



**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](mailto: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:

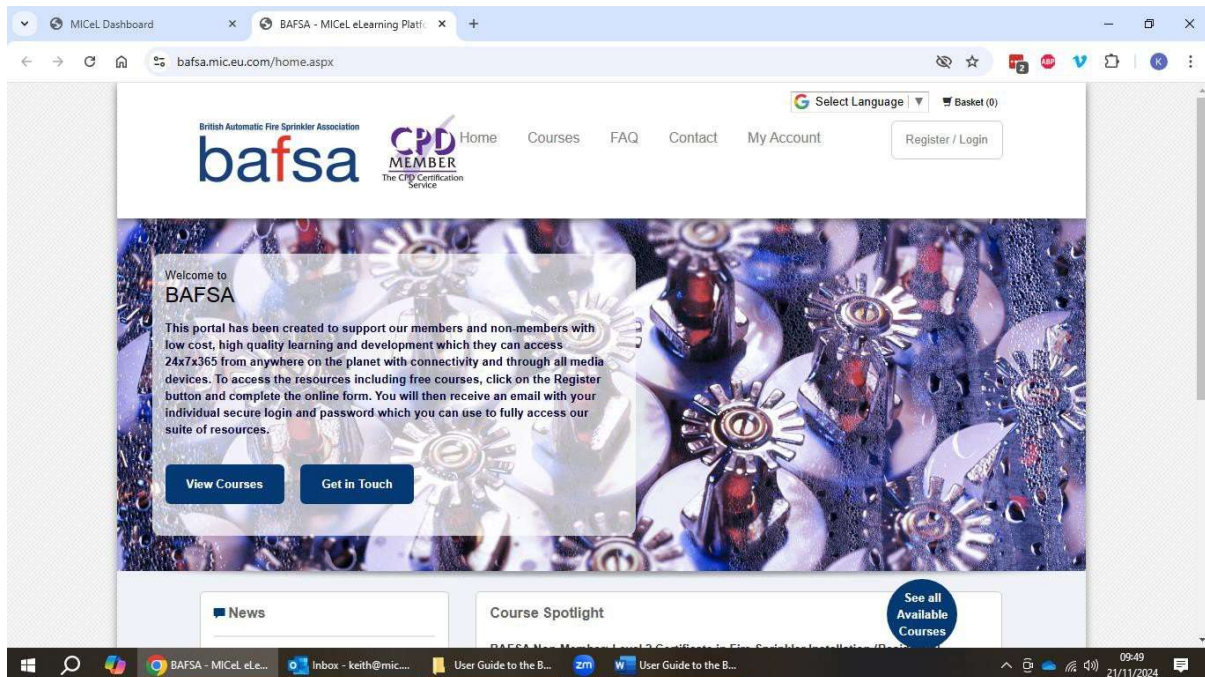
- **The BAFSA Portal Key Areas, Navigation and Functionality**
- **Candidate Registration, Access to and Completing Courses/Units, Evidence Submission and Assessment**

#### 4. THE BAFSA PORTAL KEY AREAS, NAVIGATION AND FUNCTIONALITY

The Portal can be viewed through the following link:

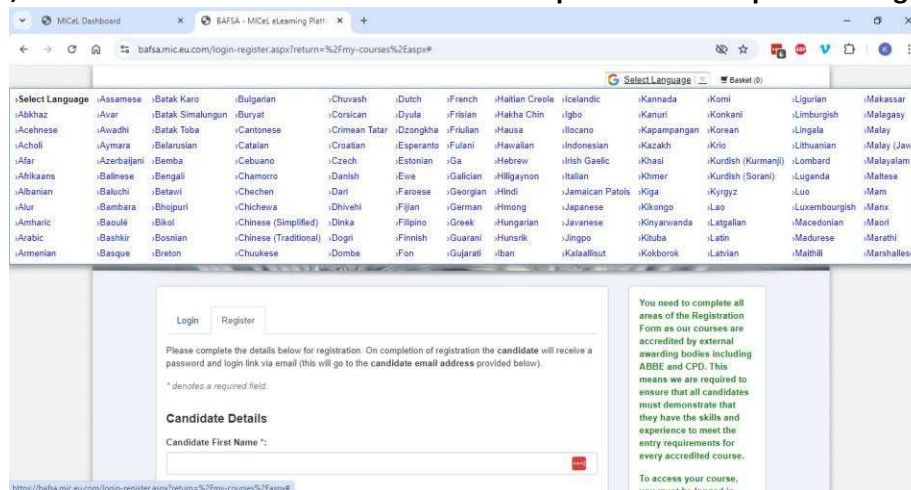
<https://training.bafsa.org.uk/>

- 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 BAFSA eLearning platform's course list page. The browser address bar displays 'bafsa.mic.eu.com/course-list.aspx'. The page features a navigation menu with 'Home', 'Courses', 'FAQ', 'Contact', and 'My Account'. A 'Logout' button is visible in the top right. The main content area is titled 'Course List' and includes a search bar, a 'Recently Viewed' section, and a list of courses. The first course listed is 'Awareness of Automated Fire Sprinkler Systems', which is marked as 'Free' and has an 'Add To Basket' button. The page also includes a 'BAFSA Member Area' and a 'BAFSA Non-Member Area' section.

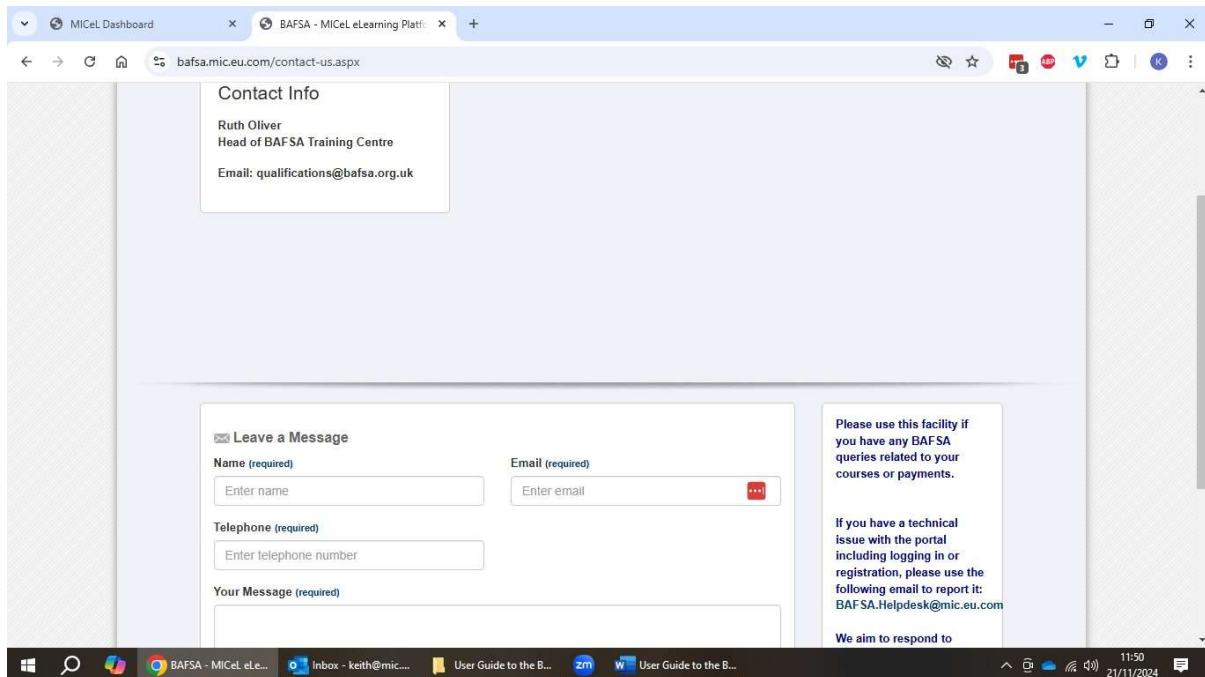
## FAQ's and Other Information

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

The screenshot shows the BAFSA eLearning platform's FAQ page. The browser address bar displays 'bafsa.mic.eu.com/faq.aspx'. The page features a navigation menu with 'Home', 'Courses', 'FAQ', 'Contact', and 'My Account'. A 'Register / Login' button is visible in the top right. The main content area is titled 'FAQ' and includes a search bar. The first FAQ entry is 'Who delivers courses booked through BAFSA Training Centre?'. The text below the question states: 'All courses are delivered on behalf of BAFSA by appropriate qualified/and or experienced course tutors working within ABBE accredited training providers. BAFSA works closely with its preferred training providers to ensure that course content is fit for purpose and supported by industry. You will be provided with specific course tutor contact details in your course joining instructions.' The page also lists 'BAFSA preferred training providers are: Llandrillo College (N. Wales), Neath Port Talbot Group of Colleges (NPTC), (South Wales), and Sprinktec'. The second FAQ entry is 'How does BAFSA select its Training Providers?'. The text below the question states: 'BAFSA only recruits reputable and appropriately qualified Training Providers. Before recruiting providers, preliminary evaluation is carried out to verify'.

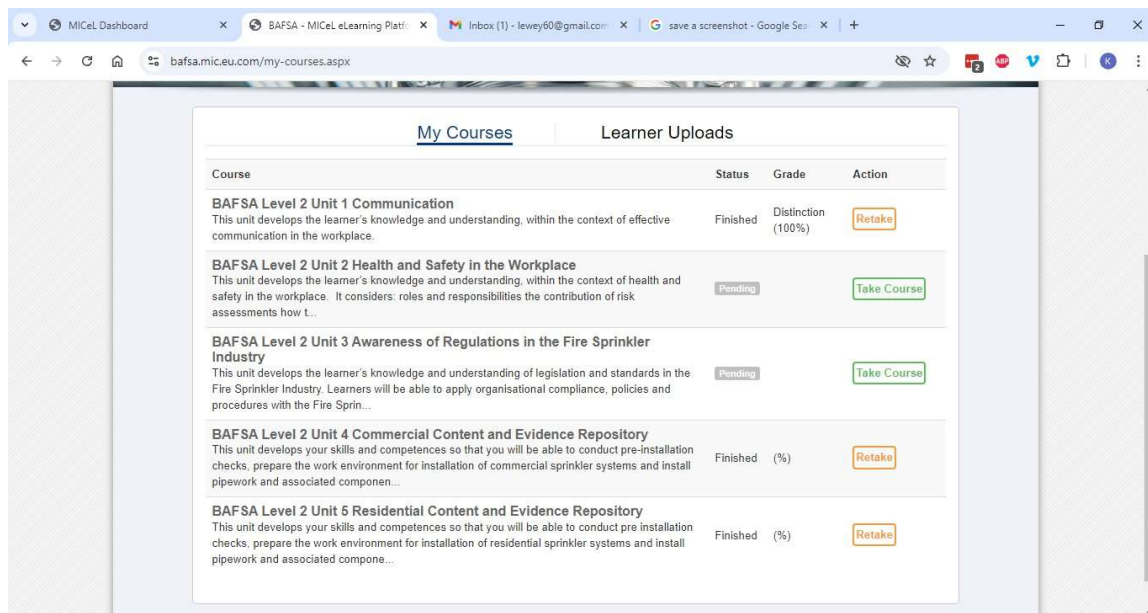
## Contact and Messaging Service

- If Candidates have any queries or other issues, they can contact BAFSA through the Contact area. Please check the [FAQ page](#) on the portal to see if your query has been answered already.



## 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

Service

Login / Register

Login Register

Please complete the details below for registration. On completion of registration the candidate will receive a password and login link via email (this will go to the candidate email address provided below).

\* denotes a required field.

**Candidate Details**

Candidate First Name \*:

Candidate Last Name \*:

Candidate Date of Birth \*:

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.

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:*

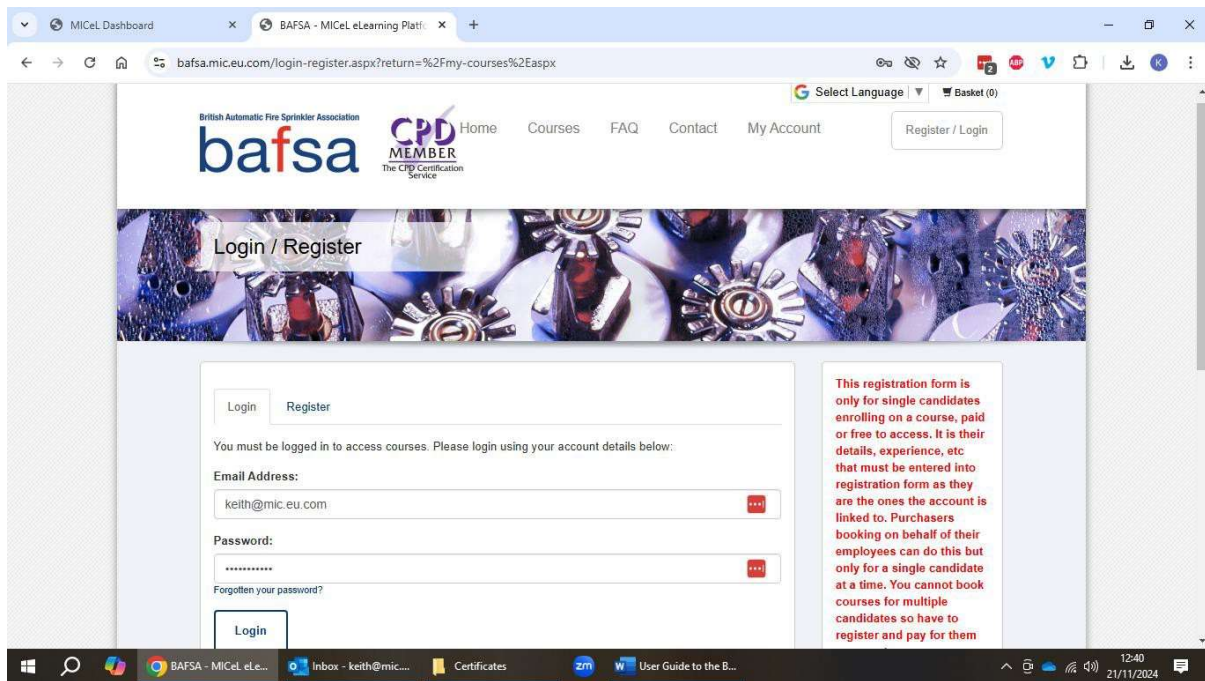
*Login URL: <https://training.bafsa.org.uk>*

*Email Address: xxxx*

*Password: xxxx*

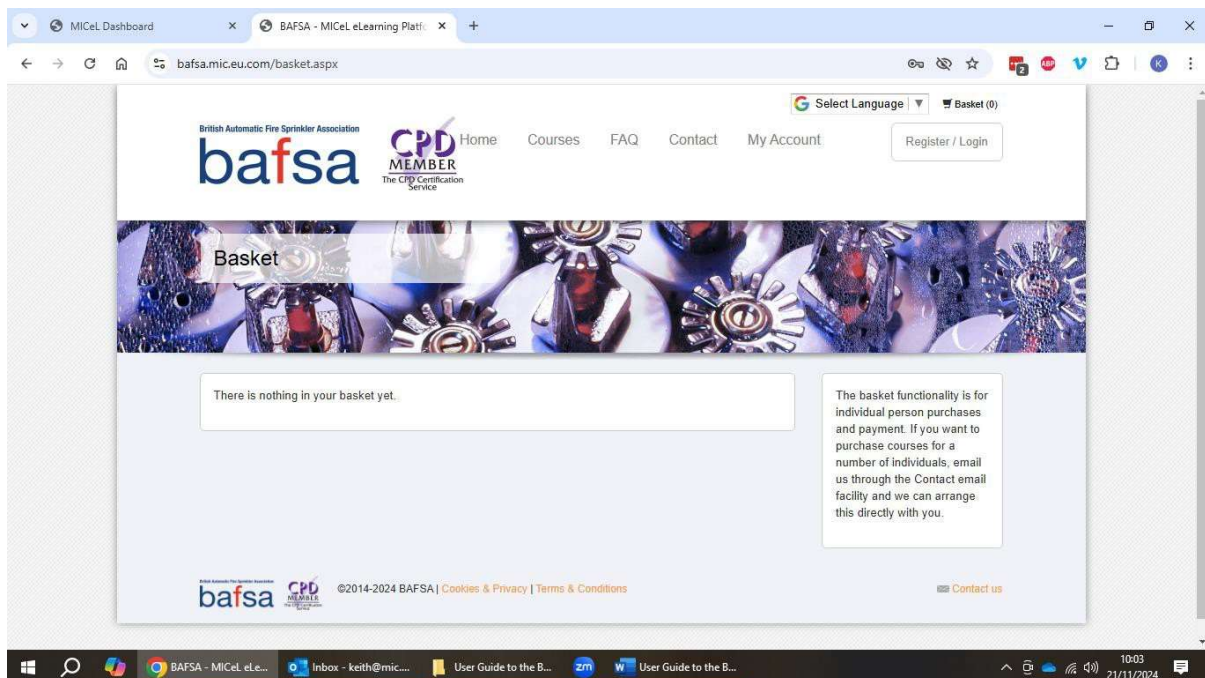
*If you have any trouble logging in then please get in touch by reply*

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



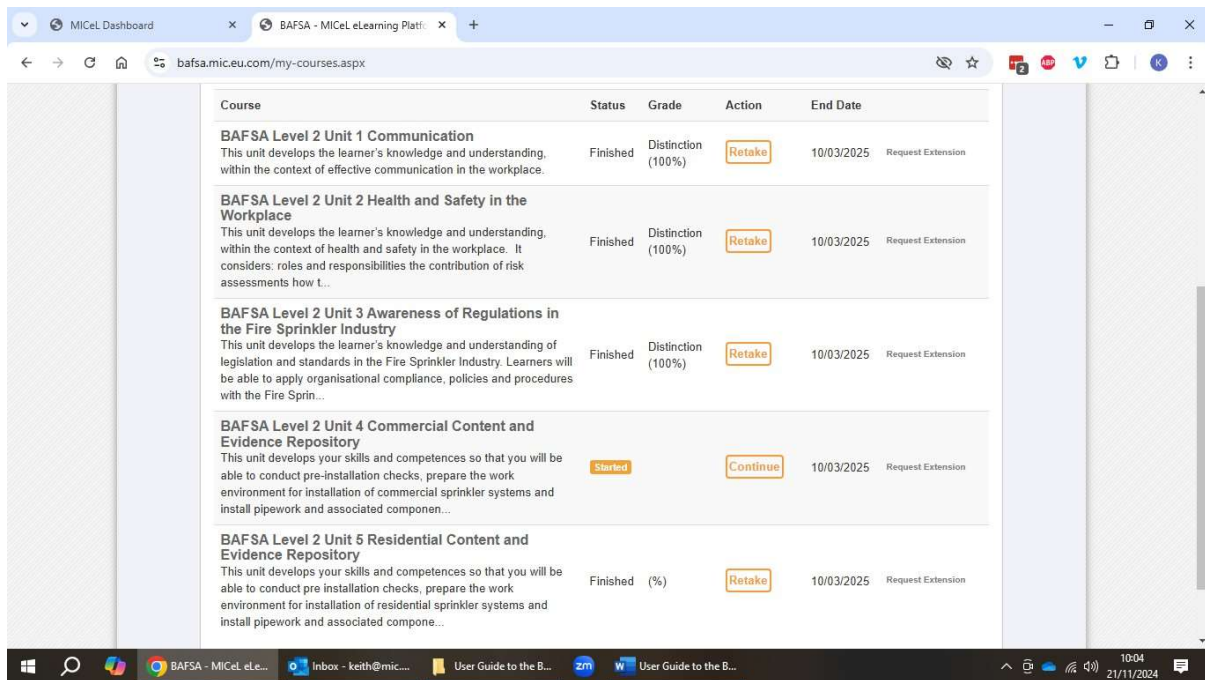
## Basket

- Chosen Courses are added to the 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

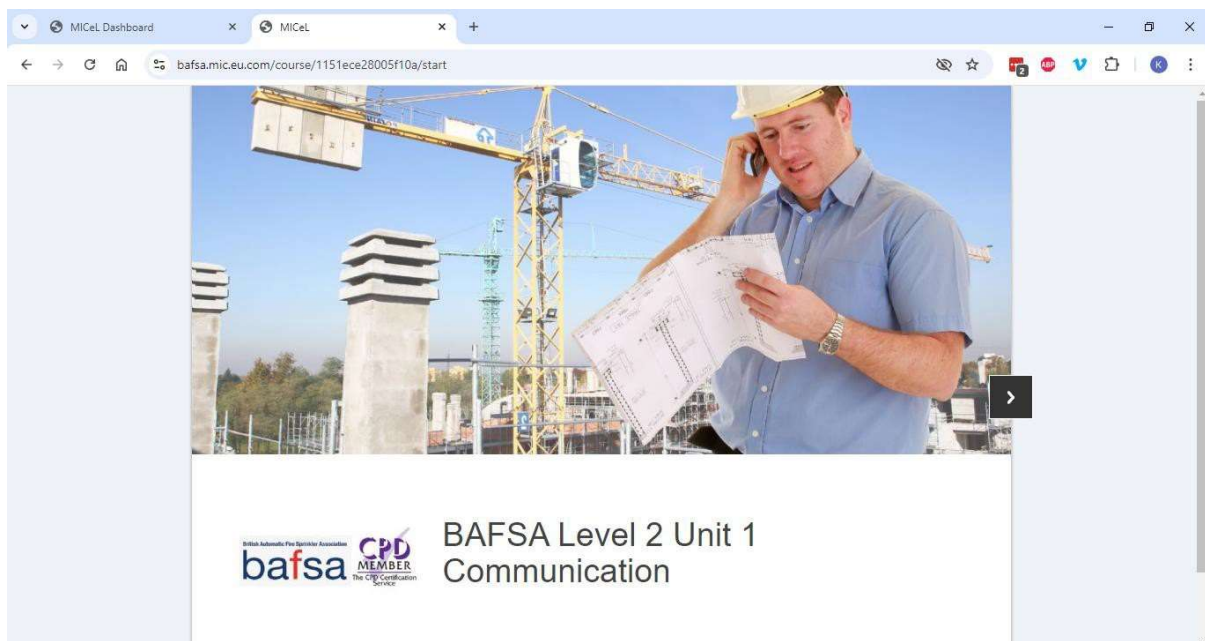
- Once the Candidate has purchased their Course/Unit or free resources, these are added to their My Account area in Unit Form or Course Form as below. Simply click on Take Course button to access the resource
- Our courses are time limited for completion but if a Candidate is struggling to meet the deadline, 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	
<b>BAFSA Level 2 Unit 1 Communication</b> 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
<b>BAFSA Level 2 Unit 2 Health and Safety in the Workplace</b> 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...	Finished	Distinction (100%)	Retake	10/03/2025	Request Extension
<b>BAFSA Level 2 Unit 3 Awareness of Regulations in the Fire Sprinkler Industry</b> 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
<b>BAFSA Level 2 Unit 4 Commercial Content and Evidence Repository</b> 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
<b>BAFSA Level 2 Unit 5 Residential Content and Evidence Repository</b> 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

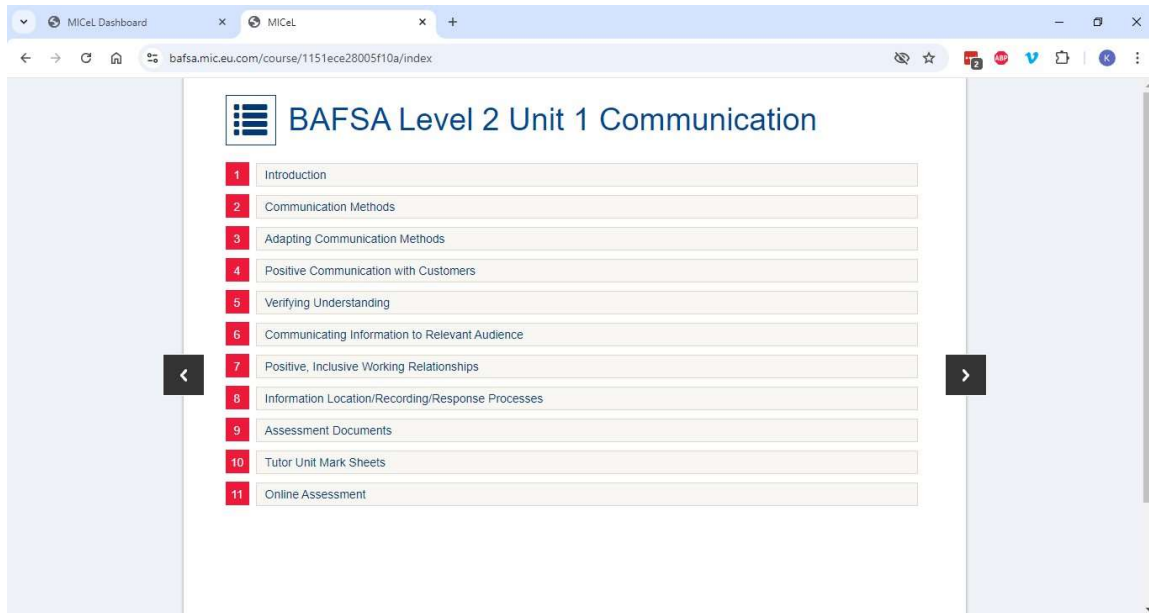


BAFSA Level 2 Unit 1 Communication

BAFSA CPD MEMBER The City Construction Service

## 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 a web browser showing the 'Recommended Candidate Study Plan' page for BAFSA Level 2 Unit 1 Communication. 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 page title is '1 Introduction'. The main content is on a dark blue background with white text. It includes the following text:

**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.

**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

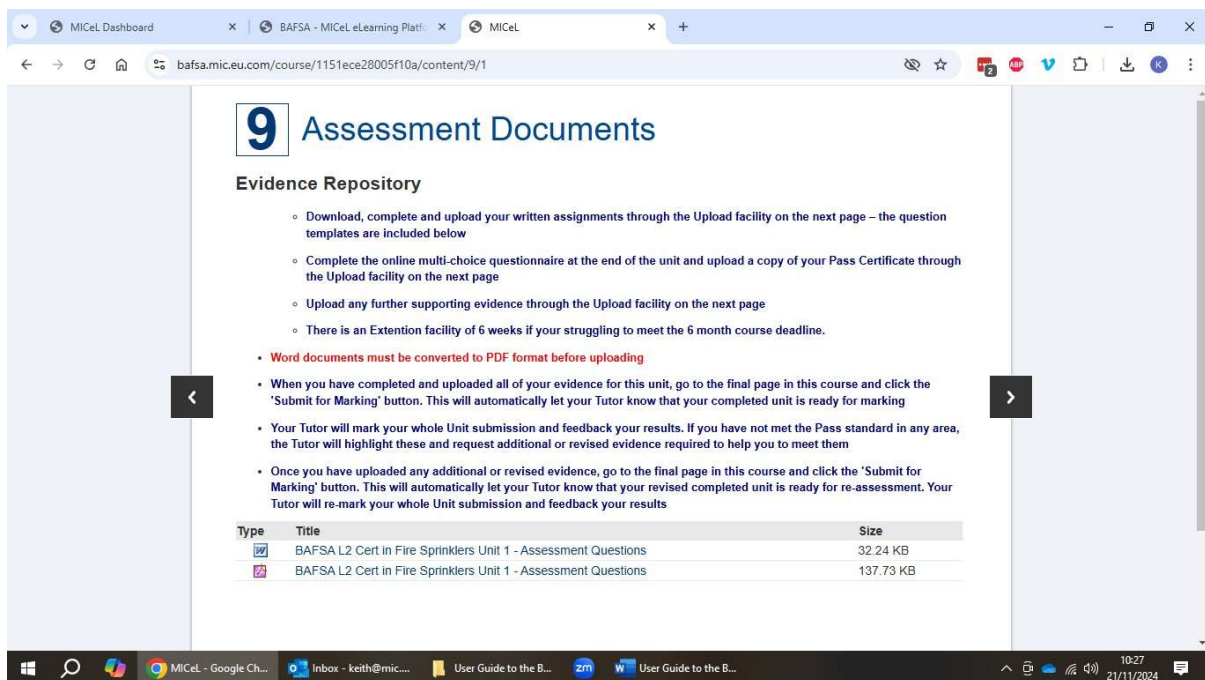
At the bottom of the page, there is a navigation bar with 'HOME', 'INDEX', 'BAFSA Level 2 Unit 1 Communication', and 'Page: 5 / 119'. The Windows taskbar at the bottom shows the date and time as 10:24 21/11/2024.

## 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 in 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 'BAFSA L2 Cert in Fire Sprinklers Unit 1'. The page is titled '9 Assessment Documents' and contains an 'Evidence Repository' section with the following instructions:

- 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.

A red heading states: **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 showing 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, including Google Chrome, Outlook, and Zoho Workplace, along with the system clock showing 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	<a href="#">Remove File</a> 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