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## SAESI E-Platform Next Step

The Southern African Emergency Services Institute have achieved significantly in our objectives regarding the establishment of an E-Platform for its Members regarding not only its Legacy Examinations in Fire Technology but even beyond that.

### Membership E-Platform

We can announce and confirm that the Membership BOT has been completed, tested and active for use by SAESI prospective i.e. New Members as well as Active Current Members for both registration and update of membership.

The link to the Membership BOT is as follow:

<https://landbot.io/u/H-506463-NZQDUV0I6XGH5MKI/index.html>

For a Step by Step Guide follow this link:

<https://www.saesi.com/PDFs/Noticeboards/Membership%20BOT%20Guide.pdf>

### Examination E-Platform

Only members of the Institute can access and write its examinations. The Examination BOT is therefore an 'extension' of the Membership BOT and members will have to complete the Membership BOT and confirm their details before they will be able to access the Examination BOT. This link to the Examination BOT is in the Membership BOT as one of the options you will be able to choose from when you have completed all the sections before.

### IMPORTANT!

Note that the current BOT's were created to accommodate also the SAESI Members who have applied and were confirmed to write examinations in April 2020. However due to the National Lockdown Regulations this was not possible. As such going forward there will not be any 'Pre-Registered and Pre-Paid' options and the BOT will be tweaked for Self-Registration from start to finish.

### P4P Member Record and Portfolio Database

As per the E-Platform SAESI established for the Recognition of Prior Learning of the Occupational Certificate Fire Fighter, a National Records Database similar and in line with the National Learner Records Database of SAQA (the South African Qualifications Authority), the P4P Member Record and Portfolio Database is the backbone of all the E-Platforms for SAESI.

It is therefore important for members to activate their Portfolio on the P4P Platform. This Platform not only provides and covers all aspects related to the Protection of Personal Information Act protecting both the Member and the Institute relationship in all aspects, but also provide a secure cloud storage of personal records for 40 years.

Members must therefore use this Platform to upload and record their personal documents such as ID document, Senior Certificate, Fire Fighter Certificates, Qualifications, Proof of Payments, Letter of Confirmation, Awards, HPCSA Registration or First Aid Level Three and other relevant documents and information.

**IMPORTANT!**

**The P4P Platform is also where the record of the members results, assessments and moderation outcomes are recorded. If a member does not activate his Portfolio on the P4P Platform, and upload the requisite documentation, he/she will not be assessed or moderated.**

An activation email will be sent by P4P to the Member after successfully completing the Membership and relevant BOT first.

For a Video Guide on P4P visit the SAESI Website or launce this link from your browser:

<https://youtu.be/cRncBoSiYjk>

**VTA**

VTA is short for Virtual Training Academy, the VTA platform is where your practice or familiarisation session for the examination lies in order to prepare yourself for the format in which the questions in an e-platform might be asked. This has no actual examination questions in it but is purely to help the members with the digital and or online interface versus a classroom - pen and paper setup.

The Virtual Training Academy is also the E-Platform on which the actual examinations will be taking place.

**IMPORTANT!**

**VTA is exclusively managed and monitored by the company itself and SAESI Administration has no direct accessibility to change, activate or effect any information or data on the system. SAESI is the stakeholder and as such the representative between the Members and VTA.**

**Therefore, all members will receive an email from VTA with a Username and Password for activation after the Membership BOT, Examination Registration and P4P Platform have been activated and completed.**

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**From SAESI Administration**

The Southern African Emergency Services Institute would like to take this opportunity to wish all our Members the best for their SAESI Exams, and express our sincere appreciation for their patience and participation in this transition. Bear in mind it is a learning curve for SAESI Administration as well, however together we will introduce improved systems for Members and to future generations.

Although this new platform affords registration and access from anywhere in the World, some conditions are required:

- ❖ You must have internet access,
- ❖ You must use Google Chrome,
- ❖ You must use a Desktop, Laptop, Notebook. Smartphones are NOT acceptable for Examination Purposes,
- ❖ The instrument used must have a webcam, with audio,
- ❖ Your venue during Examination must be quiet, no interruptions or other persons present and your webcam with audio active during the examination,
- ❖ You will not be able to 'pause' examination for bathroom breaks or anything else,
- ❖ You cannot skip a question, or leave it to come back to later. Must answer in sequence. If a question is skipped it will be marked zero.

Members confirmed for Higher Certificate Examinations in April 2020 must register themselves on the Membership and Examinations BOT's by Wednesday 19<sup>th</sup> of August 2020. If Members have not done so the First Examination Session will be closed.

**Salome van den Berg**

Chief Executive Officer

**Southern African Emergency Services Institute NPC**

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