



## Accreditation of Courses

### The Accreditation Process

1. The accreditation process is the means by which a course is approved by the Institute.

### Applying for Accreditation

2. An organisation applying for ICPEM Accreditation will be required to submit a document which shall include the following details:
3. Details to be submitted/recorded:
  - a) Details of the organisation (hereafter called the applicant)
    - i) Name of the Organisation
    - ii) Address for Correspondence
    - iii) Telephone and Fax Numbers
    - iv) E-mail address
    - v) Type of organisation.
    - vi) Name and contact details of the person within the organisation submitting the proposal.
  - b) Title of the proposed or existing course.
  - c) Duration of the course.
  - d) Date the course was first offered in its present form or, alternatively, the date it is intended to offer the first course.
  - e) Whether the course is being offered in conjunction with other organisations (if so, the details of this organisation (see (a) above) will also be required). If so, the scope of the collaboration should be explained.
  - f) The following details of the course itself are also required:
    - i) A clear achievable aim.
    - ii) Intended learning outcomes.
    - iii) Content.
    - iv) Method(s) of course delivery.
    - v) Method of assessment of delegates.
    - vi) Procedures for ensuring the quality of the course.
    - vii) Procedures for monitoring, evaluating and reviewing the course.
    - viii) Qualifications and experience of the staff who will deliver the course.
  - g) Any other information which the applicant considers relevant.



## The Accreditation Process

4 On receipt, an application for accreditation shall be considered by the Institute's Accreditation Panel. Should the Accreditation Panel decide that it is necessary for a visit to be made to the location from which the application is made, one or more members of the Panel, shall travel to the location. The cost of such a visit by one member shall rest with the applicant; any additional costs by second or third member shall be born by the Institute.

5 The Panel shall notify the applicant of the decision. If the application is successful, the applicant shall receive a Numbered Certificate of Accreditation. If the application is not successful, the applicant shall be given the reasons for the refusal in writing.

6 The period of accreditation shall be for a period of two years. Any renewal of the Certificate of Accreditation shall be for a further period of two years unless the Panel deem it can be for a longer period.

7 Following the granting of the Certificate of Accreditation, one or more members of the Accreditation Panel may attend the relevant course as an observer, at a time mutually agreed by the Institute and the Certificate holder. The cost of one visit by one person from the Accreditation Panel during the two years of the Certificate's existence shall be born by the applicant. Should the Institute decide to send more than one person the cost of the second and subsequent people shall be born by the Institute after due consideration by the Executive Council.

8 During the renewal period of any Certificate of Accreditation, a member of the Accreditation Panel may attend the relevant course as an observer at a time mutually agreed by the Institute and the Certificate holder. The cost of such a visit by one person from the Accreditation Panel shall be born by the Certificate holder. Should the Institute decide to send more than one person the cost of the second and subsequent people shall be born by the Institute after due consideration by the Executive Council.

9. All changes in terms of the method of deliver, the content or the venue, to any course which has been accredited by the Institute, shall be notified to the Accreditation Panel of the Institute. If the changes are substantial, a new application, as laid out under Clauses 2 and 3 above, shall be required. If the changes are minor, the Accreditation Panel can approve them under the existing Certificate of Accreditation for a small administrative charge. The decision as to what is substantial and what is minor shall rest with the Institute.



# Institute of Civil Protection & Emergency Management

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## Accreditation Fee

10. Each organisation applying for accreditation shall be required to pay an application fee. If the application is successful, an additional fee will be payable for the production of the Numbered Certificate of Accreditation.
11. An additional fee shall be required when renewing Accreditation.
12. An administrative fee will be required when informing the Institute of minor alterations to a course or programme that has already been certificated.
13. The fees are set an in Annex A to this letter.

## Certificates

14. Any certificates awarded to individuals for attendance on an Accredited Course shall carry the logos of the Institute and the Organisation holding the Numbered Certificate of Accreditation. The logos will be of equal size and the design of the Certificate shall be approved by the Institute.
15. The Certificate may be simple attendance certificate if there is no relevant means of assessment of individual delegates. If, however, there is a means of individual assessment, delegates may be awarded a ‘pass’ or ‘satisfactorily completed’ certificate. Each individual certificate awarded by any organisation holding a Numbered Certificate of Accreditation shall be consecutively numbered.

## Disputes

16. In the case of any dispute arising between an applicant and the Institute’s Accreditation Panel, there shall be a right of appeal to the full Executive Council of the Institute of Civil Protection and Emergency Management.
17. The decision of the full Executive Council of the Institute of Civil Protection and Emergency Management shall be final.



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## Annex A

### Fees for 2019

1. The following fees shall be paid by academic institutions and small training companies.
  - a) Initial application fee (not returnable if the application fails) £ 50.00
  - b) Fee to be paid if a Certificate of Accreditation is granted (this includes the Initial Application fee; therefore it amounts to further £200) £ 250.00
  - c) Fee to be paid for a renewal of the Certificate of Accreditation £ 100.00
  - d) Administrative fee for minor amendments to an existing Certificate of Accreditation £ 20.00
2. The fees to be paid by large training companies shall be arrived at by mutual consent.