

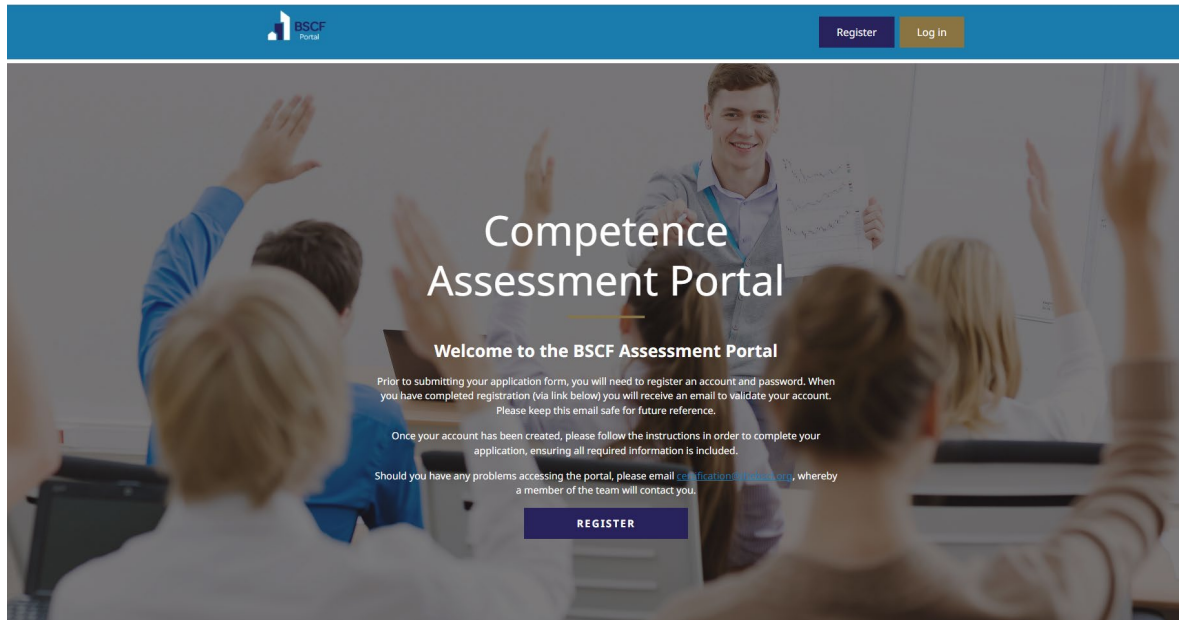
Building Safety Competence Foundation

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:-

The image shows the registration form on the BSCF Competence Assessment Portal. At the top, there is a blue navigation bar with the BSCF Portal logo on the left and 'Register' and 'Log in' buttons on the right. The main content area has a white background with the heading 'Registration' in a bold, black, sans-serif font. Below the heading is a paragraph of instructions: 'To complete registration, please fill in the following information, once submitted, you will receive an email to validate your account. Please keep this email safe for future reference. Any problems accessing the portal, email certification@thebscf.org'. The form consists of several input fields arranged in two columns. The first column contains: 'TITLE*' (a dropdown menu), 'MIDDLE NAME' (a text input field), 'EMAIL*' (a text input field), 'PASSWORD*' (a text input field), and 'DATE OF BIRTH*' (a date picker). The second column contains: 'FIRST NAME*' (a text input field), 'LAST NAME*' (a text input field), 'VERIFY EMAIL*' (a text input field), and 'VERIFY PASSWORD*' (a text input field). At the bottom left of the form is a blue 'Submit' button. At the bottom of the page, there is a dark blue footer bar with the text 'Copyright © BSCF Portal 2021'.

- 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 registration 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.

Login

USERNAME



[Forgotten Username](#)

PASSWORD

REMEMBER ME [Forgotten Password](#)

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

My Application - Personal

My Application

PERSONAL
EMPLOYER
QUALIFICATIONS
CERTIFICATION

<p>PERSONAL * <input type="text"/></p> <p>MIDDLE NAME <input type="text"/></p> <p>DATE OF BIRTH * <input type="text"/></p> <p>MOBILE NUMBER * <input type="text"/></p> <p>POSTCODE * <input type="text"/></p> <p>TOWN/CITY * <input type="text"/></p>	<p>FIRST NAME * <input type="text"/></p> <p>LAST NAME * <input type="text"/></p> <p>EMAIL * <input type="text"/></p> <p>ADDRESS * <input type="text"/></p> <p>COUNTY <input type="text" value="search..."/></p>
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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.

The screenshot shows the 'PERSONAL' section of the BSCF Portal. The form includes the following fields:

- PERSONAL * (dropdown menu) ✓
- FIRST NAME * (text input) ✓
- MIDDLE NAME (text input) ✓
- LAST NAME * (text input) ✓
- DATE OF BIRTH * (date picker) ✓
- EMAIL * (text input) ✓
- MOBILE NUMBER * (text input)
- ADDRESS * (text input)
- POSTCODE * (text input)
- COUNTY (text input) ✓
- TOWN/CITY * (text input) ✓

At the bottom of the form are 'Save' and 'Reset' buttons. The 'Save' button is highlighted in blue.

My Application – Personal

The screenshot shows the 'My Application' section of the BSCF Portal. The form is divided into three main sections:

- Current Employment**
 - PLEASE ENTER YOUR ORGANISATION NAME * (text input)
 - SELECT TYPE OF ORGANISATION * (dropdown menu)
 - YOUR JOB TITLE * (text input)
 - START YEAR * (dropdown menu)
- Line Manager Details**
 - LINE MANAGER NAME * (text input)
 - LINE MANAGER JOB TITLE * (text input)
 - LINE MANAGER EMAIL * (text input)
 - LINE MANAGER TELEPHONE * (text input)
- Employment History**
 - + Add another employer (button)

At the bottom of the form are 'Save' and 'Reset' buttons. The 'Save' button is highlighted in blue.

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**

Line Manager Details

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

***Essential Information**

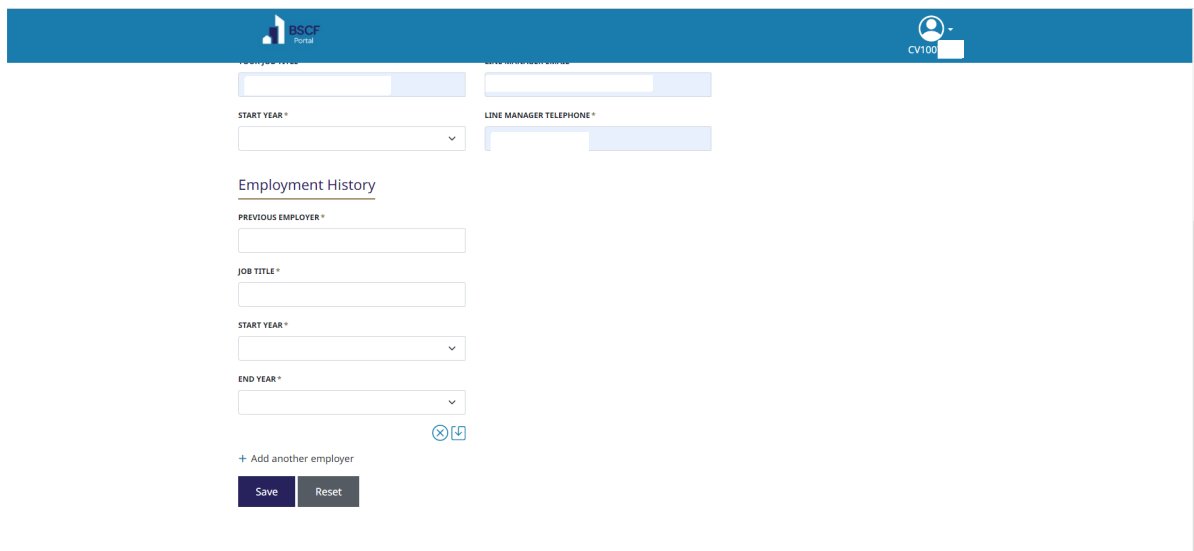
Employment History

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)



The screenshot shows the 'Employment History' section of the BSCF Portal. At the top, there is a blue header with the BSCF Portal logo on the left and a user profile icon labeled 'CV100' on the right. Below the header, there are two input fields for 'START YEAR *' and 'LINE MANAGER TELEPHONE *'. The 'START YEAR *' field is a dropdown menu. Below these fields is the 'Employment History' section, which includes a 'PREVIOUS EMPLOYER *' field, a 'JOB TITLE *' field, a 'START YEAR *' dropdown menu, and an 'END YEAR *' dropdown menu. There are also two small icons (a cross and a refresh icon) below the 'END YEAR *' field. At the bottom of the form, there is a '+ Add another employer' link and two buttons: 'Save' and 'Reset'.

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.

BSCF Portal CV100

START YEAR * [dropdown] ✓

LINE MANAGER TELEPHONE * [text box]

Employment History

PREVIOUS EMPLOYER * [text box] ✓

JOB TITLE * [text box] ✓

START YEAR * [dropdown] ✓

END YEAR * [dropdown] ✓

+ Add another employer

Save Reset

My Application – Qualifications

BSCF Portal CV100

My Application

PERSONAL EMPLOYER **QUALIFICATIONS** CERTIFICATION

Qualifications and Membership

Academic Qualifications

NAME OF QUALIFICATION *	YEAR COMPLETED *	GRADE *
[text box]	[dropdown]	[text box] ✕ ✎
[text box]	[dropdown]	[text box] ✕ ✎

+ Add another qualification

Professional Membership

ARE YOU A MEMBER OF A PROFESSIONAL BODY? *

NAME OF PROFESSIONAL BODY *	MEMBER YEARS *	WHAT TYPE OF MEMBERSHIP DO YOU HAVE? *
[text box]	[text box]	[text box] ✕ ✎

+ Add another professional body

Save Reset

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 saved 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

My Application

PERSONAL ▾ EMPLOYER ▾ QUALIFICATIONS ▾ CERTIFICATION ▾

Scope of Certification

BSCF has created an assessment to allow existing experienced surveyors to validate their competence under the scope of certificate sought.

WHICH VALIDATION ASSESSMENT ARE YOU APPLYING FOR?

Following supplementary information below, which will be required to be uploaded to your candidate application evidence will be required to be redacted prior to being uploaded. Please ensure you have reviewed <https://www.thebscf.org/competence-validation/>

Experience in Building Types

Please provide between 5 - 8 examples of experience in building types relevant to the Certification Band for which you are applying.

Additional Information for Workplace Practices

The following will be requested from the Candidate once registered on the Competence Assessment Portal.

Are you limited from undertaking a full range of Building Control activities due to workplace policies or restrictions?

e.g., you only undertake plan check activities due to workplace policies OR your authority specialises in Higher Risk Buildings, and you have little recent experience in dwellings.

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**

Evidence of Communication & Interpersonal Skills (within the last 12 months)

Provide evidence of the following:

- Your contribution as the chair or an active participant at a meeting where there are notes recording your contribution; or
- The preparation of a communication, document, or other technical report; or
- Any information providing advice on a (non) technical, procedural, or regulatory matter to colleagues or others e.g., an advice note or presentation.
- Mentoring to provide learning and development to junior team members
- Presenting to peers on training and/or changes to building regulations, guidance documents and forms.

This must be your own work and must be verifiable by your current employer. The information should be able to be traced to a case file (suitably anonymised) or other office record in order that it might be verified during any future surveillance audit.

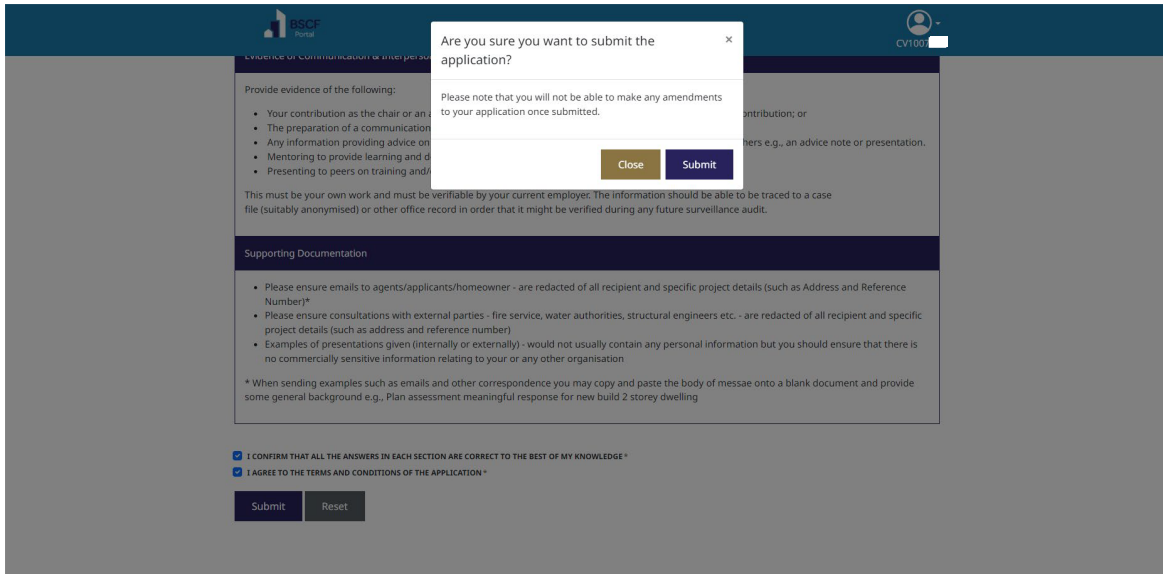
Supporting Documentation

- Please ensure emails to agents/applicants/homeowner - are redacted of all recipient and specific project details (such as Address and Reference Number)*
- Please ensure consultations with external parties - fire service, water authorities, structural engineers etc. - are redacted of all recipient and specific project details (such as address and reference number)
- Examples of presentations given (internally or externally) - would not usually contain any personal information but you should ensure that there is no commercially sensitive information relating to your or any other organisation

* When sending examples such as emails and other correspondence you may copy and paste the body of message onto a blank document and provide some general background e.g., Plan assessment meaningful response for new build 2 storey dwelling

- 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 *



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

<p>Experience in Building Types</p> <p>Choose File No file chosen +</p>
<p>Additional Information for Workplace Practices</p> <p>Choose File No file chosen +</p>
<p>Evidence of PDR/Training</p> <p>Choose File No file chosen +</p>
<p>Evidence of Communication & Interpersonal Skills</p> <p>Choose File No file chosen +</p>

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 house¹ (excluding flats) of traditional² construction up to 3-storeys³ 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.

The screenshot shows the BSCF Portal interface for uploading supplementary information. At the top, there is a blue header with the BSCF logo and a user profile icon labeled 'CV100'. Below the header, a message states: "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". The main content area consists of five sections, each with a 'Choose File' button and a '+' icon for adding multiple files:

- Experience in Building Types:** BSCF Competency Validation Assessment Supplementary Information.docx
- Additional Information for Workplace Practices:** No file chosen
- Evidence of PDR/Training:** TEST 1 AMENDED.docx
- Evidence of Communication & Interpersonal Skills:** TEST 2.docx
- Supporting Documentation:** No file chosen

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.

The screenshot shows the BSCF Portal interface with a 'Terms' dialog box open. The dialog box contains three checkboxes that must be ticked before the 'Submit' button can be used:

- I CONFIRM THAT THE INFORMATION PROVIDED IN EACH SECTION ARE TRUE AND ACCURATE *
- I AGREE TO COMPLY WITH THE REQUIREMENTS OF THIS CERTIFICATION SCHEME AND HAVE UPLOADED THE SUPPLEMENTARY INFORMATION AS REQUIRED *
- I HAVE READ AND AGREE TO THE RULES OF REGISTRATION AND BSCF CODE OF CONDUCT *

The dialog box also has 'Close' and 'Submit' buttons. In the background, the portal interface is dimmed, showing the same upload sections as in the previous screenshot, with a 'Submit' button at the bottom left and a 'Reset' button next to it. The footer of the page reads "Copyright © BSCF Validations Portal".

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 house¹ (excluding flats) of traditional² construction up to 3-storeys³ 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.