

BPA Lecturing Notes

1. Always Ensure:
 - a. You are using the correct version of the Power Point Presentation
 - b. You understand the equipment you will be using
 - c. Your laptop is operating a suitable operating system and that it has enough RAM to run the BPA videos
 - d. You understand how Sections work in Power Point Presentations
2. We recommend you copy the Power Point Presentation from the USB stick and run it off your laptop
3. Familiarise yourself with what is provided on the USB stick. Any Administration file may be out of date by the time you run the course, therefore you must always check the BPA Drop Box Account for the latest versions.
4. Run through the Power Point Presentation leaving yourself enough time to understand what you are teaching and have the confidence to be asked any aspect of the course
5. Amend your lesson plan, or the generic one provided by the BPA as instructed on the Lecturers workshop. Do not forget to add to it any resource, questions you will be asking candidates, learning aids, timings etc.
6. The course is a minimum of 10 hours teaching
7. During the two-day course you must at least carry out the following BPA exercises¹ presented on the USB stick.
Senior Firers: Risk Assessment exercise, Demonstration of basic ShellCalc², Site Scenario, Electrical firing.
8. In case of a visit from City & Guild or from an assessor, please ensure you take to the course:
 - a. An up to date copy of your CV
 - b. Your Lesson Plan, fully completed
 - c. A logbook, or any other qualification certificates you may have
9. For online exams, ensure all your candidates complete and return to you the confirmation of candidate form. This must be sent into the BPA Admin office immediately after completion of the course. Failure to send this will result in the candidate being disqualified from the exam.
10. Candidates arriving later than 30 minutes following the start of the course must not be allowed to participate. This candidate must be reported to the BPA Admin office asap and will not be allowed to take the exam after this course.
11. The names of any candidates registered on the excel sheet provided to the BPA Admin office, but who do not attend the course, must be notified to the BPA Admin office asap.
12. The BPA suggest running through the example exam paper towards the end of the course and to leave time for discussion or any queries about the exam procedure and what to expect
13. Further information you will find on the

¹ A sample of work must be sent back to the BPA Admin Office along with the requested logbooks.

² It is permissible to send a copy of the basic ShellCalc to Senior Firers via email before the commencement of the course. A copy of the basic 'Shellcalc' programme is available on the USB stick. Because this will be covered on the Senior Firers course, it would be a good idea to ask candidates to load it on to their laptop or similar device so that you can do some worked examples together. Bringing along a laptop (or similar) is therefore recommended, but not essential.