

## 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 need to confirm if the applicant requires their qualifications to be checked as part of their pre-employment checks.

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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## Pre-employment checks

This page gives you instructions for how to access an 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 an applicant's pre-employment checks, complete the following step:

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

The screenshot shows the NHS BSA Training Dashboard. At the top, it indicates the user is signed in as 'NHSBSA Training' and provides a 'Sign Out' link. A toggle switch for 'Show tasks for all accounts' is visible. A 'BETA' notice mentions that feedback will help improve the service.

The main content area is titled 'NHS BSA Training Dashboard' and features two tabs: 'Tasks by stage' (selected) and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The dashboard displays a list of task categories with counts and progress bars:

Task Category	Count	Progress / Status
<b>Draft</b>	99 - on track 25, overdue 74	Progress bar (mostly red)
<b>Approvals</b>	1	Progress bar (green)
<b>Published</b>	10 - on track 9, overdue 1	Progress bar (mostly green)
<b>Shortlisting</b>	68 - on track 42, overdue 26	Progress bar (mostly red)
<b>Interviews</b>	21 - on track 3, overdue 18	Progress bar (mostly red)
<b>Ready to offer</b>	11 - on track 7, overdue 4	Progress bar (mostly green)
<b>Conditional offers</b>	5 - on track 3, overdue 2	Progress bar (mostly green)
<b>1 Pre-employment checks</b>	1	Progress bar (green)
<b>Contracts</b>	12 - on track 8, overdue 4	Progress bar (mostly green)
<b>End recruitment</b>	7 - on track 5, overdue 2	Progress bar (mostly green)

The right-hand sidebar contains several sections:

- 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)
  - Approval settings
  - Departments
  - Criminal convictions and cautions
  - Welsh listings
  - Moving applicants to other accounts
- Documents and templates:**
  - Overview of your organisation
  - Supporting information library
  - Contract templates
  - Offer letter templates
- Help and information:**
  - The employer hub
  - Roles and permissions
  - Contact your super users
- Reporting:**
  - Run a report

At the bottom of the page, there are links for Privacy policy, Terms and conditions, Accessibility Statement, Cookies, and Help and guidance, along with a copyright notice: © Crown copyright.

## Find the applicant

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

To find the applicant to start their pre-employment checks, 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.

**NHS** Jobs

You're viewing NHS BSA Training [Change](#)

Signed in as [Liam M1](#) [Sign Out](#)

Show tasks for all accounts

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

[Go back](#)

NHS BSA Training  
**Pre-employment checks**

Showing tasks for  
All users

**Pre-employment checks**

Applicant	Job title	Deadline	Outstanding checks	What needs doing next
<a href="#">Liam MA</a> AR-210128-00006	<a href="#">Learning Consultant</a> T2020-21-4641	01 Apr 2022 <span style="background-color: #28a745; color: white; padding: 2px;">ON TRACK</span>	References Home address Identity check Right to work in the UK Qualifications Professional registrations DBS HPANs Health assessment	<a href="#">View checks or withdraw offer</a>

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

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## Start pre-employment checks

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

To start the applicant's pre-employment checks, complete the following steps:

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

The screenshot shows the NHS Jobs interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, 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's a 'BETA' notice: 'Your feedback will help us to improve this service.' A '< Go back' link is visible. The main content area says 'Pre-employment checks' and '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' (with a yellow circle containing the number 1) and 'Withdraw offer'. A green 'Continue' button is highlighted with a yellow circle containing the number 2. At the bottom, there's a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with '© Crown copyright'.

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

## Qualifications

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

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

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

**NHS** Jobs You're viewing NHSBSA Lee UAT [Change](#)  
Signed in as Lee Mapes [Sign Out](#)

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

[Go back](#)

### Pre-employment checklist for Lee Mapes

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>	NOT STARTED
----------------------------	-------------

#### Identity

<a href="#">Home address</a>	COMPLETED
<a href="#">Identity check</a>	NOT STARTED
<a href="#">Inter Authority Transfer (IAT)</a>	COMPLETED

#### Right to work

<a href="#">Right to work in the UK</a>	NOT STARTED
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#### Qualifications and registrations

<b>1</b> <a href="#">Qualifications</a>	NOT STARTED
<a href="#">Professional registrations</a>	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 a web form on the NHS Jobs portal. 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 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'.

## 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 pre-employment checks. At the top, it says 'You're viewing NHSBSA Lee UAT' with a 'Change' link. Below that, it says 'Signed in as Lee Mapes' with a 'Sign Out' link. The main content area is titled 'Pre-employment checks' and 'Lee Mapes's qualifications'. It shows a 'Qualification check needed' status of 'No' with a 'Change' link and a yellow circle with the number '1'. Below this, there are four numbered steps: '2 Add a note', '3 Save and continue' (a green button), and '4 Return to pre-employment checklist'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', 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.

**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

### 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.

**1** [Continue](#)

[Return to pre-employment checklist](#)

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

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## Check the applicant qualifications

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

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.

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

No qualifications have been added.

- 1 [Add a qualification](#)
- 2 [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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## What are the qualification details?

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

**Important:** You'll only see this page if you're adding an applicant's qualification.

To confirm the applicant's 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 website 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.' The main content area has a 'Go back' link and the title 'Qualifications' followed by 'What are the qualification details?'. There are two input fields: the first is labeled 'Type of qualification' with the example 'GCSE' and is marked with a '1' in a yellow circle; the second is labeled 'Subject' with the example 'Maths' and is marked with a '2' in a yellow circle. Below the second field is a green 'Continue' button marked with a '3' in a yellow circle. 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'.


**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 applicant's qualification details were received and checked.

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

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

 Jobs
You're viewing **NHSBSA Lee UAT** [Change](#)

Signed in as Lee Mapes
[Sign Out](#)

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

[Go back](#)

Pre-employment checks

### When were the qualification details received and checked?

Type	GCSE
Subject	Maths

**Date received from Lee Mapes**

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 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 applicant's qualification.

To confirm who checked the applicant's 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 the NHS Jobs website 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 heading is 'Qualifications' followed by 'Who checked the qualification?'. Below this, there are two input fields: 'Type' with the value 'GCSE' and 'Subject' with the value 'Maths'. Further down, there are three numbered steps: 1. 'First name' with an empty text box; 2. 'Last name' with an empty text box; 3. A green 'Continue' button. 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'.

## 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.

**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

### Is the qualification acceptable?

Type	GCSE
Subject	Maths

Yes

**1**  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 applicant's qualification.

To confirm if you want to add a note about the applicant's qualification, complete the following steps:

1. Select an answer:
  - ['Yes'](#)
  - ['No'](#)
2. Select the '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 contains the question 'Do you want to add a note about the qualification?'. Below 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 text '© Crown copyright'.

## Add a note

This page gives you instructions for how to add a note about the applicant's qualification check.

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

To add a note about the applicant's qualification check, 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.

The screenshot shows the NHS Jobs 'Add a note' form for 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, 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 Add a note'. There are three numbered steps: 1. 'Subject' with a text input field. 2. 'Detail' with a large text area. 3. A green 'Continue' button. 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 a copyright notice: '© Crown copyright'.



## Check qualification details

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

To check, change, or confirm the applicant's 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.

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 Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' banner with the text 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Qualifications' and 'Liam MA's GCSE Maths qualification'. It contains a table with the following rows:

Type	GCSE	<a href="#">Change</a>
Subject	Maths	
Date received	26 January 2022	<a href="#">Change</a>
Date checked	26 January 2022	<a href="#">Change</a>
Checked by	Joe Bloggs	<a href="#">Change</a>
Qualification accepted	Yes	<a href="#">Change</a>
Qualifications checked	The applicant's qualification check is satisfactory.	

Below the table, there are two buttons: 'Add another note' (with a '2' in a yellow circle) and 'Save and continue' (with a '3' in a yellow circle). A '1' in a yellow circle is placed next to the 'Change' link for 'Date checked'.

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'.

## 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.

The screenshot shows the 'Manage qualifications' page for Lee Mapes. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHSBSA Lee UAT' with a 'Change' link, and 'Signed in as Lee Mapes' with a 'Sign Out' link. Below the header, there is a 'BETA' notice: 'Your feedback will help us to improve this service.' A '< Go back' link is present. The main heading is 'Pre-employment checks' followed by 'Lee Mapes's qualifications'. Below this is a table with three columns: 'Type', 'Subject', and 'What you can do'. The table contains one row: 'GCSE' under 'Type', 'Maths' under 'Subject', and '1 Review or 2 Remove' under 'What you can do'. The 'Maths' subject has a blue 'ACCEPTED' badge. Below the table, there are two buttons: '3 Add a qualification' (grey) and '4 Finish qualifications check' (green). A '<a href="#">Return to pre-employment checklist' link is also present. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with '© Crown copyright'.

## 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 applicant's 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 applicant's qualification, 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 'Are you sure you want to remove the Maths GCSE qualification?'. There are two radio button options: 'Yes' and 'No'. A green 'Save and continue' button 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'.

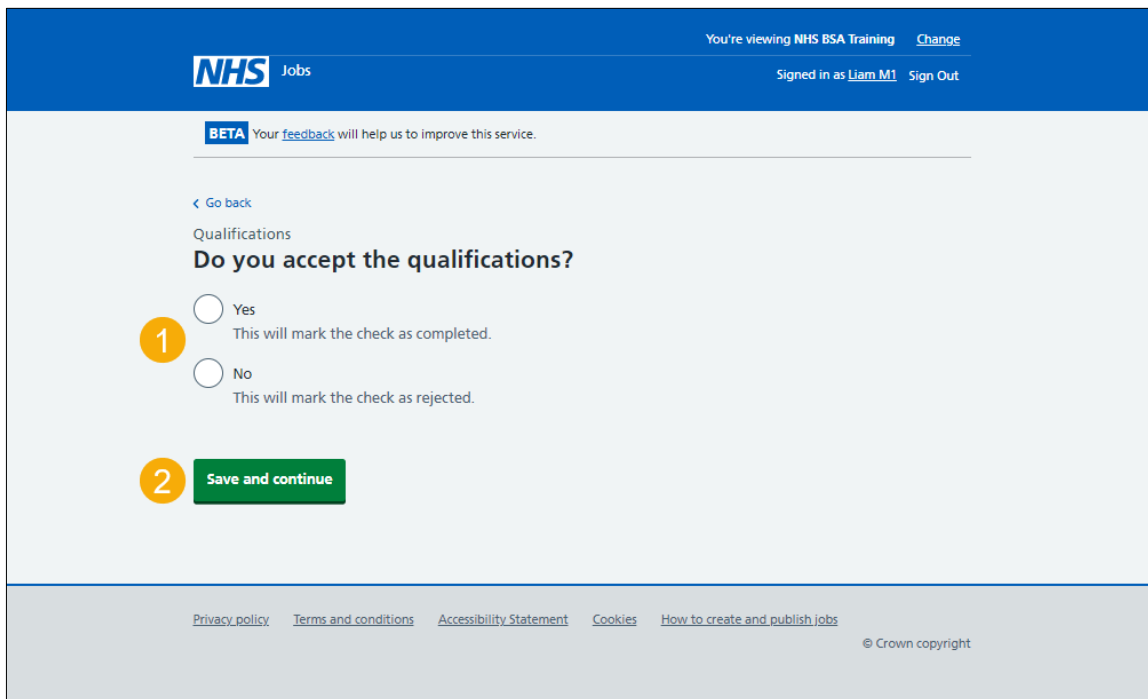
## Do you accept the qualifications?

This page gives you instructions for how to confirm if you accept the applicant's 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 applicant's qualifications, complete the following steps:

1. Select an answer.
2. Select the ['Save and continue'](#) button.



The screenshot shows a web form titled "Do you accept the 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, 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" followed by "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 each option is a note: "This will mark the check as completed." for "Yes" and "This will mark the check as rejected." for "No". At the bottom of the form is a green "Save and continue" button 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 a copyright notice "© Crown copyright".

## Qualifications check complete

This page shows confirmation you have completed the applicant's qualifications check.

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

1. Select a pre-employment check link.

The screenshot shows the 'Pre-employment checklist for Lee Mapes' page. At the top, it says 'You're viewing NHSBSA Lee UAT' and 'Signed in as Lee Mapes'. Below the header, there's a 'BETA' notice and a 'Go back' link. The main heading is 'Pre-employment checklist for Lee Mapes', followed by a message: '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', 'Identity', 'Right to work', and 'Qualifications and registrations'. Each section contains one or more items with a status indicator.

Section	Item	Status
References	References	NOT 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	Qualifications	NOT STARTED
	Professional registrations	COMPLETED

**Tip:** To find out how to complete a pre-employment check. Go to the 'Complete pre-employment checks' section of the '[Help and support for employers](#)' webpage.

You've completed the applicant's qualifications check and reached the end of this user guide.