

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.

From the pre-employment checklist, you'll confirm if you need to check the applicant's qualifications.

If you do, you'll add their details to complete the check. If they don't need this check, you'll select 'No' to complete the check.

For NHS Jobs to ESR integration, go to the [Process flow diagram](#) page.

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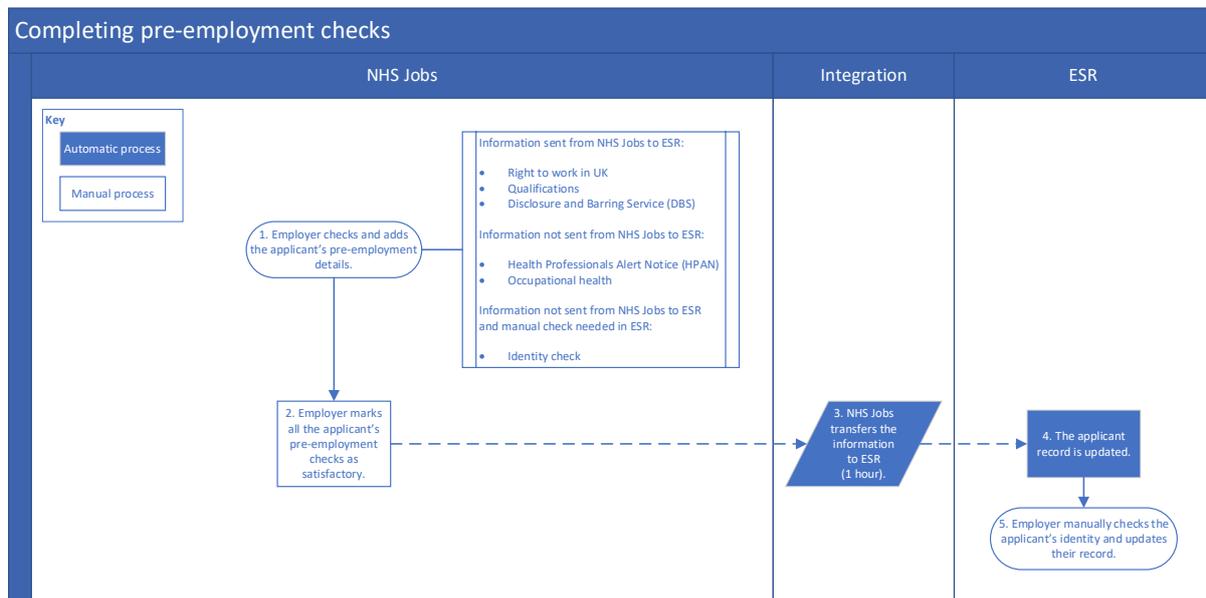
[Are you sure you want to remove the qualification?](#)

[Do you accept the qualifications?](#)

[Qualification check](#)

Process flow diagram

This process flow diagram shows the integration between the NHS Jobs service and ESR system for a qualification check.



Pre-employment checks

This page gives you instructions for how to access the applicant's pre-employment checks.

Important: You must have an applicant who has accepted a conditional job offer and completed their pre-employment checks.

To access the pre-employment checks, complete the following step:

1. Select the '[Pre-employment checks](#)' link.

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NHS BSA Training Dashboard

Tasks by stage **Listings by user**

Showing tasks for

Draft	33	<div><div style="width: 33%;"></div></div>
Approvals	5 - on track 0, due 5	<div><div style="width: 5%;"></div></div>
Published	12 - on track 10, overdue 2	<div><div style="width: 12%;"></div></div>
Shortlisting	36 - on track 8, due 18, overdue 10	<div><div style="width: 36%;"></div></div>
Interviews	32 - on track 2, due 26, overdue 4	<div><div style="width: 32%;"></div></div>
Ready to offer	35 - on track 13, due 15, overdue 7	<div><div style="width: 35%;"></div></div>
Conditional offers	17 - on track 3, due 14	<div><div style="width: 17%;"></div></div>
1 Pre-employment checks	5 - on track 0, due 2, overdue 3	<div><div style="width: 5%;"></div></div>
Contracts	27 - on track 4, due 3, overdue 20	<div><div style="width: 27%;"></div></div>

What you can do

- Create a job listing
- Search for a listing
- Search for an applicant

Manage the account

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

Help and information

- [The employer hub](#)
- [Contact your super users](#)

Reporting

- [Run a report](#)

View checks or withdraw offer

This page gives you instructions for how to view the applicant's pre-employment checks or withdraw their offer.

Find the applicant and complete the following step:

1. Select the ['View checks or withdraw offer'](#) link.

The screenshot shows the NHS BSA Training 'Pre-employment checks' page. At the top, it says 'You're viewing NHS BSA Training' and 'Signed in as NHSBSA Training'. A 'BETA' notice indicates that the new NHS Jobs website will be unavailable every Thursday from 7am to 8am. The main heading is 'Pre-employment checks' with a sub-heading 'Showing tasks for' and a dropdown menu set to 'All users'. Below this is a table with the following data:

Applicant	Job title	Deadline	Outstanding checks	What needs doing next
AR-210414-00015	Training and Support Assistant T1111-21-3769	21 Sep 2021 DUE	References Home address Identity check Right to work in the UK Qualifications Professional registrations DBS HPANs Health assessment	View checks or withdraw offer 1

At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer also includes '© Crown copyright'.

Tip: You can view the applicant or job title details by selecting the relevant link.

Conditional offer accepted

This page gives you instructions for how to confirm if you want to complete the applicant's pre-employment checks or withdraw their offer.

Important: If you withdraw the applicant's job offer, the recruitment is ended.

To complete the applicant's pre-employment checks or withdraw their offer, complete the following step:

1. Select an answer:
 - [Check pre-employment checklist](#)
 - Withdraw offer
2. Select the 'Continue' button.

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Pre-employment checks

The conditional offer has been accepted
by [redacted]

Would you like to

Check pre-employment checklist

1 Withdraw offer

2 **Continue**

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You've reached the end of this user guide if you've withdrawn the applicant's conditional offer.

Go to the 'End a recruitment' drop down box on the '[Help and support page for employers](#)'.

Qualifications

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

To complete the qualification check, complete the following step:

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

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Pre-employment checklist for **[Redacted Name]**

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

References

References	STARTED
----------------------------	---------

Identity

Home address	NOT STARTED
Identity check	NOT STARTED
Inter Authority Transfer (IAT)	COMPLETED

Right to work

Right to work in the UK	NOT STARTED
---	-------------

Qualifications and registrations

1 Qualifications	NOT STARTED
Professional registrations	STARTED

Do qualifications need to be checked?

This page gives you instructions for how to confirm if their qualifications need to be checked.

To confirm if you want to check qualifications, complete the following steps:

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

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Qualifications

Does ~~the candidate~~ need their qualifications checked?

1 Yes No

2 [Save and continue](#)

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No qualification check needed

This page gives you instructions for how to confirm a qualification check isn't needed.

Important: This page is only shown if you're not checking the applicants' qualifications.

To confirm the qualification check isn't needed, complete the following steps:

1. Select the ['Change'](#) link (optional).
2. Select the ['Add a note'](#) link (optional).
3. Select the 'Save and continue' button.

The screenshot shows the NHS Jobs website interface. At the top, it says "You're viewing NHS BSA Training" and "Signed in as NHSBSA Training Sign Out". Below this is a blue header with the NHS logo and "Jobs". A yellow banner contains a BETA notice: "Your feedback will help us to improve this service." Below the banner, a message states: "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 is titled "Qualifications" and shows a blurred applicant name followed by "qualifications". Below this, there is a section for "Qualification check needed" with the value "No" and a "Change" link with a circled "1" next to it. Below the "Change" link are two numbered options: "2 Add a note" and "3 Save and continue" (the latter is a green button). At the bottom of this section is a link: "Return to pre-employment checklist".

The footer contains links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to create and publish jobs", along with the text "© Crown copyright".

You've reached the end of this user guide if you're not checking the applicant's qualifications.

Qualification check details

This page gives you instructions for what you will need to know to complete the qualification checks.

Important: This page is only shown if you're checking the applicants' qualifications.

Read the information on the page and complete the following step:

1. Select the '[Continue](#)' button.

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Qualifications

What you will need to know

We'll ask for the details of XXXXXXXXXX qualifications.

To complete this check, you'll need to know:

- the type of qualifications
- the subjects
- the dates the qualifications were received and checked
- who checked the qualifications

You'll also be able to add a note about the check.

1 [Continue](#)

[Return to pre-employment checklist](#)

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Check applicant qualifications

This page gives you instructions for how to check the applicant's qualifications.

Important: In this example, no qualifications are added.

To confirm if you would like to add a qualification, complete the following steps:

1. Select the ['Add a qualification'](#) button (optional).
2. Select the ['Finish qualifications check'](#) button.

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Qualifications

qualifications

No qualifications have been added.

- 1 Add a qualification
- 2 Finish qualifications check

[Return to pre-employment checklist](#)

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What are the qualification details?

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

Important: This page is only shown if you're adding an applicant's qualification.

To add a qualification, 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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Qualifications

What are the qualification details?

Type of qualification

For example, GCSE

1

Subject

For example, Maths

2

3 [Continue](#)

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Tip: For example, the type of qualification is GCSE, and the subject is Maths.

When were the qualification details received and checked?

This page gives you instructions for how to confirm when the qualification details were received and checked.

To add the received and checked dates, complete the following steps:

1. In the **Date received** box, enter the details.
2. In the **Date checked** box, enter the details.
3. Select the '[Continue](#)' button.

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Qualifications

When were the qualification details received and checked?

Type	GCSE
Subject	Maths

Date received from [Settings](#) [My details](#)

For example, 15 3 2020

Day Month Year

1

Date checked

For example, 16 3 2020

Day Month Year

2

3

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Tip: You must enter the date received and checked in the DD-MM-YYYY format. For example, 15 3 2020 and 16 3 2020.

Who checked the qualification?

This page gives you instructions for how to confirm who checked the qualification.

To confirm who checked the 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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Qualifications

Who checked the qualification?

Type	GCSE
Subject	Maths

First name

1

Last name

2

3 [Continue](#)

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Is the qualification acceptable?

This page gives you instructions for how to confirm if the qualification received is acceptable.

To confirm if the qualification is acceptable, complete the following steps:

1. Select an answer.
2. Select the [Continue](#) button.

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Qualifications

Is the qualification acceptable?

Type	GCSE
Subject	Maths

Yes

No

1 or

Needs further investigation

2 [Continue](#)

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Do you want to add a note about the qualification?

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

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

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

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Qualifications

Do you want to add a note about the qualification?

1 Yes No

2 [Continue](#)

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Add a note

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

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

To add a note about the qualification, complete the following steps:

1. In the **Subject** box, enter the details.
2. In the **Detail** box, enter the details.
3. Select the [Continue](#) button.

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Qualifications

Add a note

Subject

1

Detail

2

3 [Continue](#)

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Check qualification details added

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

Important: In this example, a note is added so the 'Add another note' link is shown.

To change, add another note or accept the qualification details, complete the following steps:

1. Select the 'Change' link (optional).
2. Select the 'Add another note' link (optional).
3. Select the ['Save and continue'](#) button.

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Qualifications

GCSE Maths qualification

Type	GCSE	Change
Subject	Maths	
Date received	12 September 2021	Change
Date checked	12 September 2021	Change 1
Checked by	Joe Bloggs	Change
Qualification accepted	Yes	Change
Maths	Qualification check complete.	

2 [Add another note](#)

3 [Save and continue](#)

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Manage qualifications

This page gives you instructions for how to manage the applicant's qualifications.

Important: If you remove a qualification, this can't be retrieved and will need to be entered again.

To review, remove, add, or finish a qualification check, complete the following steps:

1. Select the 'Review' link (optional).
2. Select the 'Remove' link (optional).
3. Select the 'Add a qualification' button (optional).
4. Select the '[Finish qualifications check](#)' button.

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Qualifications

qualifications

Type	Subject	What you can do
GCSE	Maths ACCEPTED	1 Review or Remove 2

3 [Add a qualification](#)

4 [Finish qualifications check](#)

[Return to pre-employment checklist](#)

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Are you sure you want to remove the qualification?

This page gives you instructions for how to confirm if you want to remove the qualification.

Important: This page is only shown if you're removing the qualification.

To confirm if you want to remove the qualification, complete the following steps:

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

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Qualifications

Are you sure you want to remove the Maths GCSE qualification?

1 Yes No

2 [Save and continue](#)

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Do you accept the qualifications?

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

To confirm if you accept the qualifications, complete the following steps:

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

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Qualifications

Do you accept the qualifications?

Yes
1 This will mark the check as completed.

No
This will mark the check as rejected.

2 [Save and continue](#)

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Qualification check

This page shows confirmation you've completed the applicant's qualification check.

1. In this example, the qualification status is **'COMPLETED'**.

The screenshot shows the NHS Jobs website interface. At the top, it says "You're viewing NHS BSA Training" with a "Change" link. The NHS logo and "Jobs" are on the left, and "Signed in as Liam M1" with a "Sign Out" link is on the right. A blue banner at the top contains a "BETA" badge and the text "Your feedback will help us to improve this service." Below this is a yellow banner with a notice about the NHS Jobs website being unavailable every Thursday from 7am to 8am for essential service updates, with a link to "Read more about why we are doing this." The main content area has a "Go back" link and a heading "Pre-employment checklist for Liam MA". Below the heading, 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" (1 COMPLETED). The "1" is highlighted in a yellow circle.

You've reached the end of this user guide as you've completed the applicant's qualification check.