



Learner Training Guidance Document

A step-by-step guide to completing your training successfully

WELCOME

- As a learner on this platform, you can access your training and track your own progress easily
- This guide will help you understand how the platform works, what tools are available to you, and will answer common questions you may have.
- The BVRLA e-learning platform gives members access to high-quality training that is easy to use, flexible, and affordable. You can complete your learning at a time and place that suits you, whether you are working in an office or remotely.
- All learning materials are available to you for the duration of your annual subscription, so you can revisit content whenever you need to.
- The BVRLA e-learning platform works on PC, Mac, tablet, and smartphone, allowing you to learn on the device that is most convenient for you



GETTING STARTED

Start of
logging-in
process

Complete
logging-in
process

Find and
open your
e-learning
courses

Access your
certificates
for
completed
courses

Your BVRLA
Dashboard

Step
1

Step
2

Step
3

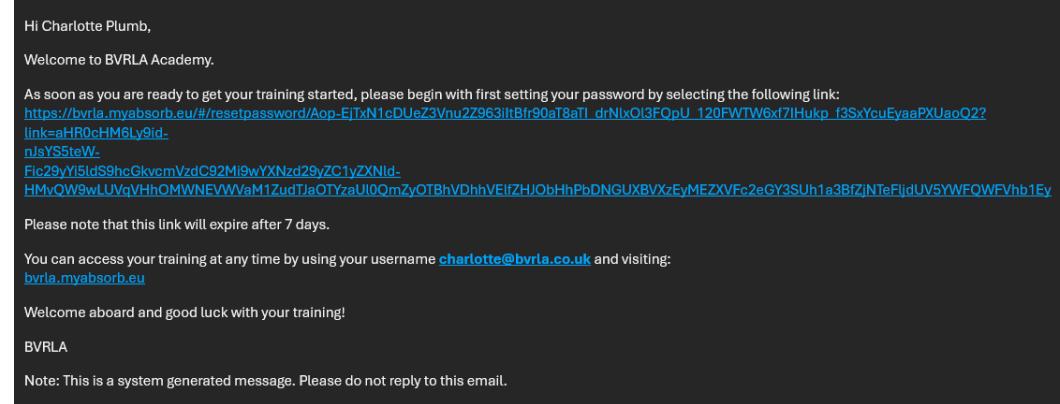
Step
4

Step
5

Logging in for the first time

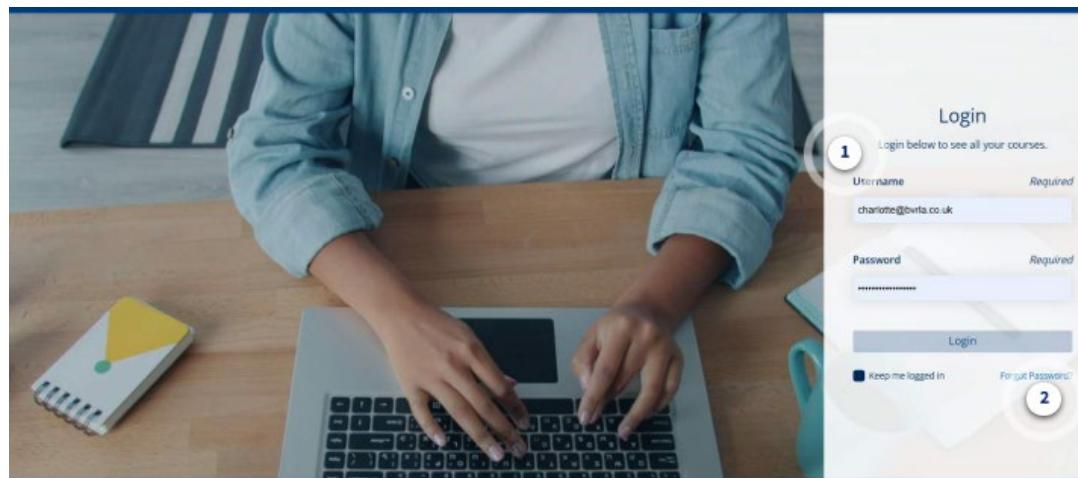
Once your access has been granted, you will receive an email with a link to the login page. The link expires after 7 days.

The email will look similar to this.



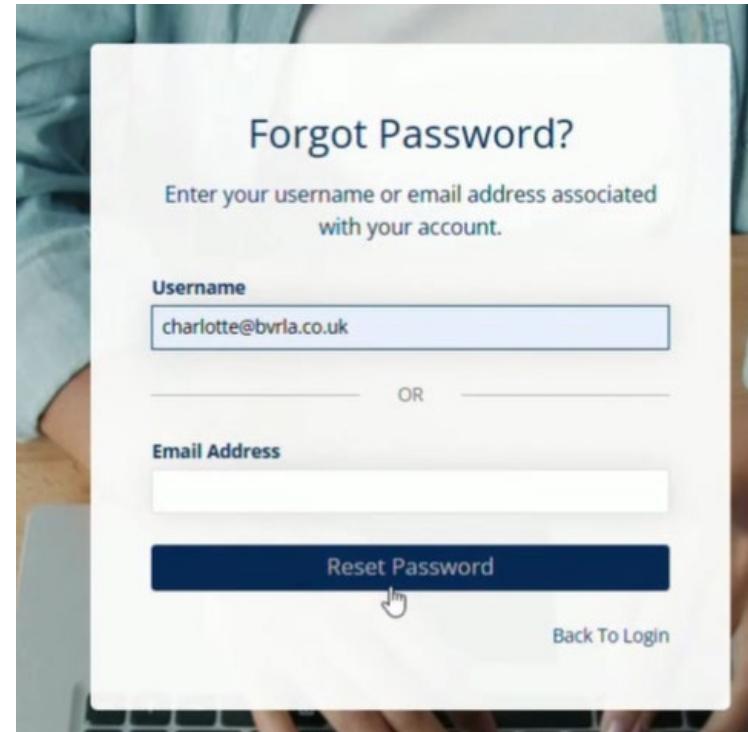
Login process:

When you click the link, you'll see the login page, click on Username and type your email address, then click Forgot Password.

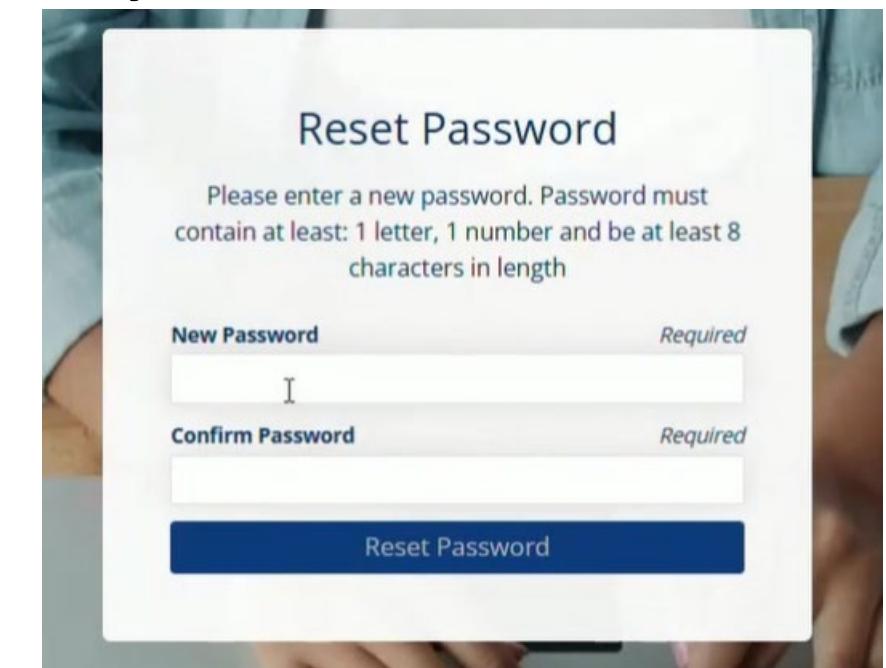


Logging in

Enter your email address associated with your account into **username** and then Click blue button **reset password** as below:



An email will include instructions to reset your password. Click the link within 24 hours of receiving the email, now **type a new password**. It must include **numbers, capital letters and symbols**.



Logging in

Go back to the Login screen and enter your new password.

Login

Login below to see all your courses.

Username *Required*

charlotte@bvrла.co.uk

Password *Required*

.....

Login

Keep me logged in [Forgot Password?](#)



Once you are logged in, this will take you to your Learner Dashboard.



BVRLA

BVRLA Driving Growth, Delivering Value

Leasing Broker... Resume ▶

My Courses See courses you are enrolled in

Catalog See a complete list of available ...

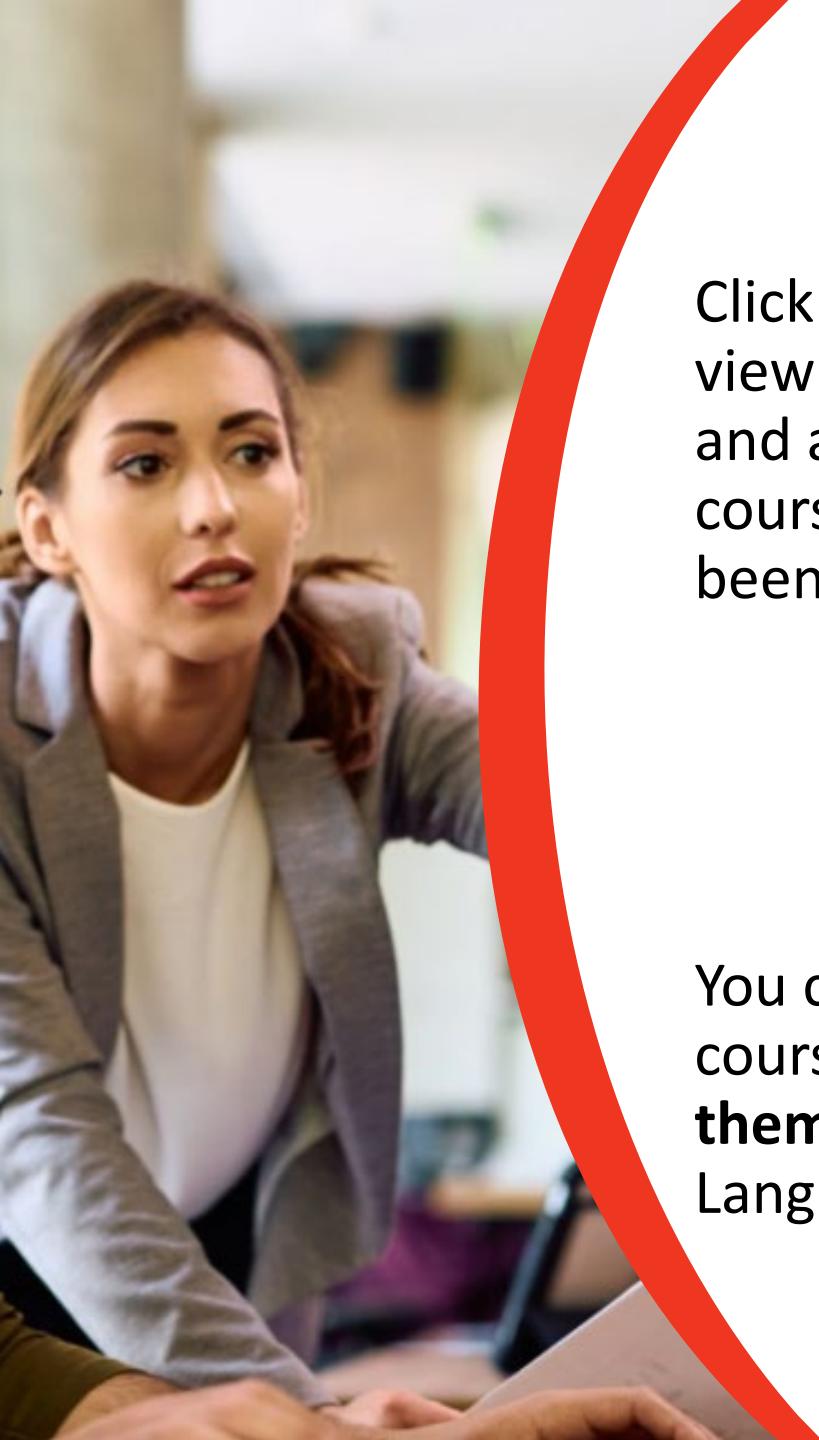
Resources Browse or download resources

Calendar See your scheduled events

Leaderboards Your company leaderboards

Admin Access the admin interface

Your BVRLA Dashboard



Click on **My Courses** to view your e-Learning and any instructor-led courses (if they have been pre-booked).

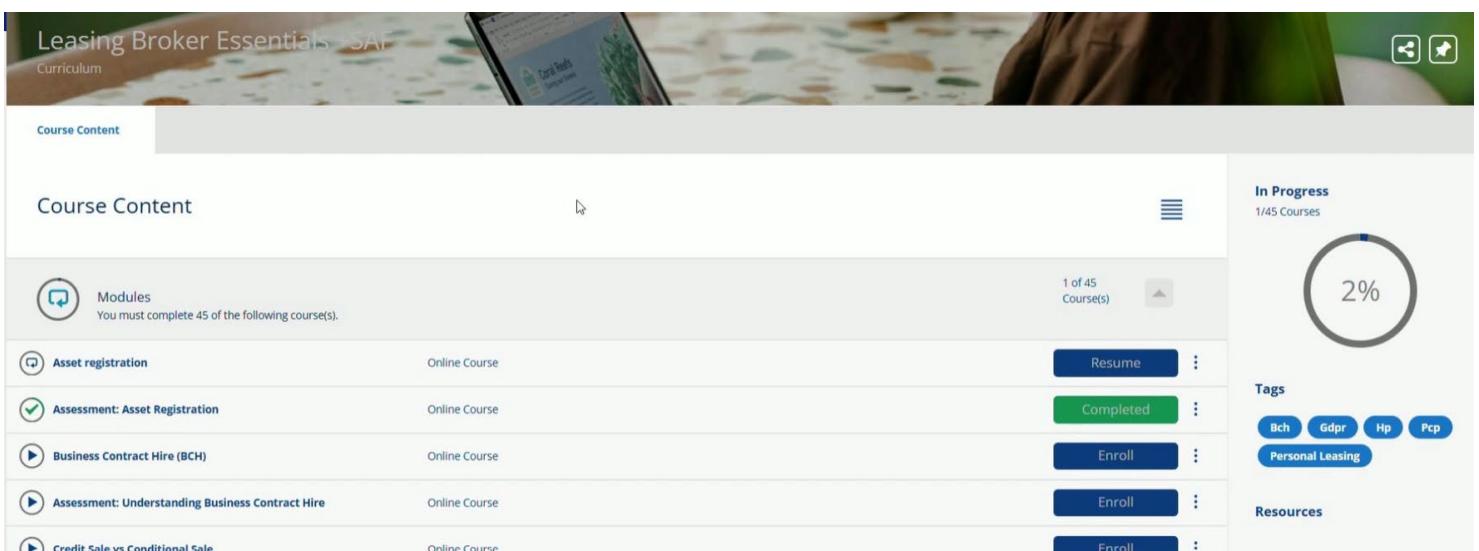
You can explore the courses and **filter** them by Course Type / Language/Status/Tags.

Your BVRLA Dashboard

To access the e-Learning click the blue **Resume** Button to start the Curriculum (these used to be called packages).

This will take you to your modules and you can track completion/progress on the right-hand side.

Click **Enrol** and **Start** to launch a module.



Leasing Broker Essentials +SAF Curriculum

Course Content

Modules You must complete 45 of the following course(s).

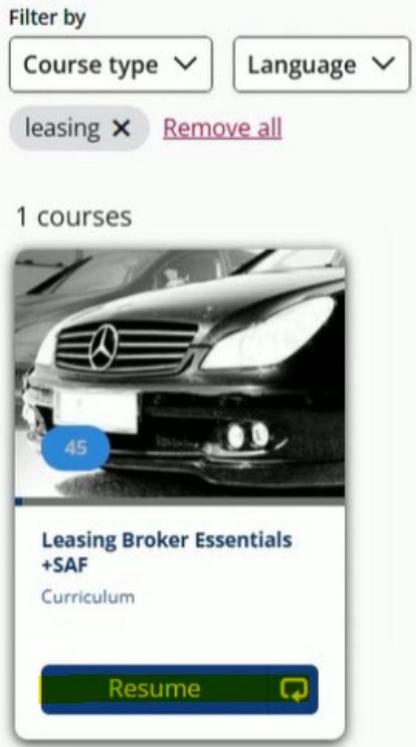
Module	Type	Status	Action
Asset registration	Online Course	Completed	Resume
Assessment: Asset Registration	Online Course	Completed	Completed
Business Contract Hire (BCH)	Online Course	In Progress	Enroll
Assessment: Understanding Business Contract Hire	Online Course	In Progress	Enroll
Credit Sale vs Conditional Sale	Online Course	In Progress	Enroll

In Progress 1/45 Courses

2%

Tags: Bch, Gdpr, Hp, Pcp, Personal Leasing

Resources



Filter by

Course type Language

leasing X Remove all

1 courses

Leasing Broker Essentials +SAF Curriculum

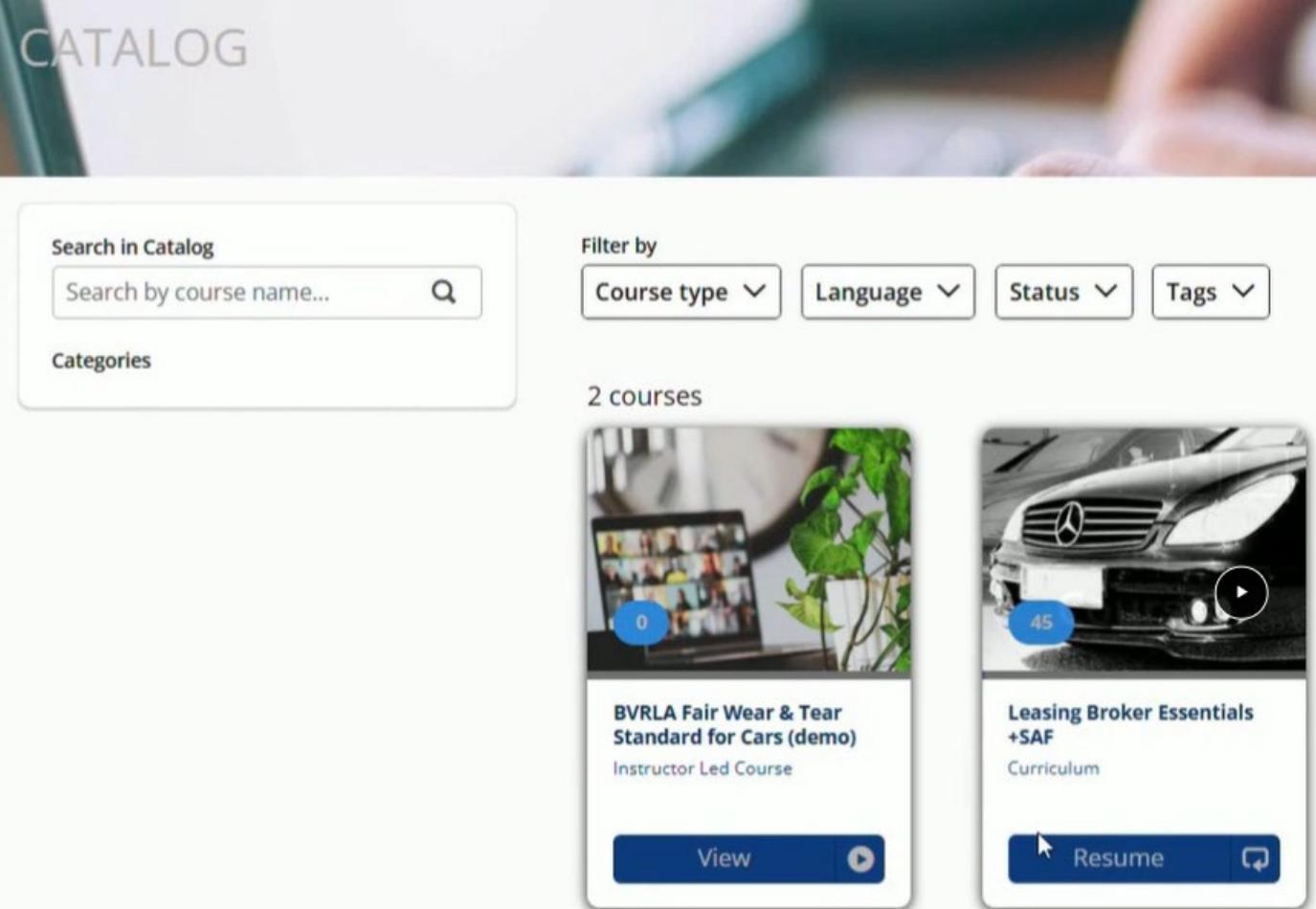
45

Resume



Your BVRLA Dashboard

The Catalog will show you all the available courses:

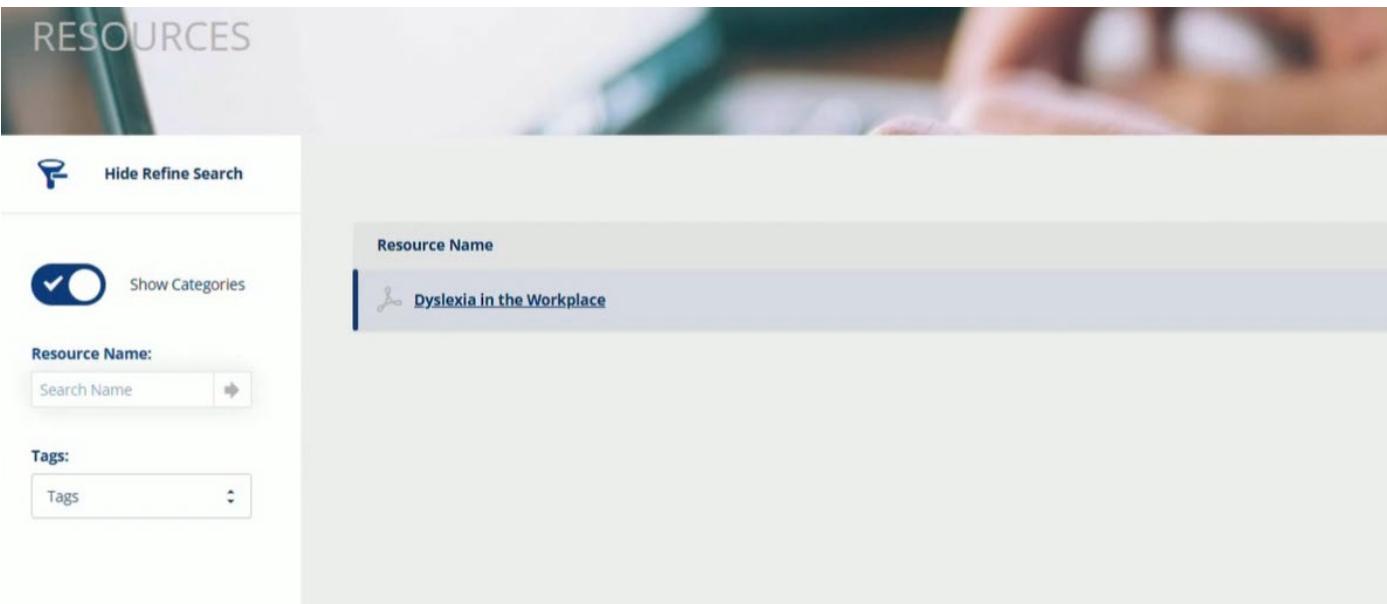


The screenshot shows the BVRLA Catalog interface. At the top left is the word 'CATALOG'. Below it is a search bar with the placeholder 'Search by course name...' and a magnifying glass icon. To the right are four filter buttons: 'Course type', 'Language', 'Status', and 'Tags'. Below these filters, the text '2 courses' is displayed. Two course cards are shown: 'BVRLA Fair Wear & Tear Standard for Cars (demo)' and 'Leasing Broker Essentials +SAF Curriculum'. Each card includes a small thumbnail image, a blue circular badge with a number (0 or 45), and a play button icon. Below the thumbnail is the course title, and below that is the subtitle. At the bottom of each card is a blue 'View' button with a play icon and a 'Resume' button with a video camera icon. The background of the catalog page is a blurred image of a person working at a desk.



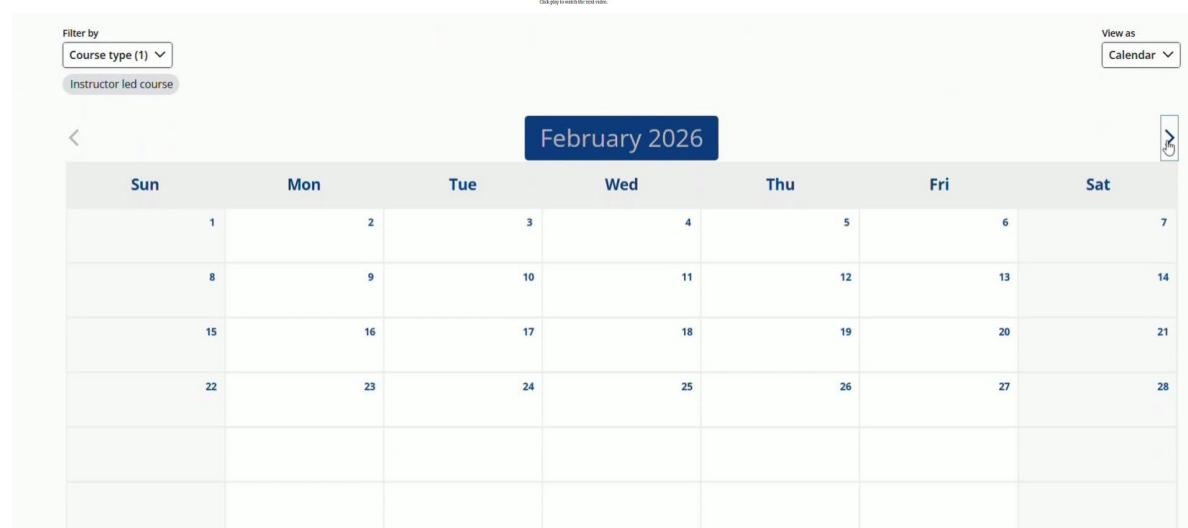
Your BVRLA Dashboard

The Resources page will show any additional reading materials.



The screenshot shows the 'Resources' page of the BVRLA Dashboard. At the top left is a search bar with a magnifying glass icon and the text 'Hide Refine Search'. Below it is a 'Show Categories' button with a checked checkbox icon. The main area has a heading 'Resource Name' and a search result for 'Dyslexia in the Workplace' with a small document icon.

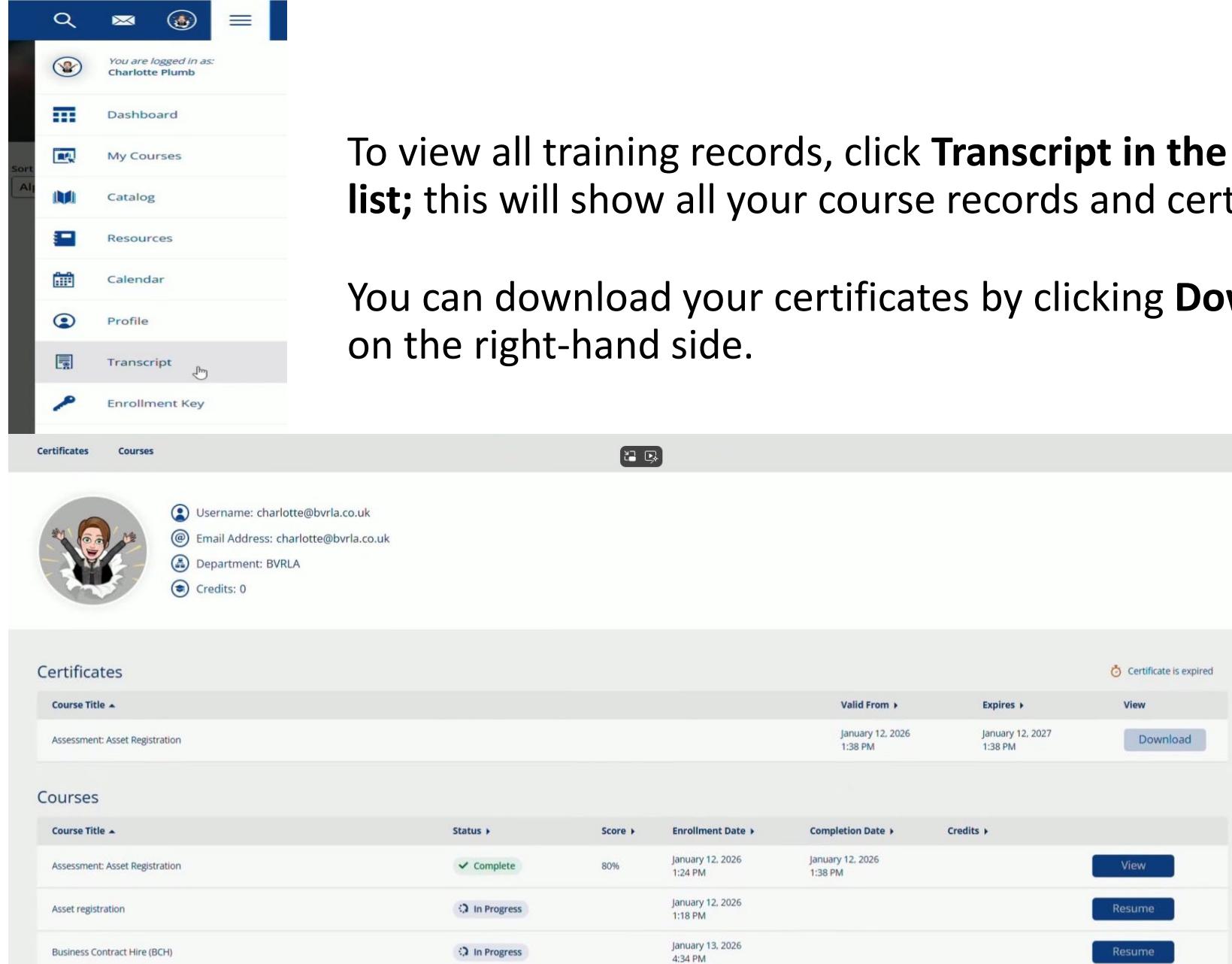
The Calendar will show any upcoming events such as instructor-led courses.



The screenshot shows the 'Calendar' page of the BVRLA Dashboard for February 2026. The month is displayed in a grid format with days from Sunday to Saturday. The days are numbered 1 through 28. At the top left of the calendar is a 'Filter by' dropdown set to 'Course type (1)' with the option 'Instructor led course' selected. At the top right is a 'View as' dropdown set to 'Calendar'.



Your BVRLA Dashboard



The screenshot shows the BVRLA Dashboard interface. At the top, a navigation bar includes a search icon, email icon, and user profile icon. Below the navigation bar is a sidebar with a user profile section showing "You are logged in as: Charlotte Plumb" and a list of menu items: Dashboard, My Courses, Catalog, Resources, Calendar, Profile, Transcript (which is highlighted with a mouse cursor), and Enrollment Key. The main content area has tabs for Certificates and Courses. The Certificates tab shows a user profile picture of a woman with arms raised, followed by a table with one row: "Assessment: Asset Registration" with a status of "Complete" (indicated by a green checkmark), a score of 80%, and a certificate that is "Expired". The Courses tab shows a table with three rows: "Assessment: Asset Registration" (status "Complete", score 80%, certificate expired), "Asset registration" (status "In Progress", score 0%, certificate not yet issued), and "Business Contract Hire (BCH)" (status "In Progress", score 0%, certificate not yet issued). Each course row includes "View" and "Resume" buttons.

You are logged in as:
Charlotte Plumb

Dashboard

My Courses

Catalog

Resources

Calendar

Profile

Transcript

Enrollment Key

Certificates Courses

Username: charlotte@bvrла.co.uk
Email Address: charlotte@bvrла.co.uk
Department: BVRLA
Credits: 0

Course Title	Status	Score	Enrolment Date	Completion Date	Credits
Assessment: Asset Registration	✓ Complete	80%	January 12, 2026 1:24 PM	January 12, 2026 1:38 PM	View

Course Title	Status	Score	Enrolment Date	Completion Date	Credits
Asset registration	⌚ In Progress	0%	January 12, 2026 1:18 PM		Resume
Business Contract Hire (BCH)	⌚ In Progress	0%	January 13, 2026 4:34 PM		Resume

To view all training records, click **Transcript** in the menu list; this will show all your course records and certificates.

You can download your certificates by clicking **Download** on the right-hand side.

