



In order to complete the BESA F-Gas Renewal course and assessment, you will need to provide evidence that you have been working regularly within this field over the past 5 years.

What you need to provide:

- Signed Statement of Eligibility from your employer (self declaration if self employed)
- F-Gas certificate

All of these documents will need to be uploaded into the Academy after you have registered and signed in on the besa.academy site.

Please ensure you have your documents prepared before you start the course. The documents can be uploaded into the 'Prerequisites' area at any point, the quicker you upload them the quicker we can review and you can get your certificate.

How do I access the course?

How do I upload my document/file?

How do I submit my document/file?

How do I know it has been reviewed?

How do I resubmit my document/file?

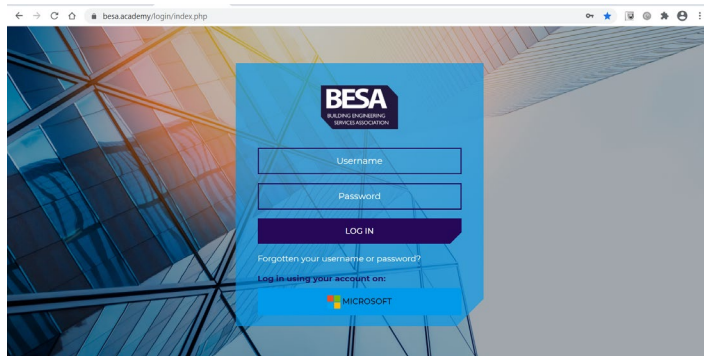


How do I access the course?

- From besa.academy

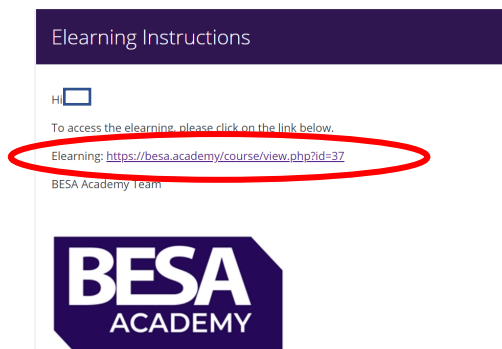
After registering for the course. Go to besa.academy and use your existing username and password or the new credentials setup (these will be in an email sent to the provided email).

Next, you need to navigate to the course (via your dashboard, my courses or the full course area)



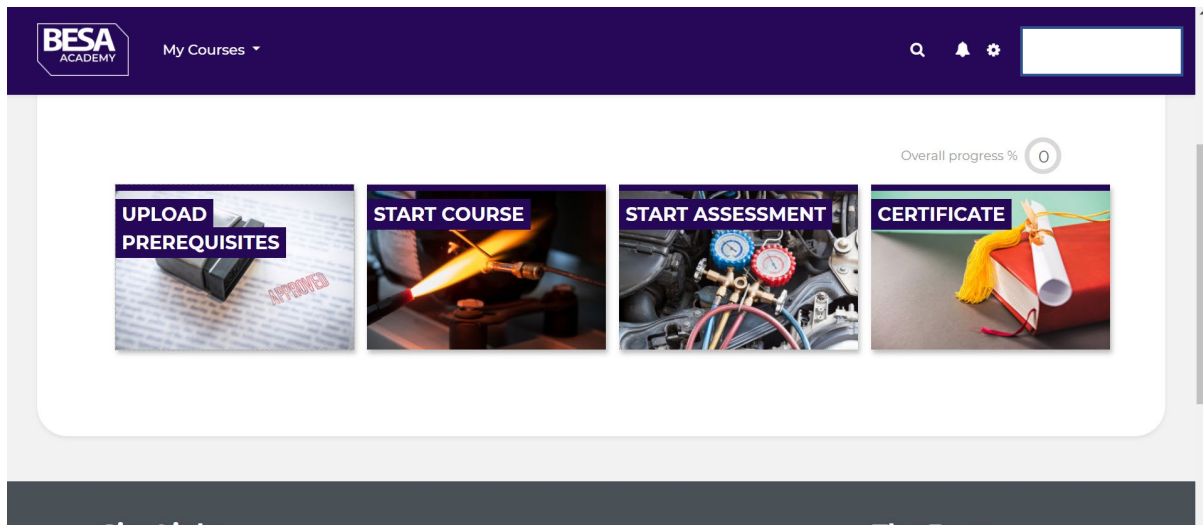
- From the email link

To go straight into the course, click the link in the welcome email you received, login as above and you will be taken straight into the course area.





The course page looks like this



How do I upload my document/file?

On the course page, click on the 'Upload Prerequisites' tile



A list like this will pop out. Click on the link for the document you would like to upload (note: documents can be any file type, please ensure they are clear and legible)



After clicking the link. You will be taken into the document submission area. This shows an overview of 'attempts' (number of times you have submitted a document for approval)).

Scroll to the bottom to see the submission button



FGAS CERTIFICATE

PLEASE UPLOAD YOUR FGAS CERTIFICATE. ENSURE IT IS LEGIBLE OR THIS MAY CAUSE A DELAY IN PROCESSING. An image of the certificate is acceptable if all of the information is clear and readable.

Submission status

Attempt number	This is attempt 1.
Submission status	No attempt
Grading status	Not graded
Last modified	-
Submission comments	► Comments (0)

When you have your document/file ready to upload (be sure you are uploading the right file into the right area). Click 'Add Submission'

Grading status

Not graded

Last modified

-

Submission comments

► Comments (0)

ADD SUBMISSION

You have not made a submission yet.

You will be taken to the upload page. Click on the file icon circled below to upload your correct file.

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File submissions

Maximum file size: 1GB, maximum number of files: 1

File icon circled in red

Add...

Files

Accepted file types:

All file types

SAVE CHANGES

CANCEL

This pop out will appear, click 'Choose File'. This will open the file browser to your computer/laptop, find the correct file and then select 'Upload This File'



File picker

Upload a file

Recent files

Private files

Attach to post

Choose file No file chosen

Save as

Author

Penny Sabuda

Choose licence

Licence not specified

UPLOAD THIS FILE

Check your file has uploaded here, then click 'Save Changes'.

FGAS CERTIFICATE

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File submissions

Maximum file size: 1GB, maximum number of files: 1

Files

Attendance cert.jpg

Accepted file types:

All file types

SAVE CHANGES CANCEL

This will create a DRAFT of your submission. You can make changes to your draft anytime before you submit. Once you submit your document you cannot make any changes until it has been reviewed by our team.


As seen below your submission status will change to 'Draft (not submitted)'




FGAS CERTIFICATE

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Submission status

Attempt number	This is attempt 1.	
Submission status	Draft (not submitted)	
Grading status	Not graded	
Last modified	Monday, 23 November 2020, 3:44 PM	
File submissions	 Attendance cert.jpg	23 November 2020, 3:44 PM

To edit, remove or submit your document/file, scroll to the bottom to see these three buttons.

File submissions	 Attendance cert.jpg	23 November 2020, 3:44 PM
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Submission comments ▶ Comments (0)

[EDIT SUBMISSION](#) [REMOVE SUBMISSION](#)

You can still make changes to your submission.

[SUBMIT ASSIGNMENT](#)

Once this assignment is submitted you will not be able to make any more changes.

Before submitting you will be asked to confirm your submission. Once you have confirmed and clicked continue, the team can begin the review process.

FGAS CERTIFICATE


PLEASE UPLOAD YOUR FGAS CERTIFICATE. ENSURE IT IS LEGIBLE OR THIS MAY CAUSE A DELAY IN PROCESSING. An image of the certificate is acceptable if all of the information is clear and readable.

Confirm submission

☐ I confirm the document/s I am submitting are true and correct. I understand all document/s need to be approved before I receive my certificate.

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

[CONTINUE](#) [CANCEL](#)

There are required fields in this form marked .



Once you have submitted, your submission status will change to submitted for grading. This just means our team are going to review the document to confirm all details with the document/file are present, correct and legible.

You will get notified when you submission status changes via email.

BESA ACADEMY My Courses ▾

Submission status

Attempt number	This is attempt 1.	
Submission status	Submitted for grading	
Grading status	Not graded	
Last modified	Monday, 23 November 2020, 3:48 PM	
File submissions	Attendance cert.jpg 23 November 2020, 3:44 PM	
Submission comments	▶ Comments (0)	

How do I know my document/file has been reviewed?

You will receive an email confirming your document/file has been submitted.

You will also receive an email when your document/file has been reviewed. It will look similar to the below email;

[Redacted] has given feedback for assignment FGAS CERTIFICATE

NoReply Moodle
To: [Redacted]

[Redacted] -> [Assignment](#) -> [FGAS CERTIFICATE](#)

[Redacted] has posted some feedback on your assignment submission for 'FGAS CERTIFICATE'

You can see it appended to your [assignment submission](#).

BESA Academy Team
BESA Academy
Old Mansion House, Eamont Bridge, Penrith, Cumbria, CA10 2BX
0800 917 8419 www.theBESA.com
Find us on [in](#) [t](#)

To see the feedback or comments on your submission, click the 'assignment submission' link in the email. This will take you back into the submission section of the course.




Scroll to the bottom of the page until you see your submission. Here, you will see your 'Grade' – this is just whether your submission has been approved or not. 100 means approved, 0 means unapproved. You can also see any feedback comments at the bottom that will suggest what you need to do to get your document approved.

Previous attempts

▼ Attempt 1: Monday, 23 November 2020, 3:48 PM

Submission status Submitted for grading

File submissions  Attendance cert.jpg 23 November 2020, 3:44 PM

Submission comments ▶ Comments (0)

Feedback

Grade 0.00 / 100.00

Graded on Monday, 23 November 2020, 3:53 PM

Graded by

Feedback comments Please submit a higher resolution image.



How do I resubmit my document/file?

If there are any issues with your document/file you will be asked to submit again. To do this, you can follow the steps above to get into the submission page. We recommend you look at your previous submissions feedback comments before you submit another document/file.

At the top of the page you will see that your submission status has been reopened.

acceptable if all of the information is clear and readable.

Submission status

Attempt number	This is attempt 2.
Submission status	Reopened
Grading status	Not graded
Last modified	Monday, 23 November 2020, 3:53 PM
Submission comments	► Comments (0)

To submit your document, scroll to the big blue button 'Add a New attempt'. You will then need to follow the process of uploading a document/file as detailed in 'How do I upload my document/file'.

► Comments (0)

ADD A NEW ATTEMPT BASED ON PREVIOUS SUBMISSION

This will copy the contents of your previous submission to a new submission for you to work on.

ADD A NEW ATTEMPT

This will create a new blank submission for you to work on.

Once all 4 of your documents/files have been approved you will be able to successfully complete your assessment and receive your certificate.