



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:

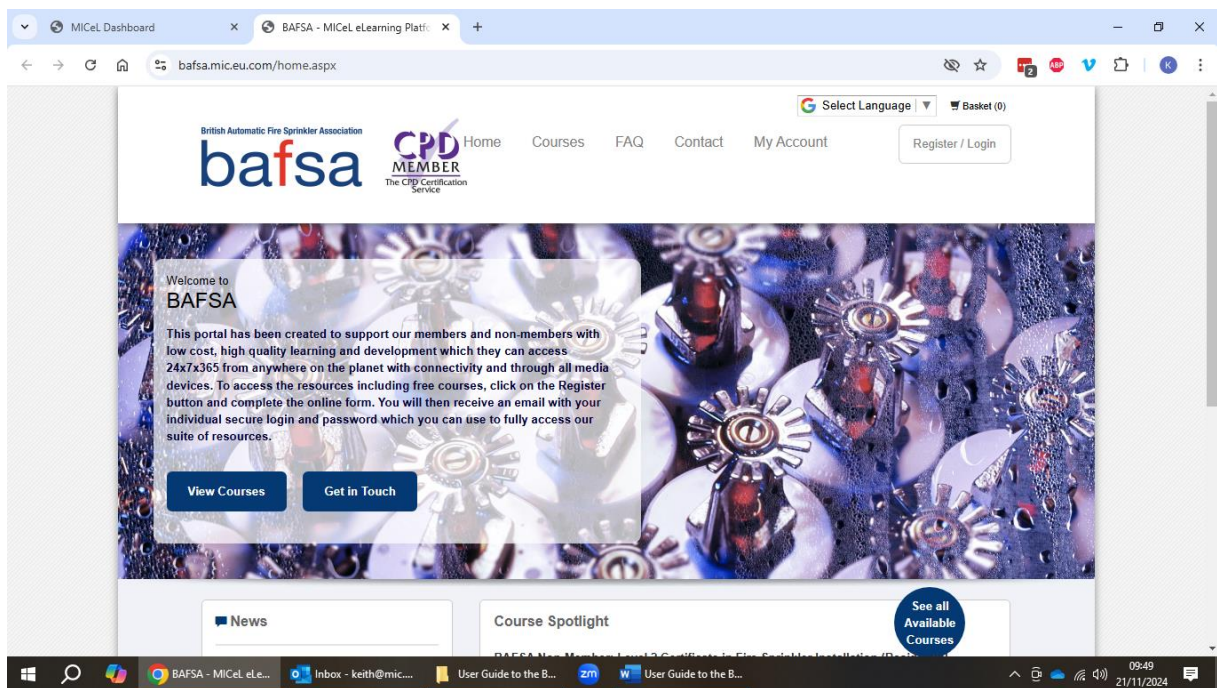
- **The BAFSA Portal Key Areas, Navigation and Functionality**
- **Candidate Registration, Access to and Completing Courses/Units, Evidence Submission and Assessment**

4. THE BAFSA PORTAL KEY AREAS, NAVIGATION AND FUNCTIONALITY

The Portal can be viewed through the following link:

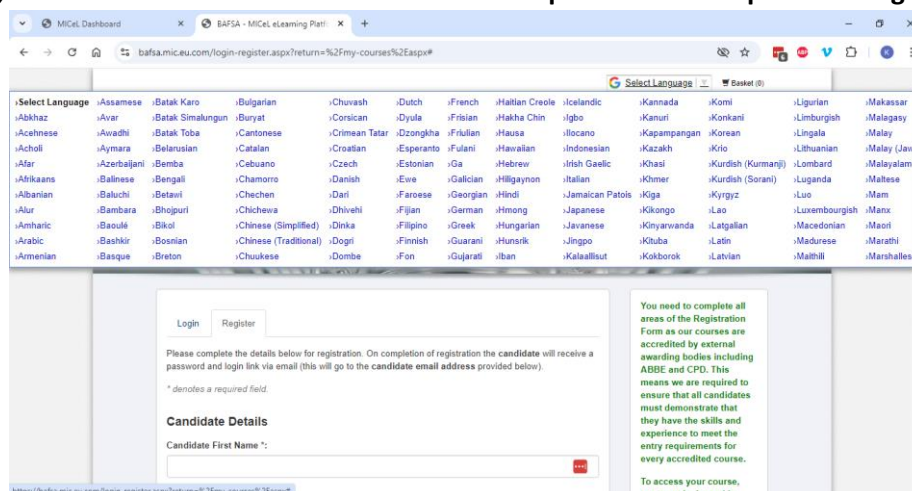
<https://bafsa.mic.eu.com>

- 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

The screenshot shows the 'Course List' page on the BAFSA MICeL eLearning Platform. The page features the BAFSA logo (British Automatic Fire Sprinkler Association) and CPD Member status. The main content area is titled 'Course List' and includes a search bar, a list of course categories (BAFSA Member Area, BAFSA Non-Member Area, Industry Information Videos), and a featured course titled 'Awareness of Automated Fire Sprinkler Systems' which is marked as 'Free'. A 'Search' sidebar on the right lists 'Recently Viewed' items, including 'BAFSA Non-Member: Level 2 Certificate in Fire Sprinkler Installation (Commercial Qualification)' and 'BAFSA Level 2 Unit 4 Commercial Content and Evidence Repository'. The browser's taskbar at the bottom shows the time as 12:09 on 21/11/2024.

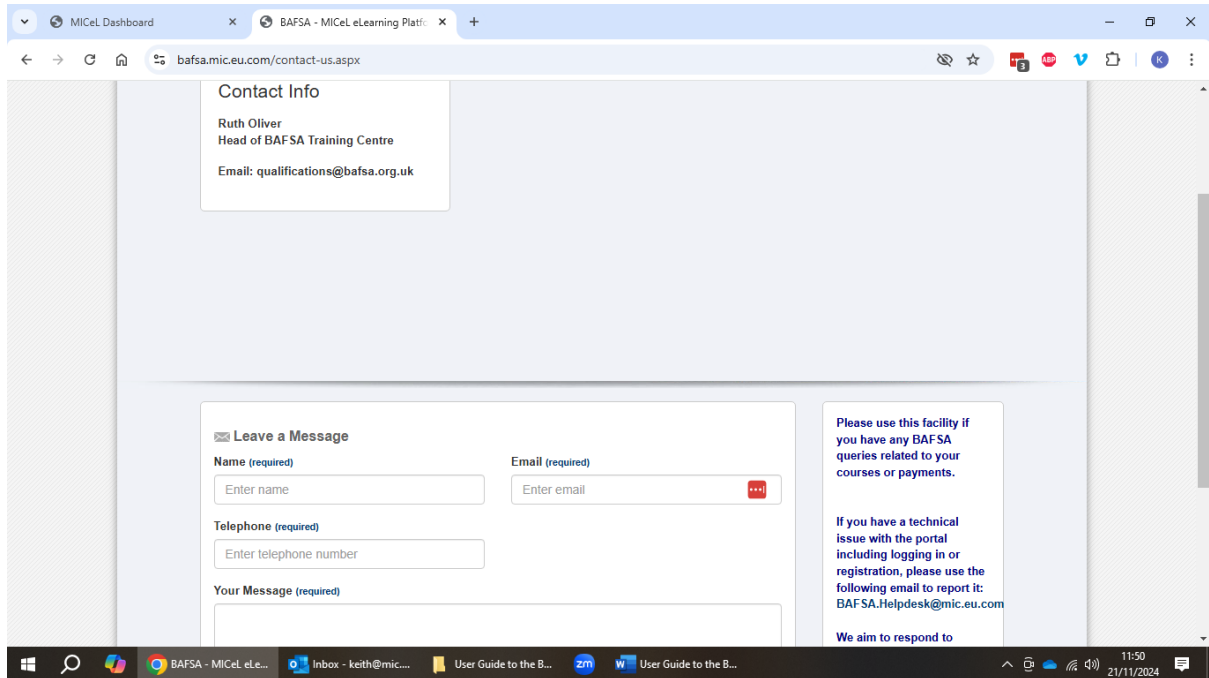
FAQ's and Other Information

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

The screenshot shows the 'FAQ' page on the BAFSA MICeL eLearning Platform. The page features the BAFSA logo and CPD Member status. The main content area is titled 'FAQ' and includes a question: 'Who delivers courses booked through BAFSA Training Centre?'. The answer states that all courses are delivered on behalf of BAFSA by appropriate qualified and/or experienced course tutors working within ABBE accredited training providers. BAFSA preferred training providers are listed as Liandrillo College (N. Wales), Neath Port Talbot Group of Colleges (NPTC), (South Wales), and Sprinktec. Another question is visible: 'How does BAFSA select its Training Providers?'. The browser's taskbar at the bottom shows the time as 09:59 on 21/11/2024.

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



The screenshot shows a web browser window with the URL bafsa.mic.eu.com/contact-us.aspx. The page features a 'Contact Info' box with the following details:

Contact Info
Ruth Oliver
Head of BAFSA Training Centre
Email: qualifications@bafsa.org.uk

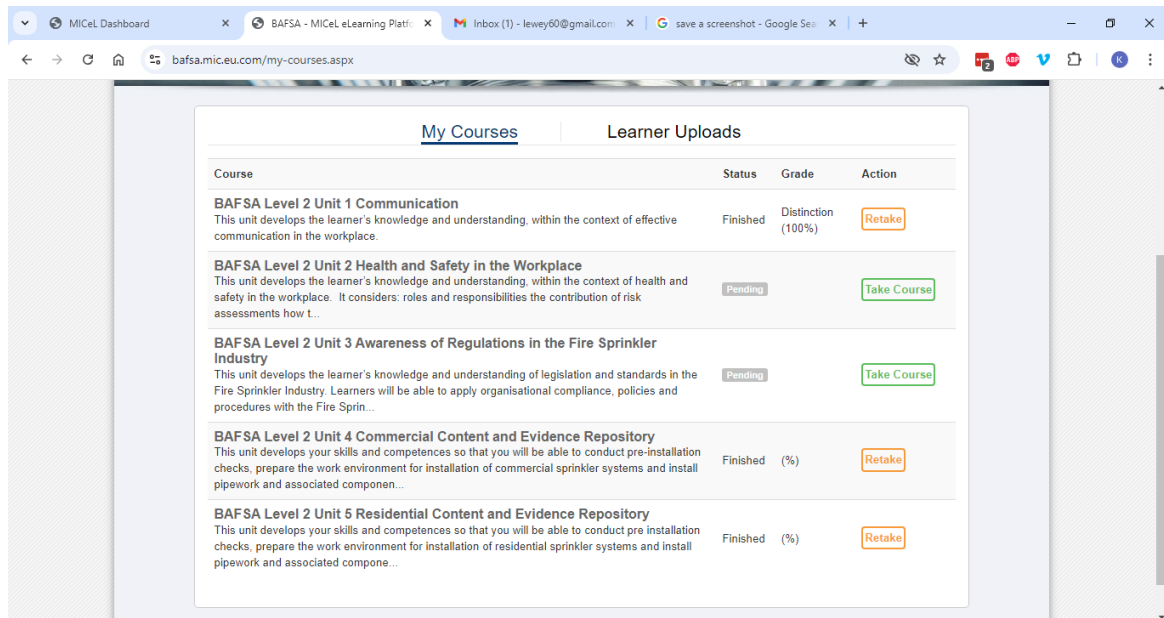
Below this is a 'Leave a Message' form with the following fields:

- Name (required): Enter name
- Email (required): Enter email
- Telephone (required): Enter telephone number
- Your Message (required): [Text area]

On the right side, there is a notice: 'Please use this facility if you have any BAFSA queries related to your courses or payments. If you have a technical issue with the portal including logging in or registration, please use the following email to report it: BAFSA.Helpdesk@mic.eu.com. We aim to respond to'

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



The screenshot shows the 'My Courses' page with a table of course details. The table has columns for Course, Status, Grade, and Action.

Course	Status	Grade	Action
BAFSA Level 2 Unit 1 Communication This unit develops the learner's knowledge and understanding, within the context of effective communication in the workplace.	Finished	Distinction (100%)	Retake
BAFSA Level 2 Unit 2 Health and Safety in the Workplace This unit develops the learner's knowledge and understanding, within the context of health and safety in the workplace. It considers: roles and responsibilities the contribution of risk assessments how t...	Pending		Take Course
BAFSA Level 2 Unit 3 Awareness of Regulations in the Fire Sprinkler Industry This unit develops the learner's knowledge and understanding of legislation and standards in the Fire Sprinkler Industry. Learners will be able to apply organisational compliance, policies and procedures with the Fire Sprin...	Pending		Take Course
BAFSA Level 2 Unit 4 Commercial Content and Evidence Repository This unit develops your skills and competences so that you will be able to conduct pre-installation checks, prepare the work environment for installation of commercial sprinkler systems and install pipework and associated componen...	Finished	(%)	Retake
BAFSA Level 2 Unit 5 Residential Content and Evidence Repository This unit develops your skills and competences so that you will be able to conduct pre installation checks, prepare the work environment for installation of residential sprinkler systems and install pipework and associated compone...	Finished	(%)	Retake

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

The screenshot shows a web browser window with the URL bafsa.mic.eu.com/login-register.aspx?return=%2Fmy-courses%2Easpx. The page title is "Login / Register". It features a navigation bar with "Login" and "Register" tabs. Below the tabs, there is a registration form with the following fields:

- Candidate First Name *
- Candidate Last Name *
- Candidate Date of Birth *

There are also two informational text boxes on the right side of the form:

- A red text box stating: "This registration form is only for single candidates enrolling on a course, paid or free to access. It is their details, experience, etc that must be entered into registration form as they are the ones the account is linked to. Purchasers booking on behalf of their employees can do this but only for a single candidate at a time. You cannot book courses for multiple candidates so have to register and pay for them separately."
- A green text box stating: "You need to complete all areas of the Registration Form as our courses are accredited by external"

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:

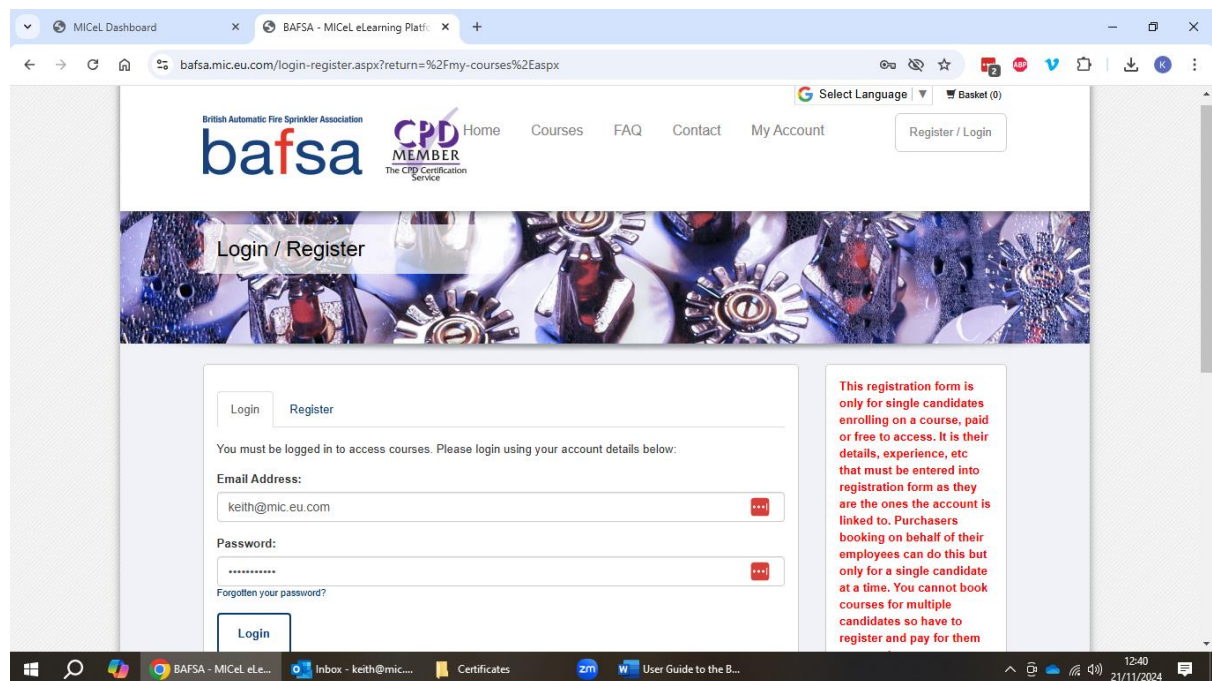
Login URL: [BAFSA.mic.eu.com](https://bafsa.mic.eu.com)

Email Address: xxxx

Password: xxxx

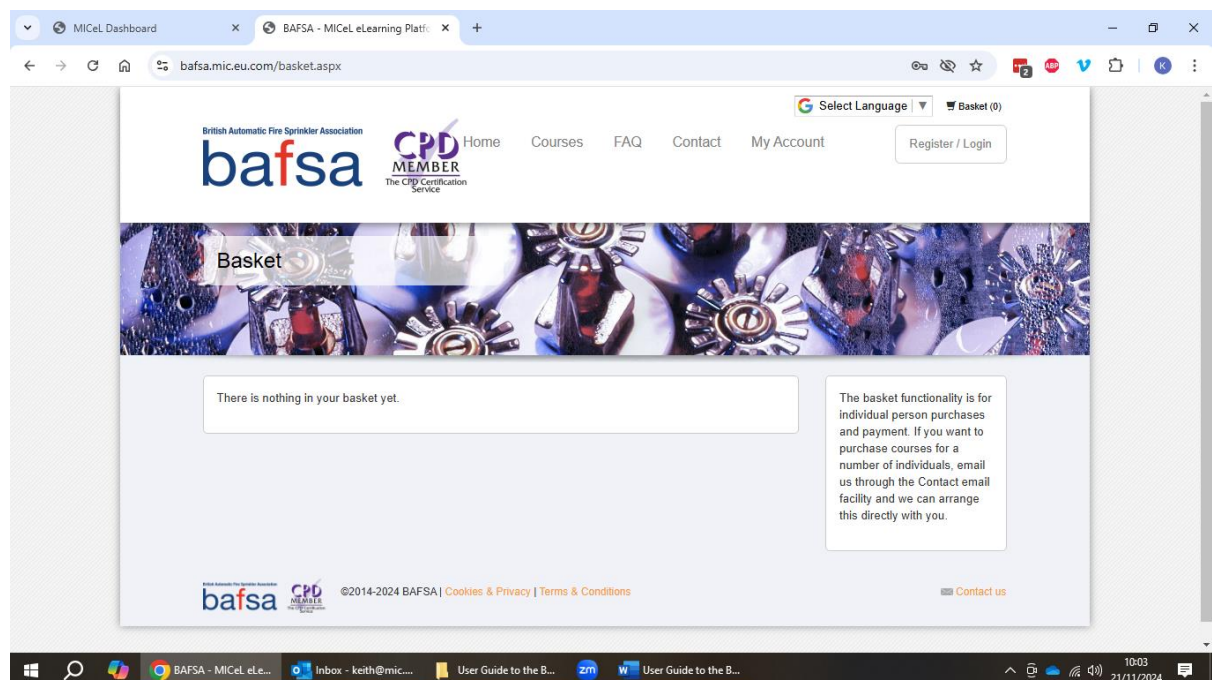
If you have any trouble logging in then please get in touch by reply

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



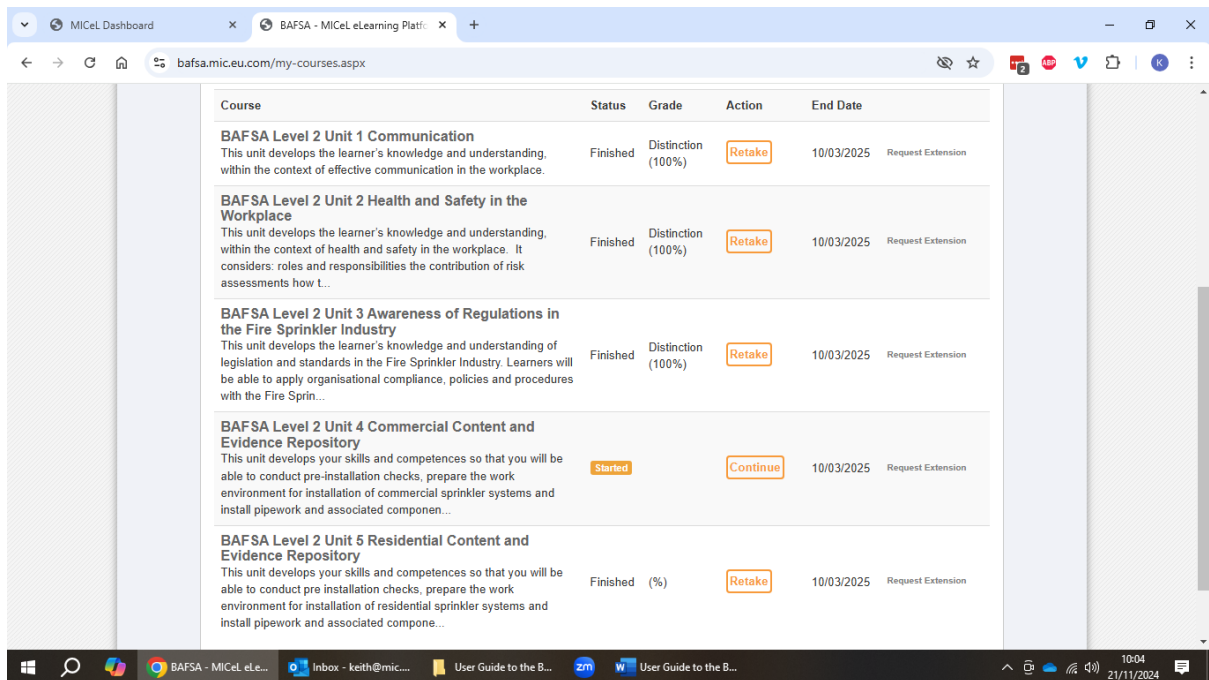
Basket

- 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

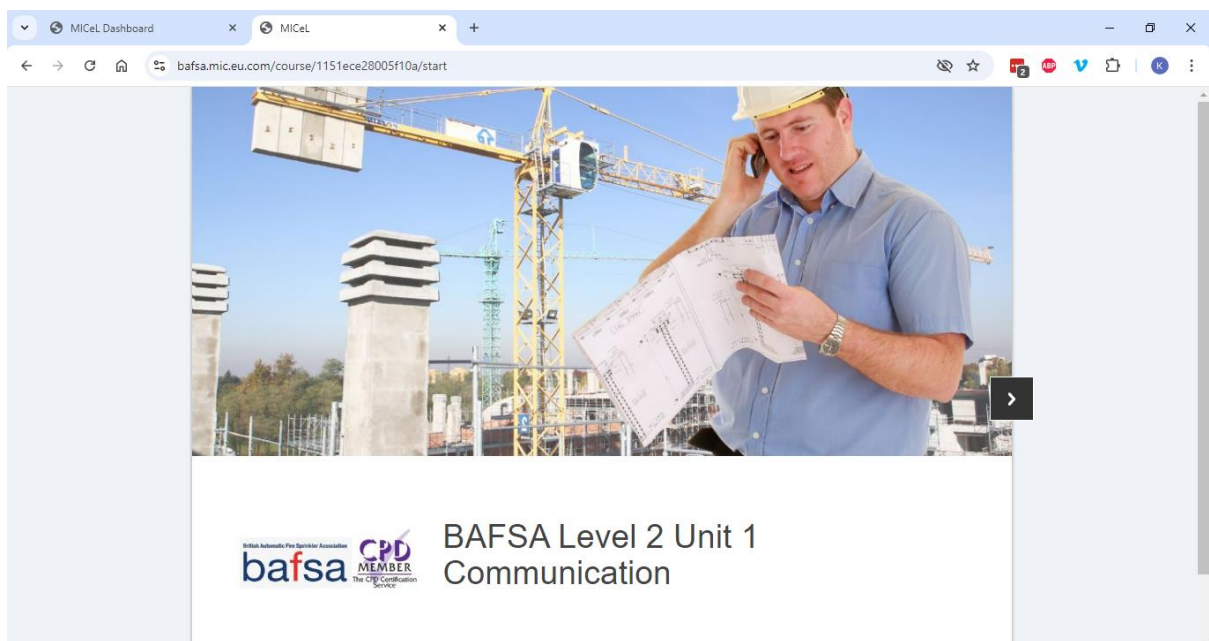
- Once the Candidate has purchased their Course/Unit or free resources, these are added to their My Account area in Unit Form or Course Form as below. Simply click on Take Course button to access the resource
- Our courses are time limited for completion but if a Candidate is struggling to meet the deadline, 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



Course	Status	Grade	Action	End Date	
BAFSA Level 2 Unit 1 Communication This unit develops the learner's knowledge and understanding, within the context of effective communication in the workplace.	Finished	Distinction (100%)	Retake	10/03/2025	Request Extension
BAFSA Level 2 Unit 2 Health and Safety in the Workplace This unit develops the learner's knowledge and understanding, within the context of health and safety in the workplace. It considers: roles and responsibilities the contribution of risk assessments how L...	Finished	Distinction (100%)	Retake	10/03/2025	Request Extension
BAFSA Level 2 Unit 3 Awareness of Regulations in the Fire Sprinkler Industry This unit develops the learner's knowledge and understanding of legislation and standards in the Fire Sprinkler Industry. Learners will be able to apply organisational compliance, policies and procedures with the Fire Sprin...	Finished	Distinction (100%)	Retake	10/03/2025	Request Extension
BAFSA Level 2 Unit 4 Commercial Content and Evidence Repository This unit develops your skills and competences so that you will be able to conduct pre-installation checks, prepare the work environment for installation of commercial sprinkler systems and install pipework and associated componen...	Started		Continue	10/03/2025	Request Extension
BAFSA Level 2 Unit 5 Residential Content and Evidence Repository This unit develops your skills and competences so that you will be able to conduct pre installation checks, prepare the work environment for installation of residential sprinkler systems and install pipework and associated compone...	Finished	(%)	Retake	10/03/2025	Request Extension

Access to Learning

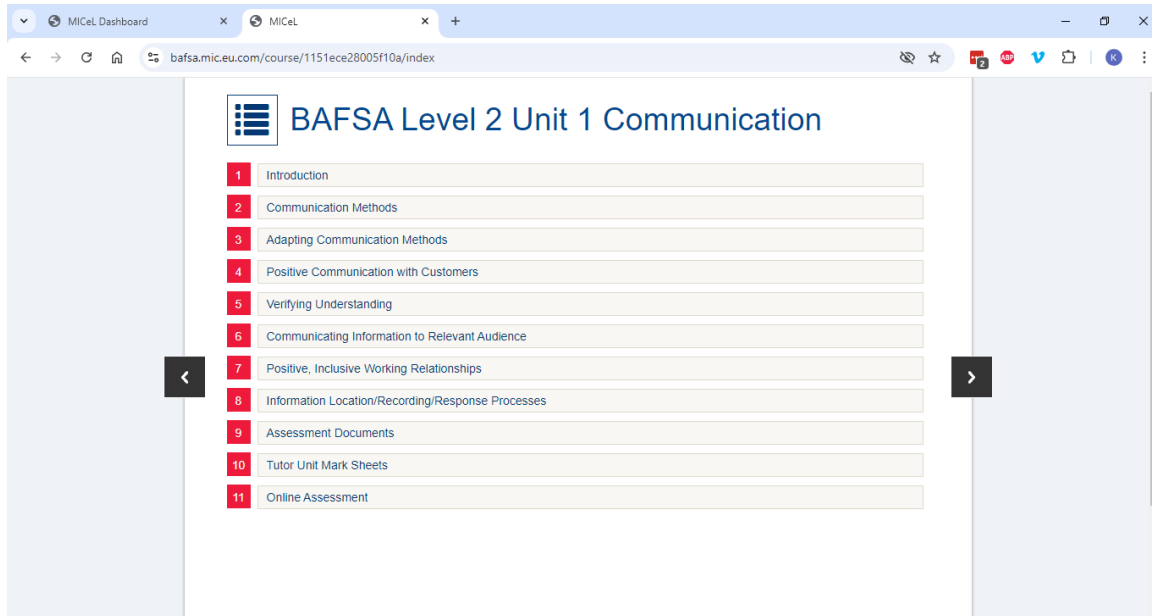
- This gives them access to the Unit Material



BAFSA Level 2 Unit 1 Communication

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

A screenshot of the '1 Introduction' page on the BAFSA Level 2 Unit 1 Communication course. The page title is '1 Introduction'. Below the title is the section 'Recommended Candidate Study Plan'. The text on the page reads:

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.

Remember: The Level 2 Certificate in Fire Sprinkler Installation is an English language only qualification so all submissions must be completed in English.

The Level 2 qualification can comprise of either 4 or 5 units and evidence is required through Multichoice tests, Written Assessments and Video submissions.

By adhering to the the targets below, you will give yourself the opportunity to successfully achieve your qualification within the 6-month timescale with some leeway to provide any additional evidence if required by your supporting Tutor:

- L2 Unit 1 target submission date 1 month from purchase
- L2 Unit 2 target submission date 2 months from purchase
- L2 Unit 3 target submission date 3 months from purchase
- L2 Unit 4 target submission date 4 months from purchase
- L2 Unit 5 target submission date 5 months from purchase

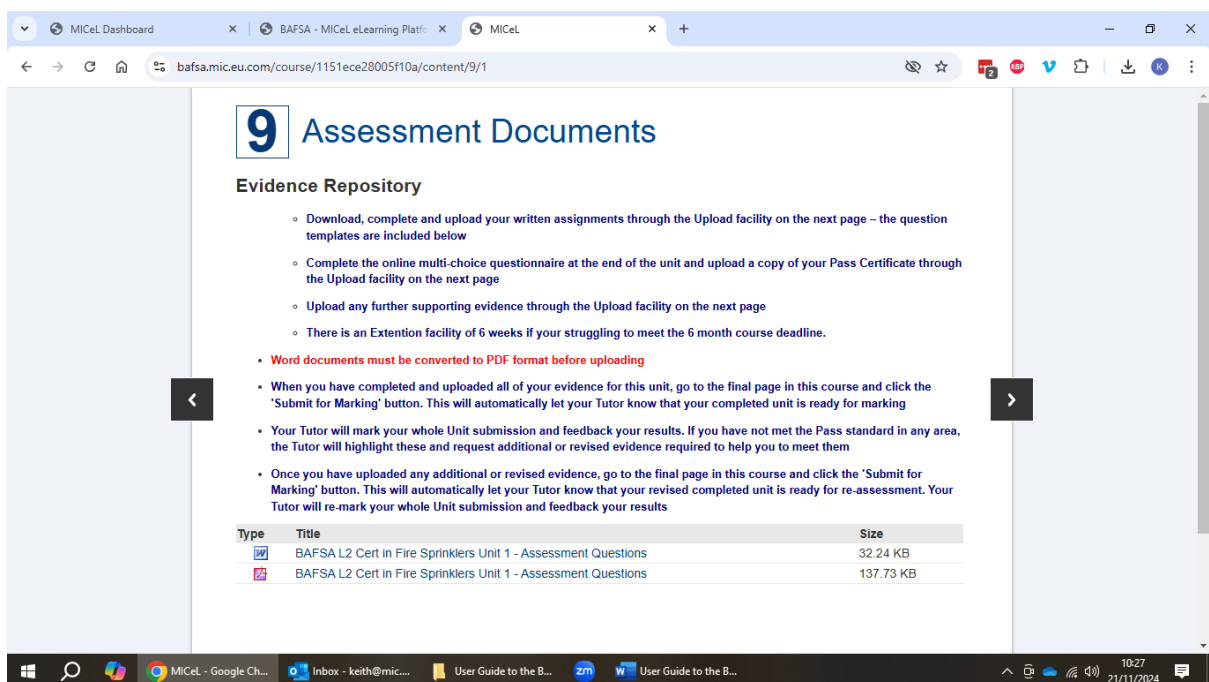
The page footer includes navigation links: HOME, INDEX, BAFSA Level 2 Unit 1 Communication, and Page: 5 / 119. The browser tabs include 'MICeL Dashboard', 'BAFSA - MICeL eLearning Platf...', and 'MICeL'. The address bar shows 'bafsa.mic.eu.com/course/1151ece28005f10a/content/1/2'. The Windows taskbar at the bottom shows the time as 10:24 on 21/11/2024.

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.



The screenshot shows a web browser window displaying the 'Assessment Documents' page for a course. The page title is '9 Assessment Documents' and the section is 'Evidence Repository'. The instructions are as follows:

- Download, complete and upload your written assignments through the Upload facility on the next page – the question templates are included below
- Complete the online multi-choice questionnaire at the end of the unit and upload a copy of your Pass Certificate through the Upload facility on the next page
- Upload any further supporting evidence through the Upload facility on the next page
- There is an Extension facility of 6 weeks if your struggling to meet the 6 month course deadline.
- **Word documents must be converted to PDF format before uploading**
- When you have completed and uploaded all of your evidence for this unit, go to the final page in this course and click the 'Submit for Marking' button. This will automatically let your Tutor know that your completed unit is ready for marking
- Your Tutor will mark your whole Unit submission and feedback your results. If you have not met the Pass standard in any area, the Tutor will highlight these and request additional or revised evidence required to help you to meet them
- Once you have uploaded any additional or revised evidence, go to the final page in this course and click the 'Submit for Marking' button. This will automatically let your Tutor know that your revised completed unit is ready for re-assessment. Your Tutor will re-mark your whole Unit submission and feedback your results

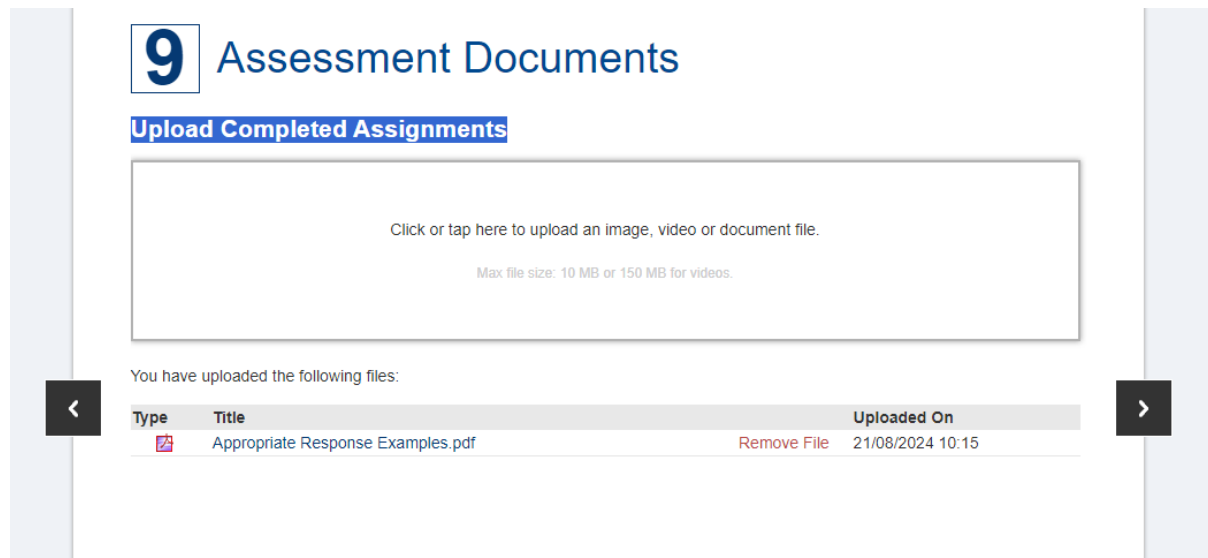
Below the instructions is a table of uploaded files:

Type	Title	Size
	BAFSA L2 Cert in Fire Sprinklers Unit 1 - Assessment Questions	32.24 KB
	BAFSA L2 Cert in Fire Sprinklers Unit 1 - Assessment Questions	137.73 KB

The browser's taskbar at the bottom shows several open applications: MICeL - Google Ch..., Inbox - keith@mic..., User Guide to the B..., and User Guide to the B... The system tray shows the time as 10:27 on 21/11/2024.

Upload Evidence and Submit Unit for Marking

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




9 Assessment Documents

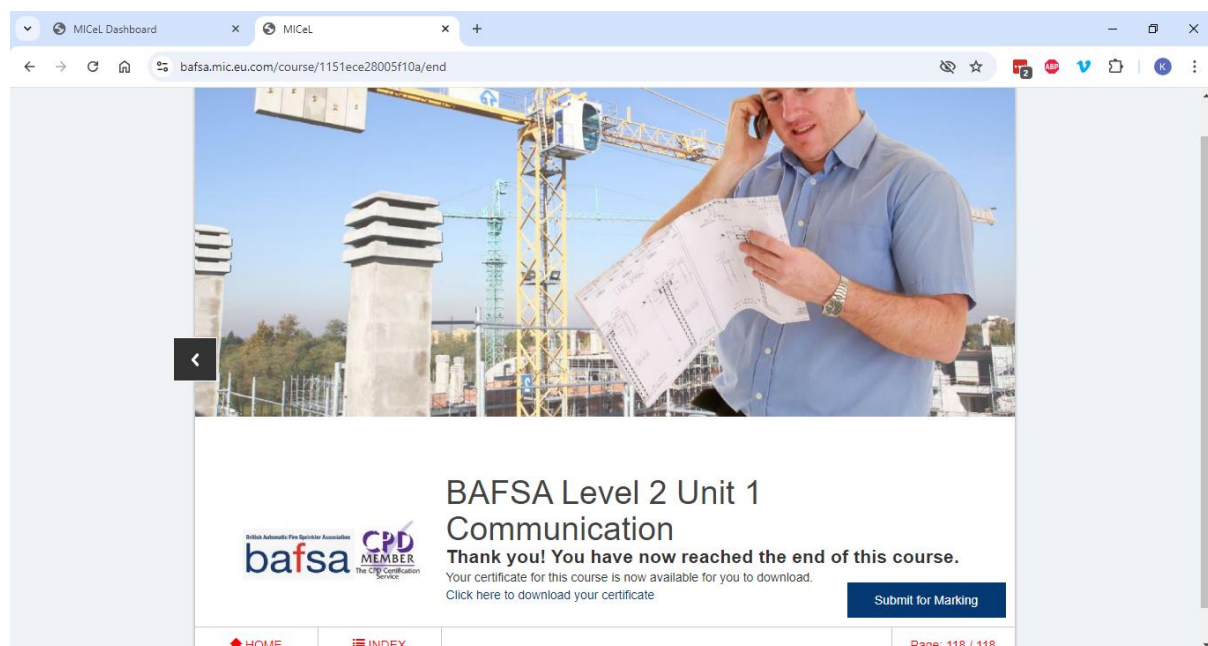
Upload Completed Assignments

Click or tap here to upload an image, video or document file.
Max file size: 10 MB or 150 MB for videos.

You have uploaded the following files:

Type	Title	Uploaded On
	Appropriate Response Examples.pdf	Remove File 21/08/2024 10:15

- 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



BAFSA Level 2 Unit 1
Communication

Thank you! You have now reached the end of this course.
Your certificate for this course is now available for you to download.
Click here to download your certificate

[Submit for Marking](#)

[HOME](#) [INDEX](#) Page: 118 / 118

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