

## How to complete a qualification check in NHS Jobs user guide

This guide gives you instructions for how to complete a qualification check in the NHS Jobs service.

You'll confirm if you want to add a proof of qualifications.

If you do, you'll enter the qualifications details, received date, checked date and who checked it.

Once you've checked the details, you'll confirm if the qualifications are okay, and you can add a note about the check. You'll need to confirm if you accept the proof of qualifications.

If the qualifications status is 'COMPLETED', the check is complete.

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## Pre-employment checks

This page gives you instructions for how to complete pre-employment checks.

**Important:** You must have a job listing at the pre-employment checks stage.

To view the job listings at the pre-employment stage, complete the following step:

1. Select the 'Pre-employment checks' link.

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### NHS BSA Training Dashboard

Showing tasks for

<a href="#">Draft</a>	7	<div style="width: 100%;"><div style="width: 10%;"></div></div>
<a href="#">Published</a>	0	<div style="width: 100%;"><div style="width: 0%;"></div></div>
<a href="#">Shortlisting</a>	9	<div style="width: 100%;"><div style="width: 10%;"></div></div>
<a href="#">Interviews</a>	13	<div style="width: 100%;"><div style="width: 10%;"></div></div>
<a href="#">Ready to offer</a>	4	<div style="width: 100%;"><div style="width: 10%;"></div></div>
<a href="#">Conditional offers</a>	3	<div style="width: 100%;"><div style="width: 10%;"></div></div>
<b>1</b> <a href="#">Pre-employment checks</a>	6	<div style="width: 100%;"><div style="width: 10%;"></div></div>
<a href="#">Contracts</a>	2	<div style="width: 100%;"><div style="width: 10%;"></div></div>
<a href="#">End recruitment</a>	0	<div style="width: 100%;"><div style="width: 0%;"></div></div>

#### What you can do

- [Create a job listing](#)
- [Search for a listing](#)
- [Search for an applicant](#)

#### Manage the account

- [Users](#)
- [At risk applicants](#)
- [Accredited logos](#)
- [Key performance indicators \(KPIs\)](#)
- [Supporting documents](#)
- [Contract templates](#)
- [Offer letter templates](#)
- [Approval settings](#)
- [Departments](#)

#### Help and information

- [The employer hub](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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## View pre-employment checks

This page gives you instructions for how to view the pre-employment checks.

**Important:** The 'Outstanding checks' section shows the checks that need completed.

Find the job listing and complete the following step:

1. In **What needs doing next**, select the 'View checks or withdraw offer' link.

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### NHS BSA Training

## Pre-employment checks

Showing tasks for

Applicant	Job title	Deadline	Outstanding checks	What needs doing next
<a href="#">Liam MA</a> AR-201222-00001	<a href="#">Training and Support Manager NHS Jobs</a> T2020-20-0462	01 Jun 2021 <b>ON TRACK</b>	References Identity check Right to work in the UK Qualifications Professional registrations DBS HPANs Health assessment	<a href="#">View checks or withdraw offer</a> <b>1</b>

## Check pre-employment checklist

This page gives you instructions for how to check the pre-employment checklist.

To check the pre-employment checklist, complete the following step:

1. Select the 'Check pre-employment checklist' link.

The screenshot shows the NHS Jobs website interface. At the top right, it says "You're viewing NHS BSA Training" with a "Change" link. The NHS logo and "Jobs" are on the left. On the right, it says "Signed in as Liam M1" with a "Sign Out" link. A blue banner below the header says "BETA Your feedback will help us to improve this service." A yellow banner below that says "The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)" The main content area has a "Go back" link and the heading "Pre-employment checks". Below this, it says "The conditional offer has been accepted by Liam MA". Underneath, it asks "Would you like to" and provides two radio button options: "1 Check pre-employment checklist" and "Withdraw offer". A green "Continue" button is positioned below the first option, with a "2" in a yellow circle next to it. The footer contains links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to create and publish jobs", along with "© Crown copyright".

## Qualifications

This page gives you instructions for how to complete the qualifications check.

To complete the qualification check, complete the following step:

1. Select the 'Qualifications' link.

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### Pre-employment checklist for Liam MA

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>
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#### Qualifications and registrations

- 1** [Qualifications](#)

## Add a proof of qualifications

This page gives you instructions for how to confirm if you want to add a proof of qualifications.

**Important:** In this example, you haven't added any proof of qualification checks yet.

To confirm if you want to add a proof of qualifications, complete the following steps:

1. Select an answer:
  - ['Yes'](#)
  - ['No'](#)
2. Select the 'Continue' button.

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Pre-employment checks

### Liam MA's 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 you instructions for how to enter the qualification details.

**Important:** This page is only shown if you're entering a qualification.

To enter the qualification details, complete the following steps:

1. In the **Type of qualification** box, enter the details.
2. In the **Subject** box, enter the details.
3. Select the 'Continue' button.

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Pre-employment checks

### Enter the qualification details

Type of qualification  
For example, GCSE

1

Subject  
For example, Maths

2

3 [Continue](#)

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## When were the qualifications received?

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

To add the qualifications received date, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
2. Select the 'Continue' button.

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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 you instructions for how to add the qualifications checked date.

To add the qualifications checked date, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
2. Select the 'Continue' button.

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Pre-employment checks

### When were the qualifications checked?

For example, 15 03 2012

Day    Month    Year

1

2

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## Who checked this qualification?

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

To add who checked this qualification, complete the following steps:

1. In the **First name** box, enter the details.
2. In the **Last name** box, enter the details.
3. Select the 'Continue' button.

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Pre-employment checks

### Who checked this qualification?

First name

1

Last name

2

3 [Continue](#)

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## Are the qualifications okay?

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

To confirm if the qualifications are okay, complete the following steps:

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

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Pre-employment checks

### Are the qualifications okay?

Yes

No

**1** or

Need further investigation

**2** [Continue](#)

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## Add a note about the qualifications?

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

To confirm if you want to add a note, complete the following steps:

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

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Pre-employment checks

### Add a note about the qualifications?

1  Yes  No

2 [Save and continue](#)

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## Add a note

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

**Important:** This page is only shown if you're adding a note.

To add a note, complete the following steps:

1. In the **Subject** box, enter the details.
2. In the **Detail** box, enter the details.
3. Select 'Save and continue' button.

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Pre-employment checks

### Add a note

Subject

1

Detail

2

3 [Save and continue](#)

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## Add another note about the qualifications?

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

To confirm if you want to add another note, complete the following steps:

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

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Pre-employment checks

### Add another note about the qualifications?

1  Yes  No

2 [Save and continue](#)

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## Check proof of qualifications

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

**Important:** If you select delete, you'll not be warned or be able to restore the information.

To check the proof of qualification details, complete the following steps:

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

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS BSA Training' with a 'Change' link. Below the header, there is a blue bar with 'Signed in as Liam M1' and 'Sign Out' text. A yellow banner below the header contains the text: 'BETA Your feedback will help us to improve this service.' Below the banner, there is a light blue box with the text: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)' The main content area has a breadcrumb trail: '< Go back' followed by 'Pre-employment checks' and 'Liam MA's proof of qualifications'. Below this is a table with three columns: 'Type', 'Subject', and 'What you can do'. The table contains one row: 'GCSE', 'Maths', and '1 Edit or Delete 2'. Below the table is a section titled 'Add proof of a qualification?' with two radio buttons: '3 Yes' and 'No'. Below the radio buttons is a green button labeled '4 Continue'. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by '© Crown copyright'.

**Tip:** You can select the 'Subject name' link to view the qualification details.



## Do you accept the qualification documents?

This page gives you instructions for how to confirm if you accept the qualification documents.

To confirm if you accept the qualification documents, complete the following steps:

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

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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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## Qualification check status

This page shows the qualification check status.

**Important:** If the qualifications status is 'COMPLETED', the check is complete.

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### Pre-employment checklist for Liam MA

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>
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#### Qualifications and registrations

<a href="#">Qualifications</a>	<b>COMPLETED</b>
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**You've reached the end of this user guide as you've completed a qualification check.**

**Go to the applicants next pre-employment check.**