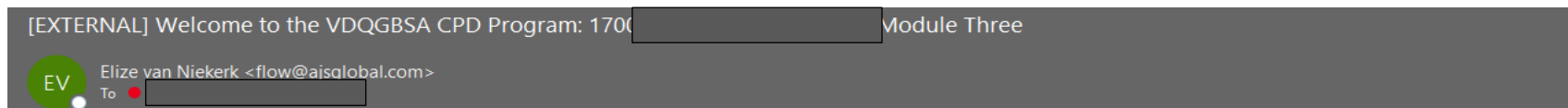


INSTRUCTION GUIDE TO ACCESS YOUR CPD TRAINING AND POINTS ACCUMULATED



HEREWITH THE INSTRUCTIONS ON HOW TO LOG INTO YOUR CPD TRAINING PORTAL ON YOUR MEMBERSHIP ACCOUNT TO DO THE ONLINE CPD TRAINING.

1 THERE TWO WAYS TO ACCESS THE CPD TRAINING PROGRAM THROUGH YOUR MEMBERSHIP ACCOUNT: 1.1 RECEIVE MAIL



Dear [redacted]

Congratulations! You have successfully completed Module two of five of the Vehicle Damage Assessment Principles. You will now be able to complete Module three. Please use Chrome Browser to log in to your VDQGBSA Membership Account, [click here](#) and use ~~info@vdqgsa.co.za~~ as your username and ~~2556789~~ as your password. Once you have successfully logged in, [click here](#) to view instructions on how to download your Learning Guide. Instruction on how to complete the assessment will follow in the learner guide. For any enquiries, please contact us via email: admin@vdqgsa.co.za or by dialling the office on 012 346 3290

Yours Faithfully
Elize van Niekerk



Click Here this will open the membership portal. Use the username and password to log into your membership account. Note: If you have not your log in details request this from info@vdqgsa.co.za

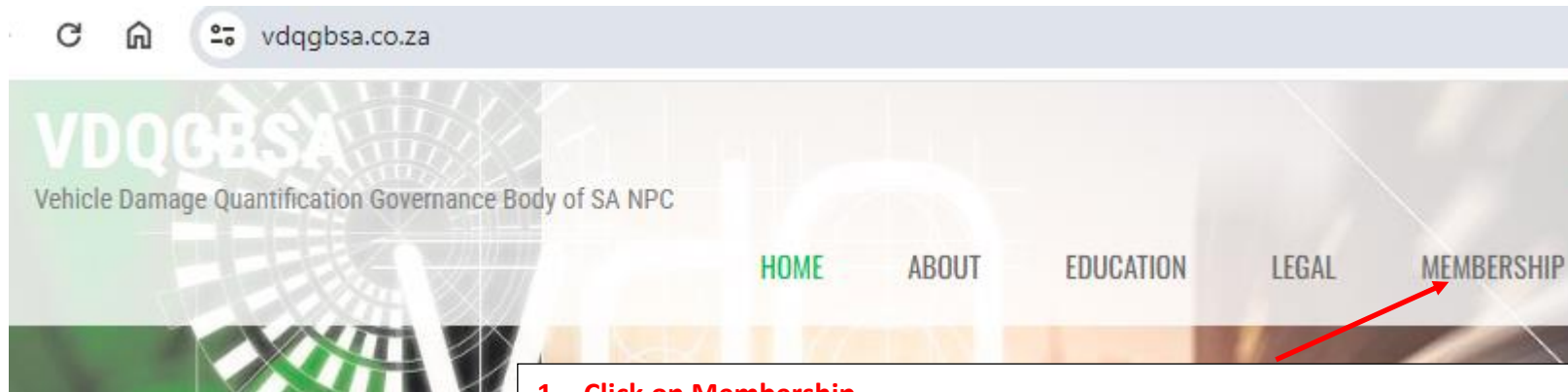
Username

Password

17 Clarkson Street, Broadlands, Cape Town, 7140
Cape Town
Tel: 0123463290
elize.vniekerk@vdqgsa.co.za
www.vdqgsa.co.za

Confidentiality Warning: The contents of this e-mail and any accompanying documentation are confidential and any use thereof, in whatever form, by anyone other than the addressee is strictly prohibited.

1.2 GO TO VDQGBSA WEBSITE: www.vdqgbsa.co.za.



1. Click on Membership

2. Click on Membership login in the dropdown.

Use your username and password to log into your membership account.

Note: If you have not your log in details request this from info@vdqgbsa.co.za

2 MEMBERS ACCOUNT: LOGIN PAGE.

A screenshot of the VDQGBSA membership login page. The browser address bar shows 'https://entity-concise.ajsglobal.com'. The page features the 'ajs' logo in a blue header. Below the header, there are two input fields: 'Username' and 'Password'. A red arrow points to the 'Password' field. Below the input fields is a blue 'Login' button. Another red arrow points to the 'Login' button. A text box on the right contains instructions for logging in and a note about requesting login details.

Username *

Password *

Login

Use your username and password to log into your membership account.

Note: If you have not your log in details request this from info@vdqgbsa.co.za

Click on Login this will take you to your Member Account

3 MEMBERS ACCOUNT:

ajs

FLOW

MY WORLD

MATTERS

CONTACTS

LOGOUT

Search

New

Reports

Quick Search

My open transactions with VDQGBSA

Member (1)

1700

yk

1700

1

Click on your name and member number this will open your account.

3.1 MEMBERS ACCOUNT LANDING PAGE:

← ↻ 🏠 <https://entity-concise.ajsglobal.com/matter/view/351085>

ajs FLOW MY WORLD MATTERS CONTACTS LOGOUT

Search New Reports Quick Search

1700

Member
Matter open for 1335 days
Transaction Received: 2020-06-25 00:49:12
File Reference: 1700105
Responsible person: Elize van Niekerk
Email: elize.vniekerk@vdqgbsa.co.za

[Matter Details](#) +
[Notes](#) +
[Actions](#) +
[Documents](#) +
[Uploaded Files](#) +

Click on the Documents line. This will show you all uploaded documents.

3.2 MEMBERS ACCOUNT UPLOADE DOCUMETS LANDING PAGE:

On this page member will find all downloaded documents included CPD training modules:

← ↻ 🏠 <https://entity-concise.ajsglobal.com/matter/view/351085#undefined>

ajs FLOW MY WORLD MATTERS CONTACTS LOGOUT

Search New Reports

1700105

Member

Matter open for 1335 days

Transaction Received: 2020-06-25 00:49:12

File Reference: 1700105

Responsible person: Elize van Niekerk

Email: elize.vniekerk@vdqgbsa.co.za

Matter Details +

Notes +

Actions +

Documents +

Date Uploaded	Created By	Name	Actions
2020-08-28 13:38:44	Anton Ehlers	2020 Professional Member Certificate	📄
2021-07-19 15:34:21	Anton Ehlers	2021 Professional Member Certificate	📄
2022-03-29 15:16:45	Anton Ehlers	2022 Professional Member Certificate (27)	📄
2022-06-07 12:32:17	Anton Ehlers	Vehicle Assessment Principles-Module 1 Leaner Guide (12)	📄
2022-08-23 14:31:48	Joan Schalkwyk	Vehicle Assessment Principles-Module 1 Leaner Guide (59)	📄
2023-03-24 08:50:03	Anton Ehlers	2023 Professional Member Certificate (201)	📄
2024-02-16 15:51:07	Anton Ehlers	Vehicle Assessment Principles-Module 2 Leaner Guide (7)	📄
2024-02-16 15:51:20	Anton Ehlers	Aircon Learning Guide (4)	📄
2024-02-16 15:51:38	Anton Ehlers	ADAS Learning Guide (3)	📄
2024-02-19 09:50:07	Anton Ehlers	Vehicle Assessment Principles-Module 3 Leaner Guide (1)	📄

Uploaded Files +

Select the CPD module you like to do:
Click on the **DOWNLOAD BUTTON** on the lefthand side of the screen.
The Training module will download onto your computer.

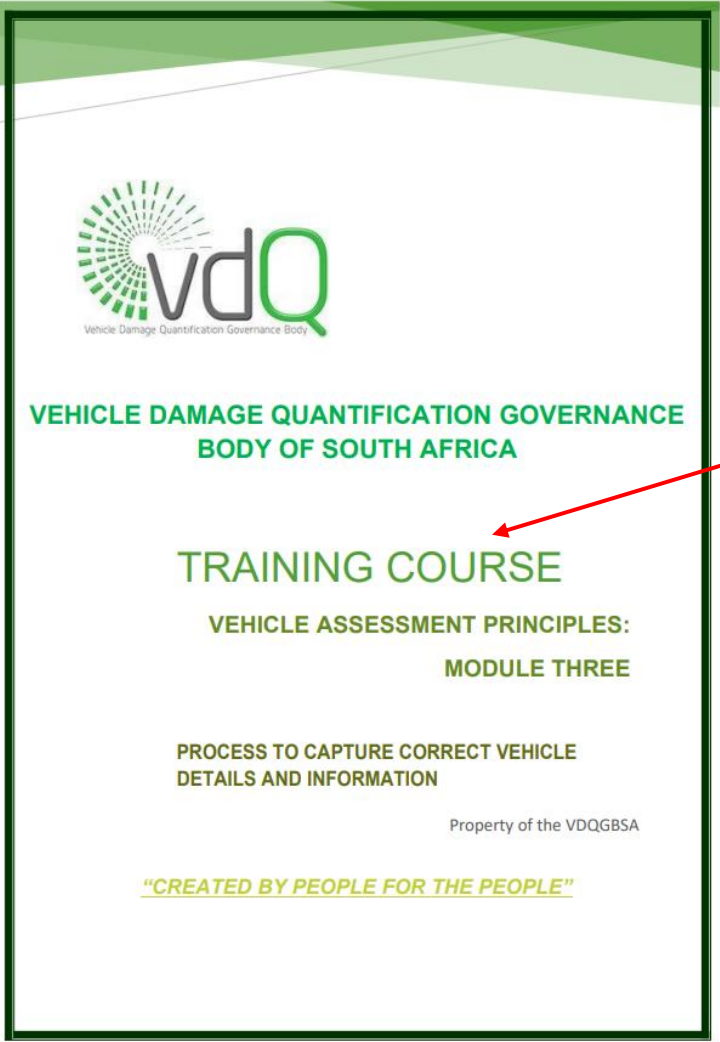
4 TRAINING MATERIAL

TRAINING COURSE

https://entity-concise.ajsglobal.com/xpressdox/download/809af94b-cefb-11ee-93f0-0050568c3f01

1 of 7

file has limited permissions. You may not have access to some features. [View permissions](#)



The image shows the cover of a training course document. At the top, there is a logo for 'vdQ' (Vehicle Damage Quantification Governance Body) with the text 'Vehicle Damage Quantification Governance Body' underneath. Below the logo, the text 'VEHICLE DAMAGE QUANTIFICATION GOVERNANCE BODY OF SOUTH AFRICA' is written in green. The main title 'TRAINING COURSE' is in large green letters, followed by 'VEHICLE ASSESSMENT PRINCIPLES: MODULE THREE' in smaller green letters. Below this, the text 'PROCESS TO CAPTURE CORRECT VEHICLE DETAILS AND INFORMATION' is written in black. At the bottom, it says 'Property of the VDQGBSA' and '“CREATED BY PEOPLE FOR THE PEOPLE”' in yellow.

Downloaded Training module/ course on your computer. You need to learn the content. On the last page of training material there is link that will take you to the assessment.

4.1 ASSESSMENT LINK IN THE TRAINING MATERIAL

Many vehicles are now being fitted with electronic parking brakes, these can be checked by holding your foot on the foot brake and applying the parking brake, you should then feel slight movement on the brake pedal. Release the parking brake and again brake pedal movement should be detected.

These checks can all be conducted whilst the VDQ is in the vehicle recording the mileage and establishing the options that are fitted to the vehicle.

IN MODULE FOUR, WE WILL DISCUSS THE KEY PRINCIPALS OF A SUCCESSFUL
VEHICLE DAMAGE ASSESSMENT

TO EARN CPD POINTS PLEASE FOLLOW LINK BELOW TO COMPLETE THE
ASSESSMENT

<https://forms.office.com/r/DEiVaFgGxB>

UPON SUBMISSION OF YOUR COMPLETED ASSESSMENT YOUR RESULTS WILL BE
SEND VIA EMAIL TO YOU AND WILL BE AVAILABLE ON YOUR MEMBERSHIP
PROFILE:

Please log online into your VDQGBSA Membership Account with your username and password , [click here](#) .

For any enquiries, re your username and password, please contact us via email: info@vdqgbsa.co.za or by dialing the office on 012 346 3290

Click on this link to complete the assessment.

Note: If you start the assessment you need to complete the assessment can't go in and out.

5 ASSESSMENT



Vehicle Assessment Principles: Module Three Assessment

* Required

1. Membership Number *

Enter your answer

2. Member Name and Surname *

Enter your answer

3. Select True or False:

We discuss in the previous module how important it is to talk to client/driver of the vehicle to establish exactly what transpired at the time of the incident. To capture the correct vehicle data and information is even more important.
(1 Point) *

☐ True

☐ False

Assessment. Complete assessment

Note: If you start the assessment you need to complete the assessment can't go in and out.

5.1 ASSESSMENT COMPLETION

22. Select Appropriated statements:

Static checks to be conducted on the Braking systems
(6 Points) *

- ☐ Check for a pedal shuddering when apply brakes
- ☐ Check for excessive brake pad wear
- ☐ Check that the handbrake will hold the vehicle
- ☐ Check for a firm pedal that does not fade away under pressure

With electronic parking brakes, these can be checked by holding your foot on the foot brake and applying the parking brake, you should then feel slight movement on the brake pedal. Release the parking brake and again brake pedal movement should be detected.

- ☐ Check for excessive travel of the handbrake lever (if applicable)

Submit

Never give out your password. [Report abuse](#)

Assessment. Completed assessment.
And submit.

- After submission of the assessment, you will receive your results via a mail with in two working days.
- Some of the Modules must be completed before you can do the next one.
- If you pass the first module the second module will be loaded on your account with in two working days.

6 YOUR CPD REPORTS

The screenshot shows the ajs FLOW web application interface. The navigation bar at the top includes 'ajs FLOW', 'MY WORLD', 'MATTERS', and 'CONTACTS'. The 'MATTERS' tab is highlighted, and a red arrow points from it to a text input field containing '1700'. Below the navigation bar, there is a 'Quick Search' box and a 'Search' button. The main content area displays member information for '1700', including 'Member', 'Matter open for 1335 days', 'Transaction Received: 2020-06-25 00:49:12', 'File Reference: 1700105', 'Responsible person: Elize van Niekerk', and 'Email: elize.vniekerk@vdqgbsa.co.za'. Below this information, there are five expandable sections: 'Matter Details', 'Notes', 'Actions', 'Documents', and 'Uploaded Files', each with a plus sign icon.

- If you had passed the module your CPD points and course detail will be loaded on your account.
- To see you CPD training history **Click on Matters.**

6.1 YOUR CPD REPORTS

 **FLOW** MY WORLD MATTERS CONTACTS

Search New Reports

1700

Member

Matter open for 1337 days

Transaction Received: 2020-06-25 00:49:12

File Reference: 1700105

Responsible person: Elize van Niekerk

Email: elize.vniekerk@vdqgbsa.co.za

Matter Details

Personal Details Contact Details Employment Details Membership CPD

Personal Details



First Name :

Surname :

ID Number :

Click on CPD.

6.2 YOUR CPD HISTORY

entity-concise.ajsglobal.com/matter/view/331003

ajs

FLOW

MY WORLD

MATTERS

CONTACTS

Search

New

Reports

1700

Member

Matter open for 1337 days

Transaction Received:2020-06-25 00:49:12

File Reference:1700105

Responsible person:Elize van Niekerk

Email:elize.vniekerk@vdqgbsa.co.za

Matter Details

Personal Details

Contact Details

Employment Details

Membership

CPD

CPD #2

Training Type :Formal Internal

Internal Material and Event :Principles of Vehicle Damage Assessment Module One (2 Points)

Points earned :2

CPD #3

Training Type :Formal Internal

Internal Material and Event :Principles of Vehicle Damage Assessment Module Two (2 Points)

Points earned :2

CPD #4

Training Type :Formal Internal

Internal Material and Event :Principles of Vehicle Damage Assessment Module Three (2 Points)

Points earned :2

View CPD History.