 months OSM record.
	6. Download in PDF format your TMS record from the Learning Station.
	7. Scan a copy of your SSO programme completion certificate and/or EO programme completion certificate and any relevant tertiary qualifications.
	8. Scan a copy of your Fire Investigation Level 1 Certificate if you have not previously sent it in (if lost please highlight on the TMS record your course completion).

We thank you for your patience through this process from when it started back in 2014 and also the next few months while we endeavour to process any new applications. We welcome new members and thank existing members for their continued support.

Noho ora mai,

Ed Claridge MIFireE

President, Institution of Fire Engineers, NZ Branch

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