## How to check your e-card registered skills

This document is aimed at Learners, Training Providers and anyone from industry who wishes to check a e-card. Below we have documented 6 methods that can be used to check a e-card. Check the method type to see who can use it and what information they are able to access.

Learners who have supplied Lantra with an e-mail address will receive access to their cards and should always be the first point of contact when checking their skills. The Training Provider is the next point of contact as they receive confirmation and a e-card report. The ecard report can be supplied to Learners and clients. The final point is anyone in industry who wishes to check a Learner's skill can use three different website checkers to access information. You can also contact the Lantra customer service team if you are struggling to locate a Learner on the website checkers.

Important Note:

This is an overview of checking e-card processes for more information please refer to Lantra's Frequently asked questions.

Method 1: Learner Hub	Learners	
Method	Who has access?	Information
Learner Hub	Learner.	Note: Learner must provide
https://ordering.lantra.co.uk/		a current and valid personal
		email address to Lantra.
Guidance for accessing e-	Learner is responsible for	See below for the process.
card.	downloading their e-card to	
	their smart device e-wallet.	

#### Downloading your e-card from the Learner Hub:

Step 1 Login to Learner Hub	Step 2 Select E-cards from the dashboard	Step 3 Click on the card you want	Scan the QR code with your smart device (internet required)	Step 5 Locate the e- card in your electronic wallet
	Image: Section of the sectio	A more than the function of the control of the cont	Laren Frank Bicker	

Method 2: e-card report	Training Providers	
Method	Who has access?	Information
Quartzweb https://ordering.lantra.co.uk/	Training Provider (TP).	Note: Lantra notifies TP that e-card report is available to download.
Guidance for accessing <b>e-</b> card report.	TP is responsible for downloading e-card report and sharing with the customer.	See below for the process.

Downloading the Training Provider e-card report:

Step 1	Step 2	Step 3	Step 4	Step 5
Notification	Login to Quartzweb	Click on claim certificates	Locate your order on the list or alternatively enter the batch id no.	Select yo <mark>ur</mark> Learner and click get certificates
Dest Training Provint XX. Peace first statistical the units summary and e-card e XONCE. The energy of the appointing the estimative statistic for en- Laments who address the space of the statistical statistical Peace rates Learners who address the space of the statistical the statistical statistical statistical of the Statistical Model regardle. Learners			Review Your Orders	eCertificates     To controlse destributes, first too the relevant learners and of     property out to save the file.     To a controlse approved if your chaine, before cloking down     without lify-ou do chaose to encrypt the files, you will need to u  Encryption password:     Cert Cart

Method 3: Lantra Quartzweb Learner Checker	Training Providers	
Method	Who has access?	Information
Lantra Quartzweb Learner Checker <u>https://ordering.lantra.co.uk/</u>	Training Provider (TP) – require access to Learner data and their permission.	Note: This card checker will give access to all Learner data; e-card and smartcard – useful for
Reporting function		training requirements.
Guidance for accessing the Lantra Quartzweb Learner Checker.		See below for the process.

### Downloading your Learner data:

Step 1	Step 2	Step 3	Step 4	Step 5
Login to Quartzweb	Select "Reports" from the dashboard	Click on "Learner Record Checker"	Enter Learners details	Access le <mark>arner</mark> information
	Reports	Learner Record Checker ျက	Learner Record Checker Ext to Report 3 jun 111 unor Jeste au Resolution Fractione Fractione Deter Station Deter St	Instant         Instant           Dark Nation (Station)         Apple the Instantial Apple of Instantianapplaterial Apple of Instantianatianatianage of Instant

# Lantra e-card information

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Method 4: CSCS Card	Anyone	
Method	Who has access?	Information
CSCS Card Checker	Anyone who has access to	Note:
https://www.citb.co.uk/courses-	the Learner's personal	Currently not available to
and-qualifications/check-a-	data and their permission.	TM/CSCS or FISS/CSCS.
card-training-record/online-		Date TBC when available.
card-checker/		
Guidance for accessing CSCS		See CITB website for the
Card Checker.		process.

Method 5: GoSmart	Anyone	
Method	Who has access?	Information
CSCS GoSmart	Anyone who has access	Note: This card checker
https://cardcheck.gosmart.co.uk/	to the Learner's personal	method is only available to
	data and their permission	individuals with an existing
		or new Smart Card.
Guidance for accessing		See CSCS website for the
GoSmart		process.
		Not currently compatible
		with e-cards.

Step 1 Go to GoSmart website	Step 2 Select Online Card Checker	Step 3 Click on Change Scheme &	Step 4 Enter Learners details	Step 5 Access Data
		select the appropriate scheme		
https://gosmart. <u>co.uk/</u>	ONLINE CARD CHECKER For both CSCS and Partners' schemes Check a card	D2476 696996	Registration Number The spectra and the start of yours transfer 212111 The spectra and the start of yours the start of yours and the star	NHSS 12 The Constant of the C

Method 6: Lantra Card Checker	Anyone	
Method	Who has access?	Information
Lantra Card Checker	Anyone who has access	Note: This card will give
https://www.lantra.co.uk/certificate-	to the Learner's personal	access to all Learner
<u>checker</u>	data and their	data; e-card and
	permission.	smartcard.
Guidance for accessing the Lantra		See Lantra website and
Card Checker.		below for the process.

### Downloading the Learner data:

Step 1	Step 2	Step 3	Step 4
Go to Lantra's Certificate Checker	Select the appropriate checker	Enter Learners Details	Access
https://www.lantra.c o.uk/certificate- checker	Control of the second of the	Learner ID Date of Birth DO(MM/YYYY Surname Subasit	Learner Checker       Weiter werden einer seiner Allen, Sinney fahren einer seiner s