



FeRFA UPSKILLING E-MODULE PROGRAMME

INTRODUCTION

The FeRFA Upskilling programme includes a number of e-Learning modules to support continuous training development.

These emodules 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.

During 2013 a number of e-Modules will be available, each comprising a 15 minutes presentation with commentary, followed by a short end test. The topics are:

- 1 Health and Safety Refresher Course
- 2 Work Practice and Project Planning
- 3 Specifying and Selling Resin Flooring Systems
- 4 Static Dissipative Systems
- 5 Assessing Slip Risk
- 6 Waste Management & Recycling

As each course becomes available, full details will be issued to FeRFA members.

REGISTRATION AND LOG ON

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

- Firstly email FeRFA to enrol on the chosen Upskilling course.
- You can access the Upskilling Courses via the FeRFA website www.ferfa.org.uk – click on Training then Upskilling Courses
- It can also be accessed direct via this link: <http://elearning.ferfa.org.uk/login/index.php> which takes you to the Log On area – you will need to be pre-registered to gain access.



All candidates who wish to take part in the e-Learning programme will need to be pre-registered on the system and will receive a user name and password link which will be 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.

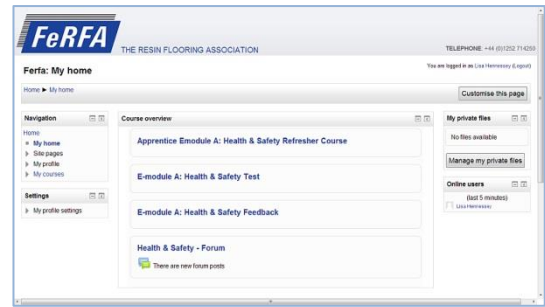


VIEWING THE EMODULES

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

- Upskilling Course
- Test Module

Once you have enrolled on an upskilling course by emailing FeRFA, the courses you have enrolled on will be shown following log on. Click on the chosen course.



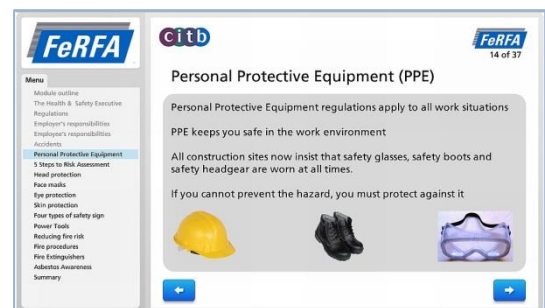
A new window will open and click on the course in the navigation window.

(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 and use to navigate forward and back as well.

You can view the eModule as many times as you wish during the 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.