NHS Jobs

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 the applicant needs a qualification check to complete their pre-employment information before they can start their new job.
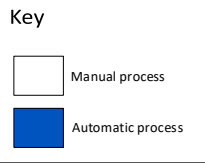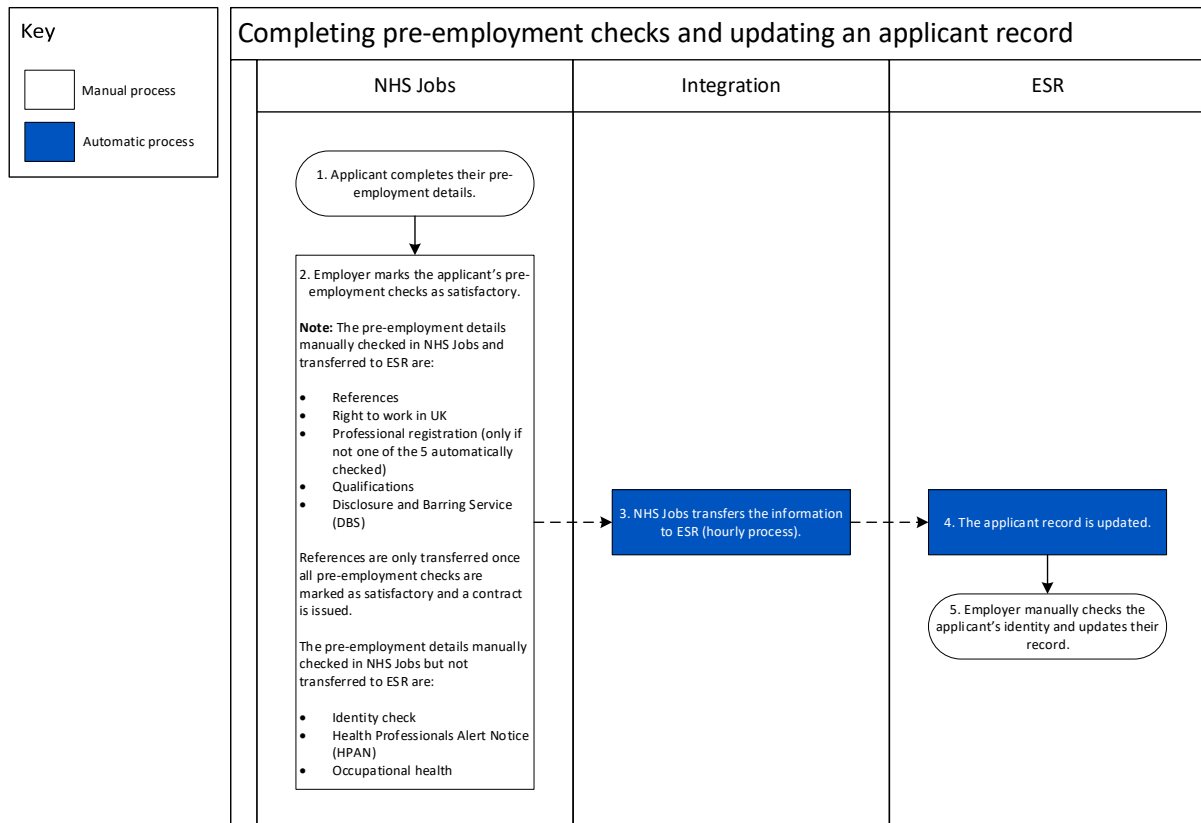
For users of NHS Jobs and Electronic Staff Record (ESR) integration, go to the 'Process flow diagram' page.

To find out which roles can do this, go to the '**Roles and permissions**' link in the '**Help and information**' section of the employer dashboard.

Contents

Process flow diagram

Key	Completing pre-employment checks and updating an applicant record		
☐ Manual process 🟦 Automatic process	**NHS Jobs**	**Integration**	**ESR**

NHS Jobs column:

1. Applicant completes their pre-employment details.

2. Employer marks the applicant's pre-employment checks as satisfactory.

Note: The pre-employment details manually checked in NHS Jobs and transferred to ESR are:

- References
- Right to work in UK
- Professional registration (only if not one of the 5 automatically checked)
- Qualifications
- Disclosure and Barring Service (DBS)

References are only transferred once all pre-employment checks are marked as satisfactory and a contract is issued.

The pre-employment details manually checked in NHS Jobs but not transferred to ESR are:

- Identity check
- Health Professionals Alert Notice (HPAN)
- Occupational health

Integration column:

3. NHS Jobs transfers the information to ESR (hourly process).

ESR column:

4. The applicant record is updated.

5. Employer manually checks the applicant's identity and updates their record.

Go to the 'Pre-employment checks' page.

Pre-employment checks

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

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

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

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

Applicant's pre-employment checks

This page gives you instructions for how to find the applicant and start their pre-employment checks.

Important: In this example, the **Outstanding checks** section shows the 'Qualifications' check is outstanding.

Find the applicant and complete the following steps:

1. Select the 'Applicant' link to view the applicant's details (optional).
2. Select the 'Job title' link to view the job details (optional).
3. Select the 'View checks or withdraw offer' link.

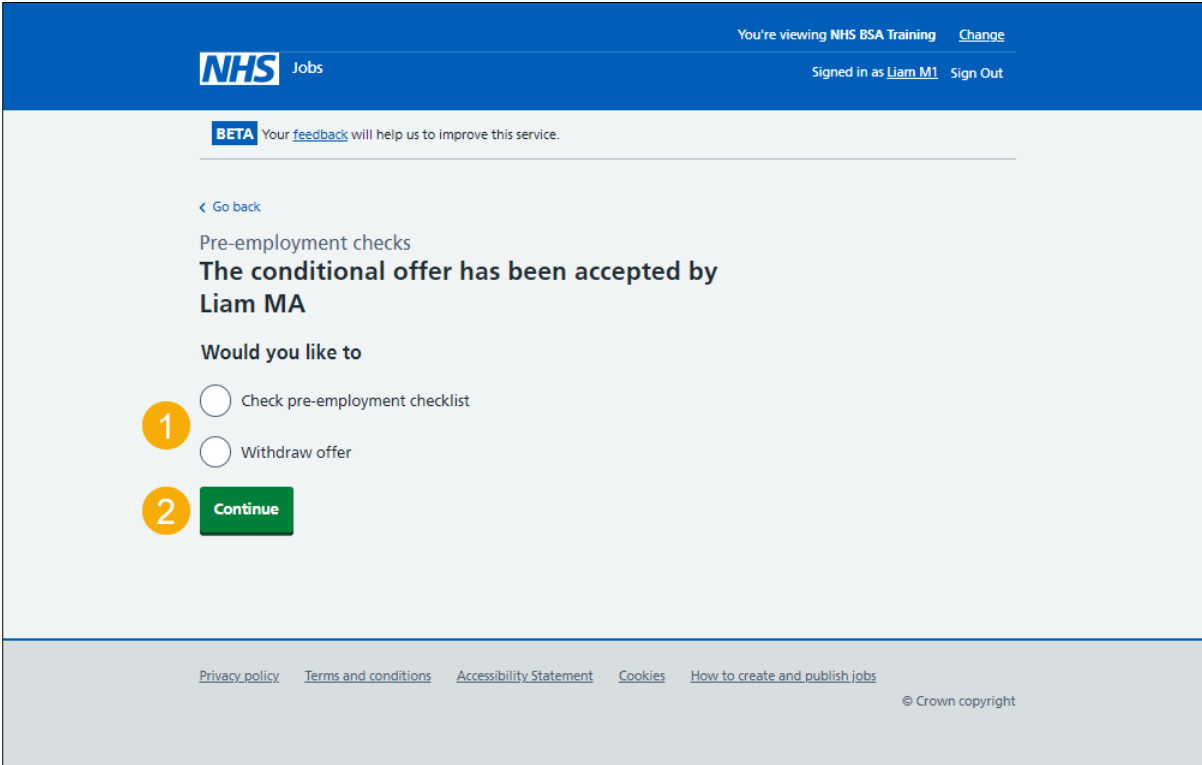## Check pre-employment checklist or withdraw offer

This page gives you instructions for how to confirm if you want to check the pre-employment checklist or withdraw the job offer.

To confirm if you want to check the pre-employment checklist or withdraw the job offer, complete the following steps:

1. Select an answer:
   - 'Check pre-employment checklist'
   - 'Withdraw offer'
2. Select the 'Continue' button.

If you've withdrawn the applicant's job offer, you've reached the end of this user guide.

Qualifications

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

<mark>Important:</mark> In this example, the status is **NOT STARTED** as you haven't started the applicant's qualifications check.

To start the applicant's qualifications check, complete the following step:

1. Select the 'Qualifications' link.

Do qualifications need to be checked?

This page gives you instructions for how to confirm if the applicant's qualifications need to be checked.

To confirm if the applicant's qualifications need to be checked, complete the following steps:

1. Select an answer:
   - 'Yes'
   - 'No'
2. Select the 'Save and continue' button.

Confirm the applicant doesn't need a qualification check

This page gives you instructions for how to confirm the applicant doesn't need a qualification check.

<mark>Important:</mark> You'll only see this page if the applicant doesn't need a qualification check.

To confirm the applicant doesn't need a qualification check, 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.
   or
4. Select the 'Return to pre-employment checklist' link.

What you will need to know

This page gives you instructions for what you'll need to know to complete the qualification check.

Important: You'll only see this page if you're checking the applicant's qualifications.

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

1. Select the 'Continue' button.

You're viewing **NHS BSA Training**   Change

Signed in as Liam M1   Sign Out

BETA Your feedback will help us to improve this service.

< Go back

Qualifications
What you will need to know

We'll ask for the details of Liam MA's 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.

Continue

Return to pre-employment checklist

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Check the applicant qualifications

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

Important: In this example, no qualifications have been added.

To check the applicant's qualifications, complete the following steps:

1. Select the 'Add a qualification' button.
   or
2. Select the 'Finish qualifications check' button.

You're viewing NHS BSA Training   Change

NHS Jobs   Signed in as Liam M1   Sign Out

BETA Your feedback will help us to improve this service.

Qualifications
Liam MA's 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 confirm the qualification details.

<mark>Important:</mark> You'll only see this page if you're adding an applicant's qualification.

To confirm 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.

<mark>Tip:</mark> For example, GCSE, and 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.

Important: In this example, you've added the qualification, GCSE and Maths.

To confirm when the qualification details were received and checked, complete the following steps:

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

Tip: You must enter the dates in the DD-MM-YYYY format. For example, 15 03 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.

Is the qualification acceptable?

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

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

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

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 about the qualification, complete the following steps:

1. Select an answer:
   - 'Yes'
   - 'No'
2. Select the 'Continue' button.

Add a note

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

Important: You'll only see this page if you're adding a note about the qualification.

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 the 'Continue' button.

Check qualification details

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

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

To check, change, or confirm the qualification details, complete the following steps:

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

Manage qualifications

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

To manage the applicant's qualifications, complete the following steps:

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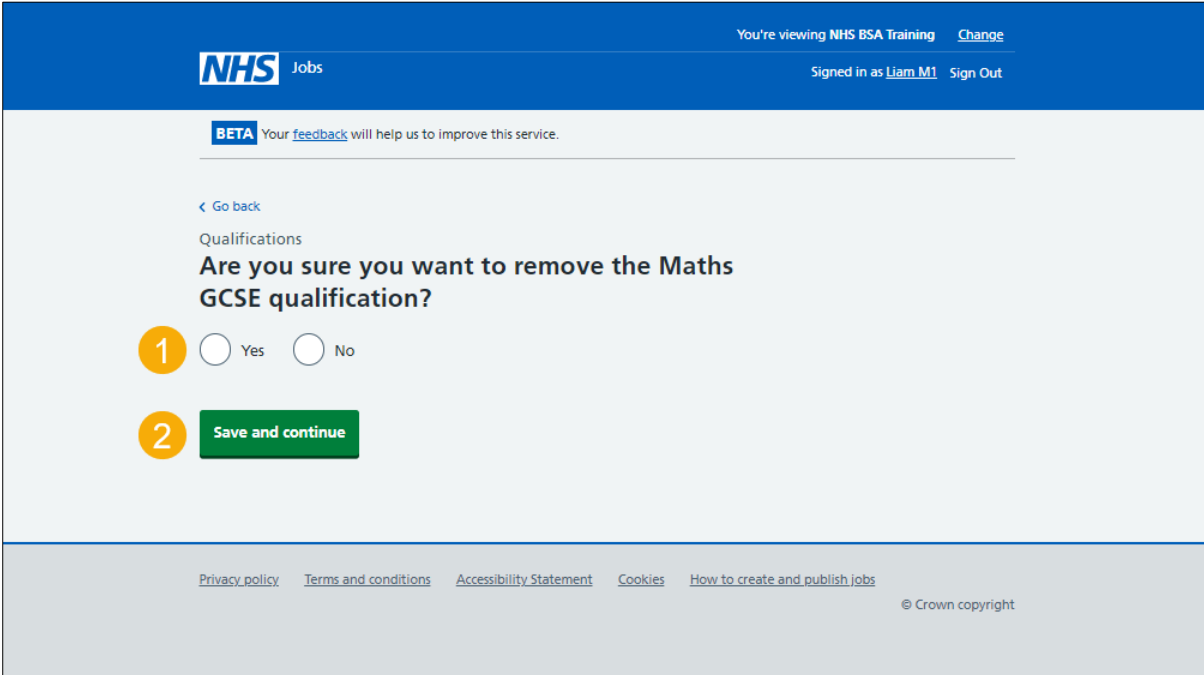4. Select the 'Finish qualifications check' button.

Are you sure you want to remove the qualification?

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

Important: You'll only see this page if you're removing the applicant's qualification.

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

1. Select an answer:
   - 'Yes'
   - 'No'
2. Select the 'Save and continue' button.

Do you accept the qualifications?

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

<mark>Important:</mark> If you select 'Yes', this will mark the check as completed. If you select 'No', this will mark the check as rejected.

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

1. Select an answer.
2. Select the 'Save and continue' button.

Check the qualifications status in NHS Jobs

This page gives you instructions for how to check the qualifications status in NHS Jobs.

Important: In this example, the status is **COMPLETED** as you've completed the applicant's qualifications check. You need to complete all sections of the pre-employment checklist before you can issue a contract.

To go to another pre-employment check, complete the following steps:

1. Select a pre-employment link.

Tip: To find out how to complete a pre-employment check, go to a user guide or video from the '**Complete a pre-employment check**' section of the 'Help and support for employers' webpage.

For users of NHS Jobs and ESR integration, go to the 'Check the qualifications details in ESR' page.

You've completed the qualifications check in NHS Jobs and reached the end of this user guide.

Check the qualifications details in ESR

This page gives you instructions for how to check the qualifications details in ESR.

<mark>Important:</mark> This information is found in the applicant record within the '**Extra Person Information**' section of ESR and can be checked with the correct ESR roles and permissions.

1. The applicant's qualification details are shown.

Tip: For more information about ESR, go to the 'ESR User Manual'.

You've checked the qualifications details in ESR and reached the end of this user guide.