

Accreditation & Enrolment – Training Guide

The purpose of this guide is to inform you how to register, accredit and enrol on to SProc.Net

Registration

The first step is register with SProc.Net to get a username and password. You do this by typing SProc.Net into the search bar of your browser.

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You then click Get Started



You are then required to enter information about your company. This will include information such as:

- Business Name
- VAT Registration
- Number of Employees
- Business Address



On the second stage of the process you will be required to enter some user information. (You will be able to add more users at a later stage)

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When you click Finish you will be sent an email with a username and password. Use these credentials to Log in and begin your Accreditation.

There will be a link in the registration email that will take you to the log on screen. *(Please note you will be required to change your password when you first*

Once you have logged onto the system to start your Accreditation, click on Accreditation in the top left corner and then click New.

log on)

From the drop-down boxes, you will need to select the Client you would like to work with and the category you would like to provide services for. You then click Next.

Accreditation

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On this page, you are required to respond to a number of questions about your company and the people who operate within it.

Some responses you will select from a drop-down box, whilst others will need a typed response.

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Accessitations Enclinents	Admin Help			
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e following questions must be ans case note that the application will Question Type	verod accurately before this A inneout after 30 minutes. Film	creditation can be submitted umbor to some regularly to avoid losing any responses you have entired.	Antore	Charde
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You will then need to confirm you are certified to accept responsibility for submitting this accreditation on behalf of your organisation. You do this by putting a **tick** in the box and clicking submit.

I confirm that I am certified to accept responsibility for submitting this Accreditation on behalf of my organisation
Cancel Submic

Enrolment

Once you have completed your accreditation you can start your enrolment. You select **enrolment** tab, select your company from the **supplier location** box and click **Next**.

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Pending Accreditations / Accreditation - Additional information / Submit Ac	ccreditation / New Er olment		Step 4 of 6 - New Enrolment
You have submitted your Accordination. Please select a location and click 'Next'	to start your enrolment.		
+ Accreditation			
Supplier Location: * Care 4 You LTD	- Cardiff House	© Q	
	Cancel Next		

You will then need to response to a series of questions, like accreditations some will need to be selected from a drop-down box and others will require a typed response.

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Accreditations	Enrolments	Admin Help		
Business Contin	uity	Please confirm that you will upload your organisation's equal opportunities of equality and diversity policy, which addresses: and disability, gender, non religiou/belief, sexual priventation and Webbi language, and demonstrates how you have implemented your equal opportunities policies and procedures in your organisation?	Yes	•
Business Contin	uity	Please confirm that you will upload your organisation's safeguarding policy and that the 6 policy explains how your organisation ensures that care workers are made aware of possible risks to themselves and others when providing domiciliary care.	Yes	*
Business Contin	uty	If your organization is required for late to publish in successful, please content that you will provide your approaches's auxiliarial accessful for the last two financial years in the space provided. If your cognitization is not required by lars to publish taccessful, please content that you will provide your organization's unaudited accounts for the last two financial years in the space statement of the space of the provided your organization's unaudited accounts for the last two financial years in the space statement of the space of the	Yes	•
Business Contin	uity	Please give the names and addresses of each Director and Partner. Please indicate whether 8 any of these individuals have relatives who are, or have in the last five years been employed by the Council or are members of the Council.	Business response	3984 left
Business Contin	uity	10 Please provide copies of your last two years audited accounts?		4000 left
Business Contin	uty	11 What has your annual turnover been for the past two years?		4000 left
Business Contin	uity	32 What percentage of your annual turnover has been through delivering services to the gublic sector?		4000 Soft

You will also need to upload policies, insurances, financial information and contract examples.



You will then need to answer a few more questions before you reach the end of the form. When you reach the end, you will need to click Finish.



Your Enrolment is now complete and will require approval from the Local Authority.

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	Enrolment			
	Refresh Actions -			
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	This Enrolment has been submitted b approval process.	it is waiting for the Accreditation to be approved before it starts it's own	Please wait for the approval process to be completed.	
	- Enrolment - EN10716		- Additional Items	

Help and Support

If you are experiencing any difficulties or need any assistance, please do not hesitate to contact the Support Team.

You can do this by clicking the Live Chat feature that is in the bottom left corner of the screen between 08:30am – 17:00pm Monday – Friday to talk to one of our Support Consultants.

Alternatively, you can raise a query by clicking on the Help tab, selecting Queries and then completing the form. We aim to get a resolution to every query within 24 hours.