



INSTITUTE OF FIRE PREVENTION OFFICERS

Continuing Professional Development Policy in support of the Fire Risk Assessors Register Policy FRAR-001 Annex

1.0 The Institute requires anyone included on the IFPO - Fire Risk Assessors Register (FRAR) to maintain a high standard of knowledge in fire safety matters and apply the most appropriate guidance when undertaking Fire Risk Assessments and to maintain a record of their Continuing Professional Development (CPD) and to provide evidence of their commitment by way of audit when required.

2.0 The Engineering Council (EC) also identifies CPD as the process of enhancing competence and acquiring other relevant competencies in response to job demands and personal aspirations, using learning to open up opportunities for career advancement and business success.

3.0 This is a very desirable path for the Institute to follow for a multitude of reasons but to ensure the successful process of CPD required you will need to follow the relevant IFPO Policy (FRAR-001).

4.0 CPD should be measured via relevant and reflective practice in the field of fire risk assessment, it is the registered member's responsibility to record their CPD in a reflective manner of learning, referring to the source be it a relevant Code of Practice, Webinar, workshop or study of the most appropriate guidance etc; highlighting learning or refreshment of technical fire safety knowledge reflecting upon what was learned or refreshed.

5.0 The amount of CPD required per year for an IFPO Fire Risk Assessor is 20-hours annually over the 5-year cycle that they remain on the National Fire Risk Assessors Register (FRAR), this equates to a total of 100-hours CPD in total as a minimum.

6.0 IFPO require any member, included on the FRAR, at any time during registration, to produce their record of CPD together with supporting evidence for audit when requested. The CPD activity log must be returned within 21 days of the request being made.

7.0 An applicant, included on the FRAR, who has not maintained satisfactory evidence of their CPD can be removed from the register or have their status moved from Full Commercial to Commercial Low-risk Assessor (No sleeping risk or complex premises).

8.0 The recommended level of CPD activity required by the Institute places more emphasis on the outcome of CPD activity rather than satisfying a fixed quota of hours. The Institute believes, however, that the necessary minimum level of personal activity is the equivalent of 20 hours per annum of formal and In-formal study time. In order to provide some flexibility for fire risk assessors from a wide variety of backgrounds, with differing access to formal learning opportunities, the following additional guidance is provided:

- a. The recommended level of CPD activity may be spread over more than one year but must total 100 hours over a period of 5 years, provided that in no 1 year there is not less than the equivalent of 10 hours of formal study activity carried out;
- b. It is also recommended that formal activities form a minimum of 50% of the activity, with the balance being made up of those activities listed as informal study.

9.0 Recommended types of Formal study activity should be credited on an hourly basis and may include the following:

- a. Courses leading to formal qualifications, including distance learning;
- b. Attending or lecturing on courses organised by a professional institution or employer, (which may or may not have been validated by a professional body);
- c. Attending relevant seminars or conferences, including those organised by the division, the Institution or local branches of the Institution;
- d. Preparing articles on relevant subjects for publication;
- e. Meetings of technical committees or working party meetings of a professional nature i.e. national or international standards, government advisory work, or representing a relevant Institution.

10.0 Any Informal study activity is to be credited on a two for one basis i.e. 2-hours of informal study represents 1-hour of formal study, informal study may include the following:

- a. Updating knowledge through informal study of relevant subjects;
- b. Reading professional journals and books;
- c. Organised visits to sites or buildings which demonstrate or illustrate fire engineering processes or protection systems;
- d. Part-time responsibilities within unrelated voluntary organisations where this gives opportunities for development which may not be normally available in the workplace, such as chairing meetings or for members who are not currently employed in a managerial role, dealing with personnel matters.
- e. Observation and analysis of events in the course of work and reflection on their significance (although it is difficult to ascribe a time to such activity).

11.0 Please pay particular attention to those activities which have not been validated by this, or some other relevant fire safety related professional institution.

12.0 The sample list below is only provided for example purposes and is not intended to exclude other worthwhile activities. It will be for individual members to demonstrate the development value of any activity in your record of CPD activity.

Activity	Formal / Non-Formal	Evidence Required
Academic or professional study	Formal	Full details of any subject covered and any qualifications by the provider and the year of study must be provided in your CPD activity log.
Attendance at a relevant Course or seminar	Formal	The details of the training provider must be provided in your CPD activity log.
Distance learning courses to include e-learning	Formal	The details of the training provider and the course must be provided in your CPD activity log.
In-house training by Employer/Company	Formal	The employer/Company details and information about the course must be provided in your CPD activity log.
Training provided by any Local Branch`s such as IFE / IFSM, etc	Formal	Details of the Institution / branch and the course attended must be provided in your CPD activity log.
Reading relevant articles (in International Fire Professional journal or other reputable relevant sources including the internet	Non-Formal	The article, title, publication and/or website address must be provided in your CPD activity log.
Production of a dissertation	Formal	The title of any dissertation and the qualification details must be provided in the CPD activity log.
Research	Formal	Full details of the topic for the research and, where applicable, the organisation which has commissioned the research.
Preparation and delivery of training courses	Formal	Full details of the course being delivered must be provided in your CPD activity log.
Participation in development of specialist areas of fire engineering by attending meetings of special interest groups/committees or relevant organisations undertaking such work	Formal	Details of the committee/organisation, the area of fire engineering being considered to be provided in your CPD activity log.
Work shadowing	Non-Formal	Full details of aims and outcomes of the work shadowing sessions to be provided in your CPD activity log.
Coaching or mentoring (delivered face to face or at a distance with clear aims and objectives for professional development)	Formal	Full details of aims and outcomes of the sessions to be provided in your CPD activity log.
Writing on fire engineering (to include material written for journals, publications, magazines and internet)	Formal	Full details on the subject of the piece of writing and, where applicable, the publication/website/organisation for which the material is being produced must be provided in your CPD activity log.