

March 2025 Examination Booking Form

IFE Candidate / Membership number:	<input type="text"/>	Date of Birth:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title:	<input type="text"/>	Forenames:	<input type="text"/>						
Surname(s):	<input type="text"/>	Gender:	<input type="text"/>						
Tel Phone:	<input type="text"/>	Full Postal Address:	<input type="text"/>						
Tel Mobile:	<input type="text"/>	<input type="text"/>	<input type="text"/>						
Employer:	<input type="text"/>	<input type="text"/>	<input type="text"/>						
Country:	<input type="text"/>	Postcode:	<input type="text"/>						
Email:	<input type="text"/>								

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

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

Terms and Conditions for Examination Candidates – March 2025

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.
2. Candidates must include a candidate membership number as a part of the Examination Booking form. This is available to candidates through registering or logging in to their MyIFE account at <https://www.ife.org.uk/Home/MyIFE>
3. Candidates are responsible for ensuring their contact information is kept up to date via their MyIFE account. Contact details must include a valid email address as this will be used to provide candidates with all necessary information regarding the examinations including notification of booking summary and examination results being available on MyIFE. Full details of the IFE Awarding Organisation's Privacy Policy can be found at www.ife.org.uk/Qualification-FAQs
4. Payment for the examination booking must be made at the time of submitting the online booking form. Unless payment is received, no provisional booking will be made.
5. Candidates must submit their booking using this form by the closing date of **15 January 2025**. Candidates may cancel their booking up to **14 days** from the date of their booking and a refund will be processed for any payments received.
6. Eligible examination candidates will be conferred IFE Student membership as detailed in IFE Qualifications Package.
7. Candidates must provide proof of identity (photographic ID will be required) to the examination centre prior to sitting their examination(s) or as part of their online examination.
8. Candidates must familiarise themselves with the 'Rules for Candidates' that apply to examination(s), whether online or in person, they have booked as set by the IFE and must ensure that they comply with these rules at all times.
9. Candidates must conduct themselves in an appropriate manner during their examination(s). 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.
10. Candidates taking written examinations are responsible for ensuring that they arrive at the examination centre 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.

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11. Candidates taking online examinations are responsible for checking that they have been given access to the correct examination and referring any queries to exams@ife.org.uk (this will become available to you 30 days prior to your examination window opening).
12. The NZ Fire Brigades' Institute offers both their Associate and Member level Diploma for those sitting the Level 2 Certificate in Fire Science, Operations and Safety and Level 3 Certificate in Fire Science, Operations, Fire Safety and Management respectively. **Please select to confirm that you wish to be contacted by the NZ Fire Brigades Institute to discuss this further.**

Examinations

Please tick (✓) the examination paper(s) you wish to take.			Tick
Thursday 27 March 2025	09:00-10:00	<i>Level 3 Certificate in Fire Science, Operations, Fire Safety and Management</i> Unit 1: Fire Engineering Science (L3C1)	
	10:30-11:30	<i>Level 3 Certificate in Fire Science, Operations, Fire Safety and Management</i> Unit 2: Fire Operations (L3C2)	
	10:30-12:00	Level 2 Certificate in Fire Science, Operations and Safety (L2C)	
	10:30-12:30	Level 3 Certificate in Fire Safety (L3D2)	
	10:30-13:30	Level 4 Certificate in Fire Engineering Science (L4C1)	
	14:30-17:30	Level 3 Certificate in Fire Service Operations and Incident Command (L3D6)	
	14:30-17:30	Level 3 Certificate in Aviation Fire Operations (L3D4)	
	14:30-17:30	Level 4 Certificate in Aviation Fire Operations (L4C4)	
	14:30-17:30	Level 4 Certificate in Fire Investigation (L4C6)	

Please tick (✓) the examination paper(s) you wish to take.			Tick
Friday 28 March 2025	09:00-10:00	<i>Level 3 Certificate in Fire Science, Operations, Fire Safety and Management</i> Unit 3: Fire Safety (L3C3)	
	10:30-11:30	<i>Level 3 Certificate in Fire Science, Operations, Fire Safety and Management</i> Unit 4: Management and Administration (L3C4)	
	10:30-13:30	Level 3 Certificate in Passive Fire Protection (L3CP)	
	10:30-13:30	Level 3 Certificate in Fire Engineering Science (L3D1)	
	10:30-13:30	Level 4 Certificate in Leadership and Management (L4C5)	
	10:30-13:30	Level 4 Certificate in Fire Service Operations and Incident Command (L4C3)	
	14:30-15:30	Level 2 Certificate in Passive Fire Protection (L2CP)	
	14:30-15:30	Level 3 Certificate in Leadership and Management (L3D5)	
	14:30-17:30	Level 3 Certificate in Fire Investigation (L3D7)	
	14:30-17:30	Level 4 Certificate in Fire Safety (L4C2)	

Preferred Examination Centre:

Centre Code: (Please see page 4)

General Data Protection Regulation (GDPR) Statement for Candidates

The Institution of Fire Engineers (IFE) takes your privacy seriously and treats all personal information in accordance with UK data protection legislation. When booking IFE examinations, the IFE requests the minimum information necessary to manage the examination service. The IFE will use the information you supply here only for the administration of your booking and for further communications about examinations. The IFE does not collate or hold financial information beyond the point where the fees due are processed. If you do not want to supply the IFE with any of the information required by this form, please do not proceed with your booking. Please view our Privacy Policy <https://www.ife.org.uk/Qualification-FAQs> for more information.

Examination Resources:

- **Syllabus links**
- **Candidate Guide**
- **Past papers and exam reports:**

<https://ife.org.uk/Home/Education/IFE-qualifications/Exam-resources>

Submitting the Booking

Application By E-Mail – Preferred Option

1. Please complete the booking information on pages 1 and 2 and e-mail this to Marcel.Sanders@fireandemergency.nz
2. Please complete the online payment by Bank Transfer to:

Institution of Fire engineers NZ Branch **38-9008-0158057-00**
(Reference: Name & Level exam)

Application By Post

Please complete this application form, enclose payment (bank draft) and post to:

The Secretary
The Institution of Fire Engineers
PO Box 3961
Wellington
NEW ZEALAND

You will receive an acknowledgement of your application from the IFE NZ Branch and confirmation from the IFE UK to confirm your application details prior to sitting the exams. If you receive any notification from the IFE that the booking cannot be processed, please respond immediately. If you do not contact us, we will not be able to process the booking.

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Fees for March 2025

Examinations	Price per Examination (Single Unit)
Level 2 Certificate in Fire Science, Operations and Safety	\$150.00
Level 2 Certificate in Passive Fire Protection	\$150.00
Level 3 Certificate in Fire Science, Operations, Fire Safety and Management – for each unit examination	\$115.00
Level 3 Certificate in Passive Fire Protection	\$250.00
Level 3 examinations other than unit examinations	\$230.00
Level 4 examinations	\$250.00

March 2025 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/potential centres are welcome to enquire about a location/region that does not appear below.

Please note that examination centres and/or organisers may add additional charges to cover the costs of running and managing examination centres. Should this occur, we will make you aware of the extra costs when you submit your application. In any case, the IFE NZ Branch will endeavour to inform you of any additional charges as soon as possible.

NEW ZEALAND VENUES	
Location	Venue Code
Auckland	371
New Plymouth	373
Palmerston North	389
Wellington	379
Christchurch	372
Dunedin	381