

## ABFA E-LEARNING FOUNDATION COURSE STUDENT QUESTION & ANSWER SHEET

**The ABFA e-Learning Foundation course is the first level of the ABFA's Distance Learning Programme.**

**1. What IT specification does my PC need to complete the Foundation Course?**

The minimum operating system required to complete the e-Learning Foundation course is -

**Operating System** - Windows 98/2000/XP

**Browser** - MS Internet Explorer 5.5 or 6

**Technology** - HTML JavaScript Macromedia Flash 7.0 or 8.0

**2. How many modules are there?**

There are 5 modules to the ABFA Foundation course. The modules are designed to be completed with the guidance of a Coach, usually your Line Manager or a more senior member of staff. The activities are designed to encourage you to learn more about your organisation as well as the industry in general.

**3. How long will it take me to complete each module?**

The 5 Foundation modules are designed to be completed within a period of 3-4 months. Depending on your knowledge and experience it is estimated that each module will take between 3-7 hours work to complete and it should be possible to finish each one, including the assessment, within 4 weeks.

**4. How does the on-line Foundation Course Work?**

All you need is access to the internet along with your own individual 'User Name' and 'Password'. The course runs you through the modules one by one, including various interaction and multiple choice questions to ensure your understanding of the content. At the end of each section you are asked to complete a task before requesting access to the next section. The tasks are designed to incorporate what has been learnt into how your organisation works. Your designated Coach will run through this task with you and on satisfaction with your knowledge they will grant you electronic access to the next section. On completion of the five modules, you will then need to sit the final on-line exam which consists of 40 randomly selected questions. Your Coach will also arrange to give you access to the on-line exam at a date and time that you both agree on.

**5. How will I be assessed?**

Your Coach will assist and assess your performance throughout the course, including your activities at the end of each module.

## ABFA FOUNDATION COURSE STUDENT Q&A *(cont)*

**6. What is the examination pass mark?**

The examination pass mark is 50%. The exam results will be calculated immediately, shown to the student, and automatically e-mailed to your Coach. Papers will be graded either a 'Fail', 'Pass', 'Credit' or 'Distinction'.

**7. When will I sit the examination?**

The Foundation course is normally a 3-4 month course. Upon completing your final module, your Coach will decide when you are ready to sit the final exam.

**8. What happens when I am ready to sit the examination?**

Having completed and been assessed on all 5 modules of the Foundation, you will take the final on-line examination. Where and when you will sit the examination will be discussed and agreed with your Coach and the examination is designed to be taken under standard exam conditions in-house. The exam consists of 40 multiple choice questions.

**9. How long will it take for my examination to be marked and my results to be sent to me?**

Your results will be advised immediately upon completion of the exam, and details sent to your coach.

**10. Is there a re-marking facility if I feel that my result does not reflect what I am expecting?**

The exam is automatically marked and is therefore not subject to change. However, the Coach will be sent the list of exam questions and which were correctly or incorrectly answered; giving you the opportunity to spot the areas which may need more work.

**11. What happens if I fail the examination? Can I re-take it?**

If you fail the Foundation examination you can re-take the on-line exam. You must ask your Coach to request a second date and time for this exam. However, upon your second sitting, the highest mark you can be awarded is a 'Pass'.

**12. When I pass, how long will it take for me to be sent my Certificate?**

Two senior representatives of the ABFA sign certificates for successful candidates of the Foundation course. We aim to have them ready for issue within 2-3 weeks of your results and they will be sent to your Coach.

**13. Is there an award for top Foundation Student and if so how do I get nominated?**

Yes, there is an award presented each year at the ABFA annual Educational Awards Dinner. To be nominated you must complete the course within 6 months of registration, obtaining one of the top marks for the year.

**Good luck!**