



FeRFA APPRENTICESHIP SCHEME E-MODULE PROGRAMME

INTRODUCTION

The FeRFA Apprenticeship Scheme includes a number of e-Learning modules to support the classroom sessions and reinforce your knowledge.

These can be taken either on a computer, laptop or tablet such as an iPad. If you do not have access to any of these devices, they can be taken at your place of work. (Your employer has been advised that this may be the case)

There are six e-Modules , each comprising a 15 minutes presentation with commentary, followed by a short end test. The topics are:

- A Health and Safety Refresher Course
- B Work Practice and Project Planning
- C Preparing Background Surfaces
- D Mixing and Applying Resin Flooring Systems
- E Assessing Slip Resistance
- F Sustainability and Waste Management

You will be invited to take each module during the course of your apprenticeship and, from the date of the request to take a particular module, you will have ten days in which to complete it and take the end test.

REGISTRATION AND LOG ON

Before you start you need to go to the FeRFA e-Learning centre – there are two ways to do this:

- Either via the FeRFA website www.ferfa.org.uk – click on **Training** then **Trainees E-Learning Portal** or
- Direct via this link: <http://elearning.ferfa.org.uk/login/index.php> which takes you to the Log On area.



All apprentices, who have been invited to take part in the e-Learning will have been pre-registered on the system details sent in a personal letter or email.

(If you lose these details they can be recovered by clicking on the ‘Forgotten your username or password’ link.)

Click on Log In at the top right of the page.

Enter your user name and password at the Log On page and, if it is safe to do so, tick the “remember user name” box so it saves your details for next time.



VIEWING THE EMODULES

Once you have logged on, if you click on My Home you will see the parts of the E-module you are tasked to take:

- Refresher Course
- Test Module

The Refresher Course

Click on the top unit – the Refresher Course.

A new window will open and click on the course in the navigation window.

(You can then close this navigation window by clicking on the arrow to the right above and the presentation will appear clearly in the window. If a navigation bar appears floating on top of the screen move it to the left and it will disappear.)

The course takes approx. 15 minutes, following which there is a short test.

Once you start the eModule you can move through the presentation by using the → arrow and can go back to previous slides using the ← arrow. You cannot skip any slides until you have watched the whole presentation through to the end, but you can go back to previous slides.

If you have to leave the presentation for any reason you have the option to resume from where you left it.

There is a contents list on the left hand side so you can see where you are in the presentation.

You can view the eModule as many times as you wish during the two week period allowed and then take the test.

The End Test

The end test can be attempted up to three times and we will record the best score out of all the three attempts.

A certificate will be issued on completion of the course.

Please note, the eLearning system is new and there may be some teething problems – if you have any queries about the course please contact FeRFA on 07484 075254 or email secretariat@ferfa.org.uk.

