

## How to complete qualification checks user guide

This guide gives instructions for how to complete the applicant's qualification checks in NHS Jobs. This check is part of the pre-employment checklist.

You will check their qualifications using a document or a combination of documents to confirm it.

Once you have reviewed the qualifications, you will update the NHS Jobs service to successfully complete the check.

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## Applicants you've offered the job to

This page gives instructions for how to start the pre-employment checks for the applicants you have offered the job to.

1. Select the 'Applicant name' link.

The screenshot shows the NHS Jobs portal interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA - GP' and 'Signed in as [redacted] Sign Out'. Below the header, there is a 'BETA' notice: 'Your feedback will help us to improve this service.' The main content area has a breadcrumb link '< Go back to your job listings' and the job title 'Training and Support Manager'. The main heading is 'Applicants you've offered the job to'. Below this is a table with two columns: 'Applicant' and 'Status'. The table contains one row with the applicant ID 'AR-201008-00005' and the status 'PRE EMPLOYMENT CHECKS'. A yellow circle with the number '1' is placed over the applicant ID. Below the table is a green button labeled 'Offer to another applicant' and a link 'Back to job listings'. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

## Check pre-employment checklist

This page gives instructions for how to progress with the applicant's job offer.

1. Select an answer.
2. Select 'Continue'.

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Pre-employment checks

### The conditional offer has been accepted by [redacted]

Would you like to

1  Check pre-employment checklist

Withdraw offer

2

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## Qualifications

This page gives instructions for how to check the applicants' qualifications.

1. Select the ['Qualifications'](#) link.

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### Pre-employment checklist for

The applicant accepted your conditional job offer.  
They now need to give pre-employment information before they can start their new job.

#### References

<a href="#">References</a>	<b>IN PROGRESS</b>
----------------------------	--------------------

#### Identity

<a href="#">Home address</a>	<b>COMPLETED</b>
<a href="#">Identity check</a>	<b>COMPLETED</b>
<a href="#">Inter Authority Transfer (IAT)</a>	<b>COMPLETED</b>

#### Right to work

<a href="#">Right to work in the UK</a>	<b>COMPLETED</b>
---	------------------

#### Qualifications and registrations

- 1 [Qualifications](#)

## Add a proof of qualifications

This page gives instructions for how to add a proof of qualifications.

1. Select an answer:
  - [‘Yes’](#)
  - [‘No’](#)
2. Select ‘Continue’.

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Pre-employment checks

### proof of qualifications

You haven't added any proof of qualification checks yet.

**Add proof of a qualification?**

1  Yes  No

2 [Continue](#)

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## Enter the qualification details

This page gives instructions for how to add the qualification details.

1. Enter the details.
2. Select 'Continue'.

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Pre-employment checks

### Enter the qualification details

Type of qualification  
For example, GCSE

1

Subject  
For example, Maths

1

2 [Continue](#)

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## When were the qualifications received?

This page gives instructions for how to add the qualifications received date.

1. Enter the received date.
2. Select 'Continue'.

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Pre-employment checks

### When were the qualifications received?

For example, 15 03 2012

Day	Month	Year
1 <input type="text"/>	<input type="text"/>	<input type="text"/>

2

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## When were the qualifications checked?

This page gives instructions for how to add the qualifications checked date.

1. Enter the checked date.
2. Select 'Continue'.

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Pre-employment checks

### When were the qualifications checked?

For example, 15 03 2012

Day    Month    Year

1

2 [Continue](#)

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## Who checked this qualification?

This page gives instructions for how to add who checked this qualification.

1. Enter the details.
2. Select 'Continue'.

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### Who checked this qualification?

First name

1

Last name

1

2 [Continue](#)

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## Are the qualifications okay?

This page gives instructions for how to confirm if the qualifications are okay.

1. Select an answer.
2. Select 'Continue'.

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Pre-employment checks

### Are the qualifications okay?

Yes

**1**  No

or

Need further investigation

**2** [Continue](#)

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## Add a note about the qualifications?

This page gives instructions for how to confirm if you want to add a note about the qualifications.

1. Select an answer:
  - ['Yes'](#)
  - ['No'](#)
2. Select 'Save and continue'.

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### Add a note about the qualifications?

1  Yes  No

2 [Save and continue](#)

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## Add a note

This page gives instructions for how to add a note about the qualifications.

1. Enter the details.
2. Select 'Save and continue'.

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### Add a note

Subject

1

Detail

1

2 [Save and continue](#)

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## Add another note about the qualifications?

This page gives instructions for how to confirm if you want to add another note about the qualifications.

1. Select an answer:
  - ['Yes'](#)
  - ['No'](#)
2. Select 'Save and continue'.

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### Add another note about the qualifications?

1  Yes  No

2 [Save and continue](#)

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## Check proof of qualifications

This page gives instructions for how to check the proof of qualifications you have added.

1. Select the 'Subject' link.

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### proof of qualifications

Type	Subject	What you can do
GCSE	<b>1</b> <a href="#">Maths</a>	<a href="#">Edit</a> or <a href="#">Delete</a>

**Add proof of a qualification?**

Yes  No

[Continue](#)

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## View qualifications

This page gives instructions for how to view the qualification details you have added.

1. Check the details and select 'Continue'.

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Pre-employment checks

[redacted] **qualifications**

Date received	01 January 2005
Date checked	13 October 2020
Checked by	Joe Bloggs
Document okay?	Yes

  

Type	GCSE
Subject	Maths

1 [Continue](#)

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## Manage proof of qualifications

This page gives instructions for how to edit, delete or add another proof of qualifications.

If you choose to delete, you will not be warned or be able to restore the information.

1. Select the 'Edit' or 'Delete' link (optional).
2. Select an answer:
  - [Yes](#)
  - [No](#)
3. Select 'Continue'.

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Pre-employment checks

### ██████████ proof of qualifications

Type	Subject	What you can do
GCSE	<a href="#">Maths</a>	<a href="#">Edit</a> or <a href="#">Delete</a> <b>1</b>

**Add proof of a qualification?**

**2**  Yes  No

**3** [Continue](#)

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## Do you accept the qualification documents?

This page gives instructions for how to confirm if you accept the applicants' qualifications documents.

1. Select an answer.
2. Select 'Continue'.

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Pre-employment checks

### Do you accept the qualification documents?

Yes

**1**  No

or

In progress

**2** [Save and continue](#)

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## Check qualifications status

This page gives instructions for how to check the qualification status.

The different statuses are:

- 'COMPLETED' means the checks are complete.
- 'IN PROGRESS' means the checks are incomplete.
- 'REJECTED' means the checks are not accepted.

Go back to '[Qualifications](#)' if the checks are 'IN PROGRESS' or 'REJECTED'.

The screenshot shows the NHS Jobs user interface. At the top, it says 'You're viewing NHS BSA - GP'. The NHS logo and 'Jobs' are on the left. On the right, it says 'Signed in as [redacted] Sign Out'. Below the header, there is a 'BETA' notice: 'Your feedback will help us to improve this service.' A 'Go Back' link is visible. The main heading is 'Pre-employment checklist for [redacted]'. Below this, it states: 'The applicant accepted your conditional job offer. They now need to give pre-employment information before they can start their new job.' The checklist is organized into sections: 'References' with a link to 'References' and a status of 'IN PROGRESS'; 'Identity' with links to 'Home address' (COMPLETED), 'Identity check' (COMPLETED), and 'Inter Authority Transfer (IAT)' (COMPLETED); 'Right to work' with a link to 'Right to work in the UK' (COMPLETED); and 'Qualifications and registrations' with a link to 'Qualifications' (COMPLETED). The 'COMPLETED' status for 'Qualifications' is highlighted with a red box.

You have reached the **end** of how to complete qualifications checks in NHS Jobs user guide.