THE FIRE SYSTEMS ACADEMY

CANDIDATE INDUCTION & PROGRAMME GUIDANCE INFORMATION SHEET

ABBE L3 Award in Inspection & Commissioning of Commercial Fire Sprinkler Systems
3 DAY FACE TO FACE COURSE & EXAM
FOLLOWED BY POST COURSE WORK SUBMISSION

Candidate Name	
Candidate No	
ABBE ID number	

Overview of your qualification :

Duration: 3 days in the classroom with a Multiple-choice exam on day 3
Followed by regular submission of video evidence through the BAFSA e-learning portal to be completed within in 6 months

Exam Results	-	Results to be uploaded to your learning portal within 4 weeks of taking the exam.
Inspection sheets	-	To be uploaded within 3 months of the start of the course
Commissioning sheets	-	To be uploaded within 5 months of the start of the course
Video evidence	-	To be uploaded within 5 months of the start of the course

Your Assessor requires 4 weeks to assess your work from the date of submission. Therefore we require your work to be uploaded in the timescales, if your submission is late there is no opportunity to resubmit your work If you submit your work within the time scales, you will have 4 weeks to resubmit your work on the assessors comments.

Note: You only have one opportunity to resubmit your work, if your work falls short of the minimal requirements you will need to retake the course.

Exam Resits	-	To be completed within 12 months of the start of the course Resit results will be uploaded to your learning portal within 4 weeks of taking the exam.

Please note

Resits are taken online and must be booked through your e-learning portal
There is an additional charge to re-sit each part of your exam.
Resits can be taken within 12 months of the start of the course, as long as the inspection / commissioning sheets along with the videos have been submitted within the 6-month period.

No qualification certification can be awarded for partial completion.

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This qualification covers:

• Inspection of commercial sprinkler systems in accordance with LPC Rules inc BS EN 12845.
• Commissioning of pump houses, tanks, installation control valves and monitoring systems.
• Theoretical understanding of periodic maintenance routines.

The qualification consists of:
Unit 1 – Inspection
Unit 2 – Commissioning
Unit 3 – Maintenance (Theory)

This course relates to the inspection and commissioning of commercial fire sprinkler system's design in accordance with the LPC Rules inc BS EN 12845. The course aim is to address the knowledge and skills required to determine the sprinkler design in relation to; the storage configurations, inspection of the system during and at the end of the installation, the commissioning of the system and an understanding of the required ongoing maintenance of the system.

Successful completion of the programme will require :

- Full attendance at the 3 day in person course
- Submission of a full site inspection sheet including water supplies and installation.
- Submission of a end of contract Commissioning sheet
- Submission of videos providing evidence of competency and experience.
- An Examination Pass

Please note Maintenance Sheets are not accepted , the sheets must be for installations.

Methods of assessment : Continuous Assessment including:

- Participation in 3 day in person course theory and discussions sessions including sharing of experience, questioning and feedback.
- Completion of assessment at the end of each section of the course
- Written test on Day 3 of the In Person course (a multiple-choice test over 2 hours)
- The candidate will have to submit the following
- a completed site inspection report,
- a completed end of contract Commissioning report,
- In the Videos the candidate must narrate what they are doing and demonstrating knowledge and experience.
- videos showing the carrying out the commissioning of electric / diesel pumpset (there must be a diesel driven pump)
- Videos commissioning at an installation valveset and signal testing,
- Videos showing how to operated and check monitoring systems
- This should be clear with an explanation on what the candidate is doing and why it is important.

Your Tutor does not check your work, this is carried out by an independent assessor, one in every 5 assessments are verified by a second assessor, on occasion we may have your work assessed by a third assessor if your submission is not clear.

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You may not get feedback if you pass the minimal requirements, however you will get feedback if you fall short of the minimal requirements.

We will endeavour to check your work as it is submitted, your assessor will need up to 4 weeks to check your work for each submission.

Your Assessor requires 4 weeks to assess your work from the date of submission. Therefore we require your work to be uploaded in the timescales, if your submission is late there is no opportunity to resubmit your work If you submit your work within the time scales, you will have 4 weeks to resubmit your work on the assessors comments.

Note: You only have one opportunity to resubmit your work, if your work falls short of the minimal requirements you will need to retake the course.

YOUR VIDEO EVIDENCE SHALL BE NO MORE THAN 12 VIDEOS AND MUST BE A MAXIMUM OF 5 MINUTES LONG.

THE MAXIMUM SIZE OF THE VIDEO SHALL BE NO MORE THAN 10mb AND A TOTAL AMOUNT FOR ALL OF YOUR VIDEOS SHALL BE LIMITED TO 150mb

Note : Videos that are too big can be compressed.

If you require to reduce the size of your videos This YouTube clip link may help you https://youtu.be/IB8WzB5Kr3g.

Course Pass criteria

Multiple Choice Examination Conducted at the end of the face to face 3-day course.
- Pass mark: 70%.
- Results issued within 4 weeks to the student portal
- One re-sit permitted within 12 months of the start of your course.

Post-Course Video Evidence (Mandatory) must be uploaded via BAFSA E-portal
the uploading of course is detailed on the candidate user guide; this can be accessed on the home page of the learning portal)

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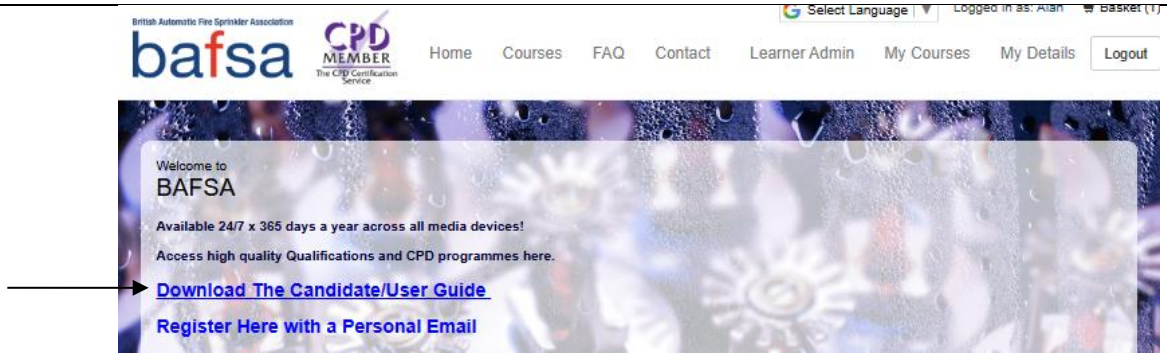

Inspection sheets - To be uploaded within 3 months of the start of the course
Commissioning sheets - To be uploaded within 5 months of the start of the course
Video evidence - To be uploaded within 5 months of the start of the course

Required uploads:

- FCW1a – Pump Room Inspection Sheet
- FCW1b – Valve Set Inspection Sheet
- FCW2a – Pump Proving Test Sheet
- FCW2b – Valve Set Proving Test Sheet
- FCW2c – Monitoring Signal Test Sheet
- FCW3a – Pump Test Video
- FCW3b – Valve Set Test Video
- FCW3c – Monitoring Test Video

Role of the staff team: Course Manager, Course Tutor, Assessor, Internal Verifier, Administrator, BAFSA

Course Manager: Alan Chricton
- Oversees quality assurance.
- Issues deadlines.
- Manages certification approval.

Tutor:
- Delivers the In Person course.

Assessor :
- Marks coursework.
- Provides Feedback

Centre Co-Ordinator :
- Allocates Assessor
- Will Chase candidates who don't upload coursework in time.

Internal Verifier:

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Samples 20% of submissions and ensures marking consistency.

BAFSA:
Manages e-portal and CRM system providing a platform for evidence submission storage and recording training activity, manages bookings, enrolment, extension and course queries through the e-portal.

Please contact BAFSA using the 'Get in Touch' button on the Home Page of the e-portal with any query or request you may have concerning your programme.

Support & Support and Guidance from your tutor/assessor

Once your assessor has marked your work and provided feedback, contact can be arranged for any questions.

British Fire Sprinkler Association

Enrolment - You have enrolled on this course via BAFSA (British Automatic Fire Sprinkler Association).

Your course is delivered and assessed by the Fire Systems Academy (a BAFSA Preferred Provider) BAFSA does not have any active part in delivery of assessment.

Who do you contact if you need a programme extension ?

Extensions to programmes are considered on an individual basis. Your training activity/record will be considered along with your request. Please contact BAFSA using the 'Get in Touch' button on the Home Page of the e-portal with your request.

Note: Your Course Manager and Assessor will be involved in any final decision. You will be notified in writing of any change agreed to your programme end date.

BAFSA e-learning portal

The BAFSA eLearning portal (https://training.bafsa.org.uk/) is an online platform for training, qualification, and CPD (Continuing Professional Development) in fire sprinkler systems. It provides both members and non-members with access to interactive, industry-specific courses—including free awareness training and paid, accredited qualifications—that can be completed at the learner's own pace.

Key features and details include:

Accessibility: The portal is available 24/7, with content designed for individuals working in the industry or seeking to enter it.

Registration: Users must register individually with a personal email address to access content.
Support: The platform serves as a hub for tutors and candidates to manage their learning journeys.

How do I access the e-learning portal ?

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https://training.bafsa.org.uk/home.aspx

What if I forget my password ?

Contact BAFSA using the 'Get in Touch' button on the e-portal home page
A new password will be generated and sent to you.

Have you received your course book and workbooks ?

You should have received course presentation materials, inspection and commissioning guidance content, maintenance guidance documentation, and the Course Brief on the first day of the training course
If any materials are missing, notify the administrator immediately.

Do you understand the additional material you require for the course ?

You must have access to:

- LPC Rules inc BS EN 12845.
- Up to date LPC Technical Bulletins.
- Your Companies Inspection Sheets
- Your Companies Commissioning sheets
- Access to a site with a water supply that contains a diesel pump,

Note: If you are using an existing installation this must be explained in the videos and you should complete the videos if it was new installation and it is the initial commissioning.

All work on site must be carried out in a safe manner with all of the appropriate health and safety in place.

You must be able to interpret design criteria, storage configurations, and system data from manufacturers data sheets.

Do you understand the computer programmes required to complete the Course?

You must have:
- Microsoft Word or equivalent.
- Excel or equivalent.
- PDF reader.
- Ability to export documents to PDF.
- Ability to record video.
- Stable internet connection (minimum recommended 10 Mbps).

Progress reviews (Monthly)

- An automatic monthly reminder email will be issued via the e-portal
- Candidates must demonstrate progress by meeting the post course work submission dates.
- Extension requests must be submitted via BAFSA E-portal before 4 weeks before the programme end date.

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Please contact BAFSA using the 'Get in Touch' button on the Home Page of the e-portal with any query or request you may have concerning your programme. https://training.bafsa.org.uk/home.aspx

Individual assessment arrangements

If you require additional time, accessibility adjustments, alternative submission format, or technical assistance, you must notify the Centre Coordinator as early as possible. Reasonable adjustments will be applied where appropriate.

Methods of assessment we will use

Marking timeframe: Within 4 weeks of submission.
Resubmission window (if required): 4 weeks from feedback issue.
Written feedback will be issued via BAFSA e-portal

If elements are below standard, only failed sections require resubmission.

Resubmission deadline: 4 weeks from feedback.

Further reassessment beyond this may require re-enrolment.

Opportunity for you to provide feedback

Candidates may provide feedback at course completion, during submission period, or following certification via email or via BAFSA Course Evaluation Questionnaire issued automatically following course completion.

Making a complaint and Assessment Appeals

The Fire Systems Academy and BAFSA have written individual Complaints & Appeals Policy

In the first instance you must talk with your Course Manager – Alan Crichton
Early discussion is advised.

If you need to raise a formal complaint then you must follow the Fire Sprinkler Academy Complaints & Appeals Policy or BAFSA Complaints & Appeals Policy (available from the BAFSA e-portal)

Fire systems academy's policies can be issued on request.

Ensuring the authenticity of your work and malpractice procedures

You must confirm that all submitted work and videos are your own.

The following are prohibited:

• Sharing completed check sheets.

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• Submitting employer-generated documents as your own. • Editing video to conceal errors. • Recording virtual classroom sessions. • Copying course workbook content. Malpractice may result in fail outcome, removal from programme, employer notification, or certification withdrawal.
Data management including General Data Protection Regulations (GDPR) All personal data is stored securely and retained for 3 years (assessment records) on the BAFSA e-portal. Videos retained for 12 months. Processed in accordance with UK GDPR and you may request access to your data at any time.
Do you understand the requirement of the post Course submissions You will have to submit a completed site inspection report, a video showing the carrying out testing of an electric / diesel pumpset, commissioning at an installation valveset and signal testing, this should be clear with an explanation on what the candidate is doing and why in the videos submitted. (3 videos in total) All evidence is to be provided within the timescales provided.
All Course materials are copyright protected. I understand that the workbook shall not be copied or at any point. • Workbook may not be distributed. Virtual classroom may not be recorded. Screenshots may not be taken. Materials may not be shared with third parties. • Any breach of the above may result in removal from course and potential legal action. Any online courses may be recorded at any time by Bafsa or the Fire systems academy.

Candidate Declaration

I confirm that I have received, read, and understood the Candidate Induction Guidance Document and the requirements outlined within it.

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I understand the assessment requirements, submission deadlines, authenticity requirements, and malpractice policies.

Candidate Name : _____ Candidate Company : _____

Signature : _____ Date : _____