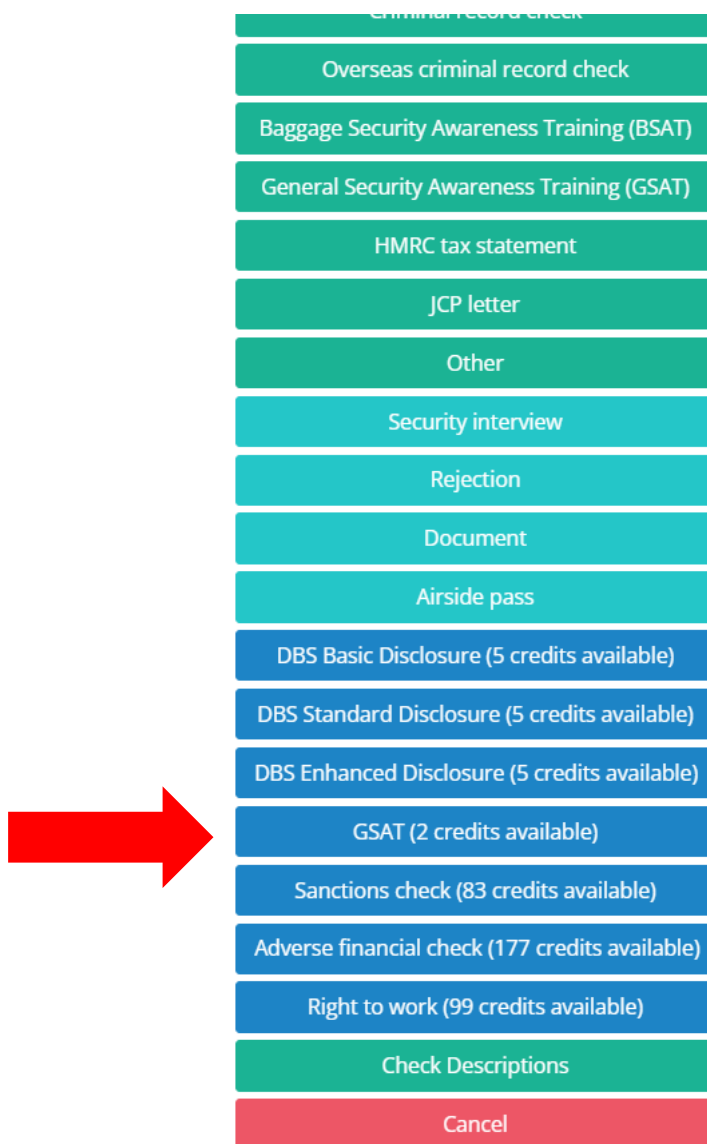


GSAT (General Security Awareness Training) User Guide for Employment Check Pro

EBC Global has now got an integrated GSAT product in Employment Check Pro through our partners Quadratica. GSATs can be purchased as credits in the system in blocks of 50 or customers with a Direct Debit can pay as they use. Here's a quick guide as to how it works.

1. On the **'My files'** page, click 'add new' and then select 'GSAT' from the below menu.



2. Review and confirm the applicants' details are correct and that you have carried out the required background checks and click submit.



GSAT

Applicant's name
Sara

Applicant's surname
Dillon

Applicant's email address
sara@dillon.net

Disclaimer
 I can confirm that provided applicant's details are accurate, identity verified and references obtained.

Save Go to project page Go to my files Submit

3. The Status will have changed to 'Requested' and ">>Requested details by..." will show under the 'Actions taken' tab. The GSAT box on the vetting file will change to Amber to represent this.

Editing reference for MRS Sara Jane Dillon

Status
Requested

Notes (on index page)

Date of issue

Expiry date (for tracking purposes)

Document number

Notes

Actions taken
» Requested by John Brown on 09/06/2022 12:34:59

Documents

Applicants Account Details

- The Applicant will then receive an email with the access link and log in credentials.

Subject: General Security Awareness Training (GSAT)
Date: 06.06.2022 3:44 pm
From: "EBC Global Test" <dev@ebcglobal.co.uk>
To: "

Dear ,

As a part of your onboarding process, you're required to complete General Security Awareness Training (GSAT) online course.

This is mandatory requirement for any person working at the airport and must be completed prior to your start date.

Please go to <https://training.quadratica.co.uk/> and login using the below credentials.

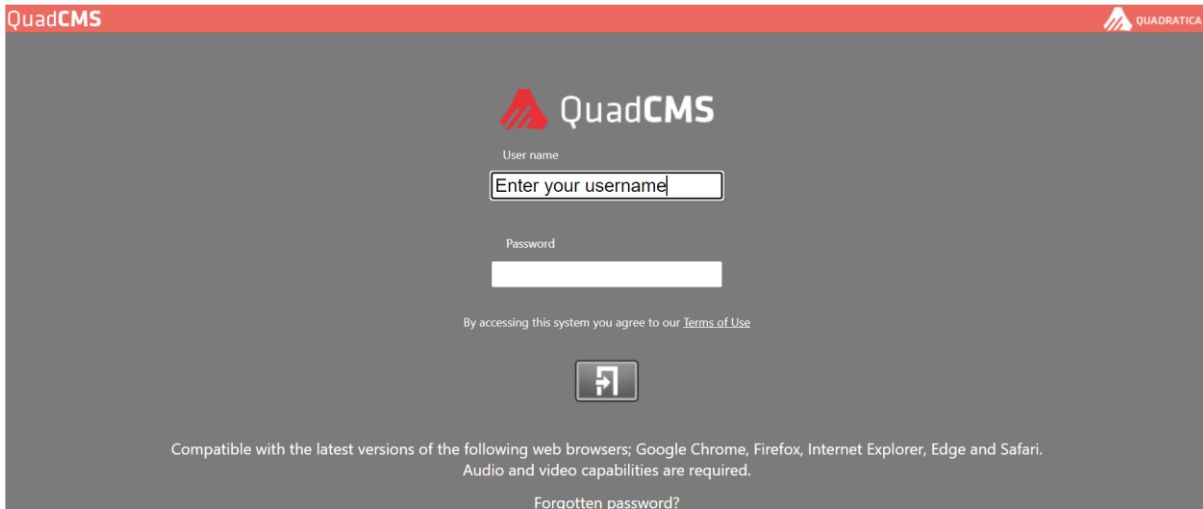
Username:

Password:

If you have any questions, please do not hesitate to contact me.

- The applicant then logs into the Quadratica portal via the access link to start GSAT.

The course takes around 60-90 minutes to fully complete. There are 6 modules with pictures and videos to view, followed by a 40-question test. The applicant has 2 attempts to pass.



The screenshot shows the login interface for QuadCMS. At the top left is the 'QuadCMS' logo and at the top right is the 'QUADRATICA' logo. The main heading is 'QuadCMS' with a red triangle icon. Below the heading are two input fields: 'User name' with the placeholder text 'Enter your username' and 'Password'. Below the password field is a link for 'Terms of Use'. A login button with a right-pointing arrow is centered below the fields. At the bottom, there is a note about browser compatibility: 'Compatible with the latest versions of the following web browsers; Google Chrome, Firefox, Internet Explorer, Edge and Safari. Audio and video capabilities are required.' and a link for 'Forgotten password?'.

The following modules are covered in the course:

GSAT modules:

✈ Module 1 - The Threat to Aviation

The aviation industry has been a prime target for terrorists for many years. The threat is real; but with your help, we can do much to reduce it. In this module we alert you to the nature of the threat and help you understand what you can do to assist in the day-to-day security of your airport.

✈ Module 2 - Security in the Aviation Industry

This module will give you a basic understanding of how you can help to make your airport a safer place.

✈ Module 3 - The Trainee's Role

In this module, you will learn that working at the airport means that you will often have access to confidential information. This information is of interest to those looking for ways to breach security. You will also have access to buildings, hangars, cargo and storage areas that such people would like to enter, as this would provide access to baggage, cargo and even aircraft.

✈ Module 4 - Access Control and the Screening Point

In this module you will learn about the access control measures in place at your airport and your responsibilities at the screening checkpoint

✈ Module 5 - Escorting Employment and Visitor Pass Holders

In this module, you will learn about the principles and responsibilities of escorting a visitor or an employment pass holder airside.

At any stage, you can view all GSATs started and sort them by **'Requested/Accepted'** (Completed) or **'Rejected'** (Failed). Via Tracking > GSAT on the top navigation bar in Employment Check Pro.

06/06/2022	Requested	DR (General Operative for American Airlines at EBC Test Ruleset Blue)	EBC Global Test	View
06/06/2022	Accepted	MISS (General Operative for American Airlines at EBC Test Ruleset Blue)	EBC Global Test	View

- The Employment Check Pro User will receive an email informing them if the applicant has passed or failed. If they have passed the applicant will receive a copy of the GSAT certificate.

First Name: _____
 Last Name: _____
 Date: 06/06/2022 17:42:54
 Certificate ID: _____

Congratulations

You have successfully passed the GSAT Final Assessment and your certificate is accessible below. Please print it out onto normal A4 size paper on a colour printer and take it to your Pass/Security/ID office as proof that you have successfully completed the GSAT course supplied by Quadratica (UK) Limited.

The link will connect to an online copy of the full certificate and can be used in any browser. You should then print the certificate displayed onto normal A4 size paper using a colour printer.

In the event that your pass office does not recognise this certificate please ask them to contact Quadratica (UK) Ltd.

View Certificate

For questions about the GSAT Course in general or any technical aspects of the GSAT system please contact Quadratica (UK) Ltd on:

Telephone: +44 (0)1472 898751
 Email: support@quadratica.co.uk

The Employment Check Pro user will also get an email informing them an applicant has passed:

Naomi Knight completed GSAT course



EBC Global Test <dev@ebcglobal.co.uk>
To Dev

Dear EBC Global Test,

This is to inform you that **Naomi Knight** passed GSAT course and certificate was provided to the applicant.

Security notice: We will never ask you for your Username or Password. Never give out your EBC login credentials.

Thank you for using our service.

Admin Team

www.ebcglobal.co.uk

EBC Global
Intech House, Wilbury Way, Hitchin, SG4 0TW
Tel: 01234 604601
Email: admin@ebcglobal.co.uk

You've received that email because you're registered user of EBC online service provided by EBC Global.

7. The certificate will be uploaded into the GSAT box in the system.

The screenshot shows a web interface for editing a reference. The main form on the left contains the following fields:

- Status: Accepted
- Notes (on index page): A rich text editor with a toolbar.
- Date of issue: 01/06/2022
- Expiry date (for tracking purposes): 31/05/2027
- Document number: ADBB-1FD8
- Notes: Testing GSAT

At the bottom of the form are four buttons: Submit (green), Go to my files (green), Go to project page (green), and Delete (red).

The right sidebar contains the following sections:

- Actions taken: A list of log entries with timestamps.
- Documents: A dropdown menu, highlighted by a red arrow.
- Applicants Account Details: A section with the following fields:
 - Access: <https://training.quadratica.co.uk/>
 - Username: BEDC-2E49
 - Password: [Redacted]
 - Result: Passed
 - Certificate Id: ADBB-1FD8
 - CC: [Redacted]
 - BCC: [Redacted]
- Re-send Applicant Credentials: A green button.