

**OFFICE USE ONLY**

Date Received:

Booking ID:

Initial:

Processed date:

**March 2019 Examination Booking Form**

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IFE Candidate/Membership Date of Birth:

**/**

**/**

Number: (if applicable) DD/MM/YY

Title: Forename(s):

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 Male/Female

Surname(s): HKID(Prefix and first 3 digits): Gender:

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

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| Country: Postcode: |

Tel Home: Full Postal

 Address:

Tel Mobile:

E-mail:

*(We will send your exam acknowledgement letter via*

*e-mail where one is provided - individual applicants only)*

Employer:

Please tick to confirm that you have read and accept the Terms and Conditions for Candidates listed on page 2 of this form.

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| **Please tick (√ ) the examination paper(s) you wish to take.**  | **Tick** |
| Thursday 14 March | 09.00-10.00 | Level 3 Certificate Unit 1: Fire Engineering Science |  |
| 10.30-11.30 | Level 3 Certificate Unit 2: Fire Operations |  |
| 10.30-13.30 | Level 2 Certificate |  |
| 10.30-13.30 | Level 3 Diploma Unit 2: Fire Safety |  |
| 10.30-13.30 | Level 4 Certificate Unit 1: Fire Engineering Science |  |
| 14.30-17.30 | Level 3 Diploma Unit 6: Fire Service Operations and Incident Command |  |
| 14.30-17.30 | Level 3 Diploma Unit 4: Aviation Fire Operations |  |
| 14.30-17.30 | Level 4 Certificate Unit 3: Fire Service Operations and Incident Command |  |
| 14.30-17.30 | Level 4 Certificate Unit 4: Aviation Fire Operations |  |
| 14.30-17.30 | Level 4 Certificate Unit 7: Civil Emergency and Disaster Management |  |
| Friday 15 March | 09.00-10.00 | Level 3 Certificate Unit 3: Fire Safety |  |
| 10.30-11.30 | Level 3 Certificate Unit 4: Management and Administration |  |
| 10.30-13.30 | Level 3 Certificate in Passive Fire Protection |  |
| 10.30-13.30 | Level 3 Diploma Unit 1: Fire Engineering Science |  |
| 10.30-13.30 | Level 4 Certificate Unit 5: Leadership and Management in Fire and Rescue |  |
| 10.30-13.30 | Level 4 Certificate Unit 6: Fire Investigation |  |
| 14.30-16.00 | Level 2 Certificate in Passive Fire Protection |  |
| 14.30-17.30 | Level 3 Diploma Unit 5: Leadership and Management in Fire and Rescue |  |
| 14.30-17.30 | Level 3 Diploma Unit 7: Fire Investigation |  |
| 14.30-17.30 | Level 4 Certificate Unit 2: Fire Safety |  |

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Hong Kong

Preferred Examination Centre: Centre Code: (Please see page 4)

**Terms and Conditions for Examination Candidates – March 2019**

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 booked and to generate certificates where applicable. Candidates are responsible for informing the IFE of any changes in the information (eg address) provided. Full details of the IFE Awarding Organisation’s Privacy Policy can be found at [www.ife.org.uk/Qualification-FAQs](http://www.ife.org.uk/Qualification-FAQs)
2. Candidates must submit their examination entry fee at the same time as they submit their booking form. Bookings will not be processed until payment has been received.
3. Candidates must submit their entries by the closing date of **30 November 2018**. Candidates may cancel their entries with full refund up until **7 January 2019**. Examination fees will not be refunded after this time.
4. Candidates must provide proof of identity (photographic ID will be required) to the examination centre prior to sitting their examination(s).
5. Candidates must familiarise themselves with the rules and conditions that apply to examinations set by the IFE and must ensure that they comply with these rules.
6. 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 or who is identified by the examination centre as committing malpractice. In this instance, fees will not be refunded.
7. 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.

**Fees for March 2019**

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| **Qualification** | **Price per Examination (Single Unit)** | **Price for 4 units (where candidates sit all four units in the same examination session)** |
| Level 2 Certificate | £44 | N/A |
| Level 2 Certificate in Passive Fire Protection | £44 | N/A |
| Level 3 Certificate in Fire Science, Operations, Fire Safety and Management | £31.50 | £107 (saving of £19) |
| Level 3 Certificate in Passive Fire Protection | £72.50 | N/A |
| Level 3 Diploma in Fire Science and Fire Safety  | £72.50 | £246 (saving of £44) |
| Level 4 Certificate in Fire Science and Fire Safety | £84 | £285 (saving of £51) |

**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 EU/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/write/MediaUploads/Exams/Policy\_-\_Privacy\_Policy.pdf] for more information.

**Submitting the Booking**

**Booking by E-mail or Fax**

Please complete the booking information on page 1 and e-mail this along with your credit card details (please see below) to exams@ife.org.uk or fax it to +44 (0) 1789 296 426.

**Bookings by Post**

Please complete the booking information on page 1 and send it along with the appropriate payment to:

The Institution of Fire Engineers (Examinations), IFE House, 64-66 Cygnet Court, Timothy’s Bridge Road, Stratford-upon-Avon, CV37 9NW, United Kingdom

\*N.B. Payment can be made by cheque or banker’s draft (made payable to The Institution of Fire Engineers in GBP only) or by credit/debit card using the form provided below.

**Credit/Debit Card Payment Information**

 **Type of Card** (*please indicate)****:*** Visa/Visa Debit MasterCard Switch Solo Visa Electron Maestro

**Cardholder’s Name** (as it appears on the card):

**Card Number** (long number on the front - 16 digit cards only)**:**

**Security Number:**

(last 3 digits on signature strip)

**Start Date:**

**MM/YY**

**Expiry Date:**

**MM/YY**

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**Issue Number:**

(Switch/Maestro)**)**

**Candidate Number/**

**Membership Number:**

 FOR OFFICE USE ONLY:

 (Amount to be deducted)

**£**

**£**

 Exam Fees: Membership Subscription:

**March 2019 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.

Please note that examination centres and/or organisers may add additional charges to cover the costs of running and managing examination venues. If you are booking through your local IFE branch, the branch will make you aware of the extra costs when you submit your application. For candidates who do not enter via their branch or through their employer, the IFE will endeavour to inform you of any additional charges as soon as possible.

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| **International Centres** |
| **Location** | **Centre Code** |
| India, Mumbai | 101 |
| India, Chennai | 103 |
| India, New Delhi | 104 |
| Kenya, Eldoret | 110 |
| Kenya, Nairobi | 111 |
| Kenya, Thika | 112 |
| Kenya, Mombasa | 113 |
| Malta | 150 |
| Mauritius, Reduit | 160 |
| Mauritius, Rodrigues | 161 |
| Ghana, Accra | 170 |
| Nigeria, Lagos | 181 |
| Nigeria, Benin City | 183 |
| Nigeria, Calabar | 184 |
| Hong Kong | 190 |
| Republic of Ireland, Dublin | 211 |
| UAE, Dubai | 227 |
| Sri Lanka, Colombo | 250 |
| Trinidad, Port of Spain | 261 |
| Trinidad, San Fernando | 262 |
| Tobago, Scarborough | 263 |
| Gibraltar | 280 |
| Zimbabwe, Bulawayo | 291 |
| Zimbabwe, Harare | 292 |
| South Africa, Botswana, Namibia & Zambia – For a full list of centres in these countries please contact the South Africa Branch. |  |
| Australia – For a full list of centres in Australia please contact the Branch. |  |
| New Zealand – For a full list of centres in New Zealand please contact the Branch. |  |
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| **UK Centres** |
| **Location** | **Centre Code** |
| Lincolnshire | 514 |
| Nottinghamshire**\*** | 515 |
| Surrey, Reigate | 536 |
| East Sussex | 537 |
| Staffordshire | 539 |
| West Yorkshire, Bradford | 542 |
| Avon, Bristol | 543 |
| Lancashire, Chorley | 544 |
| Tyne & Wear | 547 |
| Scotland, Glasgow | 549 |
| Suffolk, Ipswich\* | 551 |
| Isle of Wight | 552 |
| Northern Ireland, Belfast | 555 |
| Merseyside, Liverpool | 556 |
| London | 557 |
| Manchester | 558 |
| Norfolk | 560 |
| Essex | 562 |
| Buckinghamshire | 563 |
| Cumbria | 566 |
| South Yorkshire, Sheffield | 567 |
| Hampshire | 568 |
| Humberside**\*** | 570 |
| Devon, Exeter | 572 |
| Channel Islands, Guernsey | 573 |
| Channel Islands, Jersey**\*** | 581 |
| Hereford & Worcester**\*** | 582 |
| Cornwall, Liskeard | 591 |
| Bedfordshire | 599 |
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**Please note:**

**Centres marked with an \* are open only to personnel from that Fire & Rescue Service.**