



Candidate Induction & Programme Guide

ABBE Level 2 Certificate in Fire Sprinkler Installation

FOR CANDIDATES ENROLLED ON THE LEVEL 2 CERTIFICATE

This guide explains what your qualification involves, the video evidence you must submit, how your work is assessed, and where to get help. Complete the details below and the declaration at the end.

Portal: <https://training.bafsa.org.uk>

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Read this guide before you begin. Your video evidence is the key to success on this programme, and Section 3 sets out exactly what each clip must show.

1 Your details

Please complete the fields below. You can type directly into this document and save it.

Candidate name:

Company:

Course date attended:

2 Overview of your qualification

Qualification size and credit

This course relates to the installation of automatic fire sprinkler systems.

The size of a qualification is indicated by the terms award, certificate or diploma. These terms reflect the size of the qualification rather than its difficulty. The qualification level indicates the complexity of the qualification.

Qualification size	What it indicates
Award	A small qualification with a TQT value of 120 hours or less.
Certificate	A medium-sized qualification with a TQT value in the range of 121 to 369.
Diploma	A large qualification with a TQT value of 370 or more.

Course duration

You are permitted a maximum of six months on programme. The programme is designed to be self-paced and can be worked through at a time to suit yourself.

The qualification consists of

Unit	Title
Unit 1	Communication
Unit 2	Health and Safety in the Workplace
Unit 3	Awareness of Regulations in the Fire Sprinkler Industry

Unit	Title
Unit 4	Commercial Content and Evidence Repository
Unit 5	Residential Content and Evidence Repository

The course assesses the knowledge and skills required to evidence competency in installing fire sprinkler systems.

Successful completion of the programme

Successful completion of the programme will require:

- Completion of the three online modules, achieving a pass in each module.
- Units 1, 2 and 3 each have two pieces of work needed to complete them.

For each of Units 1, 2 and 3:

- 1 Written questions that need written answers, which then need uploading to the e-portal.
- 2 Multiple choice questions which, once completed, earn a certificate that needs uploading to the e-portal before the unit can be deemed complete and ready for the assessor.

You must also submit video evidence which meets all assessment criteria.

3 Required video evidence

Video evidence is required in Unit 4 (Commercial) and Unit 5 (Residential).

VIDEO GUIDANCE – PLEASE READ AND ACTION

- It is anticipated that no more than eight or nine videos, each of 20 to 30 seconds' duration, will provide ample opportunity for you to evidence the requirements.
- If you produce video clips above 110 MB, there are plenty of online tools you can access free of charge to resize or compress the files.
- You can produce your video in most formats including AVI, MOV and MP4. We recommend MP4, as the files are smaller and can be compressed or resized easily.
- Please upload your individual video evidence directly into the unit criteria areas provided.
- Video uploads must be clearly labelled against the relevant criteria, as some video submissions can be used as evidence against several proofs of competency.

Video evidence 1: identify and carry out pre-installation checks

Both Units 4 and 5 ask for the same evidence. Provide short videos demonstrating:

- 1.1 Identify the required pre-checks to ensure the sprinkler system can be installed.
- 1.2 Comply with health and safety requirements, relevant statutory regulations and industry standards or codes of practice at all times.
- 1.3 Carry out checks to ensure the sprinkler system can be installed.

Examples of evidence include, but are not limited to:

- Site safety procedures, including how you sign into the site
- Identifying your PPE requirements for the site
- Ensuring that the worksite is clear, clean and safe to work in
- Looking through risk assessments for the selected installation; checking ladders or platform equipment

Video evidence 2: prepare the work environment before installation

Both Units 4 and 5 ask for the same evidence. Provide a short video demonstrating:

- 2.1 Identify Personal Protective Equipment (PPE).
- 2.2 Explain how to prepare the work environment in preparation for installation of the sprinkler system.

Examples of evidence include, but are not limited to:

- Explaining and showing how you safely prepare the work environment and store your materials on site

- Selecting and checking access platforms
- How you protect the customer's property or area (good housekeeping)
- A clear path to emergency exits

Video evidence 3: install pipework and associated components

Both Units 4 and 5 ask for the same evidence, but these must be different videos for Unit 4 (Commercial) and Unit 5 (Residential). In other words, the same criteria but different clips for commercial and residential.

Provide a short video demonstrating:

- 3.1 Choose appropriate equipment to install pipework and associated components.
- 3.2 Carry out checks on installation materials.
- 3.3 Use equipment in line with manufacturer or organisation instructions.
- 3.4 Carry out the installation of a commercial fire sprinkler system under supervision.
- 3.5 Describe problems that can occur during installation (give at least three examples).
- 3.6 Explain the procedure for working on a live system.
- 3.7 Describe problems that can occur during CPVC installation (give at least three examples).

Examples of evidence include, but are not limited to:

- Selecting tools and materials to carry out the installation
- Checking the pipe, fittings and heads for any defects before installing
- Explaining how to use and store solvents in preparation for installation of the sprinkler system
- Demonstrating how to install the materials into place
- Giving clear examples of what can go wrong during installation

Video evidence 4: system installation

The two units ask for different proof of evidence. Provide short videos demonstrating:

Unit 4 Commercial – steel:

- Confirm pipework and sprinkler head locations to be installed, from drawings
- Set out, drill and fix pipe brackets into building fabric
- Use a threading machine safely to produce threads or a grooved joint
- Fabricate pipework and make joints
- Install pipework, sprinkler heads and other system components

Unit 5 Residential – CPVC:

- Check the drawing
- Install pipe hangers into position

- Measure and cut CPVC pipe
- Fabricate pipework and make joints, explaining the cure time for the glue
- Install pipework, sprinkler heads and other system components

Video evidence 5: faults during and after installation

The two units ask for different proof of evidence. Describe the following faults, how they are caused and how to fix them:

Unit 4 Commercial – metals:

- Steel pipework installation: trapped gasket, cross threads, split socket
- Flexible: second fix not installed to manufacturer's recommendations
- Pipes and fittings: incorrect pipe sizes, inappropriate fittings or excessive use of fittings
- Different drawings, adjustment of contract, or other services in the way
- Describe how you would rectify these faults

Unit 5 Residential – CPVC:

- Plastic: dry joint, expansion and contraction issues, over-tightening of hangers, curing times, chemical compatibility
- Pipes and fittings: incorrect pipe sizes, inappropriate fittings or excessive use of fittings
- Different drawings, adjustment of contract, or other services in the way
- Describe how you would rectify these faults

Video evidence 6: live systems, pressure testing and integrity testing

The two units ask for different proof of evidence. Explain the following:

Unit 4 Commercial – metals:

- Procedure for working on a live system (decommissioning and recommissioning)
- How to identify faults after installation is complete
- The importance of conducting a system integrity test to relevant standards
- Benefits of carrying out a system integrity test

Unit 5 Residential and domestic – CPVC:

- Procedure for working on a live system (decommissioning and recommissioning)
- Procedure for pressure testing (with air and water)
- The importance of conducting a system integrity test
- How to identify faults after installation is complete

Video evidence 7: your role in your company

Both Units 4 and 5 ask for the same evidence. There is no need to duplicate it. Explain the following:

- What is your role in your company?
- What are your limits when dealing with problems?
- Who do you report to when problems are beyond your limits, for example the site manager?

Video evidence 8: handover procedures

Both Units 4 and 5 ask for the same evidence. There is no need to duplicate it. Demonstrate the following:

Unit 4 Commercial – metals:

- Explain what is involved within a handover of a completed sprinkler installation
- Identify the key documents required for a handover
- What is required for system maintenance, and who needs to be informed
- Carry out a system handover to a client or responsible person following company procedure
- Witness testimony

Unit 5 Residential – CPVC:

- Explain what is involved within a handover of a completed sprinkler installation or floor
- Identify the key documents required for a handover
- Carry out a system handover to a client
- Witness testimony

ALL VIDEOS MUST SHOW EVIDENCE

All videos must show evidence and follow correct procedures, with appropriate PPE.

4 How you are assessed

Methods of assessment

Assessment is continuous and includes:

- Completion of the assessment at the end of each module
- Submission of video evidence onto the BAFSA portal

Your assessor will monitor your progress. On occasion, we may have your work assessed by a second assessor if your submission is not clear.

You may not receive feedback if you pass the minimum requirements. You will receive feedback if you fall short of the minimum requirements.

We will endeavour to check your work as it is submitted. Your assessor will require up to two weeks to check your work for each submission, so please allow time within your programme for assessor feedback.

SUBMISSION DEADLINES

- We cannot accept submissions after your programme end date.
- Post-course video evidence is mandatory and must be uploaded via the BAFSA e-portal from the start of the course.
- Video evidence cannot be accepted on any other platform, for example WhatsApp.
- Failure to submit the work within the timescales may affect your ability to successfully complete the course.

Methods of assessment we will use

- Your coursework will be assessed by your allocated assessor.
- Written feedback will be issued via the BAFSA e-portal.
- If elements are below standard, only the failed sections require resubmission.

RESUBMISSION

Resubmission deadline: four weeks from feedback. Further reassessment beyond this may require re-enrolment.

Individual assessment arrangements

If you require additional time, accessibility adjustments, an alternative submission format or technical assistance, you must notify your assessor as early as possible. Reasonable adjustments will be applied

where appropriate.

5 Role of the staff team

Role	Responsibilities
Course Manager and Assessor	Registers candidates with ABBE for certification. Marks coursework. Provides feedback. Chases candidates who do not upload coursework in time.
Internal Verifier	Samples 20% of submissions. Ensures marking consistency.
BAFSA Head of Centre	Oversees quality assurance. Liaises with ABBE, the awarding organisation. Issues programme timeframes. Manages extension requests.
BAFSA	Manages the e-portal and CRM system, providing a platform for evidence submission, storage and recording of training activity. Manages booking, enrolment, extension and course queries through the e-portal.

CONTACTING BAFSA

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 and guidance

Guidance from your assessor:

Your assessor will be automatically notified of any work that needs assessing, and feedback will be provided within 28 days from when you upload it into the 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 assessment or learning programme.

6 Enrolment and extensions

Enrolment

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

Extension requests

An automatic extension request button will appear in the 'My Course' section of the e-portal after 12 weeks on programme, provided you have successfully achieved each of the three online modules. This will allow you an additional two weeks on programme.

If you have extenuating circumstances and wish to request an extension to the programme, please be aware that your training activity and record will be considered along with your request. All requests are considered on an individual basis.

Please contact BAFSA using the 'Get in Touch' button on the home page of the e-portal with your request. Your assessor, and possibly your employer where appropriate, will be involved in any final decision. You will be notified in writing of any change agreed to your programme end date.

Progress reviews (monthly)

- A monthly reminder email will be provided.
- Candidates must demonstrate progress.

What you require for the course

You must have access to:

- A good internet connection
- A quiet space
- Microsoft Word or equivalent

7 The BAFSA e-learning portal

The BAFSA e-learning portal (<https://training.bafsa.org.uk/>) is an online platform for training, qualification and continuing professional development (CPD) 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, which can be completed at the learner's own pace.

Key features and details include:

- Accessibility: the portal is available 24 hours a day, 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.

Guidance on how to use the learning portal to upload coursework is contained in the BAFSA Portal User Guide, available from the home page of the e-portal.

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.

British Automatic Fire Sprinkler Association
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Home Programmes ▾ FAQ Contact

Basket (0)

Register / Login

Login / Register

Login Register

You must be logged in to access courses. Please login using your account details below:

Email Address:

Password:

Forgotten your password?

Login

DOWNLOAD OUR USER GUIDE - CLICK HERE

REGISTRATION:

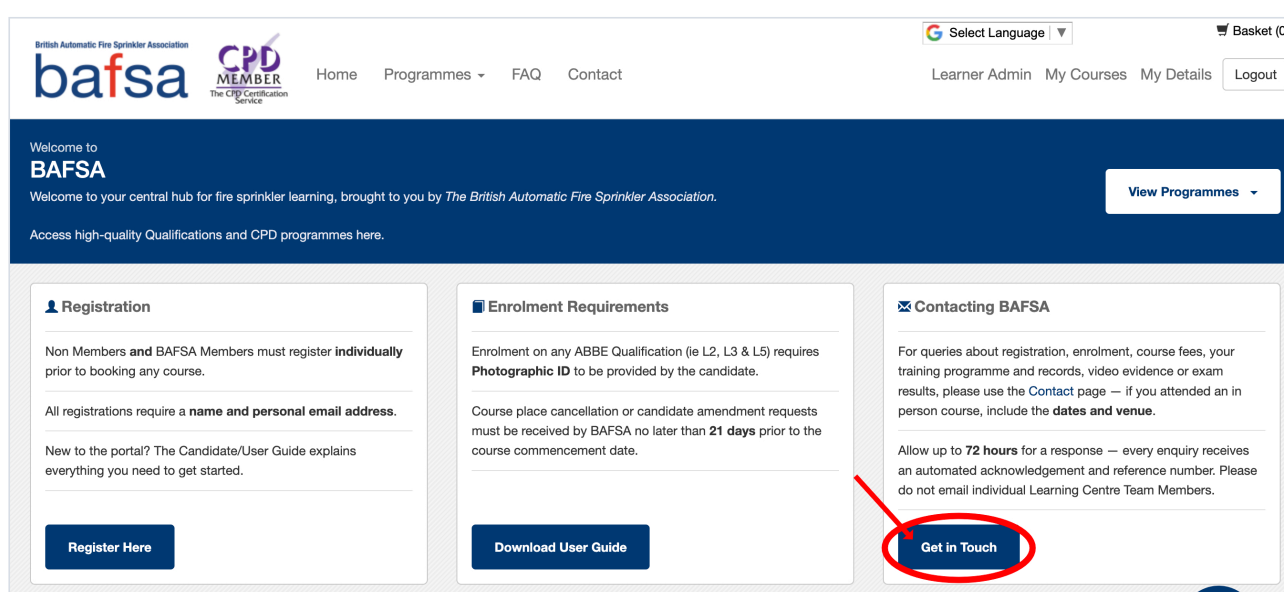
- Complete all areas of this online registration form - candidates must prove they meet relevant entry requirements for each course.
- Each candidate **MUST** be registered individually.
- Each candidate **MUST** provide a personal email address
- Candidates need their own login details and individual portal accounts. These cannot be shared
- Multiple bookings purchasers **MUST** still register all candidates individually.
- Upon successful registration, individual

Login page. The 'Forgotten your password?' link sits directly beneath the password field.

8 Getting help and finding your way around

If you are stuck and need technical assistance

If you have worked through this guide and are still stuck, or you need technical assistance with the portal, please get in touch with BAFSA rather than contacting individual Learning Centre team members. Use the 'Get in Touch' button on the home page of the e-portal. Every enquiry generates an automated acknowledgement and a reference number, and you should allow up to 72 hours for a response. If your query relates to an in-person course, please include the dates and venue.



Get in Touch. The button sits in the Contacting BAFSA panel on the e-portal home page.

The user guide on the home page

If you are new to the portal, or you want step-by-step guidance on registering, enrolling, navigating your courses and uploading your coursework, the Candidate and User Guide covers everything you need to get started. You can download it at any time using the 'Download User Guide' button on the home page of the e-portal. It is worth downloading this before you begin, as it answers most of the everyday questions candidates have about using the portal.

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Learner Admin My Courses My Details Logout

Welcome to
BAFSA

Welcome to your central hub for fire sprinkler learning, brought to you by *The British Automatic Fire Sprinkler Association*.

Access high-quality Qualifications and CPD programmes here.

Registration

Non Members **and** BAFSA Members must register **individually** prior to booking any course.

All registrations require a **name and personal email address**.

New to the portal? The Candidate/User Guide explains everything you need to get started.

[Register Here](#)

Enrolment Requirements

Enrolment on any ABBE Qualification (ie L2, L3 & L5) requires **Photographic ID** to be provided by the candidate.

Course place cancellation or candidate amendment requests must be received by BAFSA no later than **21 days** prior to the course commencement date.

[Download User Guide](#)

Contacting BAFSA

For queries about registration, enrolment, course fees, your training programme and records, video evidence or exam results, please use the **Contact** page — if you attended an in person course, include the **dates and venue**.

Allow up to **72 hours** for a response — every enquiry receives an automated acknowledgement and reference number. Please do not email individual Learning Centre Team Members.

[Get in Touch](#)

Download User Guide. The button sits in the Enrolment Requirements panel on the e-portal home page.

9 Feedback, complaints and your data

Opportunity for you to provide feedback

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

Making a complaint and assessment appeals

BAFSA has a written Complaints and Appeals Policy.

- 1 In the first instance you must talk with your assessor. Early discussion is advised.
- 2 If you are unable to do this, you will need to raise a formal complaint.
- 3 Please follow the BAFSA Complaints and Appeals Policy, available from the BAFSA e-portal.

Ensuring the authenticity of your work, and malpractice procedures

You must confirm that all submitted work is your own. The following are prohibited:

PROHIBITED

- Using video evidence completed by others.
- Using AI to generate answers.

Malpractice may result in a fail outcome, removal from the programme, employer notification, or withdrawal of certification.

Data management, including General Data Protection Regulation (GDPR)

- All personal data is stored securely and retained for three years (assessment records) on the BAFSA e-portal.
- Video evidence is retained for three years.
- Data is processed in accordance with UK GDPR, and you may request access to your data at any time.

10 Candidate declaration

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

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

Candidate name:

Candidate company:

Signature:

Date: