



# Accreditation & Enrolment - Training Guide

## Waltham Forest Specialist Professional Services

This is a quick guide for the accreditation and enrolment procedure

If you would like to watch a video tutorial on Accreditation and Enrolment please [click here](#)

To complete the Enrolment and Accreditation process, providers will need to have the following documents available for uploading;

1. European Single Procurement Document (optional)
2. Financial information (mandatory). One of the following;
  - a. A copy of the audited accounts for the most recent two years
  - b. A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation
  - c. A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position
  - d. Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).
3. Contract References x 3 (mandatory)
4. Insurance certificates x 3 (mandatory)
  - a. Employers Liability £5m (if relevant)
  - b. Public Liability £5m
  - c. Professional Indemnity £2m
5. General Data Protection Policy (mandatory)

## Registration

Type **SProc.Net** in the search bar

You then click **Get Started**



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

- Business Name
- VAT Registered
- Number of Employees

A screenshot of a registration form titled 'Step 1 of 2: Business Details'. The form contains several fields: 'Business Name', 'Registered Name', 'Website', 'Legal Entity', 'VAT Registered?', and 'Business Registered?'. Red arrows point from the text above to these fields.

On the second page, you will be required to enter some basic user information. You then click



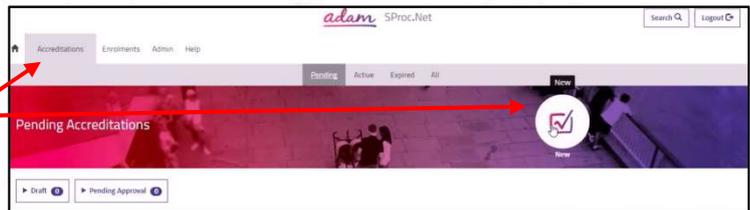
An email will be sent with your log on

the system

details which will allow you to log on to

## Accreditation

Once logged to the system to start your accreditation click on Accreditations on the top left corner and then click New



From the drop-down boxes, you will need to select Waltham Forest from the Client list and the category you would like to provide services for, Specialist Professional Services. You then click Next.

A screenshot of the accreditation form. The 'Client' dropdown is set to 'Waltham Forest' and the 'Category' dropdown is set to 'Specialist Professional Services'. A red box highlights the 'Next' button.

Answer questions about your company and the people who operate within it. Some responses you will select from a drop-down box whilst some will need a typed response.

A screenshot of the 'Questions' section of the accreditation form. It contains a table with columns for 'Question Type', 'Question Text', 'Answer', and 'Character Remaining'. The first question is 'Professional Standing'.

Some templates need to be downloaded, completed then uploaded

A screenshot of the 'Downloadable Templates' section. It contains a table with columns for 'Document Type' and 'Template File Name'.

Document Type	Template File Name
Supplier Agreement	City of Cardiff Council - Home Support - Supplier Agreement - 2015-09-28.pdf
Self Bill Agreement	City of Cardiff Council - Home Support - Self-Billing Agreement - 2015-09-28.pdf
View Details Form	Self-Billing Details Form.docx

To **upload the documents**, you need to click on the upload button, navigate to where you have the document saved and click ok.

A screenshot of the 'Upload Documents' section. It contains a table with columns for 'Document Type', 'Issue Date', 'Issue Number', 'Expiry Date', and 'Description'. A red box highlights the 'Upload' button.

Document Type	Issue Date	Issue Number	Expiry Date	Description
Employer's Liability Insurance	04/10/2017	1	31/12/2018	Updated evidence of Employer's Liability Insurance

Once you have uploaded all the documents you then Click Next



You 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**

## Enrolment

You select the **Enrolments** tab, select your company from the **supplier location** box and click **Next**.

You will then need to respond to a series of questions. Some will need to be selected from a **drop-down box** and others will require a **typed** response.

You will also need to upload policies such as Health & Safety, equal opportunities and safeguarding.

When you reach the end, you need to click Finish



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

## Help and Support

**Please note: if you do not receive an email notification that your enrolment has been submitted, you have not fully completed the process.**

If you are experiencing any difficulties or need any assistance please do not hesitate to contact the support team. though **Live Chat** feature that is in the bottom left corner of the screen or raise a query by clicking on the **help** tab, selecting **queries**

Please [Click Here](#) link to watch a video tutorial