



Guide to the FireQual Centre Portal

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Version Control

The below table displays information relating to when changes were made to this document and what changes have been made.

Please continue to check back with the FireQual website to ensure you are accessing the most recent version.

Date of Update	Name	Description of Update
April 2021	Nic Preston	Creation of document
July 2021	Nic Preston	Addition of login export function and examination bulk booking details
September 2021	Nic Preston	Addition of exam deletion, exam rebooking, adding batch reference number

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About Us

FireQual was established in 2020 in response to a need to provide structure and rigour to qualifications that support the strengthening of the competencies of those involved in all aspects of fire safety and the wider building industry.

FireQual provide nationally and internationally recognised qualifications ensuring that wherever an individual achieves the qualification, they have met the same requirements providing confidence in the level of their knowledge and skills.

As a result, industry and employers can be confident in the knowledge and skills of those that work for them and the wider society can have confidence in those that provide services to them.

Introduction

The FireQual Centre Portal provides the ability to process information efficiently and quickly. You can register and certificate learners, produce reports, retrieve, and view candidate information.

The individual named as being responsible for registration and certification will automatically receive a licence for use of the system. Additional licences can be purchased on a monthly basis, the latest fees can be seen within the FireQual Fees and Prices document.

This guide will support you through the use of the system to complete the different available functions but if you have any questions or if you spot an error in the data that has been input please contact the Customer Service team who will be happy to support.

If you do spot any errors in the data submitted to the FireQual Centre Portal system it is important that you contact us straight away as we can often rectify them for you but, if left too late, there may be a charge made to cover both administration and other costs incurred.

Initial Steps

Setting Up Your Account

Users will receive an email with a link to create their account. Please note that the link is valid for 7 days. If users experience any difficulties in setting up their account they should contact a member of the FireQual team who will be happy to support.

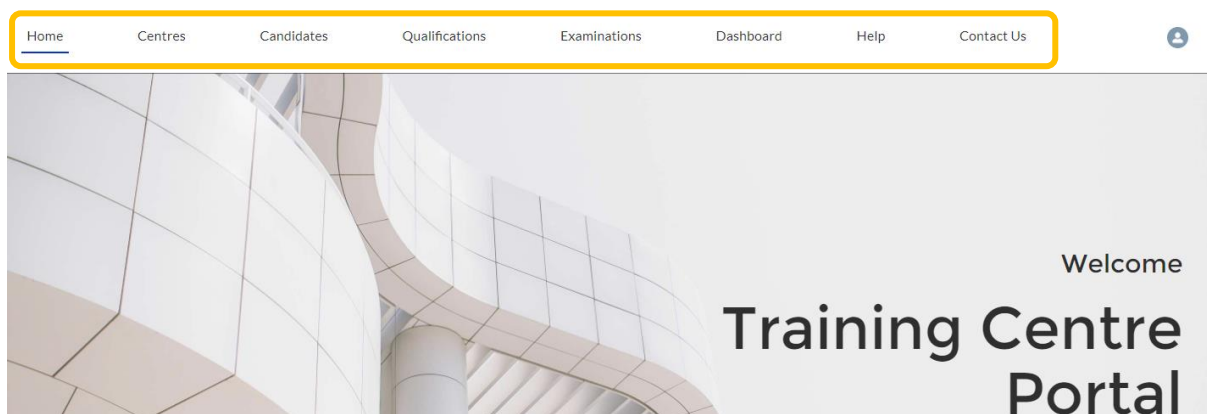
Addition of New Licences

Additional licences are available on a monthly payment basis with notification sent to info@firequal.com. We require the name of the individual and the email address you would like the new licence to be allocated.

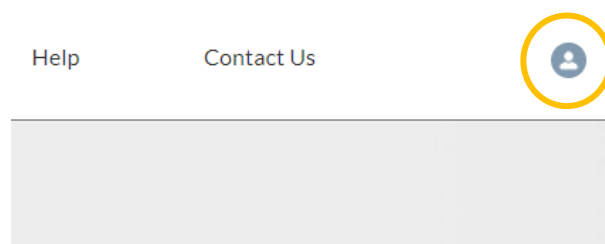
Once payment of the relevant invoice has been received we will activate the licence and the individual will receive the automatic email to setup their account.

Home Page

From the home page you can navigate by using the top page navigation menus.



You can logout from the system by clicking on the logout icon as indicated by the image below. For security purposes please ensure that you log out of the system when you are not using it. You should not leave it logged in allowing access to others.



Centres Page

Accessible Details

From this page you can see details of the Centre and all locations that have been approved for delivery. You can see the following information:

- Account Name
 - Centre name
- Account Site
 - The geographical location identifier usually taken from the address of the location so they can be easily identified
- ATC Status
 - Whether a location is active in the delivery of qualifications, is currently being approved for delivery, or has been made dormant or withdrawn from delivery
- ATC Licence No.
 - Unique identifier for the location

	Account Name ↑	Account Site	ATC Status	ATC Licence No	
1	Test Learning Ltd Belfast	Belfast	Active	FQ126593	▼
2	Test Learning Ltd Birmingham	Birmingham	Withdrawn	FQ126589	▼
3	Test Learning Ltd Chiswick	Chiswick	Active	FQ126588	▼

Searching Records

You can search the list of Centre locations listed by using the free test box and entering either:

- An account site
- An ATC status
- An ATC licence number

By searching the list, this will reduce the number of results displayed to you.

You can click on the name of the Centre to display the candidate records assigned to this location and then click the name of a candidate to view their individual record.

The image shows a search bar with a magnifying glass icon and a settings gear icon. Below the search bar is a table header with a dropdown arrow and the text 'ATC Licence No'.

Ordering Records

You can order the records displayed by clicking on one of the following column headings:

- Account Name
- Account Site
- ATC Status
- ATC Licence No.



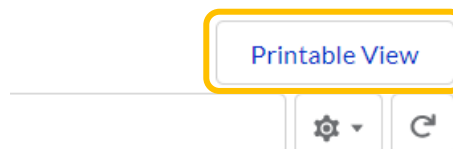
Viewing Rights

Where you operate multiple locations for delivery, you will be able to see the following:

- Accounts for staff registered at the parent location
 - These accounts will be able to see all locations that operate under the banner of the Centre
- Accounts for staff registered at a satellite location
 - These accounts will only be able to see the information relating to their location including candidates, approved qualifications, e-Assessment bookings, and reports

Printable View

If you wish to print the details of this page, please click the 'Printable View' button which will format the information to a print friendly layout for you.



Candidates Page

Accessible Details

The candidates page is used to register individuals for their qualification whether you wish to complete this on a one-by-one basis or as a bulk upload.

The page will display the following information for existing candidates:

- Candidate Name
- Centre
- Centre Site
- Date of Birth
- PO Number

	Candidate Name ↑	Centre	Centre Site	Date of Birth	PO Number	
1	Bob Newsite	Test Learning Ltd Chiswick	Chiswick	24/04/1997	PO12345	▼
2	Jane Bloggs	Test Learning Ltd Chiswick	Chiswick	01/02/1973		▼
3	Jane Bloggs	Test Learning Ltd Chiswick	Chiswick	01/06/1971		▼

Searching Records

You can search the candidate list by using the free text box and entering either:

- First name
- Last name
- First and last name
- PO number

You can click on the name of the candidate to see their individual record or click on the name of the Centre to display the candidate records assigned to the location.

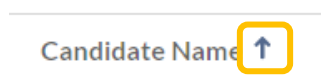
Please see the Centre Page section of this document for the types of user account and the viewing rights associated to them.

The image shows a search bar with a magnifying glass icon, highlighted with a yellow border. Below the search bar, the table headers are visible: 'Date of Birth' and 'PO Number', both with dropdown arrows. The search bar is positioned above the table headers.

Ordering Records

You can order the records displayed by clicking on one of the following column headings:

- Candidate Name – ordered by first name
- Centre
- Centre Site
- Date of Birth
- PO Number



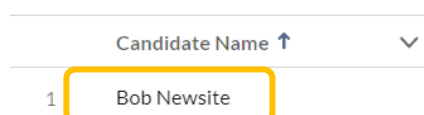
Viewing Rights

Where you operate multiple locations for delivery, you will be able to see the following:

- Accounts for staff registered at the parent location
 - These accounts will be able to see all locations that operate under the banner of the Centre
- Accounts for staff registered at a satellite location
 - These accounts will only be able to see the information relating to their location including candidates, approved qualifications, e-Assessment bookings, and reports

Accessing Candidate Records

From the Candidates page you can click on the name of a candidate to access their individual record to view their details, the qualifications they are registered for, their certification status and the e-Assessments they have been entered for.

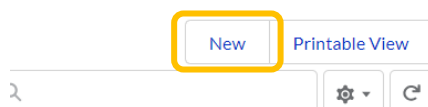


Creating Candidates

All candidate records are created from the Candidates page with the option to create candidates one-by-one or using a bulk load function.

Create an Individual Candidate

To create an individual candidate, click the 'New' button on the right side of the screen



To register a candidate, you must enter the following mandatory information into the pop-up window:

- Candidate Name
 - This is how it will appear and be spelt on the candidate's certificate so please ensure it is accurate to save future delays and fees
- Centre
 - When you start to type the name of your Centre it will display a drop down list of the different locations that are authorised for delivery. Select the correct one for the location of the candidate
- Date of Birth
- Phone/Mobile/Email
 - We do not require all three of these fields to be completed but at least one must hold a value. We are required to hold one form of communication method for candidates to meet our regulatory duties.

The additional information displayed within the pop-up window is optional but please be aware that you must enter a PO Number if your accounts department requires for payment to avoid delays when invoicing for registrations.

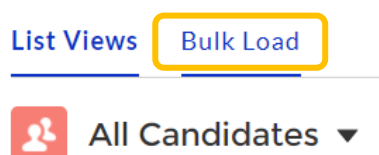
Once you have entered the details for the candidate you can click one of the following options:

- Save
 - Will save the details and close the pop-up window
- Save & New
 - Will save the details and open a new pop-up window to allow you to create a further candidate

Once you have created the candidate(s), they will be displayed in the candidate list. If you wish to see an individual's record simply click on their name.

Create Multiple Candidates

To create multiple candidates click the 'Bulk Load' tab



Here you will see instructions on how to complete the upload. If you have not done so already, you should click on the link within the instructions to download the bulk load template.

Instructions

- You can load a number of candidates at once by uploading a CSV file containing their information.
- It is important that the uploaded file is in exactly the right format, and to get you started a template file can be downloaded [from Here.](#)
- Once you have a copy of the template file, leave the column headings in place and replace the example data with your own information. Please supply data in all the fields and use the format given for dates.
- You can include up to 100 candidates.

To complete the bulk load template you must enter the following information:

- Candidate Name
 - This is how it will appear and be spelt on the candidate's certificate so please ensure it is accurate to save future delays and fees
- Date of Birth
- Phone/Mobile/Email
 - We do not require all three of these fields to be completed but at least one must hold a value. We are required to hold one form of communication method for candidates to meet our regulatory duties.

Save the template to your computer and return to your browser window.

Select the Centre you wish to upload the candidates to, please note if you wish to upload candidates to different Centre locations you will need to repeat these steps for each location.

Select the qualification you wish to register the candidates for, please note this is optional but if you decide not to do this at this time you will have to register each candidate individually at a later point.

Click the option to 'Upload Files' or drag and drop the file you wish to upload

Click the 'Start Load' button

Bulk Load

* Centre
Select...

Qualification (optional)
Select...

CSV File


Start Load

Once the file has been processed you will see the results of the upload at the bottom of the page. This will display the candidates that have successfully been added to the system and those that have not and the reasons for this.

Results

Once a file has been processed, the results will be displayed below.

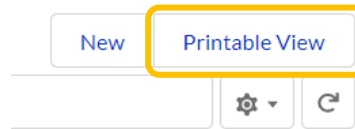
Loaded Candidates

Name	Email	Phone	Mobile	PO Number	Date of Birth
Joe Bloggs		0121 648 4561			1 Jun 1970
Jane Bloggs		0121 648 4561			1 Jun 1972

Returning to the 'List View' will display all candidates within the system.

Printable View

If you wish to print the details of this page, please click the 'Printable View' button which will format the information to a print friendly layout for you.



Viewing Candidate Records

Once created, click on the name of the candidate whose record you wish to view in the 'List view'. This will open the candidate's record where you can view their details, the qualifications they are registered for and the examinations they are due to or have undertaken. From this screen you can register the candidate for a qualification or enter them for an exam, see later in this guide on how to complete these processes.

Candidate
Testing Learner 1

Edit

Centre
Testing Centre

Centre Site
Moreton

PO Number

Additional Information

Phone 01568 459 325

Email

Mobile

Date of Birth 12/04/2000

Address

Qualifications (5)

5 Items • Sorted by FireQual Id • Updated a minute ago

FireQual Id

Qualification

Qualification Title

Status

Grade

1	CQ000120	R658 04	FireQual Award in Fundamentals of the Recommendations for Fire Detection and Fire Alarm Systems in Non-Domestic Buildings at SCQF Le...	Withdrawn	
2	CQ000069	R687 04	FireQual Award in Fire Detection and Alarm Installation Theory and Regulatory Requirements at SCQF Level 6	Withdrawn	
3	CQ000067	R688 04	FireQual Award in Fire Detection and Alarm Commissioning Theory and Regulatory Requirements at SCQF Level 6	Withdrawn	
4	CQ000013	Practice 2	Practice 2	Withdrawn	
5	CQ000008	R689 04	FireQual Award in Fire Detection and Alarm Maintenance Theory and Regulatory Requirements at SCQF Level 6	Withdrawn	

View All

Examinations (2)

2 Items • Sorted by Exam Date • Updated a minute ago

FireQual Id

Examination

Examination Title

Exam Date

Status

1	CE000143	Non-D2021	Non-Domestic Buildings	29/07/2021	Failed
2	CE000092	FDAAI2021	Fire Detection and Alarm Advanced Installation	28/07/2021	Failed

View All

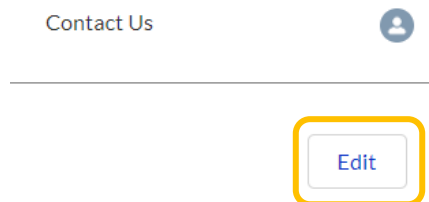
Updating Candidate Records

To ensure clear auditing principles, once a candidate(s) has been created on the system you can update the contact details and PO number sections only.

To update any of these details, open the candidate's individual record by clicking on their name on the Candidates page.



Once you have accessed this, click the 'Edit' button on the right hand side of the record. This will open a pop-up window allowing you to enter or update the existing details.



Once completed click the 'Save' button and the pop-up will disappear and the record will have been updated.

If you find that an error has been made in those sections that you are not able to update, please contact info@firequal.com as soon as possible so it can be rectified. Please note that there may be charges payable to update records.

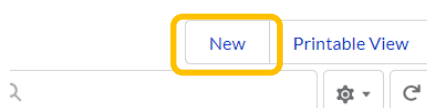
Register Candidate Qualifications

Candidates must be registered for their qualification within four weeks of them beginning their programme of learning. It will not be possible to claim certification or book examinations until the candidate has been registered.

The registration fees for the qualification are listed within the Fees and Prices document on the FireQual website.

Register an Individual Candidate Qualification from the Qualifications List View

To register an individual candidate for a qualification, select the Qualifications menu at the top of the screen and click the 'New' button on the right side of the screen



Within the popup window, select your candidate and enter the qualification name or search term you wish to register the candidate for and click on the drop down option.

New Candidate Qualification

Information

Candidate ⓘ

 Bob Newsite

×

Claimed? ⓘ

☐

Qualification ⓘ



 "fire" in Qualifications

Cancel

Save & New

Save

On the new window select the qualification you wish to register the candidate for by clicking on the corresponding code.

Qualification



Qualifications

10 Results • Sorted by Relevance ▼

CODE	TITLE
R658 04	FireQual Award in Fundamentals of the Recommendations for Fire Detection and Fire Alarm Systems in Non-Domestic Buildings at SCQF Level 6
R686 04	FireQual Award in Fire Detection and Alarm Design Theory and Regulatory Requirements at SCQF Level 6

Once the qualification has been selected, you will be returned to the popup window. Check the candidate name and qualification listed and, once satisfied that all is correct, click the Save button.

New Candidate Qualification

Information

Candidate ⓘ

Bob Newsite

×

Qualification ⓘ

R658 04

×

Claimed? ⓘ

☐

Cancel

Save & New

Save

If you wish to register the same candidate or a further candidate for a qualification, click the Save & New button which will reopen a fresh popup window for you to repeat the steps.

Please note that a candidate can only be registered for a qualification that the Centre has been approved to deliver. If a qualification is not currently available for registrations or it is thought should be available, please contact FireQual Customer Services who will provide support.

Returning to the 'List View' will display all candidates within the system and the qualifications they are registered for.

Register an Individual Candidate Qualification from the Candidates List View

To register an individual candidate for a qualification from their individual candidate record, select the Candidates menu at the top of the screen and open the candidate's individual record by selecting their name.

This will open the candidate's individual record. To register the candidate for a qualification, click the New button to open the popup window.

Candidate

Bob Newsite

Edit

Centre

Testing Centre

Centre Site

Moreton

PO Number

Additional Information

Phone ⓘ

Mobile ⓘ

Address ⓘ

Email ⓘ

Date of Birth ⓘ

bobnewsite@testing.com

01/05/1980

Qualifications (0)

New

Examinations (0)

New

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Carry out the steps as described earlier to select and register the candidate for a qualification.

Please note that a candidate can only be registered for a qualification that the Centre has been approved to deliver. If a qualification is not currently available for registrations or it is thought should be available, please contact FireQual Customer Services who will provide support.

Once the candidate has been registered, their individual record will be updated with the qualification.

Candidate
Bob Newsite

Centre: Testing Centre | Centre Site: Moreton | PO Number:

Additional Information

Phone: | Email: bobnewsite@testing.com
Mobile: | Date of Birth: 01/05/1980
Address:

Qualifications (1)

1 item • Sorted by FireQual Id • Updated a few seconds ago

FireQual Id	Qualification	Qualification Title	Status	Grade
1	CQ000175	R658 04	FireQual Award in Fundamentals of the Recommendations for Fire Detection and Fire Alarm Systems in Non-Domestic Buildings at SCQF Le...	Applicant

[View All](#)

Examinations (0)

This list will continue to grow as the candidate is registered for qualifications.

If you wish to register the candidate for a qualification, click the New button which will reopen a fresh popup window for you to repeat the steps.

Register Multiple Candidate Qualifications

This option is available as part of the candidate bulk upload option as described earlier in this guide. If you did not register candidate qualifications at this point you will be required to register them individually as described above.

Printable View

Returning to the 'List View' will display all candidates registered and the qualifications they are registered for.

If you wish to print the details of this page, please click the 'Printable View' button which will format the information to a print friendly layout for you.

[New](#) [Printable View](#)

[Settings](#) [Refresh](#)

Access Candidate Qualification Details from the Qualifications List View

To see the status of the qualification that a candidate has been registered for select the Qualifications menu at the top of the screen and click the 'FireQual ID' for the record you wish to view.

Qualifications

This page is used to view and manage the Qualifications for Candidates associated with your Centre(s).

List Views

★ All Candidate Qualifications ▼

NewPrintable View

14 Items • Sorted by Candidate • Filtered by All candidate qualifications • Updated a few seconds ago

Search this list...

⚙️🔄

FireQual Id ▼	Candidate ↑	Centre Site ▼	Qualification ▼	Status ▼	Achievement Date ▼	Withdrawn Date ▼
1 CQ000175	Bob Newsite	Moreton	R658 04	Applicant		

Access Candidate Qualification Details from the Individual Candidate Record

To see the status of the qualification that a candidate has been registered for from their individual candidate record, select the qualification you wish to see further details about.

Candidate

Bob Newsite

Edit

Centre

Testing Centre

Centre Site

Moreton

PO Number

Additional Information

Phone

Mobile

Address

Email

Date of Birth

bobnewsite@testing.com

01/05/1980

★ Qualifications (2)

2 Items • Sorted by FireQual Id • Updated a few seconds ago

⚙️🔄New

FireQual Id ▼	Qualification ▼	Qualification Title	Status ▼	Grade ▼
1 CQ000176	R679 04	FireQual Certificate in Fire Risk Assessment at SCQF Level 7	Applicant	
2 CQ000175	R658 04	FireQual Award in Fundamentals of the Recommendations for Fire Detection and Fire Alarm Systems in Non-Domestic Buildings at SCQF Le...	Applicant	

View All

Qualification Details Page

The qualification represented below requires the candidate to sit and pass an exam rather than complete a portfolio of evidence.

Candidate Qualification
CQ000175

Edit

Candidate
Bob Newsite

Qualification
R658 04

Qualification Title
FireQual Award in Fundamentals of the Recommendations for Fire Detection and Fire Alarm Systems in Non-Domestic Buildings at SCQF Level 6

▼ Application Information

Passed? ☐

Mandatory Units 1

Active Mandatory 0

Claimed? ☐

Minimum Options

Active Optional 0

▼ Certification Information

Status Applicant

Grade

Achievement Date

Withdrawn Date

Candidate Qualification Units (1)

1 item • Sorted by Unit • Updated a few seconds ago

FireQual ID	Unit	Unit Title	Mandatory?	Passed?	Claimed?	Status	
1	CU000484	UN78 04 Fundamentals of the Recommendations for Fire Detection and Fire Alarm Systems in Non-Domest...	☒	☐	☐	Applicant	

View All

On this page you can see the following information:

- Application information:
 - Passed? - ticked once the candidate has passed all the necessary exams to meet the overall requirements for the qualification where the qualification is examination driven
 - Claimed? – ticked once the Centre has claimed the certification for the candidate where the qualification requires the candidate to produce non-examination based evidence, eg. a portfolio of evidence. See later in this guide for how to submit a claim for this type of qualification
 - Mandatory units – number required to complete the requirements for the qualification
 - Optional units – number required to complete the requirements for the qualification
 - Active Mandatory - the number of units the candidate has completed so far
 - Active Optional - the number of units the candidate has completed so far
- Certification Information
 - Status – this will show 'Applicant' until the certification has been authorised by FireQual
 - Achievement Date – this is the date that certification has been authorised
 - Grade – completed for qualifications that have a grading system
 - Withdrawn Date – this is the date that a candidate was withdrawn from the qualification where they are no longer undertaking it
- Candidate Qualification Units
 - FireQual ID – unique number allocated by the FireQual system
 - Unit – unique reference number allocated by the Regulator at the time the qualification and the units within have been authorised
 - Unit Title – authorised title for the unit and how it will appear on candidate certification
 - Mandatory – ticked if the unit is a mandatory requirement of the qualification
 - Passed? – ticked once the candidate has successfully completed the examination for the unit

- Claimed? – ticked once the Centre has claimed the unit for the candidate where the qualification requires the candidate to produce non-examination based evidence, eg. a portfolio of evidence. See later in this guide for how to submit a claim for this type of unit
- Status – will update to 'Active' once the candidate has successfully completed the unit. It will display 'Applicant' until this time

Withdrawing Candidates

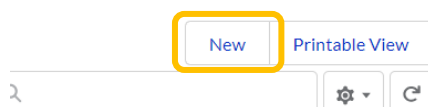
On the occasion that a candidate has left the learning programme and will no longer be working towards their qualifications, please notify FireQual with the candidate's name and the qualification that has been affected and their individual candidate record will be updated to reflect a withdrawn status.

Booking Examinations and Accessing Results

For those qualifications that contain examinations as part of meeting the requirements, these can be booked both via the Examinations page or by the individual candidate records.

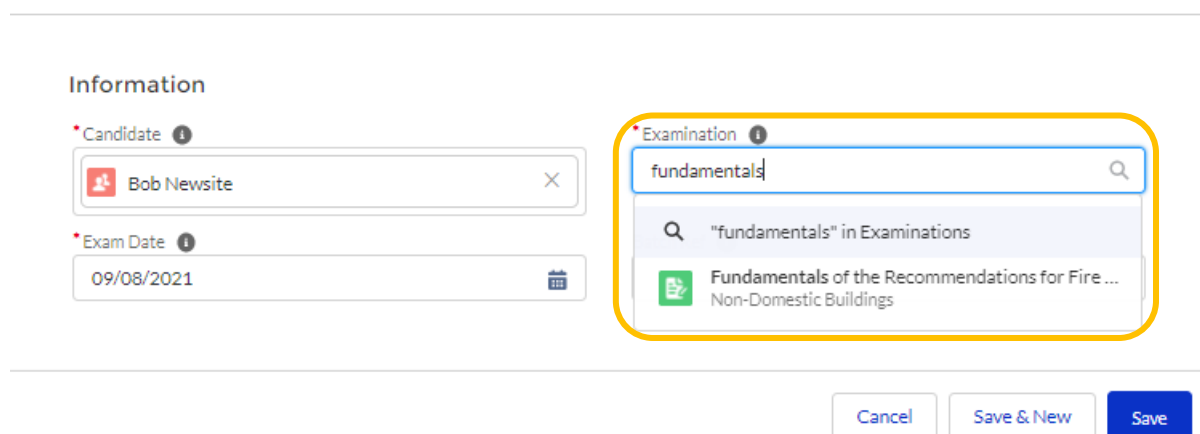
Book an Examination for an Individual Candidate Through List View

To book an individual candidate for an examination, select the Examinations menu at the top of the screen and click the 'New' button on the right side of the screen.



Within the popup window, select your candidate and enter the date of the examination you wish to book. In the 'Examination' field enter the examination code or search term for the examination you wish to book. The examination name will be the same as the unit code from the Qualification Specification available on the FireQual website. Either click on the examination from the drop-down menu or click the search function to bring up all search results.

New Candidate Examination

A screenshot of the 'New Candidate Examination' form. The form is titled 'Information' and contains three main fields: 'Candidate', 'Exam Date', and 'Examination'. The 'Candidate' field is populated with 'Bob Newsite'. The 'Exam Date' field is populated with '09/08/2021'. The 'Examination' field is active, showing a search dropdown menu. The dropdown menu is highlighted with a yellow box and contains the search term 'fundamentals'. Below the search term, there are two search results: '"fundamentals" in Examinations' and 'Fundamentals of the Recommendations for Fire ... Non-Domestic Buildings'. At the bottom of the form, there are three buttons: 'Cancel', 'Save & New', and 'Save'.

Please note that candidates can only be booked for examinations that they have been registered for the qualification that it relates to. Bookings for examinations are also not possible for those that have a pending booking or that have passed the examination previously.

If you are running an examination session with multiple candidates that you may be registering at a later date, you can enter a batch reference which will enable you to export login details and results as a group rather than individually.

Check the candidate name and examination details listed and, once satisfied that all is correct, click the Save button.

New Candidate Examination

Information

Candidate ⓘ

 Bob Newsite

×

Exam Date ⓘ

09/08/2021



Examination ⓘ

 Fundamentals of the Recommendations for Fire...

×

Batch Ref ⓘ

Bham09082021

Cancel

Save & New

Save

If you wish to book additional examinations, click the Save & New button which will reopen a fresh popup window for you to repeat the steps.

Returning to the 'List View' will display all booked examinations.

Book an Examination Through the Individual Candidate's Record

To book an individual candidate for an examination through their individual candidate record, click the 'New' button on the right side of the screen

 Candidate
Bob Newsite

Edit

Centre
Testing Centre

Centre Site
Moreton

PO Number

Additional Information

Phone ⓘ

Mobile ⓘ

Address ⓘ

Email ⓘ
bobnewsite@testing.com

Date of Birth ⓘ
01/05/1980

Qualifications (3)

3 items • Sorted by FireQual Id • Updated 27 minutes ago

⚙

📄

New

FireQual Id	Qualification	Qualification Title	Status	Grade
1 CQ000177	R659 04	FireQual Award in Fundamentals of the Recommendations for Fire Detection and Fire Alarm Systems in Domestic Buildings at SCQF Level 6	Applicant	
2 CQ000176	R679 04	FireQual Certificate in Fire Risk Assessment at SCQF Level 7	Applicant	
3 CQ000175	R658 04	FireQual Award in Fundamentals of the Recommendations for Fire Detection and Fire Alarm Systems in Non-Domestic Buildings at SCQF Le...	Applicant	

View All

Examinations (1)

1 item • Sorted by Exam Date • Updated 27 minutes ago

⚙

📄

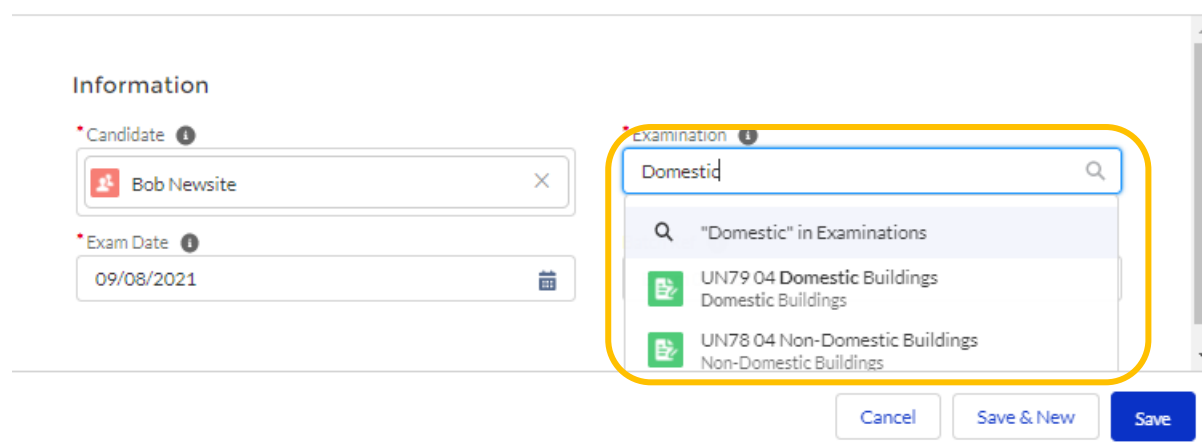
New

FireQual Id	Examination	Examination Title	Exam Date	Status
1 CE000201	UN78 04 Non-Domestic Buildings	Non-Domestic Buildings	09/08/2021	Pending

View All

Within the popup window, select your candidate and enter the date of the examination you wish to book. In the 'Examination' field enter the examination code or search term for the examination you wish to book. Please note that the examination name will be the same as the unit code from the Qualification Specification available on the FireQual website. Either click on the examination from the drop-down menu or click the search function to bring up all search results.

New Candidate Examination

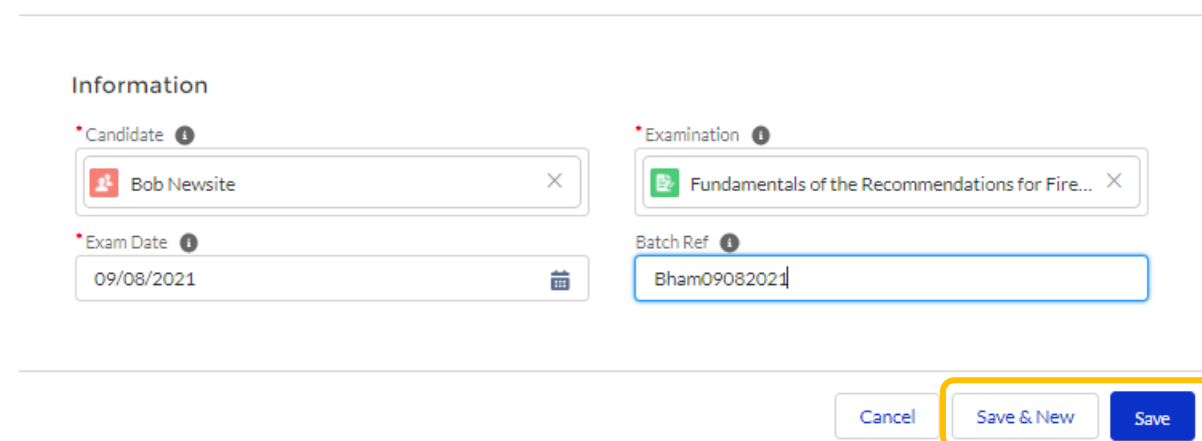


The screenshot shows the 'New Candidate Examination' form. The 'Information' section contains two fields: 'Candidate' with the value 'Bob Newsite' and 'Exam Date' with the value '09/08/2021'. The 'Examination' field is open, showing a search bar with the text 'Domestic' and a dropdown menu with the following options: 'Domestic' in Examinations, 'UN79 04 Domestic Buildings Domestic Buildings', and 'UN78 04 Non-Domestic Buildings Non-Domestic Buildings'. The 'Save' button is highlighted in blue.

If you are running an examination session with multiple candidates that you may be registering at a later date, you can enter a batch reference which will enable you to export login details and results as a group rather than individually. If you do not enter a batch reference and require one at a later date notify FireQual Customer Services who will update the candidate's record.

Check the candidate name and examination details listed and, once satisfied that all is correct, click the Save button.

New Candidate Examination



The screenshot shows the 'New Candidate Examination' form. The 'Information' section contains four fields: 'Candidate' with the value 'Bob Newsite', 'Exam Date' with the value '09/08/2021', 'Examination' with the value 'Fundamentals of the Recommendations for Fire...', and 'Batch Ref' with the value 'Bham09082021'. The 'Save' button is highlighted in blue.

If you wish to book additional examinations, click the Save & New button which will reopen a fresh popup window for you to repeat the steps.

Once the candidate has been registered for the examination their individual record will be updated with the examination.

Candidate
Bob Newsite

Edit

Centre

Centre Site

PO Number

Testing Centre

Moreton

Additional Information

Phone

Mobile

Address

Email

Date of Birth

bobnewsite@testing.com

01/05/1980

Qualifications (3)

Settings

Refresh

New

3 Items • Sorted by FireQual Id • Updated a few seconds ago

	FireQual Id	Qualification	Qualification Title	Status	Grade
1	CQ000177	R659 04	FireQual Award in Fundamentals of the Recommendations for Fire Detection and Fire Alarm Systems in Domestic Buildings at SCQF Level 6	Applicant	
2	CQ000176	R679 04	FireQual Certificate in Fire Risk Assessment at SCQF Level 7	Applicant	
3	CQ000175	R658 04	FireQual Award in Fundamentals of the Recommendations for Fire Detection and Fire Alarm Systems in Non-Domestic Buildings at SCQF Le...	Applicant	

View All

Examinations (2)

Settings

Refresh

New

2 Items • Sorted by Exam Date • Updated a few seconds ago

	FireQual Id	Examination	Examination Title	Exam Date	Status
1	CE000201	UN78 04 Non-Domestic Buildings	Non-Domestic Buildings	09/08/2021	Pending
2	CE000202	UN79 04 Domestic Buildings	Domestic Buildings	09/08/2021	Pending

View All

This list will continue to grow as the candidate is booked for examinations.

Book an Examination for Multiple Candidates Through Bulk Booking

To book multiple candidates for an examination session using the bulk booking system, select the Examinations menu at the top of the screen and click the 'Bulk Book' tab.

Examinations

This page is used to view and manage the Examinations sat by the Candidates associated with your Centre(s).

[List View](#)
[Bulk Book](#)
[Export](#)

Pending Examinations

2 Items • Sorted by FireQual Id • Filtered by All candidate examinations - Status • Updated a few seconds ago

FireQual Id	Candidate	Centre Site	Examination	Batch Ref	Exam Date	Username	Password
-------------	-----------	-------------	-------------	-----------	-----------	----------	----------

Enter the date for the examination, a batch reference and select the examination to be booked from the drop-down menu.

The batch reference is a unique identifier to allow details of the examination session to be downloaded and should be for the session that the examination is being booked, for example you could use location and the date, Bham09082021.

Examinations

This page is used to view and manage the Examinations sat by the Candidates associated with your Centre(s).

List Views **Bulk Book** Export

Instructions

- You can use the form below to book an examination for a number of candidates at once.
- Specify a booking date within the next 30 days.
- Add your own batch reference so that you can retrieve login details and results later.
- Select an examination.
- You will see a list of candidates that have yet to book or pass the selected examination.
- Choose your candidates and click *Book*.

Bulk Load

* Date
9 Aug 2021

* Batch Ref
Bham09082021

* Examination
FFDA2021 - Foundation in Fire Detection and Alarm

When you have entered this information, the list below will automatically populate the candidates that the examination is available for. To book the examination either tick the box to select all or tick next to each candidate and click the 'Book' button. You will receive a successful booking notification.

Rearrange an Examination Booking Through List View

To rearrange an examination through the List View select the Examinations menu at the top of the screen and then click on the arrow menu and select 'Edit' for the candidate you wish to rebook.

Examinations

This page is used to view and manage the Examinations sat by the Candidates associated with your Centre(s).

List Views Bulk Book Export

Pending Examinations ▼

New

Printable View

1 item • Sorted by FireQual Id • Filtered by All candidate examinations - Status • Updated 2 minutes ago

Search this list...

⚙️

🔄

FireQual Id	Candidate	Centre Site	Examination	Batch Ref	Exam Date	Username	Password	
1	CE000349	Bob Newsite	Moreton	UN79 04 Domestic Buildings	02/09/2021	21.CN000167	Gownguez3	⌵

In the pop-up window select the new date for the examination and click the 'Save' button.

Edit Candidate Examination

Information
Candidate
Bob Newsite

* Examination
UN79 04 Domestic Buildings

* Exam Date
03/09/2021

Batch Ref

Cancel

Save & New

Save

Examinations can only be rebooked ahead of time, ie. before the date it was originally scheduled. If a candidate is no longer able to attend an examination on the day it should be deleted and rebooked.

Rearrange an Examination Booking Through the Individual Candidate Record

Where a candidate is no longer able to sit their examination at the arranged date it can be rearranged for a later point in time. Select the candidate you wish to view and open their individual record and select the examination you wish to rearrange.

Candidate
Bob Newsite

Edit

Centre

Centre Site

PO Number

Testing Centre

Moreton

Additional Information

Phone

Mobile

Address

Email

Date of Birth

bobnewsite@testing.com

01/05/1980

Qualifications (3)

3 Items • Sorted by FireQual Id • Updated a minute ago

FireQual Id

Qualification

Qualification Title

Status

Grade

1	CQ000177	R659 04	FireQual Award in Fundamentals of the Recommendations for Fire Detection and Fire Alarm Systems in Domestic Buildings at SCQF Level 6	Applicant	
2	CQ000176	R679 04	FireQual Certificate in Fire Risk Assessment at SCQF Level 7	Applicant	
3	CQ000175	R658 04	FireQual Award in Fundamentals of the Recommendations for Fire Detection and Fire Alarm Systems in Non-Domestic Buildings at SCQF Le...	Applicant	

View All

Examinations (2)

2 Items • Sorted by Exam Date • Updated a minute ago

FireQual Id

Examination

Examination Title

Exam Date

Status

1	CE000201	UN78 04 Non-Domestic Buildings	Non-Domestic Buildings	09/08/2021	Pending
---	----------	--------------------------------	------------------------	------------	---------

Once selected click the 'Edit' button in the top right hand side of the screen.

Candidate Examination
CE000349

Edit

Delete

Candidate

Examination

Examination Title

Bob Newsite

UN79 04 Domestic Buildings

Domestic Buildings

Booking Information

Exam Date

Batch Ref

Username

Password

02/09/2021

21CN000167

Gcwnqez3

Result Information

Taken Date

Score Available

Score Achieved

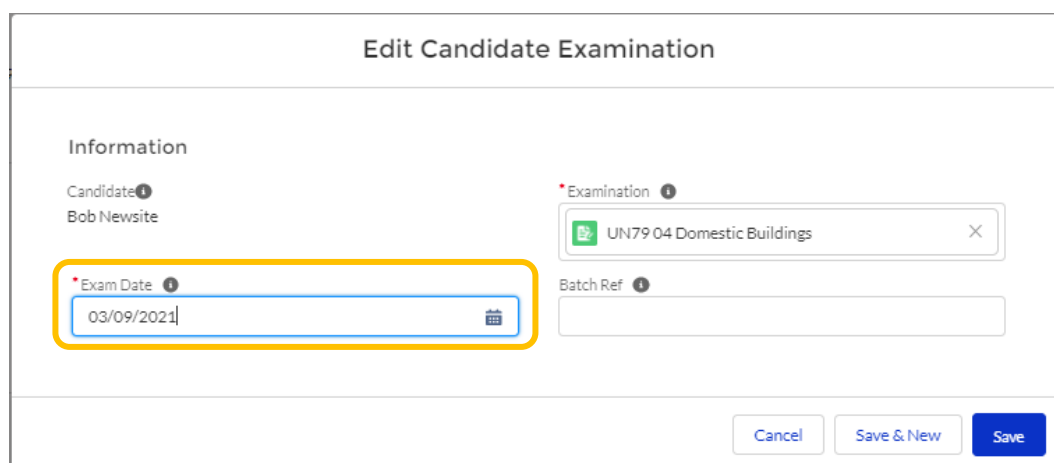
Passmark %

Score %

Passed?

☐

In the pop-up window select the new date for the examination and click the 'Save' button.



Edit Candidate Examination

Information

Candidate ⓘ
Bob Newsite

* Exam Date ⓘ
03/09/2021

* Examination ⓘ
UN79 04 Domestic Buildings

Batch Ref ⓘ

Cancel Save & New Save

Examinations can only be rebooked ahead of time, ie. before the date it was originally scheduled. If a candidate is no longer able to attend an examination on the day it should be cancelled and rebooked.

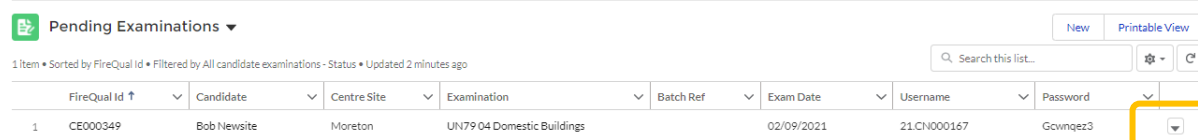
Cancel an Examination Booking Through List View

To cancel an examination through the List View select the Examinations menu at the top of the screen and then click on the arrow menu and select 'Delete' for the candidate you wish to cancel.

Examinations

This page is used to view and manage the Examinations sat by the Candidates associated with your Centre(s).

List Views Bulk Book Export



Pending Examinations ▼

1 Item • Sorted by FireQual Id • Filtered by All candidate examinations - Status • Updated 2 minutes ago

New Printable View

Search this list...

FireQual Id	Candidate	Centre Site	Examination	Batch Ref	Exam Date	Username	Password	
1	CE000349	Bob Newsite	Moreton	UN79 04 Domestic Buildings	02/09/2021	21.CN000167	Gowinquez3	▼

Click 'Delete' on the confirmation pop-up window to cancel the examination.

Examinations can only be cancelled after the original date booked and not on the day to avoid accidental deletion where a result is pending.

Cancel an Examination Booking Through the Individual Candidate Record

Where a candidate is has not been able to sit their examination at the arranged date it can be cancelled. Select the candidate you wish to view and open their individual record and select the examination you wish to cancel.

 Candidate
Bob Newsite

Edit

Centre
Testing Centre

Centre Site
Moreton

PO Number

Additional Information

Phone 1Email 1bobnewsite@testing.com

Mobile 1Date of Birth 101/05/1980

Address 1

Qualifications (3)

3 Items • Sorted by FireQual Id • Updated a minute ago

FireQual Id	Qualification	Qualification Title	Status	Grade
1 CQ000177	R659 04	FireQual Award in Fundamentals of the Recommendations for Fire Detection and Fire Alarm Systems in Domestic Buildings at SCQF Level 6	Applicant	
2 CQ000176	R679 04	FireQual Certificate in Fire Risk Assessment at SCQF Level 7	Applicant	
3 CQ000175	R658 04	FireQual Award in Fundamentals of the Recommendations for Fire Detection and Fire Alarm Systems in Non-Domestic Buildings at SCQF Le...	Applicant	

View All

Examinations (2)

2 Items • Sorted by Exam Date • Updated a minute ago

FireQual Id	Examination	Examination Title	Exam Date	Status
1 CE000201	UN78 04 Non-Domestic Buildings	Non-Domestic Buildings	09/08/2021	Pending

Once selected click the 'Delete' button in the top right hand side of the screen.

 Candidate Examination
CE000349

EditDelete

Candidate
Bob Newsite

Examination
UN79 04 Domestic Buildings

Examination Title
Domestic Buildings

Booking Information

Exam Date 102/09/2021

Batch Ref 1

Username 121CN000167

Password 1Gownqez3

Result Information

Taken Date 1

Score Available 1

Score Achieved 1

Passmark % 1

Score % 1

Passed? 1

Click 'Delete' on the confirmation pop-up window to cancel the examination.

Examinations can only be cancelled after the original date booked and not on the day to avoid accidental deletion where a result is pending.

Add or Update a Batch Reference for a Candidate Through List View

Where a batch reference has not been added to an examination that has been booked for a candidate or where a candidate has had their examination rearranged and the batch reference needs updating, this can be completed from the List View.

To add or update a batch reference through the List View select the Examinations menu at the top of the screen and then click on the arrow menu and select 'Edit' for the candidate you wish to update.

Examinations

This page is used to view and manage the Examinations sat by the Candidates associated with your Centre(s).

[List Views](#) [Bulk Book](#) [Export](#)

 Pending Examinations ▼

[New](#) [Printable View](#)

1 Item • Sorted by FireQual Id • Filtered by All candidate examinations - Status • Updated 2 minutes ago

Search this list...

⚙️

🔄

FireQual Id ↑	Candidate	Centre Site	Examination	Batch Ref	Exam Date	Username	Password	
1	CE000349	Bob Newsite	Moreton	UN79 04 Domestic Buildings	02/09/2021	21.CN000167	Gowngez3	▼

In the pop-up window enter or update the batch reference for the examination and click the 'Save' button.

Edit Candidate Examination

Information

Candidate ⓘ
Bob Newsite

Exam Date ⓘ
02/09/2021

Examination ⓘ
UN79 04 Domestic Buildings

Batch Ref ⓘ
Bham02092021

Cancel

Save & New

Save

Add or Update a Batch Reference for a Candidate Through the Individual Candidate Record

Where a batch reference has not been added to an examination that has been booked for a candidate or where a candidate has had their examination rearranged and the batch reference needs updating, this can be completed from their individual candidate record.

To add or update a batch reference select the candidate you wish to view and open their individual record and select the examination you wish to update.

 Candidate
Bob Newsite

Edit

Centre
Testing Centre

Centre Site
Moreton

PO Number

Additional Information

Phone

Mobile

Address

Email

Date of Birth

bobnewsite@testing.com

01/05/1980

 Qualifications (3)

3 Items • Sorted by FireQual Id • Updated a minute ago

FireQual Id

Qualification

Qualification Title

Status

Grade

1	CQ000177	R659 04	FireQual Award in Fundamentals of the Recommendations for Fire Detection and Fire Alarm Systems in Domestic Buildings at SCQF Level 6	Applicant	
2	CQ000176	R679 04	FireQual Certificate in Fire Risk Assessment at SCQF Level 7	Applicant	
3	CQ000175	R658 04	FireQual Award in Fundamentals of the Recommendations for Fire Detection and Fire Alarm Systems in Non-Domestic Buildings at SCQF Le...	Applicant	

View All

 Examinations (2)

2 Items • Sorted by Exam Date • Updated a minute ago

FireQual Id

Examination

Examination Title

Exam Date

Status

1	CE000201	UN78 04 Non-Domestic Buildings	Non-Domestic Buildings	09/08/2021	Pending
---	----------	--------------------------------	------------------------	------------	---------

Once selected click the 'Edit' button in the top right hand side of the screen.

 Candidate Examination
CE000349

Edit

Delete

Candidate
Bob Newsite

Examination
UN79 04 Domestic Buildings

Examination Title
Domestic Buildings

Booking Information

Exam Date

Batch Ref

02/09/2021

Username

Password

21CN000167

Gcwnqez3

Result Information

Taken Date

Score Available

Score Achieved

Passmark %

Score %

Passed?

☐

In the pop-up window enter or update the batch reference for the examination and click the 'Save' button.

Edit Candidate Examination

Information

Candidate ⓘ
Bob Newsite

Exam Date ⓘ
02/09/2021

Examination ⓘ
UN79 04 Domestic Buildings

Batch Ref ⓘ
Bham02092021

Cancel

Save & New

Save

Accessing Candidate Examination Login Details Through List View

FireQual examinations are operated through our online solutions providers, Calibrant, and candidates can access them on the day of the examination at: <https://firequal.calibranttest.com/welcome.jsp>.

Login details are provided by FireQual through the Centre Portal and will be required by candidates. These should be entered correctly paying attention to case sensitive characters as three incorrect login attempts will automatically lock the account. In this instance contact FireQual and we will reset the login.

To access candidate login details through the List View select the Examinations menu at the top of the screen and the username and password can be seen next to the corresponding candidate.

Examinations

This page is used to view and manage the Examinations sat by the Candidates associated with your Centre(s).

[List Views](#) [Bulk Book](#) [Export](#)

 Pending Examinations ▼

New

Printable View

3 Items • Sorted by FireQual Id ↑ • Filtered by All candidate examinations - Status • Updated a minute ago

Search this list...

⚙️

🔄

	FireQual Id ↑	Candidate	Centre Site	Examination	Batch Ref	Exam Date	Username	Password
1	CE000201	Bob Newsite	Moreton	UN78 04 Non-Domestic Buildings	Bham09082021	09/08/2021	21.CN000167	Gownqez3
2	CE000202	Bob Newsite	Moreton	UN79 04 Domestic Buildings	Bham09082021	09/08/2021	21.CN000167	Gownqez3

Accessing Candidate Examination Login Details Through the Individual Candidate Record

To access candidate login details through the individual candidate record, first select the candidate you wish to view and open their individual record and select the examination you wish to access the login details for.

 Candidate
Bob Newsite

Edit

Centre
Testing Centre

Centre Site
Moreton

PO Number

Additional Information

Phone

Mobile

Address

Email

Date of Birth

bobnewsite@testing.com

01/05/1980

Qualifications (3)

3 Items • Sorted by FireQual Id • Updated a minute ago

FireQual Id

Qualification

Qualification Title

Status

Grade

1	CQ000177	R659 04	FireQual Award in Fundamentals of the Recommendations for Fire Detection and Fire Alarm Systems in Domestic Buildings at SCQF Level 6	Applicant	
2	CQ000176	R679 04	FireQual Certificate in Fire Risk Assessment at SCQF Level 7	Applicant	
3	CQ000175	R658 04	FireQual Award in Fundamentals of the Recommendations for Fire Detection and Fire Alarm Systems in Non-Domestic Buildings at SCQF Le...	Applicant	

View All

Examinations (2)

2 Items • Sorted by Exam Date • Updated a minute ago

FireQual Id

Examination

Examination Title

Exam Date

Status

1	CE000201	UN78 04 Non-Domestic Buildings	Non-Domestic Buildings	09/08/2021	Pending
---	----------	--------------------------------	------------------------	------------	---------

Once selected the username and password can be found on the examination details page.

 Candidate Examination
CE000201

Candidate
Bob Newsite

Examination
UN78 04 Non-Domestic Buildings

Examination Title
Non-Domestic Buildings

Booking Information

Exam Date

Batch Ref

09/08/2021

Bham09082021

Username

Password

21.CN000167

Gcwmqez3

Result Information

Taken Date

Score Available

Score Achieved

Passmark %

Score %

Passed?

Accessing Candidate Examination Login Details Through the Export Function

For those candidates that have been booked for examinations with a corresponding batch reference login details can be downloaded as a .csv file for easy distribution.

To access the export function, click on the Export tab on the Examinations page.

Examinations

This page is used to view and manage the Examinations sat by the Candidates associated with your Centre(s).

List Views Bulk Book **Export**

Instructions

- The drop-down list below will include any batches created within the last 100 days.
- Select a batch reference from the list.
- Click the *Export* button to start the download.

Export

* Batch Ref

Select...

Export

The list will display all batches created within the last 100 days. To export the .csv file select the correct batch reference from the drop-down menu and click the Export button. This will start the download automatically.

Examinations

This page is used to view and manage the Examinations sat by the Candidates associated with your Centre(s).

List Views Bulk Book **Export**

Instructions

- The drop-down list below will include any batches created within the last 100 days.
- Select a batch reference from the list.
- Click the *Export* button to start the download.

Export

* Batch Ref

Bham09082021 (2 pending)

Export

Accessing Candidate Examination Results Through List View

To access examination results through List View select the Examinations menu at the top of the screen and then use the drop-down menu to navigate to one of the following options:

- All candidate examinations – includes pending, passed and failed examinations
- Completed examinations – includes passed and failed examinations
- Failed examinations
- Passed examinations

This will filter the list of results displayed according to the information required.

Examinations

This page is used to view and manage the Examinations sat by the Candidates associated with your Centre(s).

List Views Bulk Book Export

Examination	Exam Date	Status	
FDAAC2021	27/07/2021	Failed	
FDAAI2021	28/07/2021	Failed	
UN78 04 Non-Domestic Buildings	29/07/2021	Failed	
UN78 04 Non-Domestic Buildings	09/08/2021	Pending	
UN79 04 Domestic Buildings	09/08/2021	Pending	
EFST2021	10/08/2021	Pending	

Once filtered the results for each candidate will be displayed including their score, the required pass mark and the status of the exam, ie. passed or failed.

Examinations

This page is used to view and manage the Examinations sat by the Candidates associated with your Centre(s).

List Views Bulk Book Export

FireQual Id	Candidate	Centre Site	Examination	Batch Ref	Taken Date	Score %	Passmark %	Status
CE000091	Testing Learner 7	Moreton	FDAAC2021		27/07/2021, 08:39	22.20%	54.00%	Failed
CE000092	Testing Learner 1	Moreton	FDAAI2021		28/07/2021, 07:49	28.80%	54.00%	Failed
CE000143	Testing Learner 1	Moreton	UN78 04 Non-Domestic Buildings		29/07/2021, 10:58	21.50%	60.00%	Failed

If a result does not appear that should be, contact a member of the FireQual Customer Service Team who will be happy to support.

Please note results are pulled automatically from the examination system once per hour and so please allow sufficient time from the completion of the examination before contacting FireQual.

Accessing Candidate Examination Results Through the Individual Candidate Record

To access candidate results through the individual candidate record, first select the candidate you wish to view and open their individual record and select the examination you wish to access the results for.

Centre
Testing Centre

Centre Site
Moreton

PO Number

Additional Information

Phone

Mobile

Address

Email

Date of Birth

07555 648956

01/07/2003

Qualifications (2)

2 Items • Sorted by FireQual Id • Updated a few seconds ago

FireQual Id

Qualification

Qualification Title

Status

Grade

1

CQ000121

R689 04

FireQual Award in Fire Detection and Alarm Maintenance Theory and Regulatory Requirements at SCQF Level 6

Withdrawn

2

CQ000068

R688 04

FireQual Award in Fire Detection and Alarm Commissioning Theory and Regulatory Requirements at SCQF Level 6

Withdrawn

View All

Examinations (1)

1 Item • Sorted by Exam Date • Updated a few seconds ago

FireQual Id

Examination

Examination Title

Exam Date

Status

1

CE000091

FDAAC2021

Fire Detection and Alarm Advanced Commissioning

27/07/2021

Failed

View All

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Once selected the results can be found on the examination details page.

Booking Information

Exam Date

Batch Ref

Username

Password

09/08/2021

FL09082021ONL

Result Information

Taken Date

Score Available

Score Achieved

Passmark %

Score %

Passed?

09/08/2021, 15:18

57.00

41.00

53.00%

71.90%

☒

Accessing Candidate Examination Results Through the Export Function

For those candidates that have been booked for examinations with a corresponding batch reference results can be downloaded as a .csv file for easy distribution.

To access the export function, click on the Export tab on the Examinations page.

Examinations

This page is used to view and manage the Examinations sat by the Candidates associated with your Centre(s).

List Views Bulk Book **Export**

Instructions

- The drop-down list below will include any batches created within the last 100 days.
- Select a batch reference from the list.
- Click the *Export* button to start the download.

Export

* Batch Ref

Select...

Export

The list will display all batches created within the last 100 days. To export the .csv file select the correct batch reference from the drop-down menu and click the Export button. This will start the download automatically.

Examinations

This page is used to view and manage the Examinations sat by the Candidates associated with your Centre(s).

List Views Bulk Book **Export**

Instructions

- The drop-down list below will include any batches created within the last 100 days.
- Select a batch reference from the list.
- Click the *Export* button to start the download.

Export

* Batch Ref

Bham09082021 (2 pending)

Export

Claim Certification

FireQual provides two forms of assessment for qualifications, externally assessed through examination and Centre assessed. There are also circumstances where qualifications are assessed through both examination and Centre assessed evidence.

Certification for Externally Assessed Qualifications

For qualifications that are entirely externally assessed through examination, certification will be produced automatically and no action is required by the Centre once the candidate has successfully completed the required examination(s).

To see the progress of the certification process, first select the candidate you wish to view and open their individual record and select the qualification you wish to see the details of.

Additional Information

Phone

Mobile

Address

Email

Date of Birth

Qualifications (1)

1 item • Sorted by FireQual Id • Updated a minute ago

FireQual Id	Qualification	Qualification Title	Status	Grade
1	CQ000048	R658 04 FireQual Award in Fundamentals of the Recommendations for Fire Detection and Fire Alarm Systems in Non-Domestic Buildings at SCQF Le...	Active	

View All

Examinations (1)

1 item • Sorted by Exam Date • Updated a minute ago

FireQual Id	Examination	Examination Title	Exam Date	Status	
1	CE000067	UN78 04 Non-Domestic Buildings	Non-Domestic Buildings	29/07/2021	Passed

View All

Where certification has been verified and authorised and is currently being processed for dispatch to the Centre for distribution the status will display as 'Active' and there will be an achievement date displayed with the 'Certification Information' section.

Application Information

Passed?

Mandatory Units

Active Mandatory

Claimed?

Minimum Options

Active Optional

Certification Information

Status

Grade

Achievement Date

Withdrawn Date

Candidate Qualification Units (1)

1 item • Sorted by Unit • Updated a few seconds ago

FireQual Id	Unit	Unit Title	Mandatory?	Passed?	Claimed?	Status
1	CU000158	UN78 04 Fundamentals of the Recommendations for Fire Detection and Fire Alarm Systems in Non-Domest...	☒	☒	☐	Active

View All

Certification for Internally Assessed Qualifications or Elements of Qualifications

For qualifications that are entirely or partially internally assessed through Centre assessed evidence including the use of Recognised Prior Learning, the Centre is required to submit a claim through the system.

To make a certification claim, first select the candidate you wish to view and open their individual record and select the qualification you wish to see the details of.

Additional Information

Phone

Mobile

Address

Email

Date of Birth

bobnewsite@testing.com

01/05/1980

Qualifications (3)

3 Items • Sorted by FireQual Id • Updated a few seconds ago

FireQual Id

Qualification

Qualification Title

Status

Grade

1	CQ000177	R659 04	FireQual Award in Fundamentals of the Recommendations for Fire Detection and Fire Alarm Systems in Domestic Buildings at SCQF Level 6	Applicant	
2	CQ000176	R679 04	FireQual Certificate in Fire Risk Assessment at SCQF Level 7	Applicant	
3	CQ000175	R658 04	FireQual Award in Fundamentals of the Recommendations for Fire Detection and Fire Alarm Systems in Non-Domestic Buildings at SCQF Le...	Applicant	

View All

Examinations (2)

2 Items • Sorted by Exam Date • Updated a few seconds ago

FireQual Id

Examination

Examination Title

Exam Date

Status

1	CE000201	UN78 04 Non-Domestic Buildings	Non-Domestic Buildings	09/08/2021	Pending
2	CE000202	UN79 04 Domestic Buildings	Domestic Buildings	09/08/2021	Pending

View All

To claim the units completed by the candidate, click on the drop-down menu next to the unit to be claimed and select edit.

Application Information

Passed?

Mandatory Units

Active Mandatory

Claimed?

Minimum Options

Active Optional

3

0

0

0

Certification Information

Status

Grade

Applicant

Achievement Date

Withdrawn Date

Candidate Qualification Units (3)

3 Items • Sorted by Unit • Updated a few seconds ago

FireQual Id

Unit

Unit Title

Mandatory?

Passed?

Claimed?

Status

1	CU000485	UP32 04	Principles of Fire Risk Assessment	☒	☐	☐	Applicant
2	CU000486	UP33 04	Conducting Fire Risk Assessments	☒	☐	☐	Applicant
3	CU000487	UP34 04	Continuous Professional Development for Fire Risk Assessors	☒	☐	☐	Applicant

View All

On the popup window tick the 'Claimed?' box and click the Save button.

Edit CU000485

Information

FireQual Id
CU000485

Unit

UP32 04

Claimed?

☒

Candidate Qualification

CQ000176

Cancel

Save

Repeat these steps for all units that require a claim to be submitted. All units that have been claimed will have a tick displayed in the 'Claimed' column.

Application Information

Passed?

☐

Mandatory Units

3

Active Mandatory

0

Claimed?

☐

Minimum Options

0

Active Optional

0

Certification Information

Status

Applicant

Grade

Achievement Date

Withdrawn Date

Candidate Qualification Units (3)

3 Items • Sorted by Unit • Updated a minute ago

FireQual Id	Unit	Unit Title	Mandatory?	Passed?	Claimed?	Status
1 CU000485	UP32 04	Principles of Fire Risk Assessment	☒	☐	☒	Applicant
2 CU000486	UP33 04	Conducting Fire Risk Assessments	☒	☐	☒	Applicant
3 CU000487	UP34 04	Continuous Professional Development for Fire Risk Assessors	☒	☐	☒	Applicant

View All

Once all required units have been claimed, select the Edit button at the top of the page

Candidate Qualification
CQ000176

Candidate
Bob Newsite

Qualification
R679 04

Qualification Title
FireQual Certificate in Fire Risk Assessment at SCQF Level 7

Edit

Application Information

Passed?

☐

Mandatory Units

3

Active Mandatory

0

Claimed?

☐

Minimum Options

0

Active Optional

0

Certification Information

Status

Applicant

Grade

Achievement Date

Withdrawn Date

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On the popup window tick the 'Claimed?' box and click the Save button.

Edit Candidate Qualification

Information

Candidate ⓘ

Bob Newsite

×

Claimed? ⓘ

☒

Qualification ⓘ

R679 04

×

Cancel

Save & New

Save

This will submit the claim to FireQual for verification and authorisation.

Where certification has been verified and authorised and is currently being processed for dispatch to the Centre for distribution the status will display as 'Active' and there will be an achievement date displayed with the 'Certification Information' section.

Candidate
Bob Newsite

Qualification
R679 04

Qualification Title
FireQual Certificate in Fire Risk Assessment at SCQF Level 7

Application Information

Passed? ⓘ

☐

Claimed? ⓘ

☒

Mandatory Units ⓘ

3

Minimum Options ⓘ

0

Active Mandatory ⓘ

3

Active Optional ⓘ

0

Certification Information

Status ⓘ

Active

Achievement Date ⓘ

09/08/2021

Grade ⓘ

Withdrawn Date ⓘ

Candidate Qualification Units (3)

3 Items • Sorted by Unit • Updated a few seconds ago

FireQual Id

Unit

Unit Title

Mandatory?

Passed?

Claimed?

Status

1	CU000485	UP32 04	Principles of Fire Risk Assessment	☒	☐	☒	Active
2	CU000486	UP33 04	Conducting Fire Risk Assessments	☒	☐	☒	Active
3	CU000487	UP34 04	Continuous Professional Development for Fire Risk Assessors	☒	☐	☒	Active

View All