

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 says 'You're viewing NHS BSA Training' and 'Signed in as NHSBSA Training'. The main content area is titled 'NHS BSA Training Dashboard' and features a 'Tasks by stage' section with a dropdown menu set to 'All users'. The tasks are listed as follows:

Task Stage	Count	On Track	Overdue
Draft	99	25	74
Approvals	1	0	1
Published	10	9	1
Shortlisting	68	42	26
Interviews	21	3	18
Ready to offer	11	7	4
Conditional offers	5	3	2
1 Pre-employment checks	1	0	1
Contracts	12	8	4
End recruitment	7	5	2

The sidebar on the right 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. The footer also includes '© 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

Pre-employment checks

Applicant	Job title	Deadline	Outstanding checks	What needs doing next
1 Liam MA AR-210128-00006	2 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	3 View checks or withdraw offer

[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 is a blue header with the NHS logo and the text 'Jobs'. 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 present. The main content area displays 'Pre-employment checks' and a bold message: 'The conditional offer has been accepted by Liam MA'. Below this, 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 highlighted with a '2' in a yellow circle. 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'.

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

References	NOT STARTED
----------------------------	-------------

Identity

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

Right to work

Right to work in the UK	NOT STARTED
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Qualifications and registrations

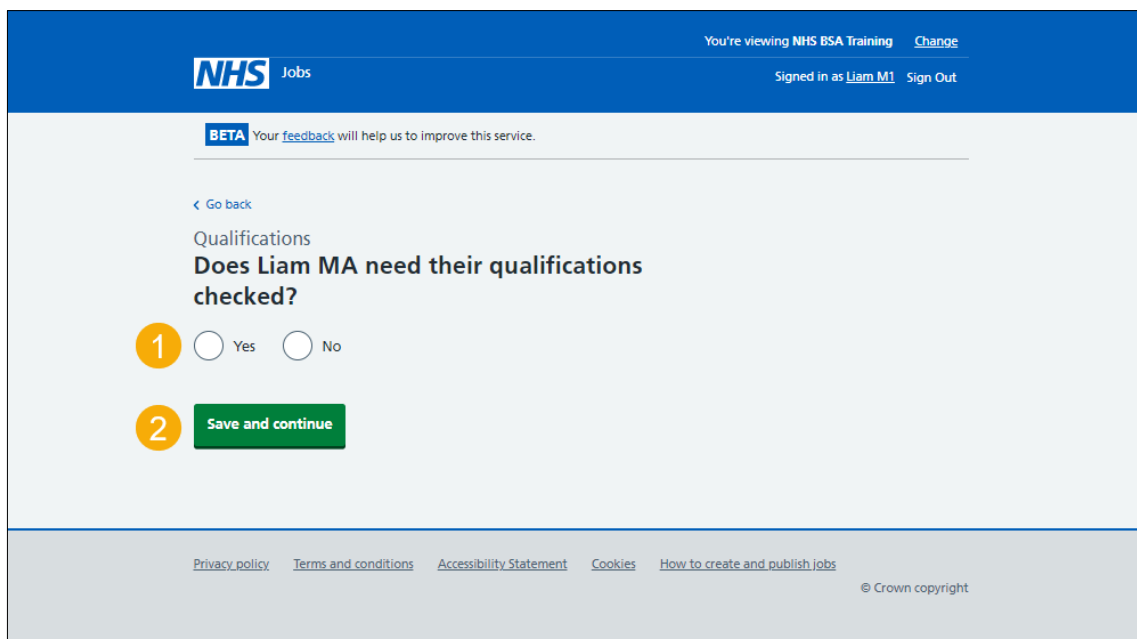
1 Qualifications	NOT STARTED
Professional registrations	STARTED

Do qualifications need to be checked?

This page gives you instructions for how to confirm if 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, 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' badge and a message: 'Your feedback will help us to improve this service.' The main content area is titled 'Pre-employment checks' and 'Lee Mapes's qualifications'. It shows a form where 'Qualification check needed' is set to 'No', with a 'Change' link and a circled '1' next to it. 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'. At the bottom, there are 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.

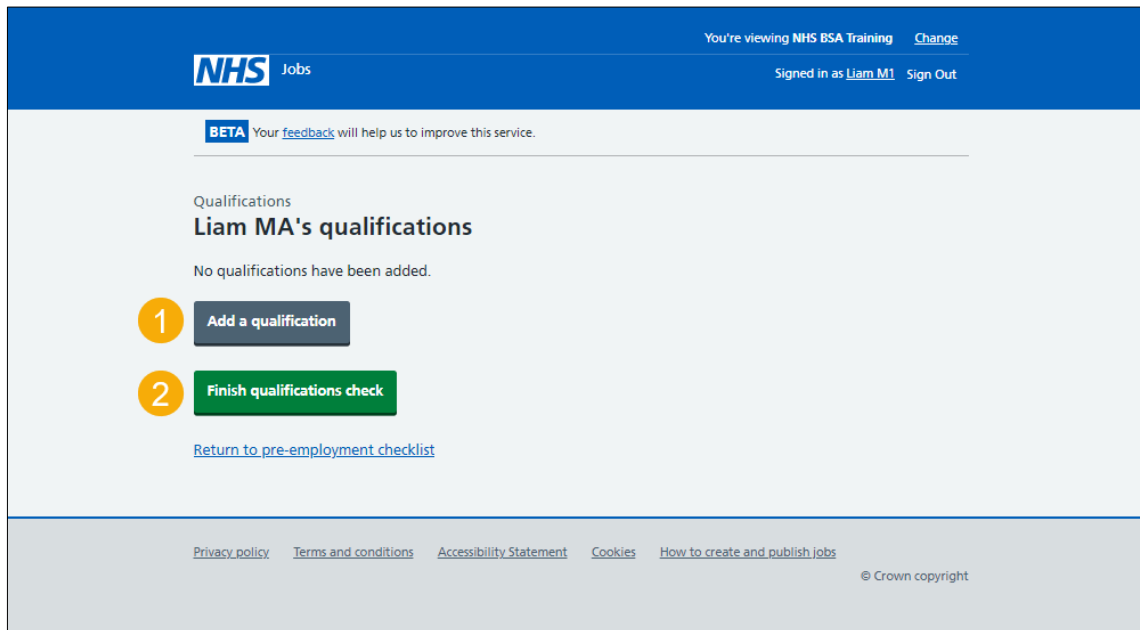
The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and 'You're viewing NHS BSA Training' with a 'Change' link on the right. Below the header, it says 'Signed in as Liam M1' with a 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'Qualifications' followed by 'What you will need to know'. The text explains that details for Liam MA's qualifications will be asked for. It lists the required information: type of qualifications, subjects, dates received and checked, and who checked them. It also mentions the ability to add a note. A large green 'Continue' button with a '1' in a yellow circle is highlighted. A link for 'Return to pre-employment checklist' is provided. 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 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.



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' with a 'Change' link on the right. Below the header, a blue bar contains 'BETA Your feedback will help us to improve this service.' The main content area is titled 'Qualifications' and 'Liam MA's qualifications'. It states 'No qualifications have been added.' Below this, there are two numbered steps: '1 Add a qualification' (a grey button) and '2 Finish qualifications check' (a green button). A link 'Return to pre-employment checklist' is located below the buttons. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

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.

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

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [Help and guidance](#)

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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 a web form titled "Who checked the qualification?". 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 "Who checked the qualification?". Below this, there are two rows of information: "Type" with the value "GCSE" and "Subject" with the value "Maths". There are three numbered steps: 1. "First name" with an input field; 2. "Last name" with an input field; 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](#)

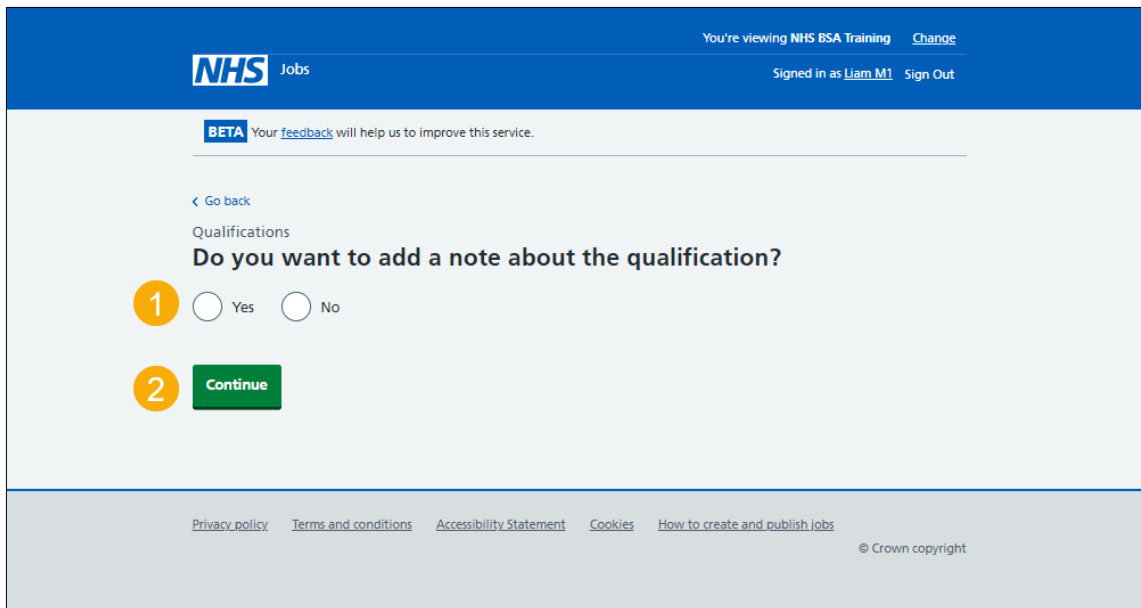
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Do you want to add a note about the qualification?

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 are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. A copyright notice '© Crown copyright' is located at the bottom right.

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 content area is titled 'Qualifications' and 'Add a note'. It contains a 'Subject' label followed by a text input field, which is marked with a yellow circle containing the number '1'. Below that is a 'Detail' label followed by a large text area, marked with a yellow circle containing the number '2'. At the bottom of the form is a green 'Continue' button, marked with a yellow circle containing the number '3'. The footer of the page contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the text '© 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 'Qualifications' page for 'Liam MA's GCSE Maths qualification'. The page header includes the NHS logo and 'Jobs' text. The user is signed in as 'Liam M1'. A 'BETA' banner states 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'Qualifications' followed by 'Liam MA's GCSE Maths qualification'. A table lists the following details:

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.	

Below the table are two buttons: 'Add another note' (labeled with a '2' in a yellow circle) and 'Save and continue' (labeled with a '3' in a yellow circle). A '1' in a yellow circle is placed next to the 'Change' link for 'Date received'. 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 '< Return to pre-employment checklist' link is at the bottom. 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 the NHS Jobs 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 '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 '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:**
 - 1 [References](#) (NOT STARTED)
- Identity:**
 - 1 [Home address](#) (NOT STARTED)
 - 1 [Identity check](#) (NOT STARTED)
 - [Inter Authority Transfer \(IAT\)](#) (COMPLETED)
- Right to work:**
 - 1 [Right to work in the UK](#) (NOT STARTED)
- Qualifications and registrations:**
 - 1 [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.