

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.

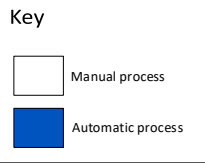
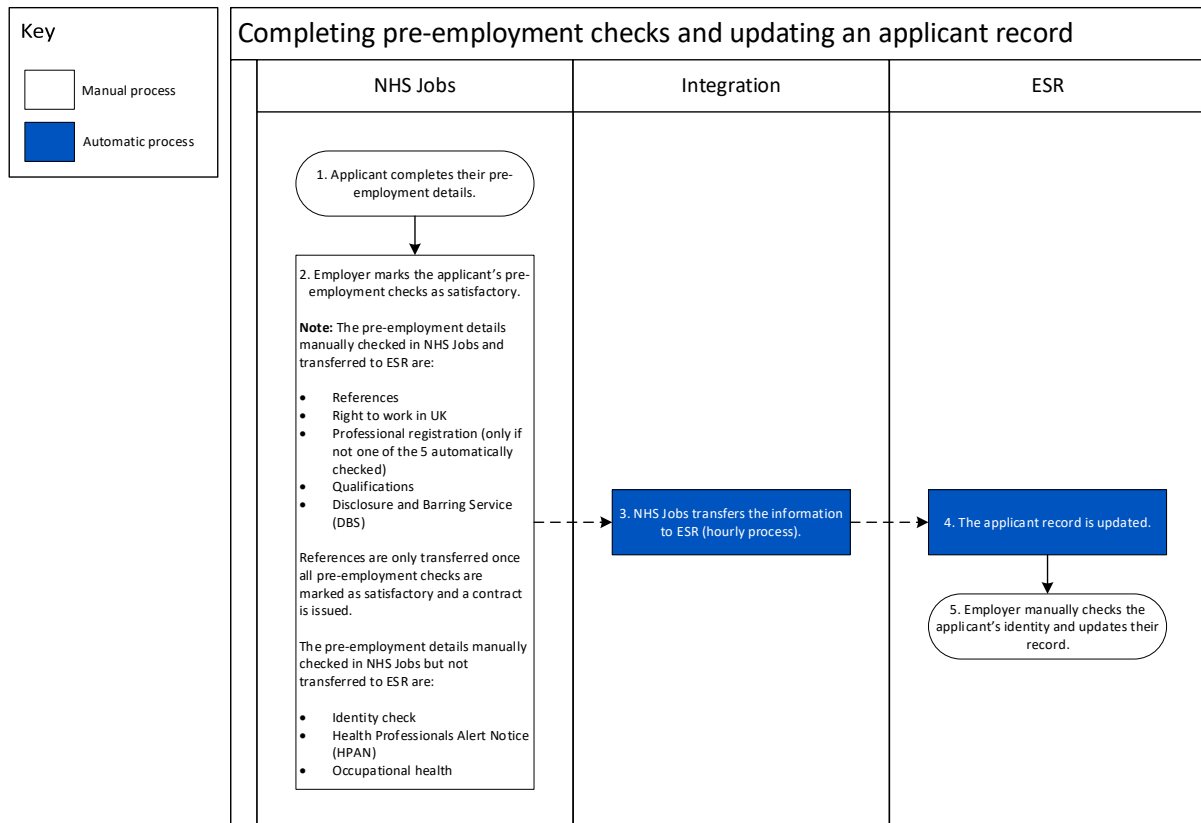
For users of NHS Jobs and Electronic Staff Record (ESR) integration, go to the '[Process flow diagram](#)' page.

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](#).

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Process flow diagram



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.

The screenshot shows the NHS Business Services Authority Dashboard. At the top, it indicates the user is signed in as 'NHS BSA Training' and provides options to 'Change' or 'Sign Out'. A toggle switch for 'Show tasks for all accounts' is visible. A 'BETA' banner mentions that user feedback will help improve the service.

The main content area is titled 'NHS Business Services Authority Dashboard' and features two tabs: 'Tasks by stage' (selected) and 'Listings by user'. Below the tabs, a dropdown menu shows 'Showing tasks for All users'. The dashboard displays a list of recruitment stages with their respective counts and overdue tasks, accompanied by progress bars:

Stage	Count	On Track	Overdue
Draft	386	22	364
Approvals	3	1	2
Published	4	0	0
Shortlisting	8	1	7
Interviews	1	0	1
Ready to offer	42	16	26
Conditional offers	22	5	17
1 Pre-employment checks	24	4	20
Contracts	57	11	46
End recruitment	7	4	3

On the right side, there are several utility sections:

- What you can do:** Includes buttons for 'Create a job listing', 'Search for a listing', and 'Search for an applicant'.
- Manage the account:** Includes links for 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Approval settings', 'Departments', and 'Welsh listings'.
- Documents and templates:** Includes links for 'Overview of your organisation', 'Supporting documents', 'Contract templates', and 'Offer letter templates'.
- Help and information:** Includes links for 'The employer hub', 'Roles and permissions', and 'Contact your super users'.
- Reporting:** Includes a link for 'Run a report'.

The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice: '© Crown copyright'.

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.

The screenshot shows the 'Pre-employment checks' page for NHS BSA Training. The page is titled 'Pre-employment checks' and shows a table of checks for an applicant named Liam MA. The 'Qualifications' check is highlighted in red, indicating it is outstanding. The page includes a header with the NHS logo, a navigation bar, and a footer with links to privacy policy, terms and conditions, accessibility statement, cookies, and how to create and publish jobs.

Applicant	Job title	Deadline	Outstanding checks	What needs doing next
Liam MA AR-210128-00006	Learning Consultant T2020-21-4641	01 Apr 2022 ON TRACK	References Home address Identity check Right to work in the UK Qualifications Professional registrations DBS HPANs Health assessment	View checks or withdraw offer

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

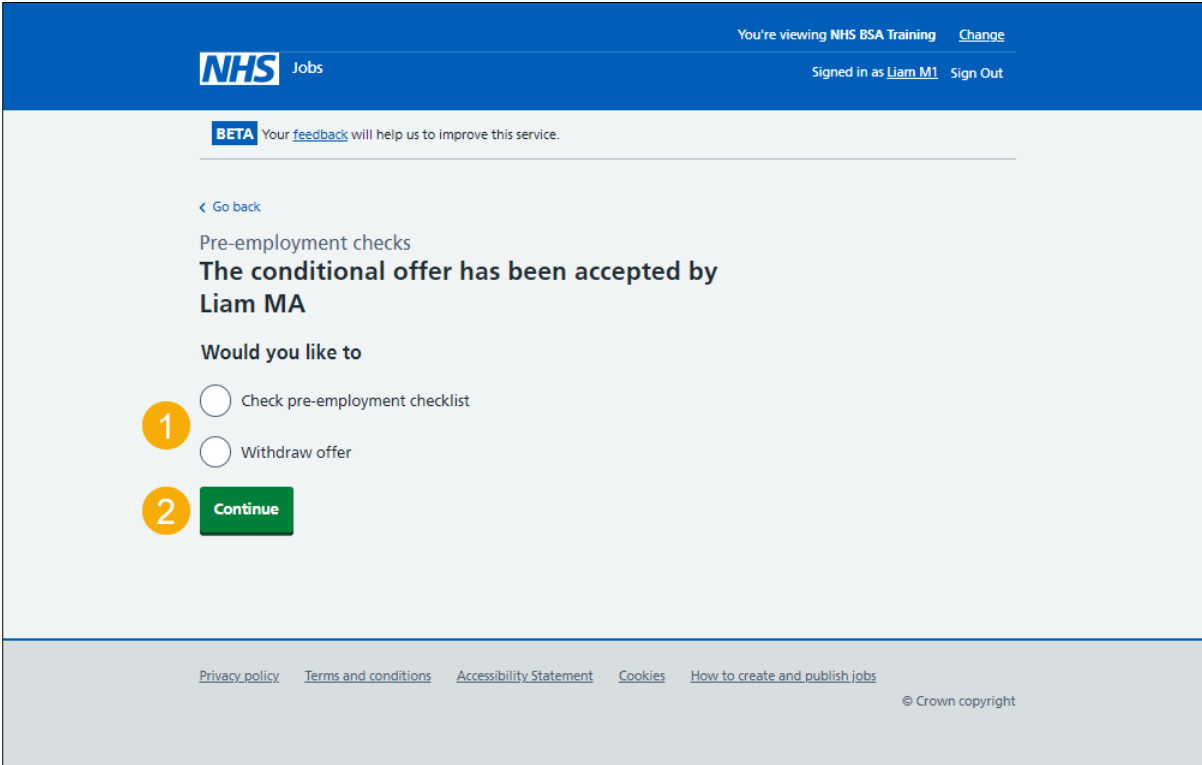
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Check pre-employment checklist or withdraw offer

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.



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 side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area displays 'Pre-employment checks' and a large heading: 'The conditional offer has been accepted by Liam MA'. Below this, it asks 'Would you like to' and provides two radio button options: 'Check pre-employment checklist' (marked with a yellow circle containing the number 1) and 'Withdraw offer'. A green 'Continue' button (marked with a yellow circle containing the number 2) is positioned below the options. 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', along with a copyright notice: '© Crown copyright'.

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.

Important: 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.

The screenshot shows the NHS Jobs interface for a pre-employment checklist for Liam MA. The page is titled "Pre-employment checklist for Liam MA" and includes a "Go back" link. The checklist is divided into several sections, each with a list of items and their completion status:

- References:** [References](#) (COMPLETED)
- Identity:**
 - [Home address](#) (COMPLETED)
 - [Identity check](#) (COMPLETED)
 - [Inter Authority Transfer \(IAT\)](#) (COMPLETED)
- Right to work:**
 - [Right to work in the UK](#) (NOT STARTED)
- Qualifications and registrations:**
 - [Qualifications](#) (NOT STARTED) - This item is highlighted with a red box and a yellow circle containing the number 1.
 - [Professional registrations](#) (STARTED)

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.

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Qualifications' and asks 'Does Liam MA need their qualifications checked?'. There are two radio button options: 'Yes' and 'No'. A green 'Save and continue' button is located below the options. 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 text reads '© Crown copyright'.

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.

Important: 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.

The screenshot shows the NHS Jobs interface for 'Liam MA's qualifications'. At the top, it says 'You're viewing NHS BSA Training' and 'Signed in as Liam M1'. Below the NHS logo, there's a 'BETA' notice. The main heading is 'Qualifications' and 'Liam MA's qualifications'. Underneath, 'Qualification check needed' is set to 'No', with a 'Change' link and a circled '1' next to it. Below this are three numbered options: '2 Add a note', '3 Save and continue', and '4 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 a copyright notice '© Crown copyright'.

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.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and 'You're viewing NHS BSA Training' and 'Change' on the right. Below the header, there is a 'Signed in as Liam M1' and 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this, there is a 'Go back' link. The main heading is 'Qualifications' followed by 'What you will need to know'. The text states: 'We'll ask for the details of Liam MA's qualifications. To complete this check, you'll need to know:'. A bulleted list follows: 'the type of qualifications', 'the subjects', 'the dates the qualifications were received and checked', and 'who checked the qualifications'. Below the list, it says 'You'll also be able to add a note about the check.' A large green button with a white '1' in a yellow circle and the text 'Continue' is highlighted. Below the button is a link: '[Return to pre-employment checklist](#)'. 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', followed by '© Crown copyright'.

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.

The screenshot displays the NHS Jobs interface for checking an applicant's qualifications. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, a 'BETA' notice states 'Your feedback will help us to improve this service.' The main content area is titled 'Qualifications' and 'Liam MA's qualifications'. It indicates that 'No qualifications have been added.' Two numbered buttons are present: '1 Add a qualification' (a grey button with a yellow circle containing the number 1) and '2 Finish qualifications check' (a green button with a yellow circle containing the number 2). Below these buttons is a link: 'Return to pre-employment checklist'. The footer contains several links: 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by the text '© Crown copyright'.

What are the qualification details?

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

Important: 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.

The screenshot shows the NHS Jobs interface for adding a qualification. At the top, there is a blue header with the NHS logo, 'Jobs', and user information: 'You're viewing NHS BSA Training Change' and 'Signed in as Liam M1 Sign Out'. Below the header, a 'BETA' notice states 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'What are the qualification details?'. The form consists of three numbered steps: 1. 'Type of qualification' with a text input field and the example 'For example, GCSE'. 2. 'Subject' with a text input field and the example 'For example, Maths'. 3. A green 'Continue' button. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

Tip: 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.

The screenshot shows the NHS Jobs portal interface. At the top, it says 'You're viewing NHS BSA Training' and 'Signed in as Liam M1'. The main heading is 'When were the qualification details received and checked?'. Below this, there are two rows of input fields: 'Type' with 'GCSE' and 'Subject' with 'Maths'. A red box highlights these two fields. Below the input fields, there are two date input sections. The first is 'Date received from Liam MA' with a sub-heading 'For example, 15 3 2020' and three input boxes for Day, Month, and Year. A yellow circle with the number '1' is next to the Day box. The second is 'Date checked' with a sub-heading 'For example, 16 3 2020' and three input boxes for Day, Month, and Year. A yellow circle with the number '2' is next to the Day box. At the bottom of the form is a green 'Continue' button with a yellow circle containing the number '3' 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 a copyright notice '© Crown copyright'.

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.

The screenshot shows a web page for NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Qualifications Who checked the qualification?'. Below this, there is a table with two rows: 'Type' with the value 'GCSE' and 'Subject' with the value 'Maths'. Underneath the table are two input fields: 'First name' and 'Last name'. The 'First name' field is marked with a yellow circle containing the number '1'. The 'Last name' field is marked with a yellow circle containing the number '2'. Below the 'Last name' field is a green button labeled 'Continue', which is marked with a yellow circle containing the number '3'. 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 the text '© Crown copyright'.

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.

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.

[Go back](#)

Qualifications

Is the qualification acceptable?

Type	GCSE
Subject	Maths

1 Yes

No

or

Needs further investigation

2 [Continue](#)

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

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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 about the qualification, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
2. 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 on the left, and 'You're viewing NHS BSA Training' with a 'Change' link on the right. Below the header, there is a 'Signed in as Liam M1' and a 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this, there is a '< Go back' link. The main content area is titled 'Qualifications' and features the question 'Do you want to add a note about the qualification?'. Underneath the question, there are two radio button options: 'Yes' and 'No'. A yellow circle with the number '1' is positioned to the left of the 'Yes' radio button. Below the radio buttons, there is a green 'Continue' button with a yellow circle containing the number '2' to its left. 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 the copyright notice '© Crown copyright'.

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.

NHS Jobs

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

Add a note

Subject

1

Detail

2

3 [Continue](#)

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

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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.

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

Liam MA's GCSE Maths qualification

Type	GCSE	Change
Subject	Maths	
Date received	26 January 2022	Change
Date checked	26 January 2022	Change
Checked by	Joe Bloggs	Change
Qualification accepted	Yes	Change
Qualifications checked	The applicant's qualification check is satisfactory.	

2

Add another note

3

Save and continue

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

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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.

NHS Jobs You're viewing NHS BSA Training [Change](#)
Signed in as [Liam M1](#) [Sign Out](#)

BETA Your [feedback](#) will help us to improve this service.

Qualifications
Liam MA's qualifications

Proof of 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](#)

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

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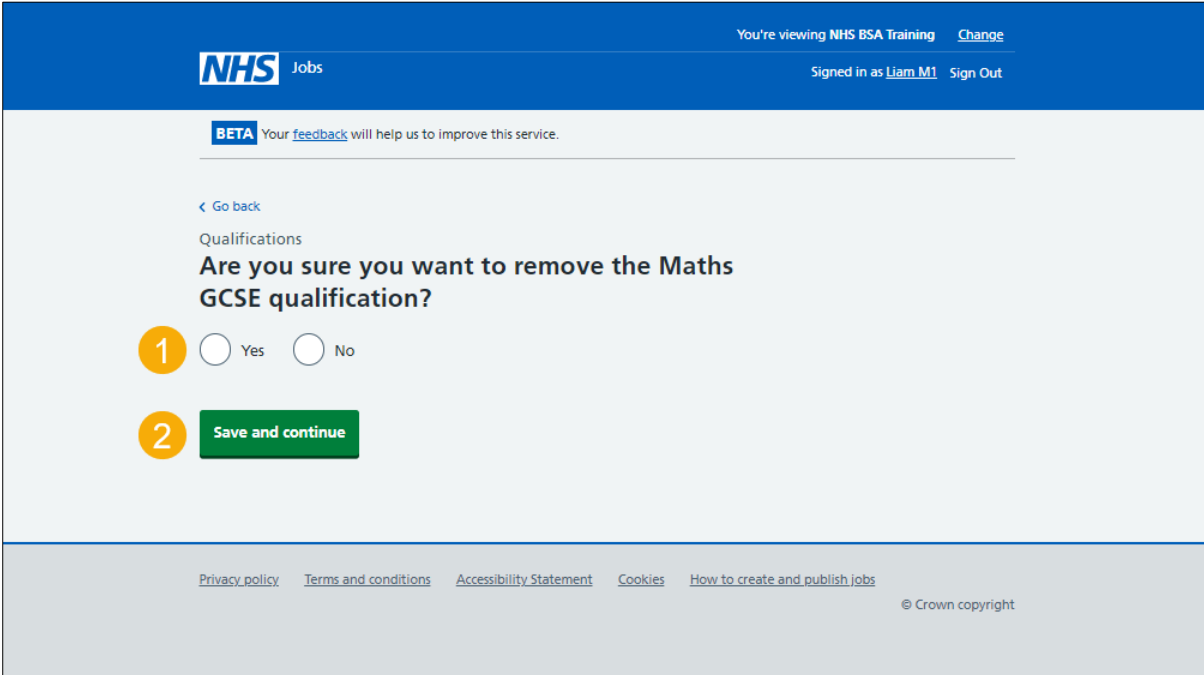
Are you sure you want to remove the qualification?

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.



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 left, and 'You're viewing NHS BSA Training' with a 'Change' link on the right. Below the header, there is a 'Signed in as Liam M1' and a 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this, there is a 'Go back' link. The main content area is titled 'Qualifications' and asks 'Are you sure you want to remove the Maths GCSE qualification?'. There are two radio buttons: 'Yes' and 'No'. A green 'Save and continue' button is located below the radio buttons. 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', along with a copyright notice '© Crown copyright'.

Do you accept the qualifications?

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

Important: 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.

The screenshot shows a web interface for NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Qualifications' and 'Do you accept the qualifications?'. There are two radio button options: 'Yes' (with a '1' in a yellow circle next to it) and 'No'. Below the 'Yes' option, it says 'This will mark the check as completed.' Below the 'No' option, it says 'This will mark the check as rejected.' At the bottom of the form, there is a green button labeled '2 Save and continue'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice: '© Crown copyright'.

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.

The screenshot shows the NHS Jobs interface for a pre-employment checklist for Liam MA. The page is titled "Pre-employment checklist for Liam MA" and includes a "Go back" link. Below the title, 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 several sections:

- References:** The "References" link is followed by a blue "COMPLETED" button.
- Identity:** This section contains three items: "Home address" (COMPLETED), "Identity check" (COMPLETED), and "Inter Authority Transfer (IAT)" (COMPLETED).
- Right to work:** The "Right to work in the UK" link is followed by a grey "NOT STARTED" button.
- Qualifications and registrations:** This section contains two items: "Qualifications" (COMPLETED, highlighted with a red box) and "Professional registrations" (STARTED).

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.

Important: 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.

The screenshot shows the Oracle Applications interface for ESR. The main window is 'Enter HR Personal Information - Combined' for Admin01, Mr. Anthony. A secondary window titled 'Qualifications(Admin01, Mr. Anthony)' is open, showing the following details:

- 1** Type: Bachelors Degree Hons
- Title: BSc Business Property Managem
- Status: Attained
- Grade: 2:1
- Establishment: City University
- Awarding Body: UCAS
- Start Date: 20-AUG-1999
- End Date:
- Awarded Date: 20-AUG-1999
- Projected Completion Date:
- Group Ranking:

Below the qualification details, there are tabs for License, Tuition, Training, Professional Membership, and Qualifications Framework Details. The 'License' tab is active, showing fields for License Number, Restrictions, and Expiry Date.

At the bottom, there is a 'Subject Details' table with columns for Subject, Status, Start Date, End Date, Major, Grade, and Further Information.

Subject	Status	Start Date	End Date	Major	Grade	Further Information

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.