**October 2023 Examination Booking Form**

**OFFICE USE ONLY**

Date Received:

Initial:

Processed date:

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IFE Candidate/Membership Date of Birth:

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Number: (if applicable) DD/MM/YY

Title: Forename(s):

 Male/Female

Surname(s): Gender:

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

Tel Home: Full Physical

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| Province: Postcode: |

 Address: Tel Mobile:

E-mail:

*(We will send your exam acknowledgement letter via*

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

Employer: Employer paying for exams

Yes

No

 Tick relevant box

**Please tick to confirm that you have read and accept the Terms and Conditions for Candidates**

 **listed below.**

**Due to the unreliable Postal Services, SA candidate’s certificates**

**will be sent via Courier to the above physical address.**

**Terms and Conditions for Examination Candidates – October 2023**

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. Candidates are responsible for informing the IFE of any changes in the information (e.g. address) provided. Full details of the IFE Awarding Organisation’s Privacy Policy can be found at www.ife.org.uk/Qualification-FAQs
2. The IFE will advise candidates when the invoice for the booking is available for payment and the timelines for making payment. Candidates must ensure that payment is made within the timeframes provided by the IFE.
3. Candidates must submit their entries and payments by the closing date of **30th July 2023**. Candidates may cancel their entries with full refund up until **14th August 2023**. Examination fees will not be refunded after this time.
4. Late entries will be accepted only where the IFE can accommodate the candidate at an appropriate examination centre. The last date for accepting late entries is **4th** **August 2023**. A late entry fee of R1,932 vat incl. will be payable.
5. Candidates must provide proof of identity (photographic ID will be required) to the examination centre prior to sitting their examination(s).
6. Candidates must familiarise themselves with the rules and conditions that apply to examinations set by the IFE and must ensure that they always comply with these rules.
7. 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. In the case of disqualification, results will not be issued, and fees will not be refunded.
8. 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.

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| **Please tick ( ) the examination paper(s) you wish to take.** | **Tick** |
| Monday 9th October 2023 | 09.00 - 10.00 | *Level 3 Certificate in Fire Science, Operations, Fire Safety and Management***Unit 1: Fire Engineering Science** |  |
| 10.30 - 11.30 | *Level 3 Certificate in Fire Science, Operations, Fire Safety and Management***Unit 2: Fire Operations** |  |
| 10.30 - 12.00 | Level 2 Certificate in Passive Fire Protection |  |
| 10.30 - 13.30 | Level 2 Certificate in Fire Science, Operations and Safety |  |
| 10.30 - 13.30 | Level 4 Diploma - Certificate in Fire Service Operations and Incident Command (L4C3) |  |
| 14.30 - 15.30 | *Level 3 Certificate in Fire Science, Operations, Fire Safety and Management***Unit 3: Fire Safety (see below time clash information\*\*)** |  |
| 14.30 - 15.30 | *Level 3 Certificate in Fire Science, Operations, Fire Safety and Management***Unit 4: Management and Administration** **(see below time clash information\*\*)** |  |
| 14.30 - 17.30 | Level 3 Certificate in Passive Fire Protection |  |
| 14.30 - 17.30 | Level 3 Diploma – Certificate in Fire Service Operations and Incident Command (L3D6) |  |

\*\* Candidates who wish to sit both the Level 3 Certificate Unit 3: Fire Safety and the Level 3 Certificate Unit 4: Management and Administration examinations will be able to take both papers during the afternoon. Candidates should complete the L3C3 (Fire Safety) examination first. At the end of the one-hour examination period (i.e., 14:30-15:30), the examination centre will then remove the materials relevant to L3C3 and replace these with the examination paper for L3C4 (Management & Administration) and a new answer book is to be used when completing the L3C4 examination. Candidates will then sit the L3C4 examination between 15:30 and 16:30.

Candidates who are taking only the Level 3 Certificate Unit 4: Management and Administration examination should take this paper in the allocated slot of 14:30-15:30.

Preferred Examination Centre: Centre Code:

 (Please see page 3)

**Fees for October 2023**

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|  | **South African candidates to pay** **vat inclusive price** | **Candidates from neighbouring countries** **to pay vat exclusive price** |
| **Level 2 Certificate** | ZAR 1,978 **vat inclusive** | ZAR 1,720 **vat exempt** |
| **Level 2 Certificate Passive Fire Protection** | ZAR 1,978 **vat inclusive** | ZAR 1,720 **vat exempt** |
| **Level 3 Certificate** | ZAR 1,495-00 **for 1 exam vat inclusive**ZAR 2,932-50 **for 2 exams vat inclusive**ZAR 4,358-50 **for 3 exams vat inclusive**ZAR 5,784-50 **for 4 exams vat inclusive** | ZAR 1,300 **for 1 exam vat exempt**ZAR 2,550 **for 2 exams vat exempt**ZAR 3,790 **for 3 exams vat exempt**ZAR 5,030 **for 4 exams vat exempt** |
| **Level 3 Certificate Passive Fire Protection** | ZAR 3,243-00 **vat inclusive** | ZAR 2,820 **vat exempt** |
| **Level 3 Diploma** | ZAR 2,863-50 **per unit vat inclusive** | ZAR 2,490 **per unit vat exempt** |
| **Level 4 Diploma** | ZAR 3,243-00 **per unit** **vat inclusive** | ZAR 2,820 **per unit** **vat exempt** |

**Submitting the Booking**

Please complete page 1 and 2 of the application form and send it to [adminstaff@ife.org.za](file:///C%3A%5CUsers%5CLee%5CDownloads%5Cadminstaff%40ife.org.za) for an invoice to be sent to you for payment of the exam fee.

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| **Data Protection**The Institution of Fire Engineers (IFE) is fully registered under the UK Data Protection Act. The IFE will not provide your information to third parties for their direct use. In accordance with this Act, the IFE (and companies processing data on its behalf) will hold and use data contained in this form for administrative purposes, to provide the examination services you have requested and to maintain your IFE record. The data you have provided will override any previous information that the IFE received from you.The IFE, with your permission, would also like to provide you with information about other products and services.If you would like to receive information about IFE products and services, please tick this box.  |
| **Payment Options**Company orders are not accepted for exam fee payments.**EFT / Bank Deposit:**Banking details: Standard Bank of SA Ltd, Killarney Branch, SWIFT Code: SBZAZAJJAccount Name: Institution of Fire Engineers (SA)Branch Code: 051001 Account No: 300462506**NB Payment reference**: Candidate name/exam number/invoice number (ensure this is legible)**SWIFT Transfers:****Foreign payments** must be done via SWIFT transfer from your bank to ours. All bank charges are for your own account to ensure that the full exam fee is received in South Africa. Any exam fees paid by candidates from neigbouring countries **will not be refunded.** Should you decide not to write, the funds will be held over to the next exam session or can be used to purchase study material.MoneyGram or Western Union payments must be agreed in advance by special arrangement with the IFE South African Branch.  |

**October 2023 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.

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| **EXAM CENTRE LOCATION** | **CENTRE CODE** |
| RSA - CAPE TOWN CENTRAL (ROELAND STREET) | 319 |
| RSA - CAPE TOWN (BELHAR) | 302 |
| RSA - DURBAN | 303 |
| RSA - GEORGE | 309 |
| RSA - JOHANNESBURG | 308 |
| RSA - POLOKWANE | 327 |
| RSA - PRETORIA | 318 |
| RSA - WITBANK | 326 |
| BOTSWANA - FRANCISTOWN | 306 |
| BOTSWANA - GABORONE | 305 |
| NAMIBIA - WINDHOEK | 347 |
| ZAMBIA - LUSAKA | 281 |

If your preferred exam centre does not appear on this list, please contact the IFE SA office.