



Home Office

ASPeL – Personal Licence Process

Quick Start Guide for Named Training and
Competence Officers

Archived

Browsers

The most efficient access to ASPeL is using Google Chrome. A key feature of ASPeL is that it uses modern web-technologies which work best with up-to-date versions of web-browsers. These improve download speeds and the overall experience for users of the system.

Account set-up

You will need to contact the ASPeL Helpdesk to request access to ASPeL. Your HOLC will also need to supply you with the **shared establishment key**, this will be required each time you log on to ASPeL. You must keep it safe and secure. When an account has been created for you will be sent an email containing a link to access the system. When you click on the link you will be prompted to reset your password.

When you have successfully reset your password you will be taken to the login page where you will need to re-enter your login details.

Navigating the system

After logging in you will arrive at the dashboard.

Notifications – where all in-system mail messages are posted regarding the status of applications

Notice Board – where the Home Office posts messages for all to see and also places links to relevant documents on the Home Office website

NCO Tasks – where you access any applications that are awaiting your review/endorsement

All Applications – where all establishment applications can be viewed. There is also a facility to search for applications by licence number.

PPL - AWERB review

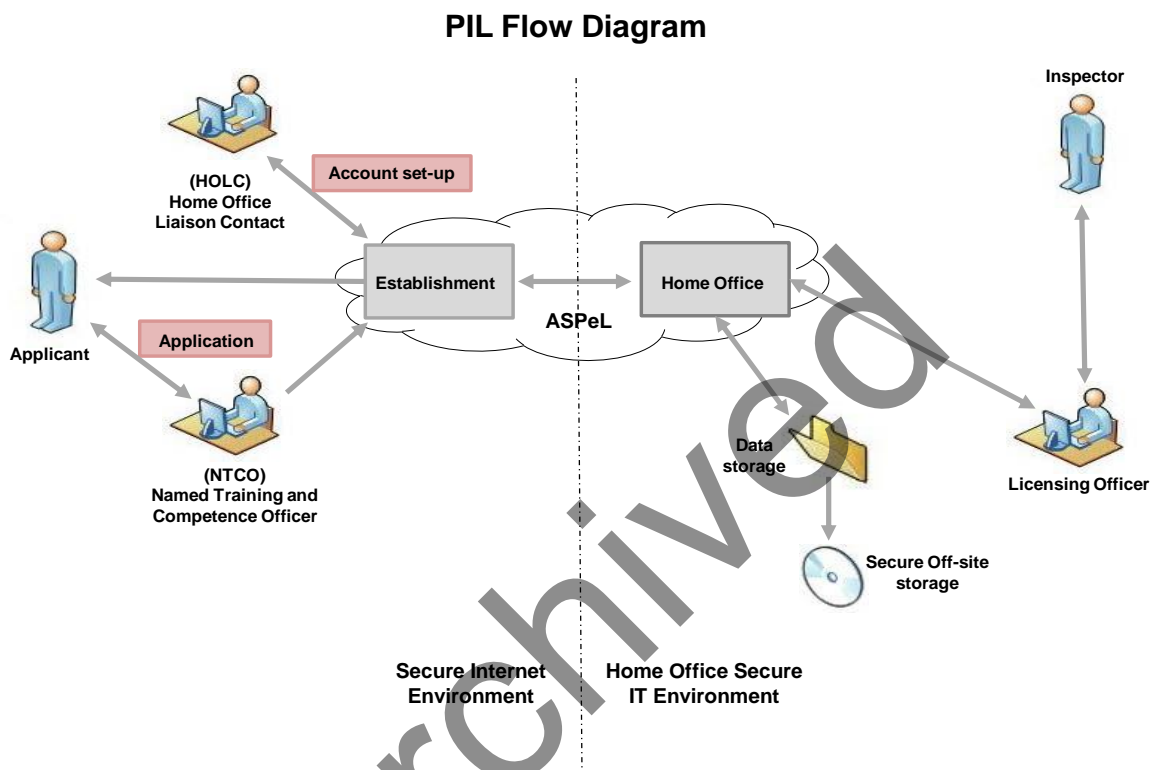
You can download a copy of the application at any time, for example to send to AWERB members for advice (select 'Export' located at the bottom of the screen).

Stub retrieval

After 14 days of inactivity an application form is archived for security purposes. However, it can be called back at any time. This will happen automatically when you try to open the application and you select the 'Request Form Retrieval' button.

Personal licence application

This diagram below shows the personal licence process on ASPeL.



Returning the application for revision

If an application requires changes to be made by the applicant before it can be approved select 'Return to Applicant' and you will be presented with a comments box to inform the applicant what changes are required. Any comments returned to the applicant will remain on the record until the application has been submitted to the Home Office.

Receiving the licence

If the application for a licence is granted, a pdf of the licence will be sent to the central contact point at your establishment. The licence holder must not work until they have received and checked the licence thoroughly.

Hints and tips

Passwords

Note: Your password link can only be used once to set up your account; once your account has been created, you should log in by typing in the url address:

<https://www.aspel.homeoffice.gov.uk/user/login>

- ❖ **Note:** There is a 3 day time limit for changing passwords. If you don't do this the link will expire and you will need to contact your Home Office Liaison Contact to request a password reset.

The ASPeL help desk will be open from 9:00am – 17:00pm Monday to Friday.

Email: ASPELQueries@homeoffice.gsi.gov.uk

Phone: 020 7035 4469

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