

Guidance for submitting /processing SCO registrations in QuartzWeb

The following guidance is provided to ensure that SCO scheme registrations are correctly processed in QuartzWeb. Following this guidance and using the correct scheme will ensure the following:

1. Individuals are registered on EUSR for the correct module(s) having met the required pre-requisites.
2. That you are charged correctly for a single module registration or a combination of modules registration.

Singular modules

The singular quals/programmes for both the initial and renewal training programmes (5429-5433 and 5436-5440 respectively) will charge per module. These are to be used when an individual completes a single module only. Each singular module results in a charge of £30 +VAT.

Combinations of modules

The SCO initial and renewal qual/programmes showing combinations of modules are for use when a combination of modules are undertaken together as part of a training programme. Using the right qual/programme for the combination of modules completed will ensure that the correct charge is applied, e.g. charged once for the combination of modules submitted per individual in a single batch.

GL/6 Update

The GL/6 Update qual/programme is for all individuals completing the GL/6 Update video as part of face to face training.

	Qual No	Programme No	
GL/6 Update	5423	266390	This programme must be used to register all individuals completing the GL/6 Update (face to face)

SCO Scheme – Access to new scheme materials only

The SCO scheme qual/programme (5426) provides access to all of the SCO materials only. This should not be used to book batches or submit EUSR registrations.

	Qual No	Programme No	
SCO	5426		This scheme provides you with access to all of the new SCO scheme materials only.

1. SCO Initial Training Programme

Single modules

- Use these quals/programmes to register an individual for a single module only.
- EUSR registration is charged per module.

SCO Single Modules	Qual No	Programme No	Pre-requisites:
SCO Core	5429	266391	For Permit to Work and Form of Authority: <ul style="list-style-type: none"> • SCO Core For Non-Routine Operations or Routine operations: <ul style="list-style-type: none"> • SCO Core and • Permit to Work
Permit to Work	5430	266392	
Non-Routine Operations	5431	266393	
Routine Operations	5432	266394	
Form of Authority	5433	266395	

Combinations of modules

- Use these qual/programmes to register an individual completing the following listed combinations of modules:
- EUSR registration is charged once for the combination of modules

SCO Combinations of Modules	Qual No	Programme No	Pre-requisites:
Core + FoA	5434	266396	
Core + PtW			
Core + FoA + PtW			
Core + PtW + RO	5435	266397	
Core + PtW + RO + FoA			
Core + PtW + NRO			
Core + PtW + NRO + FoA			
Core + PtW + NRO + RO			
Core + PtW + RO + NRO + FoA	5457	266468	<ul style="list-style-type: none"> • Core and PtW or • GL/6 Update and SCO 1&2
NRO + RO			

Note: Permit to Work must be registered as either AE or CP. This must be specified when individuals are registered against schemes and programmes where Permit to Work is a module.

2. SCO Renewal Training Programme

Renewal – single modules

- Use these quals/programmes to register an individual for renewal of a single module only.
- EUSR registration is charged per module.

SCO Combinations of Modules	Qual No	Programme No	Pre-requisites:
SCO Core Renewal	5436	266398	For SCO Core Renewal, Permit to Work Renewal or Form of Authority Renewal:
Permit to Work Renewal	5437	266399	<ul style="list-style-type: none"> • GL/6 Update • SCO 1 & 2
Non-Routine Operations Renewal	5438	266400	For Non-Routine Operations Renewal: <ul style="list-style-type: none"> • GL/6 Update • SCO 1 & 2
Routine Operations Renewal	5439	266401	<ul style="list-style-type: none"> • SCO 4 For Routine Operations Renewal:
Form of Authority Renewal	5440	266402	<ul style="list-style-type: none"> • GL/6 Update • SCO 1 & 2 • SCO 5

Renewal - Combinations of modules

- Use these qual/programmes to register an individual completing the following listed combinations of modules:
- EUSR registration is charged once for the combination of modules

SCO Renewal Combinations of Modules	Qual No	Programme No	Pre-requisites:
Core + FoA Renewal	5441	266403	• GL/6 Update
Core + PtW Renewal			• SCO 1 & 2
Core + FoA + PtW Renewal			
Core + PtW + NRO Renewal	5442	266404	• GL/6 Update
Core + PtW + NRO + FoA Renewal			<ul style="list-style-type: none"> • SCO 1 & 2 • SCO 4
Core + PtW + RO Renewal	5443	266405	• GL/6 Update
Core + PtW + RO + FoA Renewal			<ul style="list-style-type: none"> • SCO 1 & 2 • SCO 5

Core + PtW + NRO + RO Renewal	5444	266406	<ul style="list-style-type: none"> • GL/6 Update • SCO 1 & 2 • SCO 4 • SCO 5
Core + PtW + NRO + RO + FoA Renewal			
NRO + RO Renewal	5458	266469	<ul style="list-style-type: none"> • Core + PtW + NRO + RO or • GL/6 Update • SCO 1&2 • SCO 4 • SCO 5

Note: Permit to Work must be registered as either AE or CP. This must be specified when individuals are registered against schemes and programmes where Permit to Work is a module.

There may be other registration combinations that are needed to register individuals for SCO. Please contact us to discuss your requirements further.

We may amend these registration categories and issue further versions of this guide as and when required.