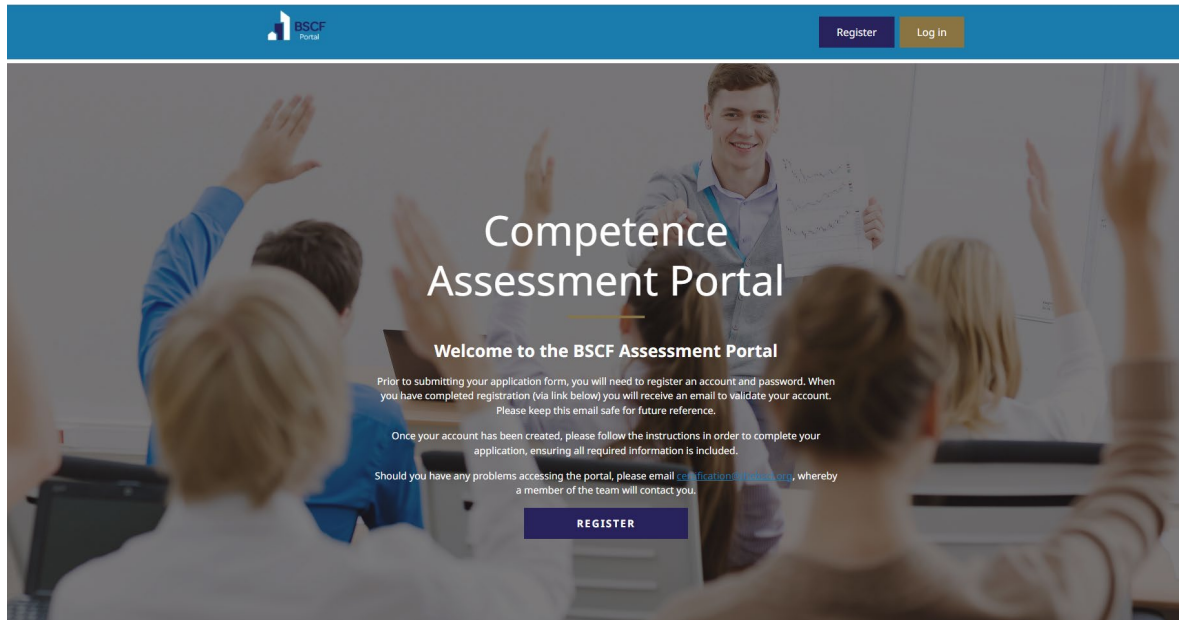# Building Safety Competence Foundation

Building Control Professional Competency Validation Assessments

Candidate Portal User Guide

Candidate Portal User Guide

Create a login through the BSCF Competence Assessment Portal by clicking on Register. If you are experiencing any problems in registering, please email certification@thebscf.org, and a member of the team will contact you.

Register

To register, you will be required to fill in the following information:-

- Insert Title*
- Insert First Name*
- Insert Last Name*
- Email*
- Verify Email*
- Password*
- Verify Password*
- Date of Birth*

*Essential Information

Click on Submit

Thank You for Registering

User ID: CV100

Please check your email to confirm your registration and continue the application process.

You will come to the above page, thanking you for registering, check your email to confirm your regististration and that your email address has been verified. Please keep your email safe for future reference.

Your Email Address has been Verified

Thank you for verifying your email address. You can now logon to the BSCF Portal using the User ID below. Please keep your email safe for future reference.

User ID: CV100

LOGON

You can then log onto your account.

- Insert username (email address)
- Insert Password
- Click on Login

My Application - Personal

You will now need to complete your personal details, filling in:-

- Insert Mobile telephone number*
- Insert Home Address*
- Insert Post Code*
- Insert County
- Insert Town/City*

*Essential Information

Click on Save, you will see below, that it has been highlighted with green ticks, and will automatically move to the next section Employer, if it has any area marked in red, you will need to further review and resubmit.

My Application – Personal

You will need to ensure that your current employment and line manager details are inserted and your employment history.

Current Employment

- Insert Organisation Name*
- Insert Type of Organisation (Public or Private Sector)*
- Insert Your Job Title*
- Insert Start Year*

*Essential Information

<u>Line Manager Details</u>

- Insert Line Manager Name*
- Insert Line Manager Job Title*
- Insert Line Manager Email*
- Insert Line Manager Telephone*

*Essential Information
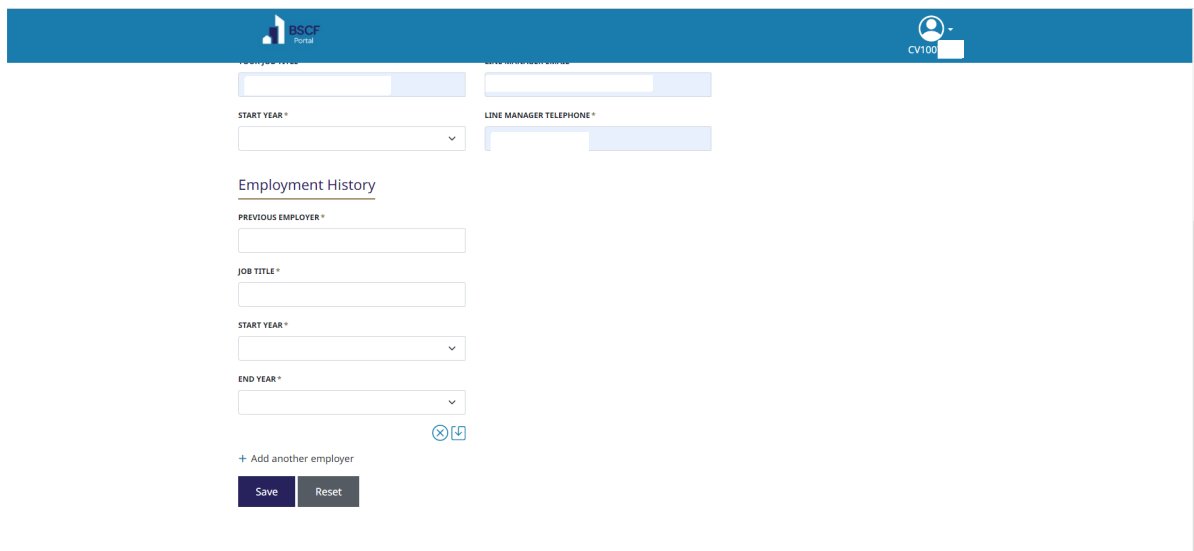
<u>Employment History</u>

Click on Add another Employer

- Insert Previous Employer
- Insert Job Title
- Insert Start Year
- Insert End year

*Essential Information

You can add additional employers (if applicable)

Click on Save, you will see below, that it has been highlighted with green ticks, and will automatically move to the next section Qualifications, if it has any area marked in red, you will need to further review and resubmit.

My Application – Qualifications

Academic Qualifications

- Insert Name of Qualification*
- Insert Year Completed*
- Insert Grade*

*Essential Information

You can add additional qualifications (if applicable)

Professional Membership

If you are a member of a Professional Body (tick the box)

- Insert Name of Professional Body*

- Number of Years Membership*
- What type of Membership do you have (Member/Associate/Student/Fellow/Technician)*

*Essential Information

You can additional professional membership (if applicable)

Click on Save, you will see below, that it has been highlighted with green ticks, and will automatically move to the next section Certification, if it has any area marked in red, you will need to further review and resubmit.

My Application – Certification

Please review this screen and please review all information on our website www.thebscf.org under useful resources. **(Note:- if you have <u>saved</u> up to the Qualification tab, you can then review all the information required prior to completing this part. At this point your application has not been fully submitted, and will not show the status of your application as 'Applied - Domestic, or General, or Specialist)**

- Click on drop down box (which Validation Assessment are you Applying for?) and choose the relevant assessment you are applying for:-
    - Domestic
    - General
    - Specialist

Again, please read thoroughly and carefully through this screen, prior to confirming and agreeing to all terms and conditions, tick the two boxes below:-

I confirm that all the answers in each section are correct to the best of my knowledge

I agree to the terms and conditions of the application

Then, **click on submit**
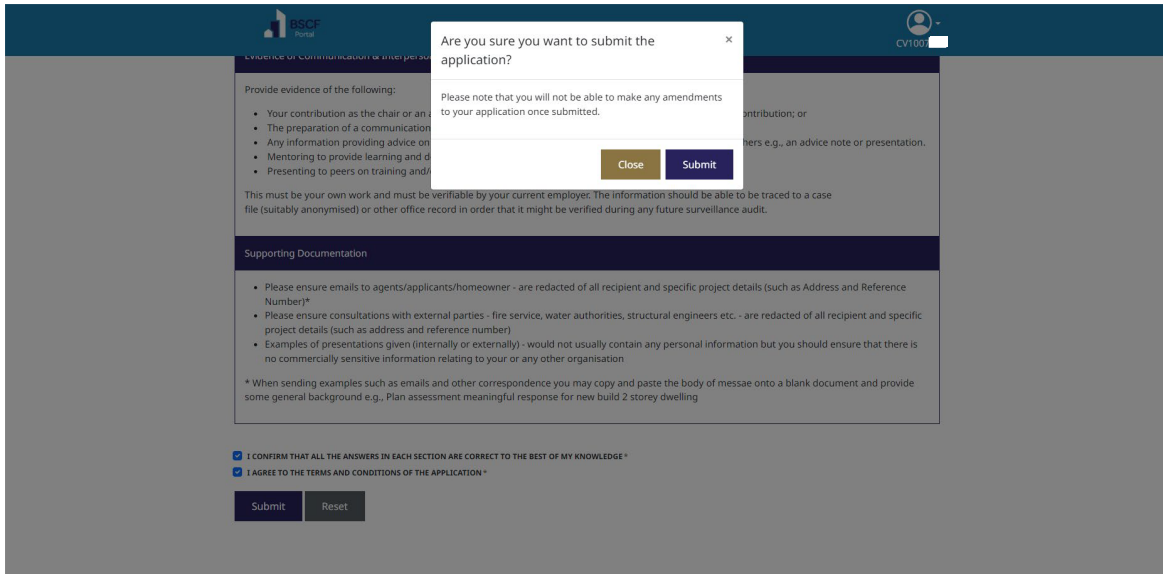
The question will be asked again – Are you sure you want to submit the application? – Please note that you will not be able to make any amendments to your application once submitted, other than uploading CPD/training/experience in building types and communication/interpersonal skills evidence.

If you are ready to progress to take the assessment. **Click on submit**

The BSCF validations team will send the Supplementary Information document, to fill in and upload to your candidate profile (top right hand corner of screen), however, if you have some of the relevant documentation to hand ie CPD/training, for example, you can begin to upload them to the relevant sections within upload evidence by clicking on choose file to that section:-

- **BSCF Competence Validation Assessment Supplementary Information** – you will need to submit between 5 – 8 experience in building types; additional information for Work practices; reasonable adjustments, etc.
- Upload CPD/Personal Development Report/Training in the last 12 months
- Evidence of Communication and Interpersonal Skills in the last 12 months

Note: Please ensure that any personal information has been redacted prior to uploading of the documentation.

Upload Evidence

Submit your supplementary information including experience types, CPD/training and communication evidence. Please ensure that any personal information on the documentation has been redacted prior to being uploaded. Any problems in uploading documentation, please email certification@thebscf.org

Experience in Building Types

Choose File   No file chosen   +

Additional Information for Workplace Practices

Choose File   No file chosen   +

Evidence of PDR/Training

Choose File   No file chosen   +

Evidence of Communication & Interpersonal Skills

Choose File   No file chosen   +

My Application – Status

Once you have clicked on submit, the 'My Application' it will show what scope you have applied for and the status of the application.

My Application

Domestic

Status: Applied

Band A

Dwelling house[1] (excluding flats) of traditional[2] construction up to 3-storeys[3] high and not having more than one basement storey.

1. Means - A dwelling house that is a unit where one or more people live (whether as a sole or main residence) in either of the following situations.

   - A single person or people living together as a family.
   - A maximum of six people living together as a single household, but not including where care is provided for residents

2. A construction method/building type that can be assessed utilising the guidance contained in sections 2 - 4 of Approved Document A.
3. Inclusive of the highest storey. Basement storey(s), and roof storeys consisting solely of the use of plant and equipment and accessed only for maintenance and repair are not counted. Roofs used for occupant amenity, recreation etc. are counted as a storey.

Limitations

A dwelling house that is a unit where one or more people live (whether as a sole or main residence) in either of the following situations.

   - A single person or people living together as a family.
   - A maximum of six people living together as a single household, but not including where care is provided for residents

A construction method/building type that can be assessed utilising the guidance contained in sections 2 - 4 of Approved Document A.

Again, you will need to ensure that you have uploaded the following information, by clicking on your candidate profile in the top left hand screen (Note: - you can upload documents at any point to the relevant sections within upload evidence, which is located under your candidate profile number, in the top right hand corner):-

- **BSCF Competence Validation Assessment Supplementary Information** – you will need to submit between 5 – 8 experience in building types; additional information for Work practices; reasonable adjustments, etc.
- Upload CPD/Personal Development Report/Training in the last 12 months
- Evidence of Communication and Interpersonal Skills in the last 12 months

Note: Please ensure that any personal information has been redacted prior to uploading of the documentation.

Please see below, the document and its reference name, and you can add multiple documents on each of the sections.

Again, you will need to tick the three boxes, then click on submit, and the documents will be uploaded to your candidate profile for the BSCF Validations team to review.

My Application – Status

Once you have clicked on submit, the 'My Application' it will show what scope you have applied for and the status of the application.

My Application

Domestic
Status: Applied

Band A

Dwelling house[1] (excluding flats) of traditional[2] construction up to 3-storeys[3] high and not having more than one basement storey.

1. Means - A dwelling house that is a unit where one or more people live (whether as a sole or main residence) in either of the following situations.

- A single person or people living together as a family.
- A maximum of six people living together as a single household, but not including where care is provided for residents

2. A construction method/building type that can be assessed utilising the guidance contained in sections 2 - 4 of Approved Document A.
3. Inclusive of the highest storey. Basement storey(s), and roof storeys consisting solely of the use of plant and equipment and accessed only for maintenance and repair are not counted. Roofs used for occupant amenity, recreation etc. are counted as a storey.

Limitations

A dwelling house that is a unit where one or more people live (whether as a sole or main residence) in either of the following situations.

- A single person or people living together as a family.
- A maximum of six people living together as a single household, but not including where care is provided for residents

A construction method/building type that can be assessed utilising the guidance contained in sections 2 - 4 of Approved Document A.

The BSCF team, will review your application with all the supporting evidence that you have submitted.

Candidates can check the status of their application, amend personal details by clicking on the candidate profile in the top right hand corner, and the drop down, and clicking on 'My Application', the status will be shown as one of the following:-

- Applied
- Under Review
- Further Information Required
- Approved

Further information and guidance will be issued to candidates regarding booking for assessments, in due course.