BAFSA

Learning Portal and Courses

Candidate Guide

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1. OVERVIEW

This guide has been developed to help:

- Candidates undertaking BAFSA courses to:
    - **Register on the Portal**
    - **Navigate the Portal content**
    - **Select the most appropriate Course to meet their needs**
    - **Complete their courses and submit supporting evidence for assessment**

We have endeavoured to provide a simple approach that can be easily utilised by all users irrespective of their level of IT proficiency.

2. BACKGROUND

BAFSA have developed an online learning Portal to support a number of ABBE and CPD accredited BAFSA courses that it offers to member and non-member clients.

Some courses require Tutor/College support including external assessment.

These currently relate to the following courses:

- **Level 2 Certificate in Fire Sprinklers (Commercial and Residential Dual Qualification)** – **Member and Non-member versions**
- **Level 2 Certificate in Fire Sprinklers (Commercial Qualification Only)** – **Member and Non-member versions**
- **Level 2 Certificate in Fire Sprinklers (Residential Qualification Only)** – **Member and Non-member versions**
- **Add-On Training Level 2 Unit 4 Commercial Content and Evidence Repository** for those who already hold the Residential qualification and are upskilling – **Member and Non-member versions**
- **Add-On Training Level 2 Unit 5 Residential Content and Evidence** Repository for those who already hold the Commercial qualification and are upskilling – **Member and Non-member versions**
- **PLEASE NOTE: YOU ARE NOT ABLE TO PURCHASE BAFSA MEMBER COURSES AT PREFERENTIAL RATES IF YOU ARE A NON-MEMBER.IF YOU ARE INTERESTED IN BECOMING A MEMBER, CONTACT Victoria Cuff - Membership Manager at victoria@bafsa.org.uk**

We also have a number of courses and other resources that are free to access including:

- **Awareness of Automated Fire Sprinkler Systems**
- **Industry Information Videos**

3. GUIDE TO KEY AREAS AND RESPONSIBILITIES

The information in the Guide relates to the following areas:

- **The BAFSA Portal Key Areas, Navigation and Functionality**

- **Candidate Registration, Access to and Completing Courses/Units, Evidence Submission and Assessment**

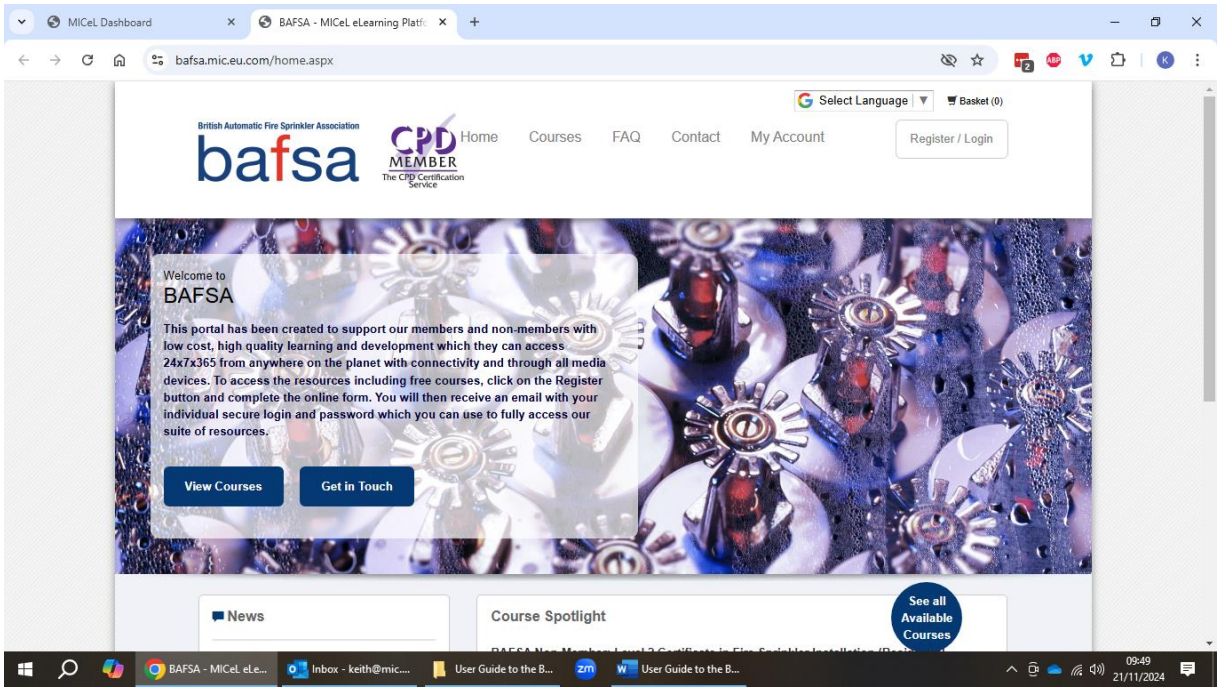
4. THE BAFSA PORTAL KEY AREAS, NAVIGATION AND FUNCTIONALITY

The Portal can be viewed through the following link:

https://bafsa.mic.eu.com

- The Portal has been developed to provide a single point for BAFSA members and non-members to access and purchase high quality learning and development including industry qualifications at different proficiency levels

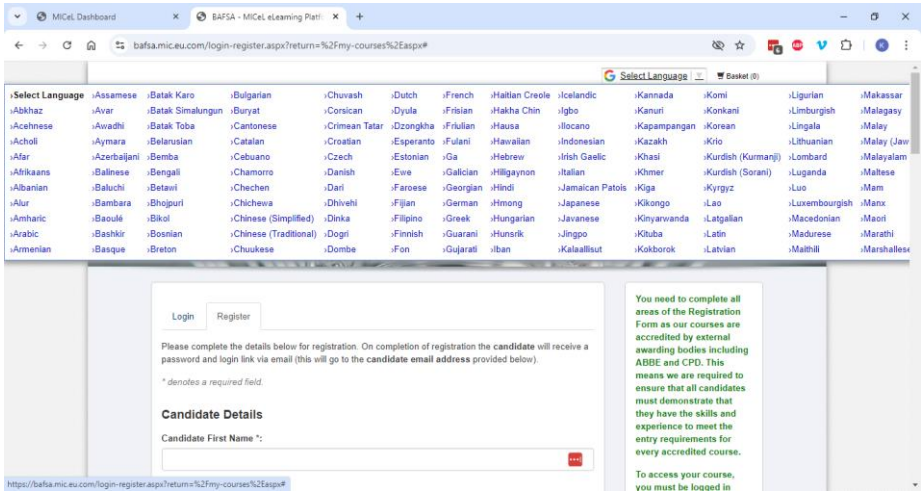
- It also acts as a direct gateway for our partner Tutors and Colleges to support Candidates through to successful attainment of their chosen qualifications.



Select Language

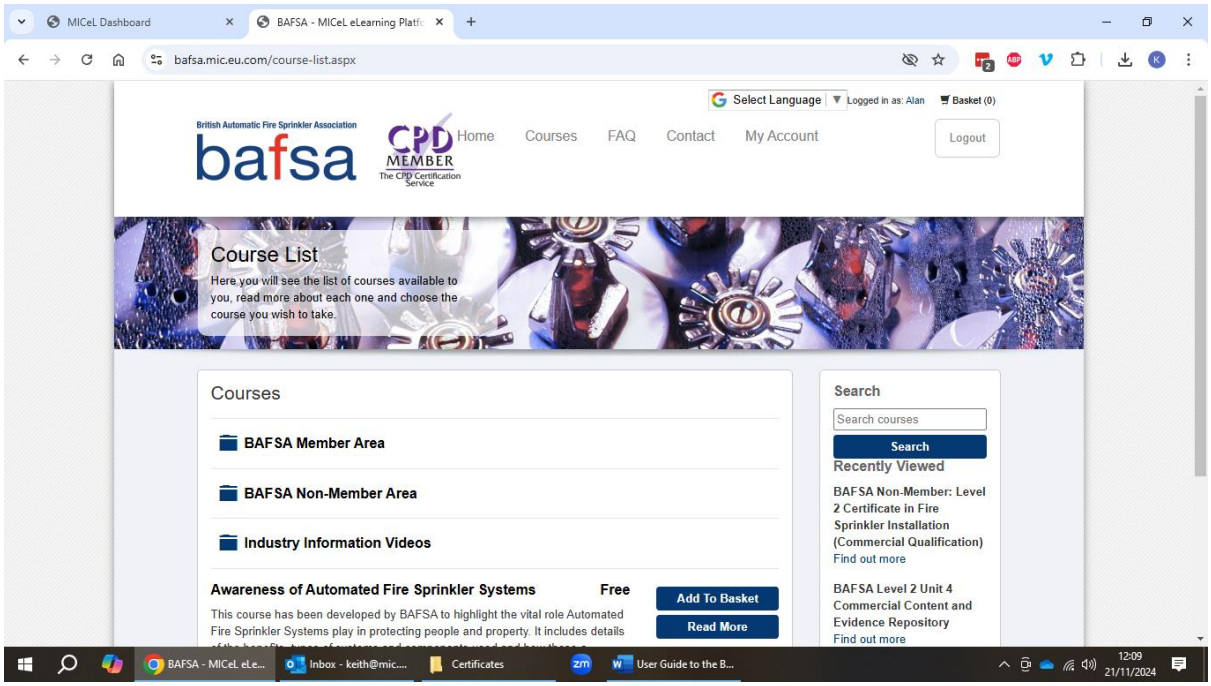
- To support Candidates where English may not be their first Language, we have included a facility to translate all Portal text into up to 100 languages

- **However, all courses and evidence submissions are required to be completed in English**



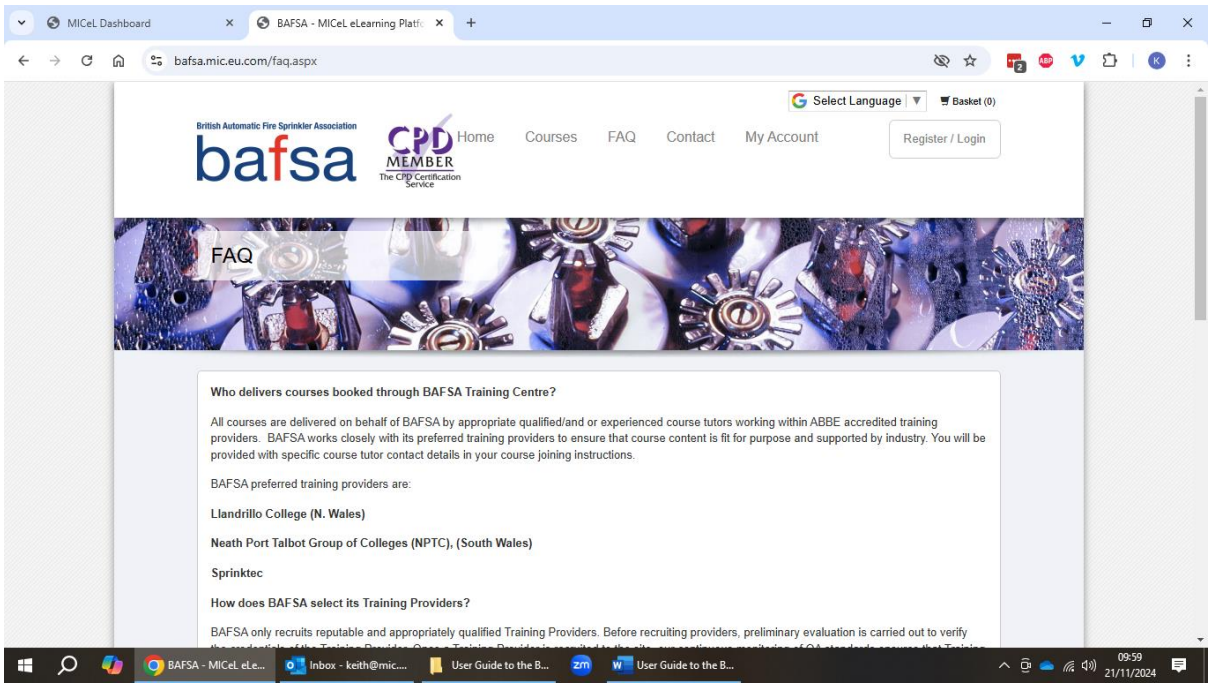
Courses

- You can see how the courses are made available to both members and non-members to purchase and there is also access any other courses that are free and our Industry Information Videos



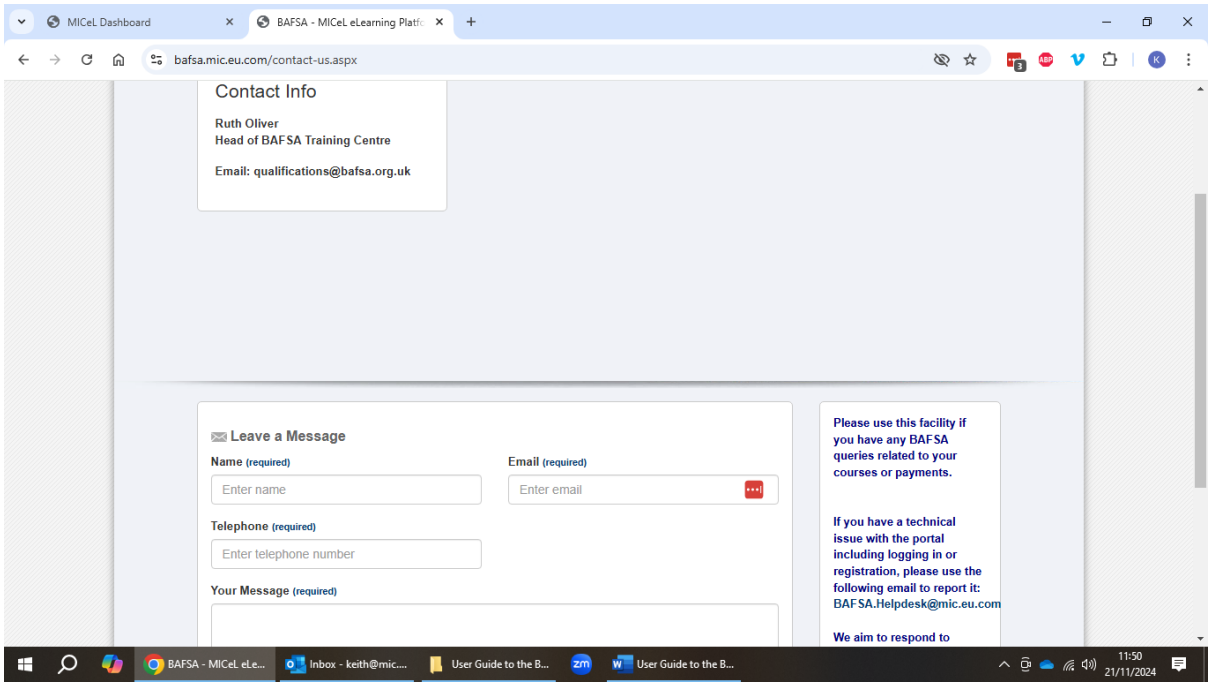
FAQ's and Other Information

- These are there to answer general queries and terms and conditions



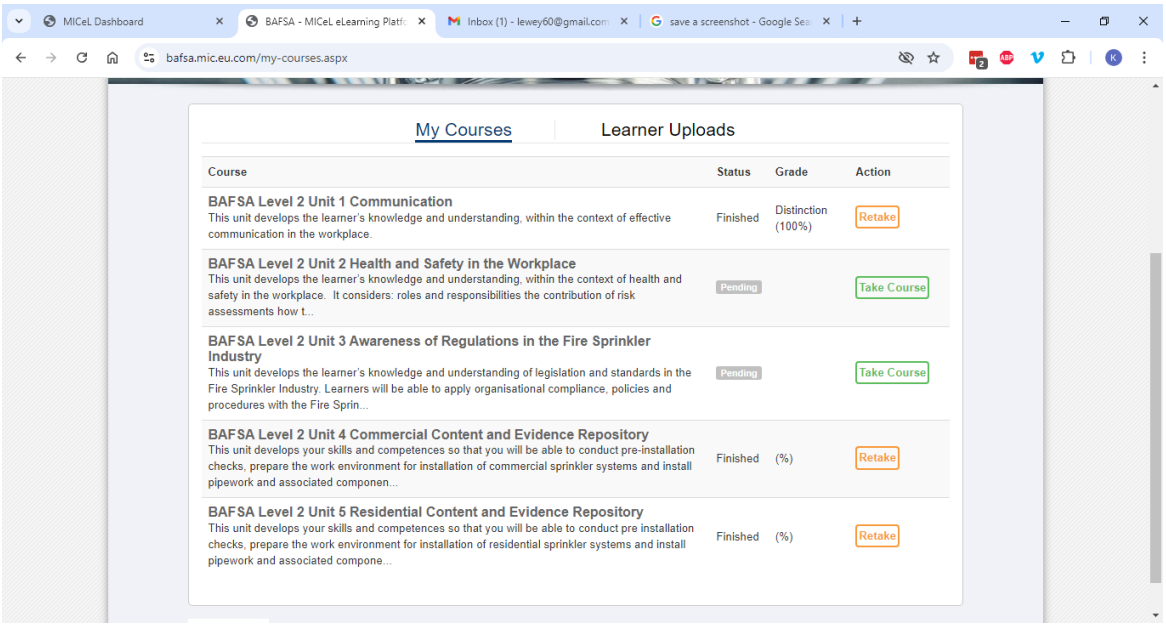
Contact and Messaging Service

- If Candidates have any queries or other issues, they can contact BAFSA through the Contact area. Technical issues can be reported directly to our technology partners, MIC Ltd through the following link BAFSA.Helpdesk@mic.eu.com



My Account

- This is where Candidates chosen courses and units are stored and can be launched from. Tutors will also have access to the courses and materials to support Candidate assessment

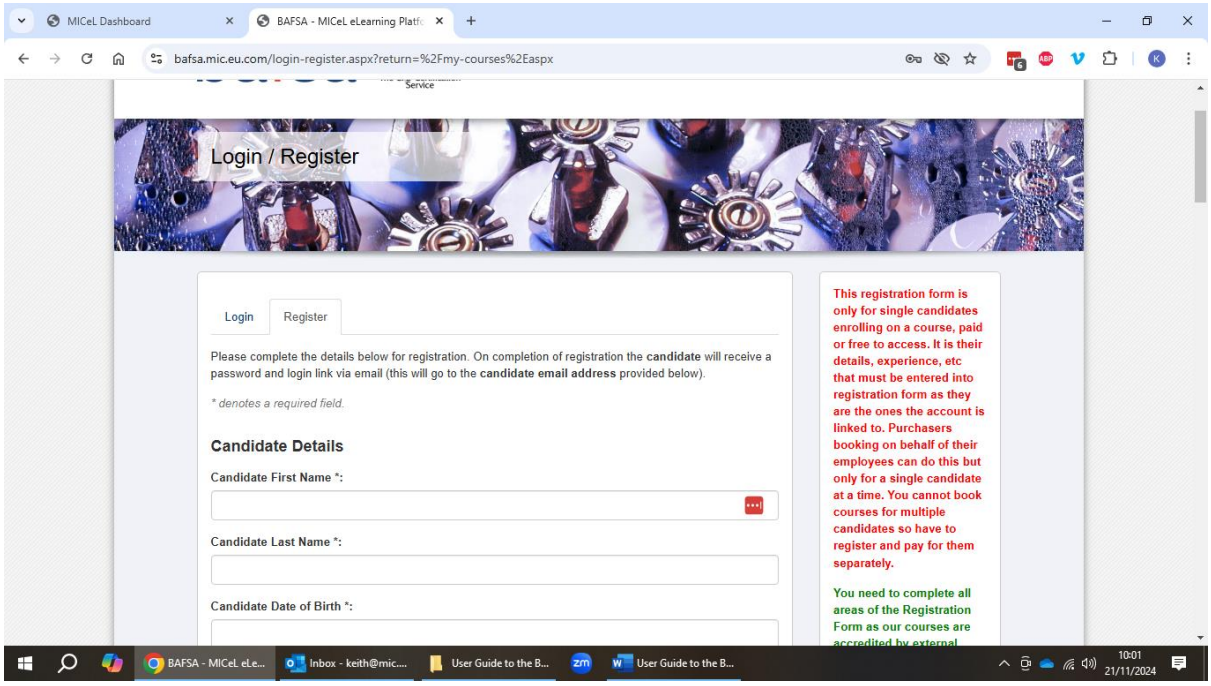


5. CANDIDATE REGISTRATION, ACCESS TO AND COMPLETING COURSES/UNITS, EVIDENCE SUBMISSION AND ASSESSMENT

Candidate Login and Register

- Candidates cannot access or buy any BAFSA resources without full registration to ensure they also meet any course qualifying criteria and requirements of ABBE and CPD. This includes free courses and the BAFSA suite of Industry Information Videos

- This information is stored in line with GDPR and ICO regulations and only used and shared with those supporting the Candidates including BAFSA staff and partner Tutors



Candidate Access and Login

- Once the Candidate has registered, they receive a secure, individual Login and Password by email

Xxxx, this is an automated email to notify you that you now have access to the BAFSA e-Learning platform.

Please find your login details below:

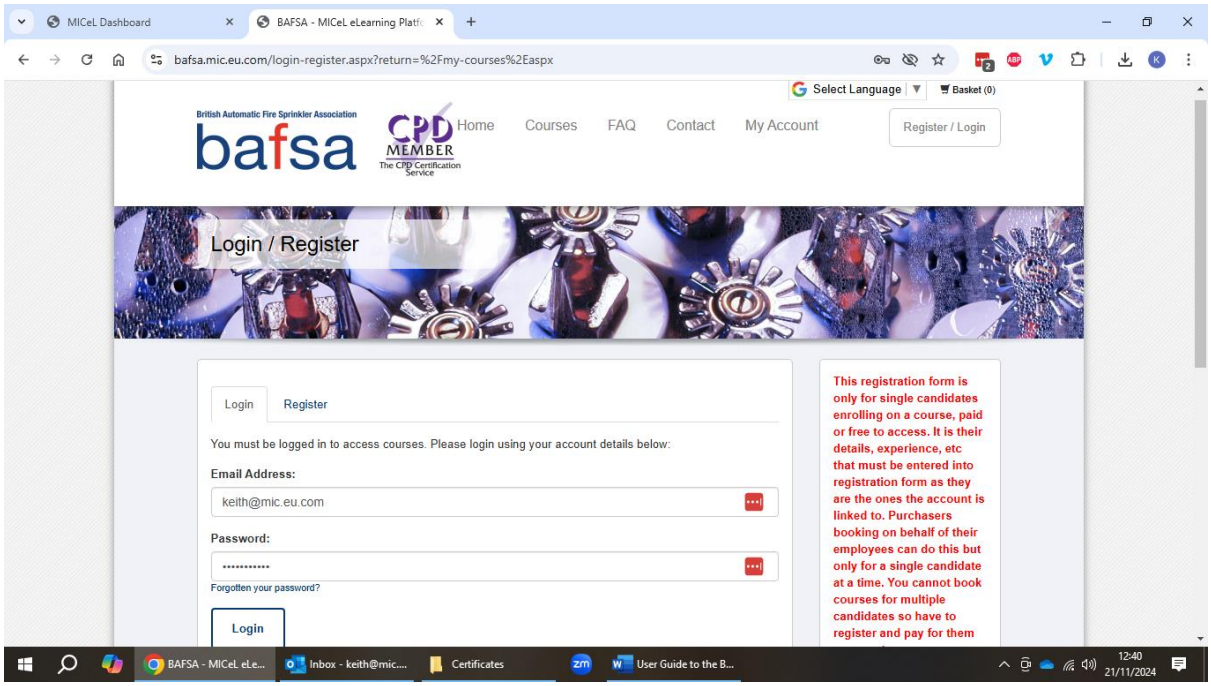
Login URL: BAFSA.mic.eu.com

Email Address: xxxx

Password: xxxx

If you have any trouble logging in then please get in touch by reply

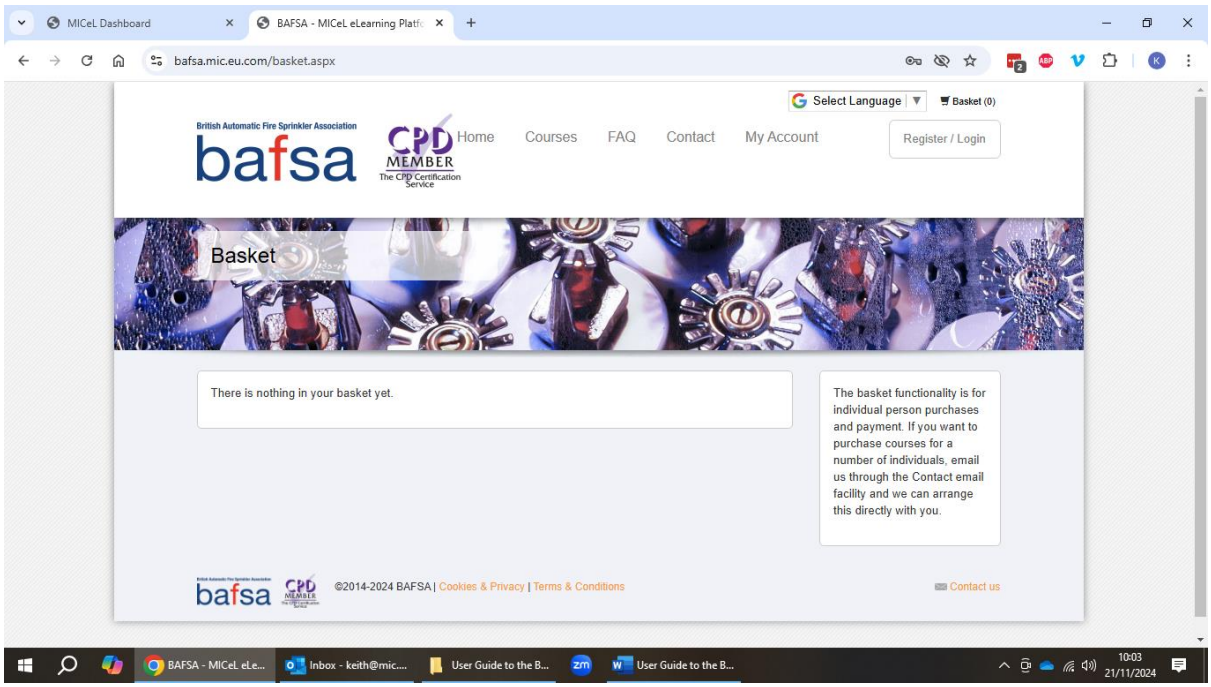
- They use these details to login and complete their purchases through the basket



Basket

- Chosen Courses are added to basket and paid for online through debit or credit card

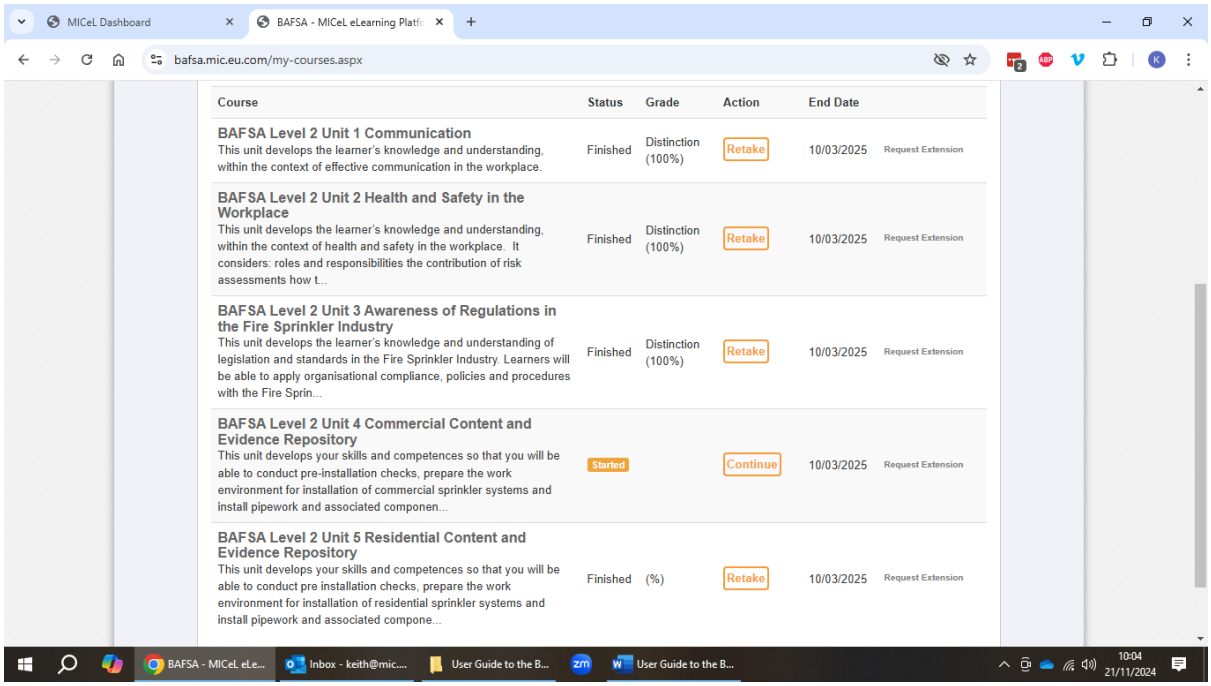
- Free courses and Industry Information Videos must also be added to the basket although there is no charge when they are 'purchased'



Candidates Launch Unit, Complete and Upload Supporting Evidence

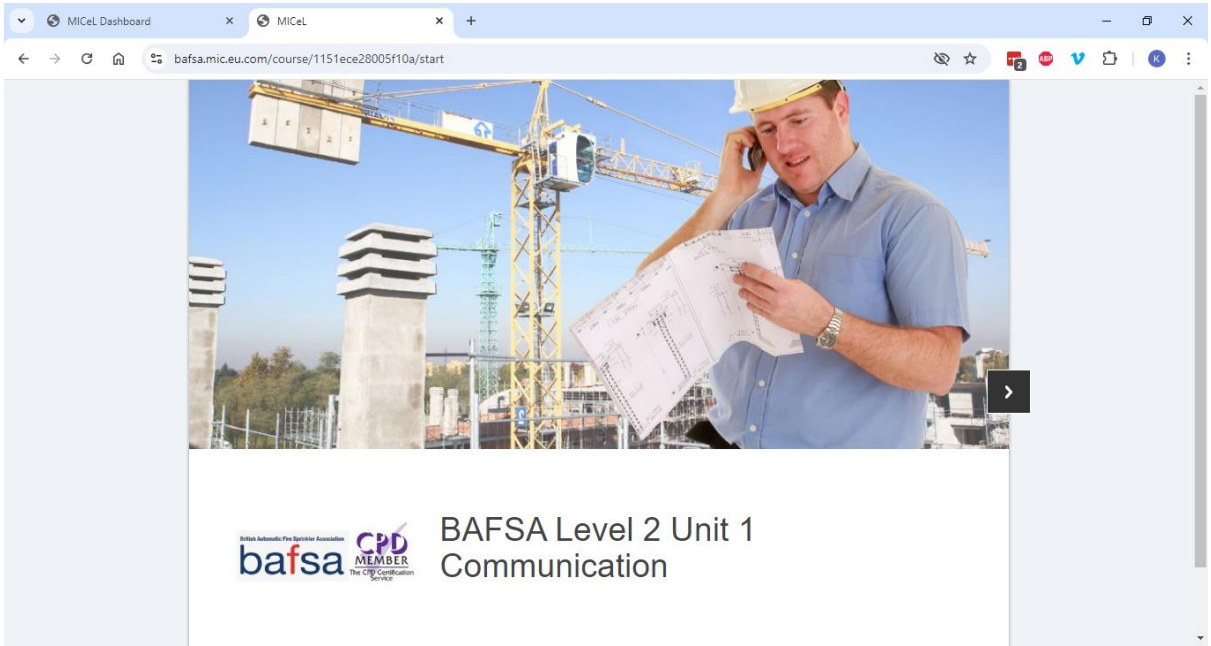
- Once the Candidate has purchased their Course/Unit or free resources, these are added to their My Account area in Unit Form or Course Form as below. Simply click on Take Course button to access the resource

- Our courses are time limited for completion but if a Candidate is struggling to meet the deadline, they can request a one-off extension of 6 weeks per course by clicking the 'Request Extension' button. This will automatically add 6 weeks to the course completion date



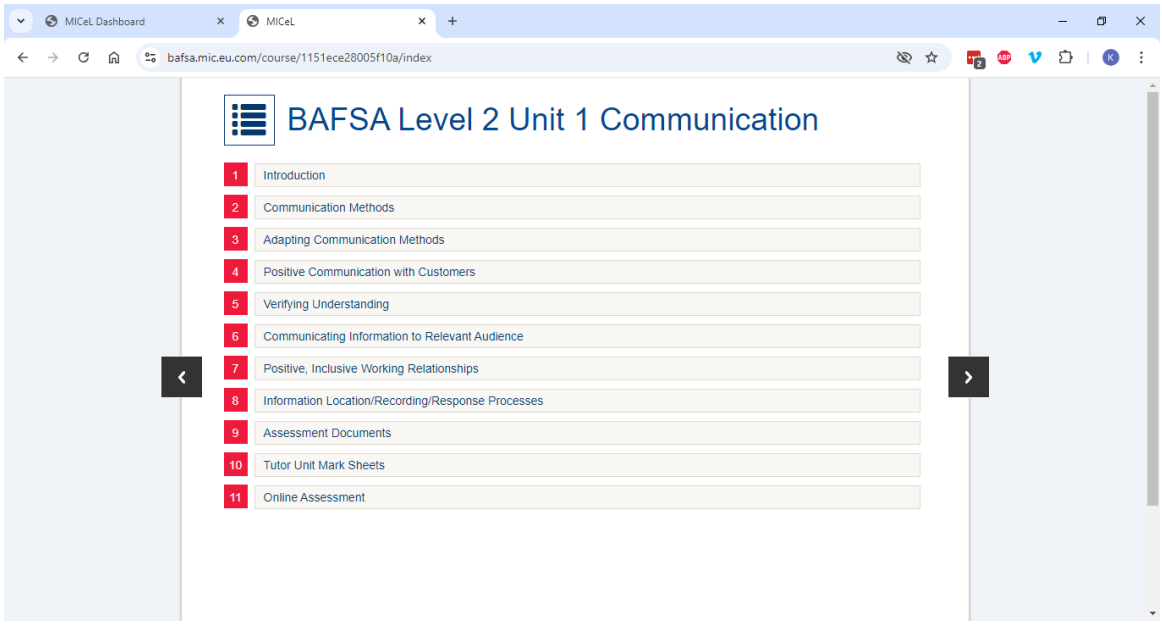
Access to Learning

- This gives them access to the Unit Material



Chapters

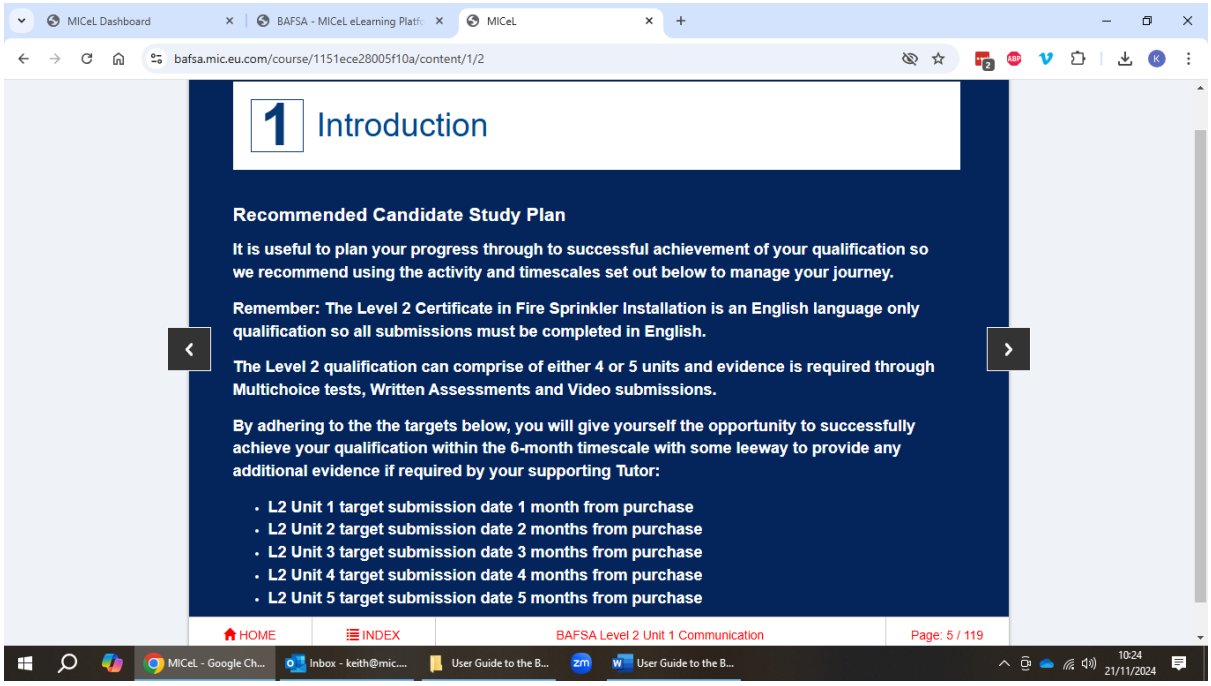
- Each Unit has a menu of chapters that Candidates can easily navigate



Recommended Candidate Study Plan

- It is useful to plan your progress through to successful achievement of your qualification so we recommend using the activity and timescales set out below to manage your journey

- You will also receive monthly reminders during your course duration to ensure you stay on track to meet the deadline

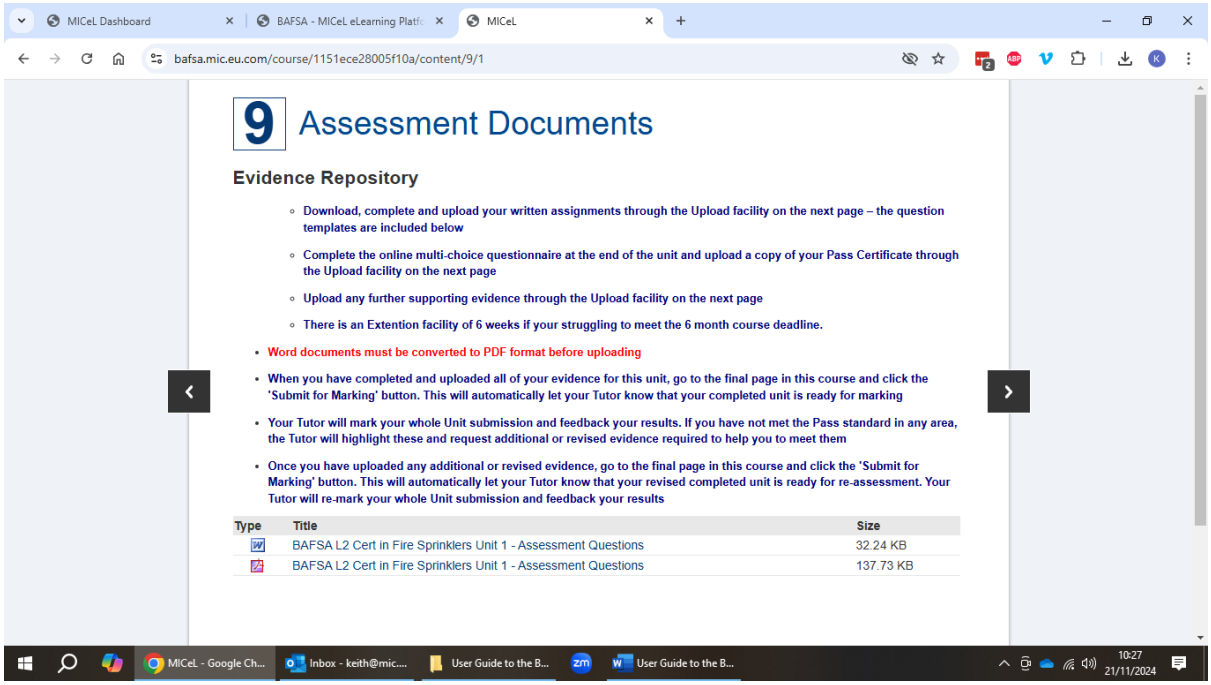


Evidence Checklist

Candidates work through each Unit and upload their submission evidence in the areas provided. Submissions will include some or all of the following:

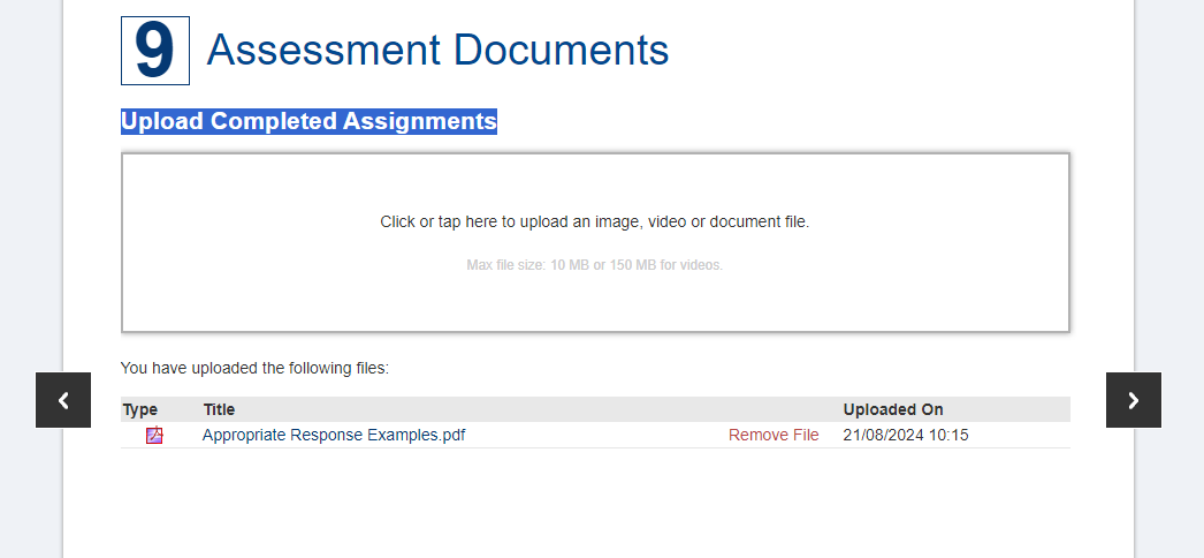
- **Video evidence**
- **Online MCQ assessment certificate**
- **Written qualitative assessment - Tutor directed and uploaded once completed**
- **Any other evidence as directed by Tutor**

The Candidate evidence cannot be viewed in Word format live in the Portal by Tutors so must be submitted in MP4, AVI, PNG and PDF formats. This is line with ABBE and CPD requirements that Tutors are not allowed to access and download Candidate Evidence outside the confines of the portal.



Upload Evidence and Submit Unit for Marking

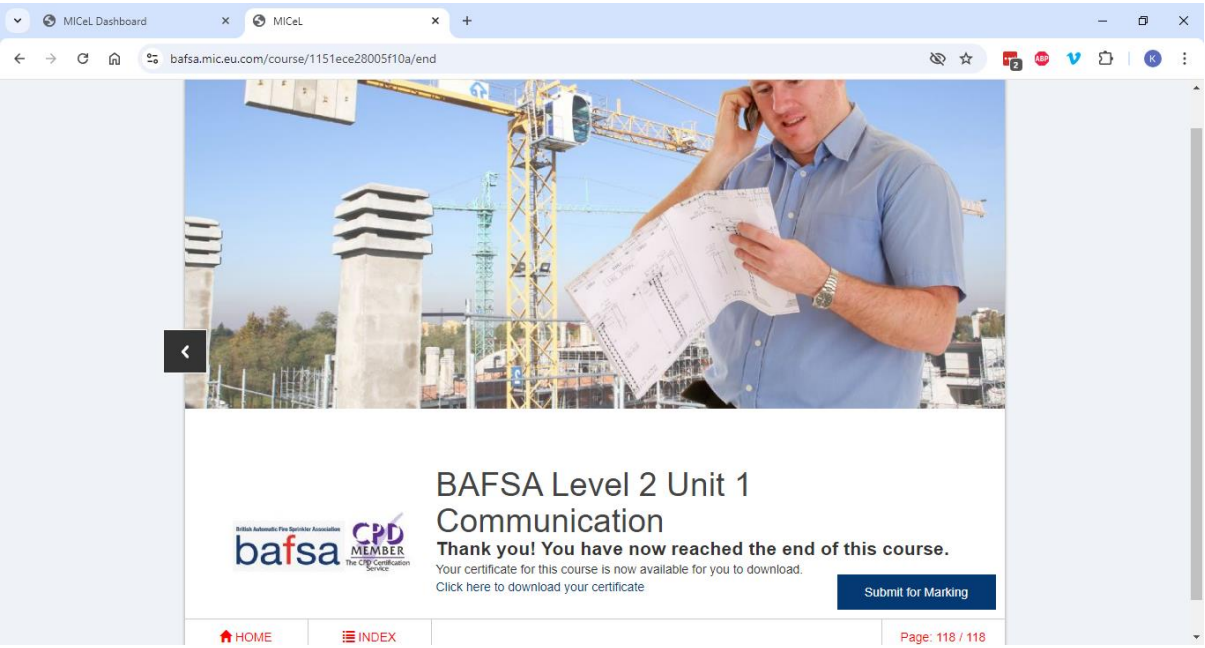
- Throughout the Units, there are areas designated for Candidates to upload specific supporting evidence



- Candidates have been instructed only to upload evidence in the required formats so please ensure you do this otherwise your submissions will not be marked as your Tutors will not be able to view them. Equally, Tutor Marks Sheets and Feedback will also be Uploaded in PDF so that the Candidate can also view these live in the system

- When Candidates have completed the Unit and all evidence submissions, they go to the final page of the Unit and click the **Submit for Marking** button

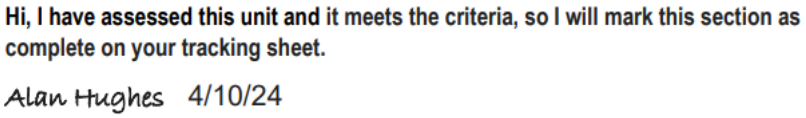
- This notifies the Tutor automatically by email to say that the Candidate has completed the Unit and wants the Tutor to assess and mark their submission evidence



Tutor Marking and Feedback

- Your Tutor will review and mark your Unit evidence and upload a Mark Sheet informing you that you have either passed or need to provide any further evidence required to pass

- Candidates will automatically be notified by email when the Tutor has uploaded their Mark Sheet


Hi, I have assessed this unit and it meets the criteria, so I will mark this section as complete on your tracking sheet.

Alan Hughes 4/10/24

Completion of Your Course

When Candidates have successfully completed the Units that make up their chosen course:

- Tutors will then pass all evidence through the Interval Verification (IV) process and apply for the Candidate's formal qualification certificate from the awarding body if approved at each stage

- Tutors will keep Candidates informed of progress throughout this process

- Please allow up to 45 days before final certificates are issued by the Awarding Body to the Candidate's assigned Tutor

- Tutors will then upload final electronic qualification certificates to individual Candidates' course for them to access and download

6. Candidates will automatically be notified by email when the Tutor has uploaded their certificate