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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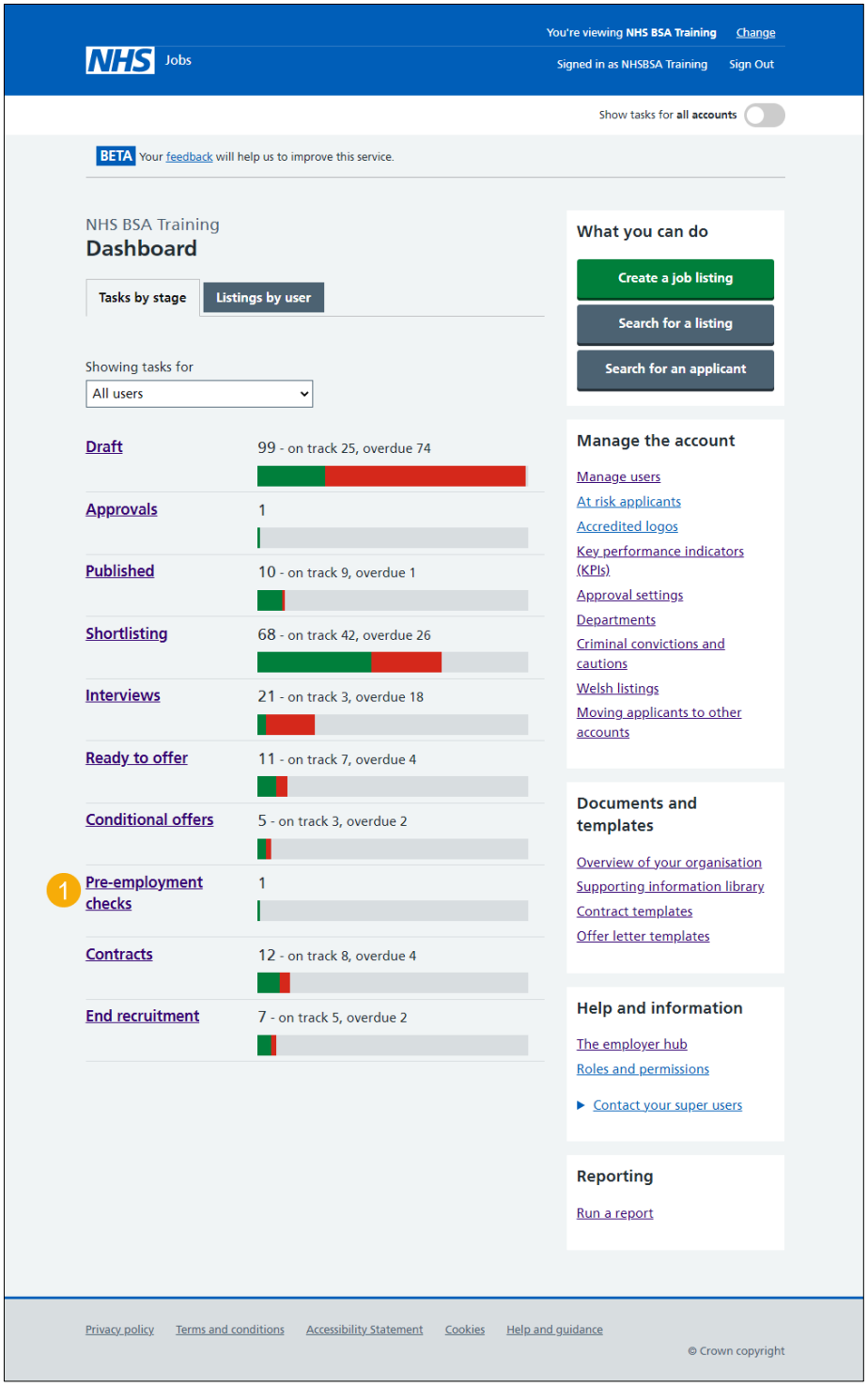
Pre-employment checks

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.



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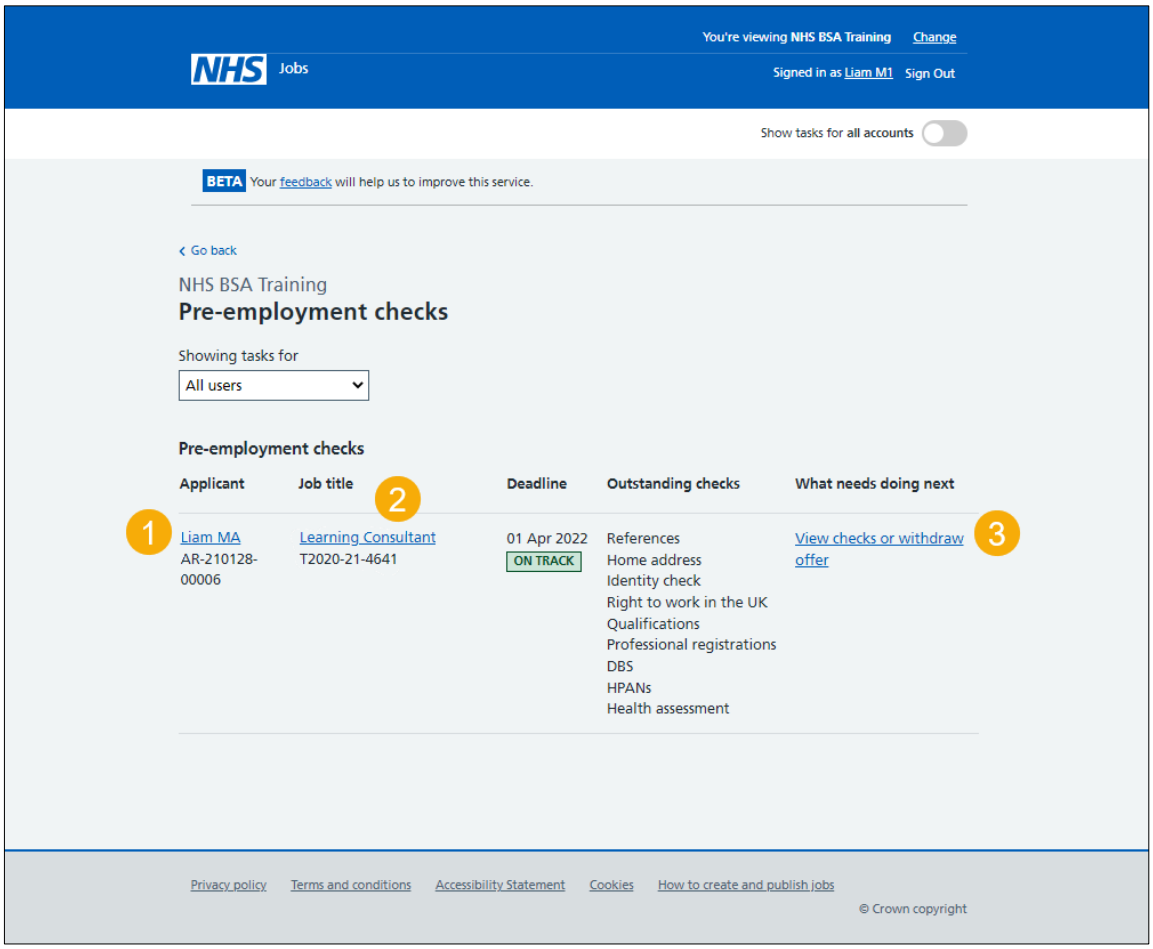
Find the applicant

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.



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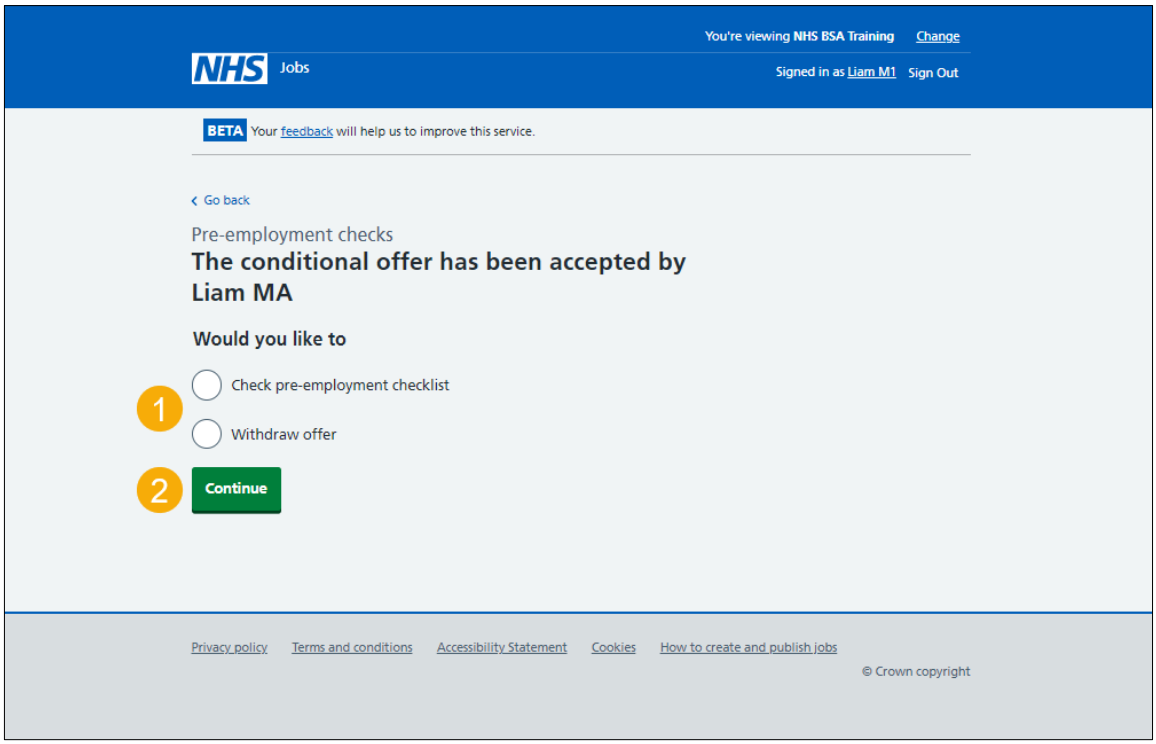
Start pre-employment checks

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.



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

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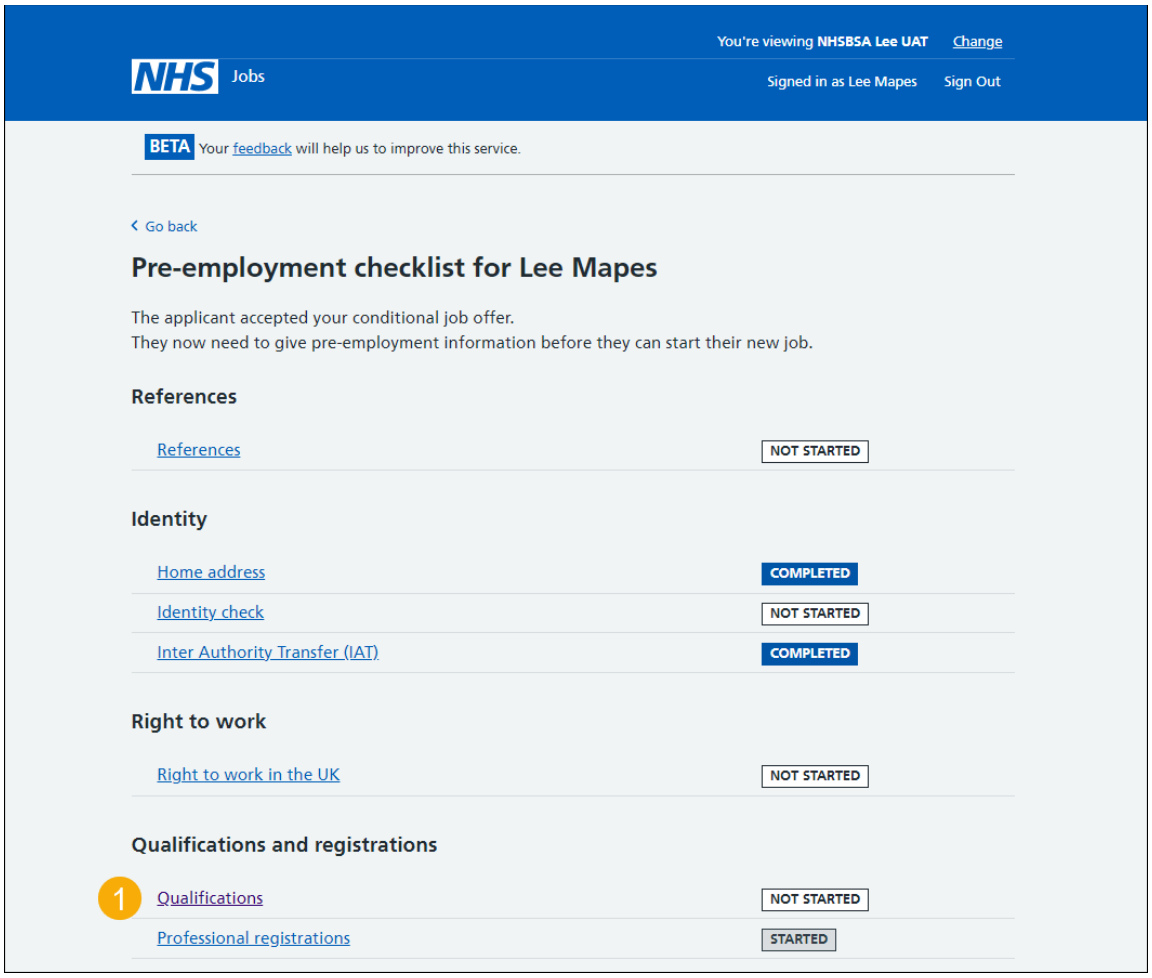
Qualifications

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.



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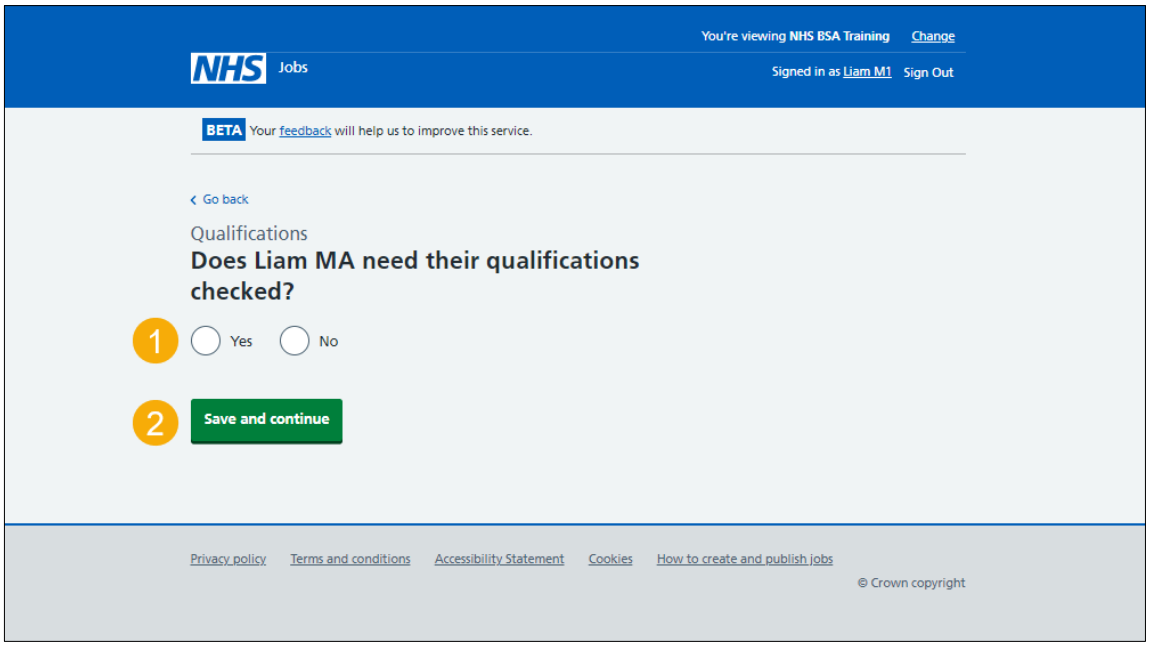
Do qualifications need to be checked?

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.



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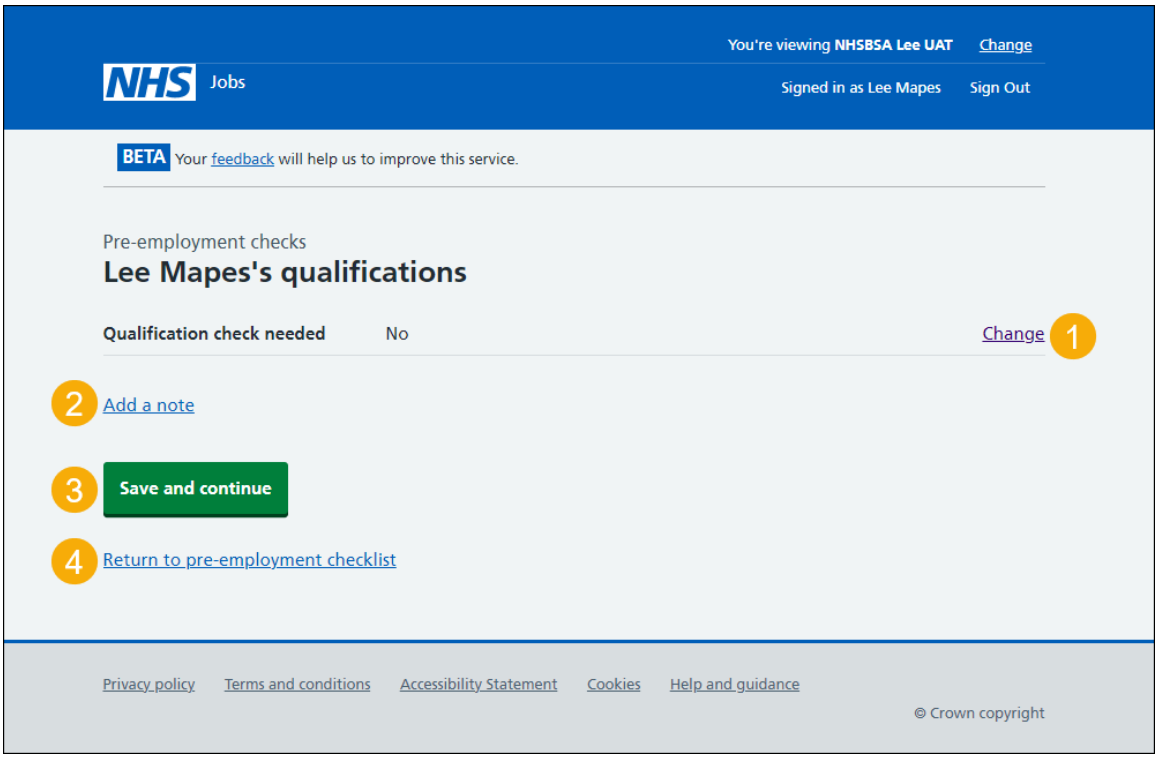
Confirm the applicant doesn't need a qualification check

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.



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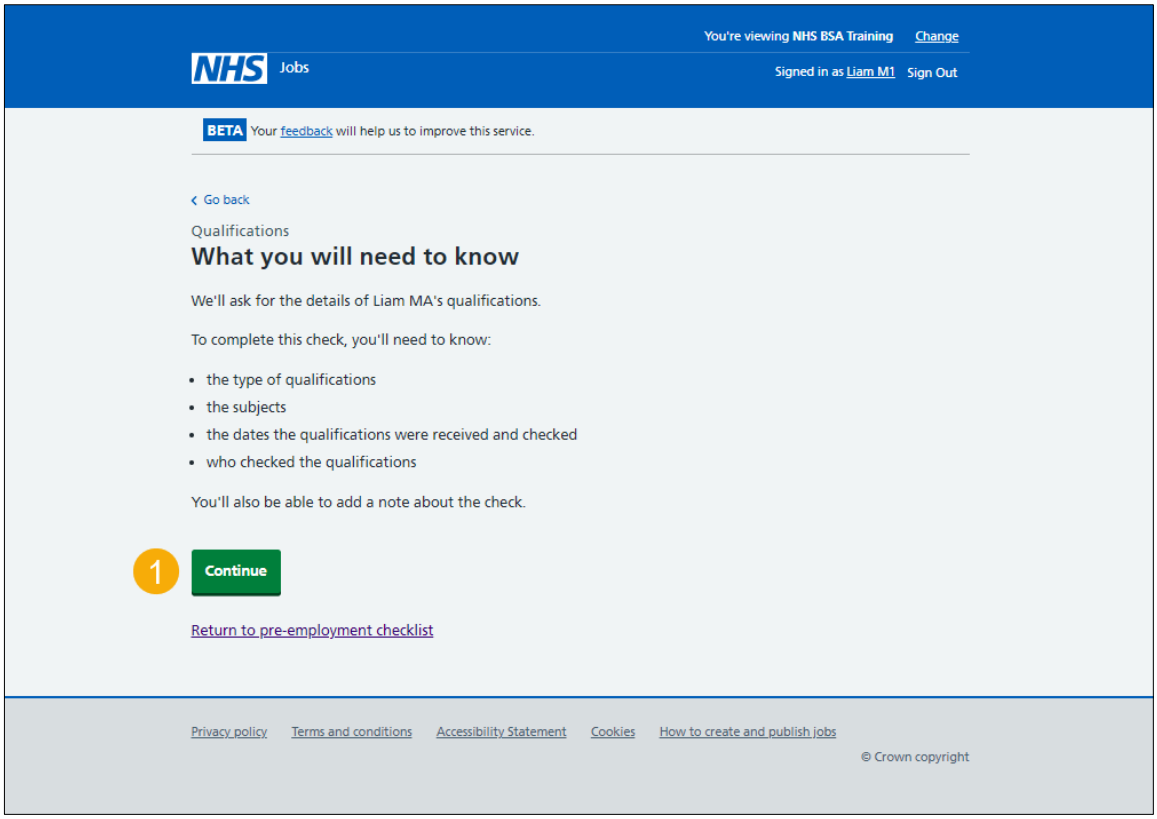
What you will need to know

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.



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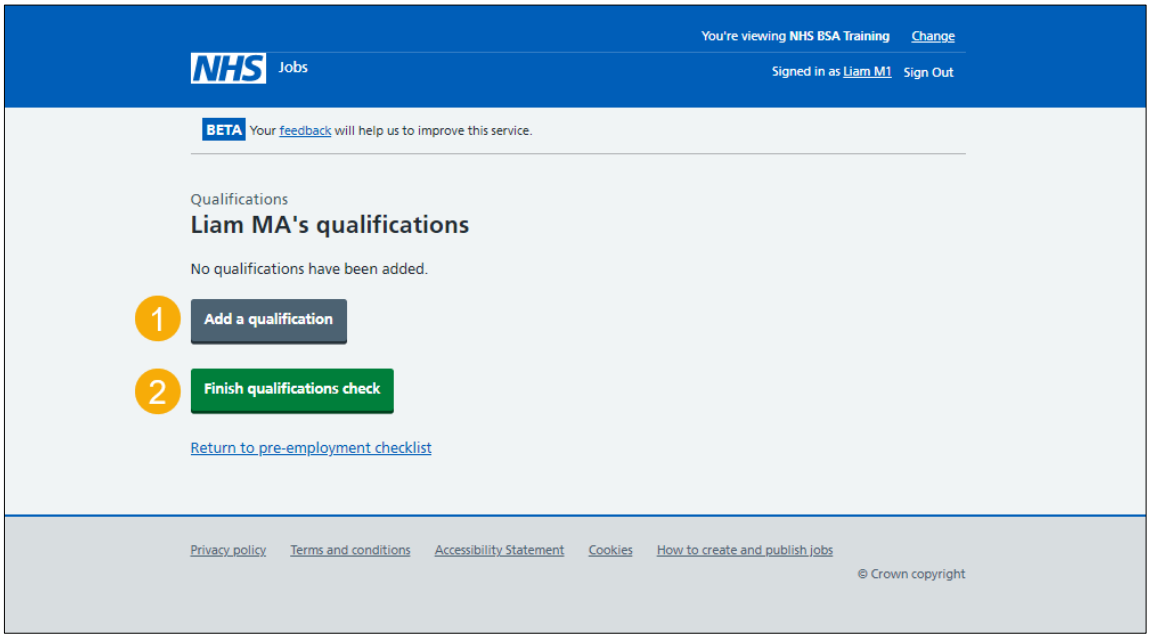
Check the applicant qualifications

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.



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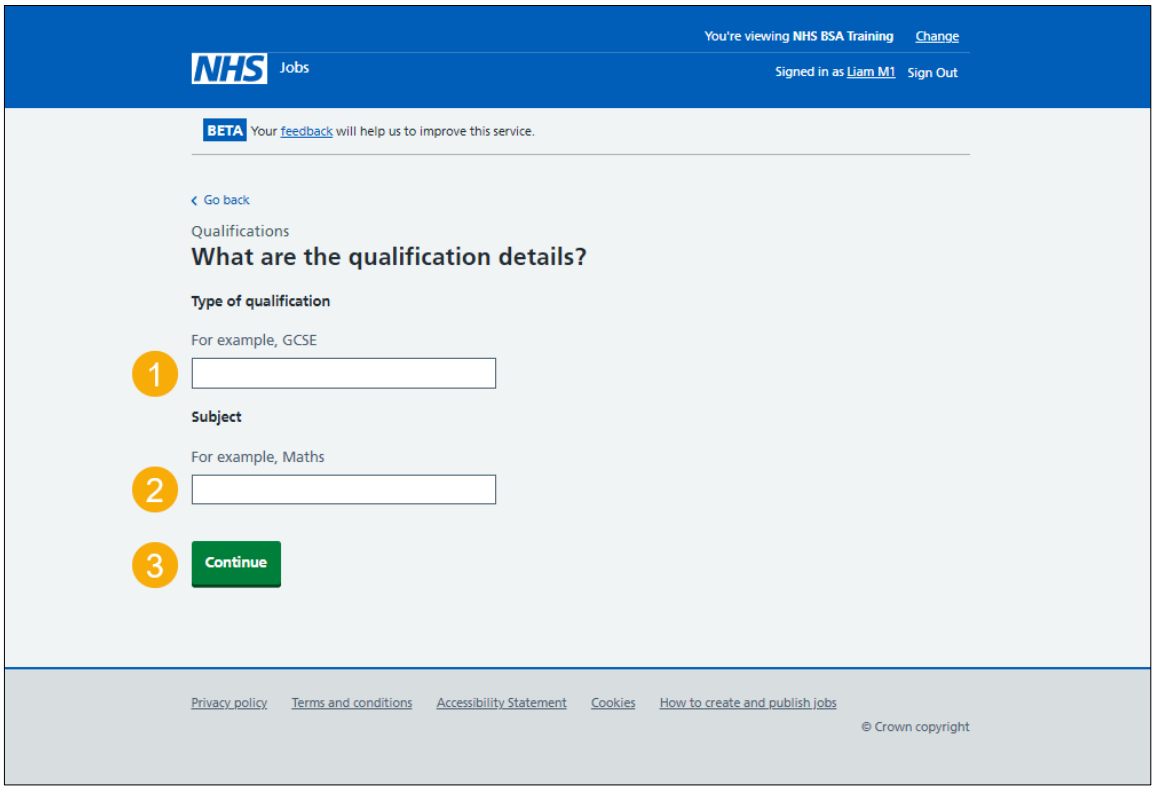
What are the qualification details?

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.



Tip: For example, GCSE and Maths.

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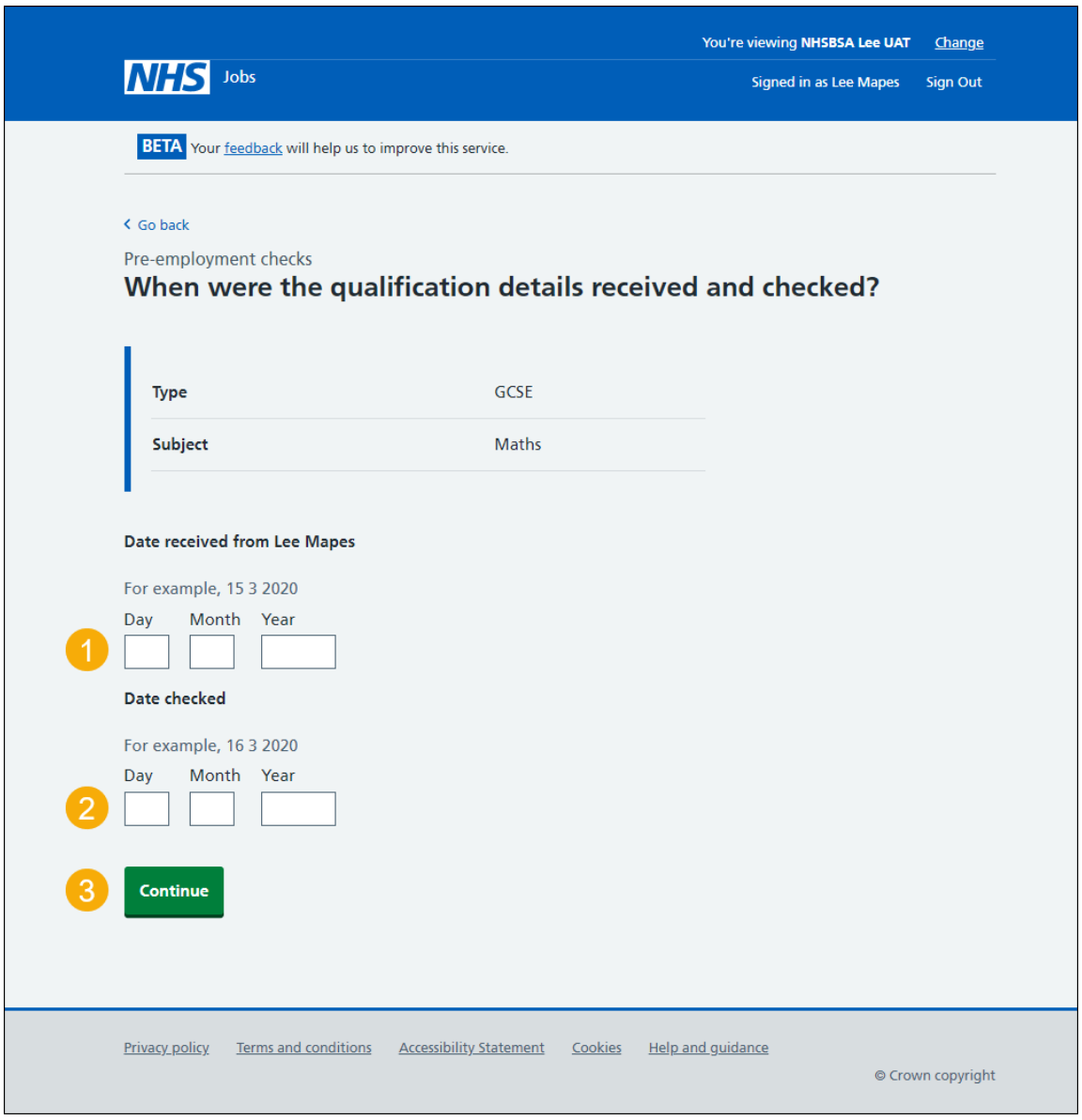
When were the qualification details received and checked?

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.



Tip: You must enter the dates in the DD-MM-YYYY format. For example, 15 03 2020.

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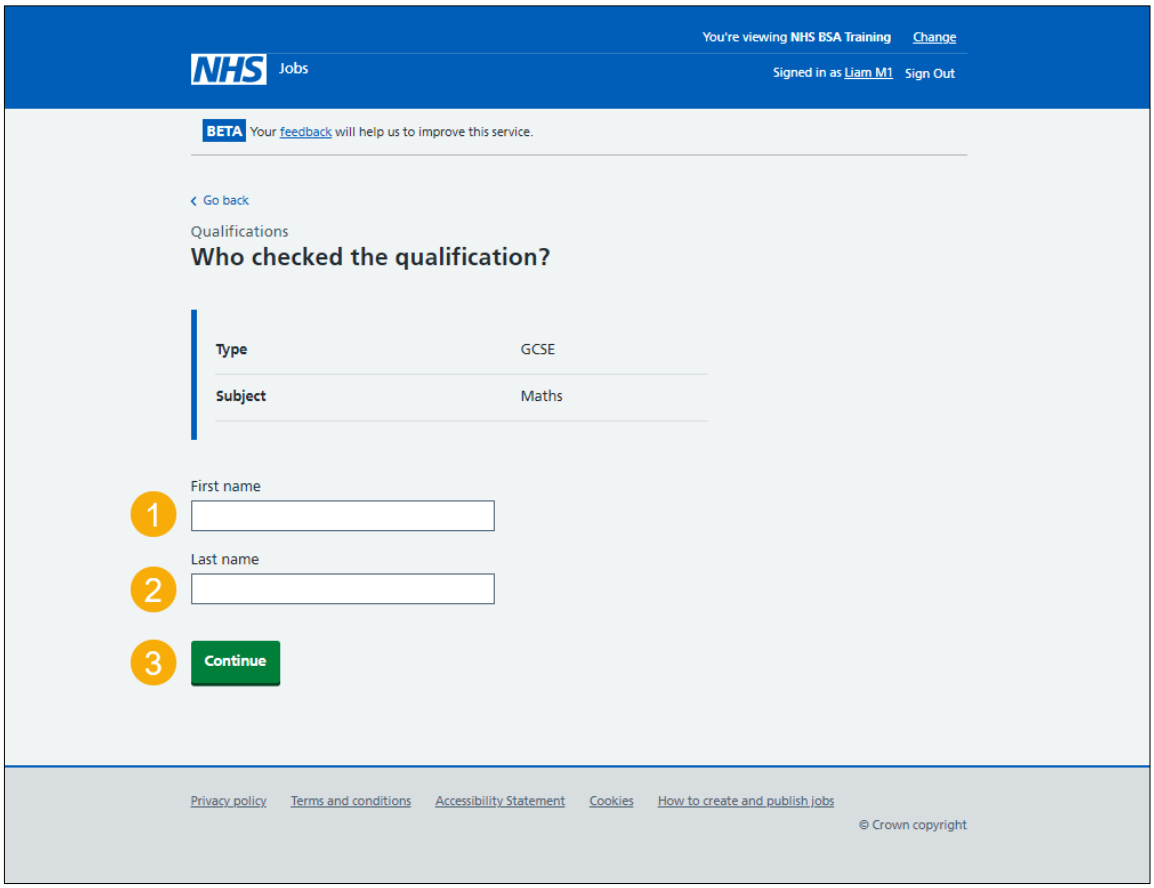
Who checked the qualification?

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.



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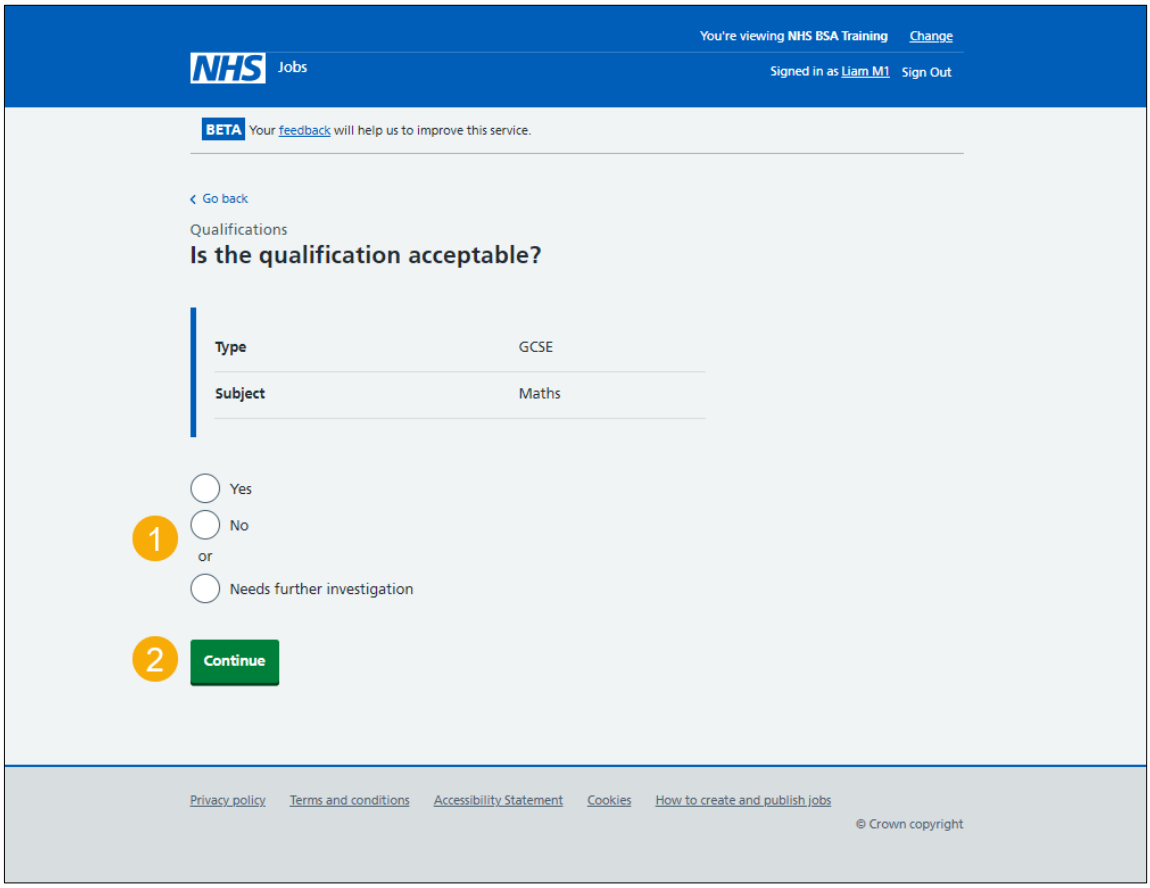
Is the qualification acceptable?

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.



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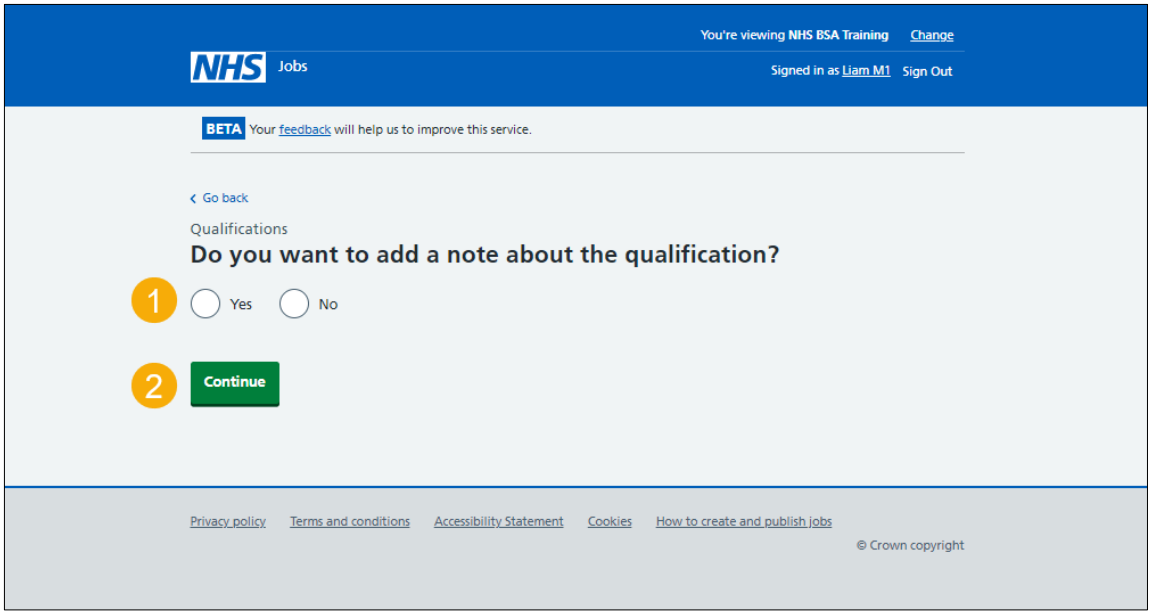
Do you want to add a note about the qualification?

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.



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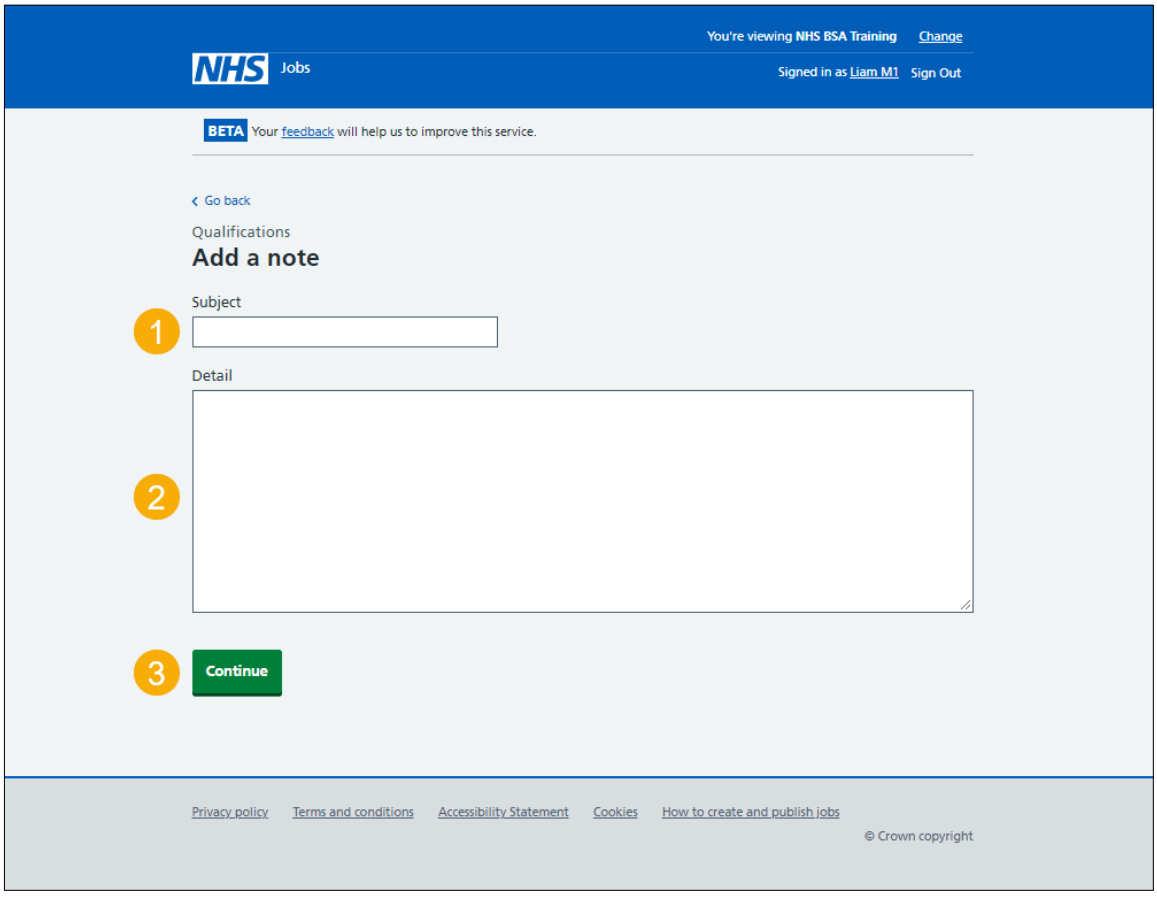
Add a note

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.



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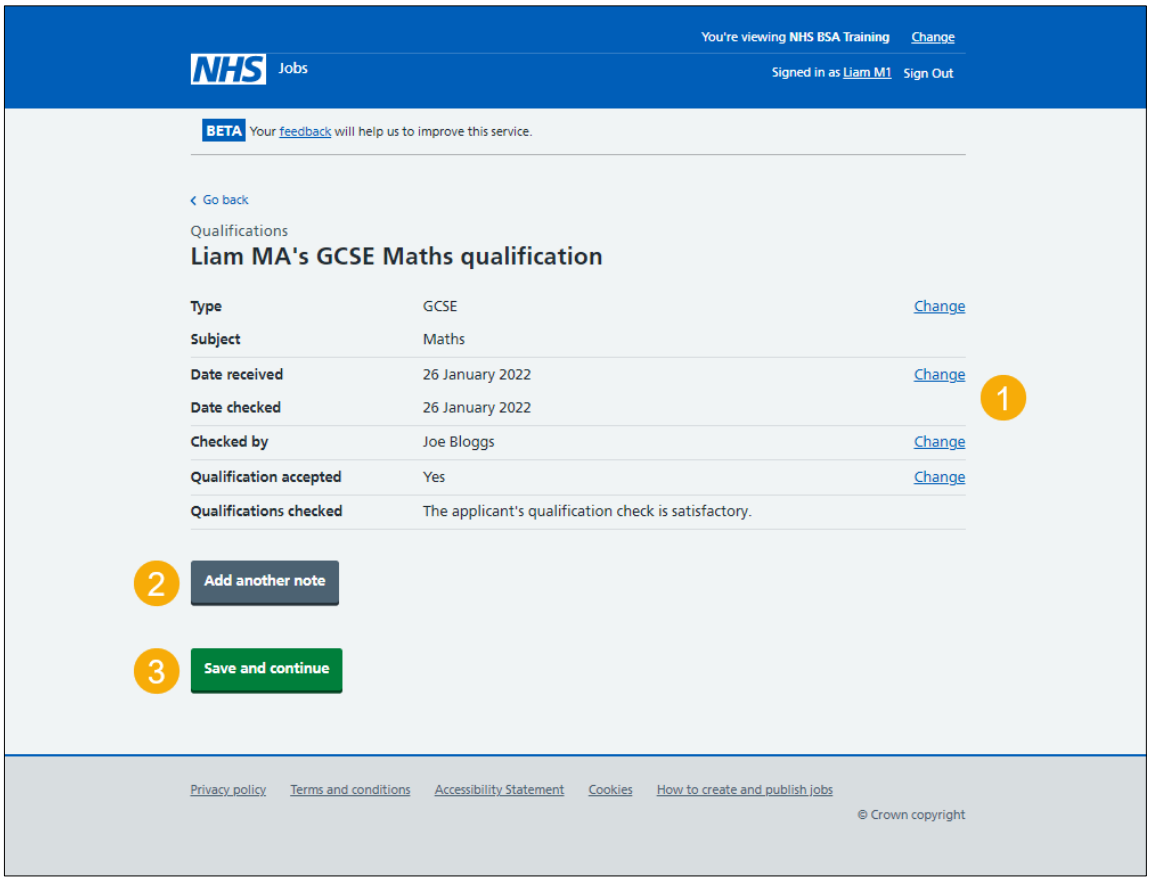
Check qualification details

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.



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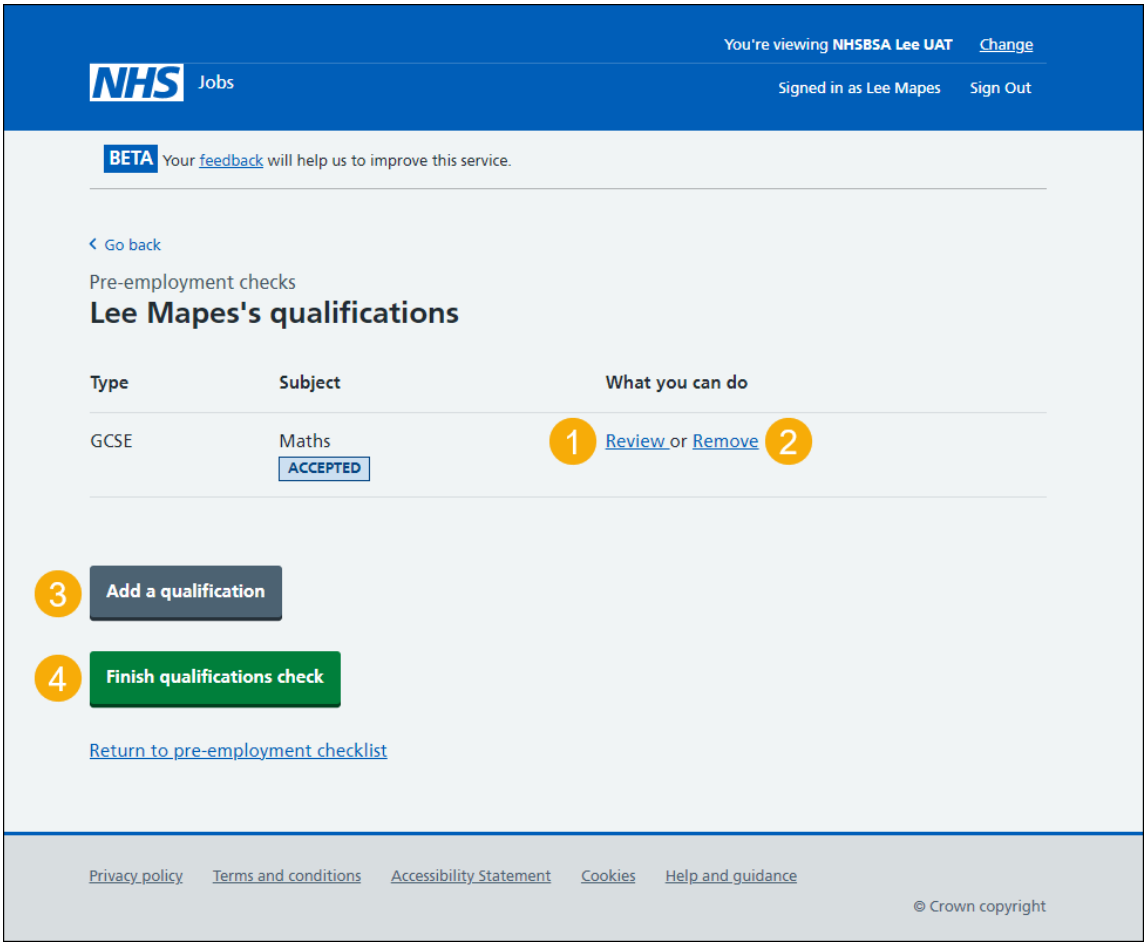
Manage qualifications

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.



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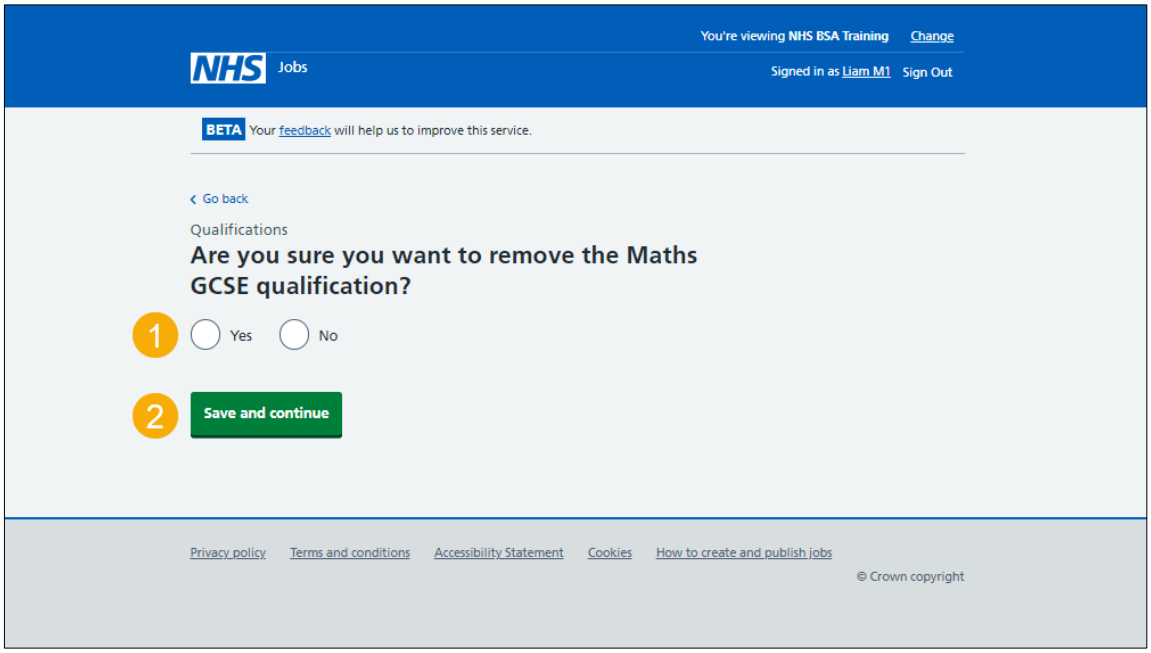
Are you sure you want to remove the qualification?

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



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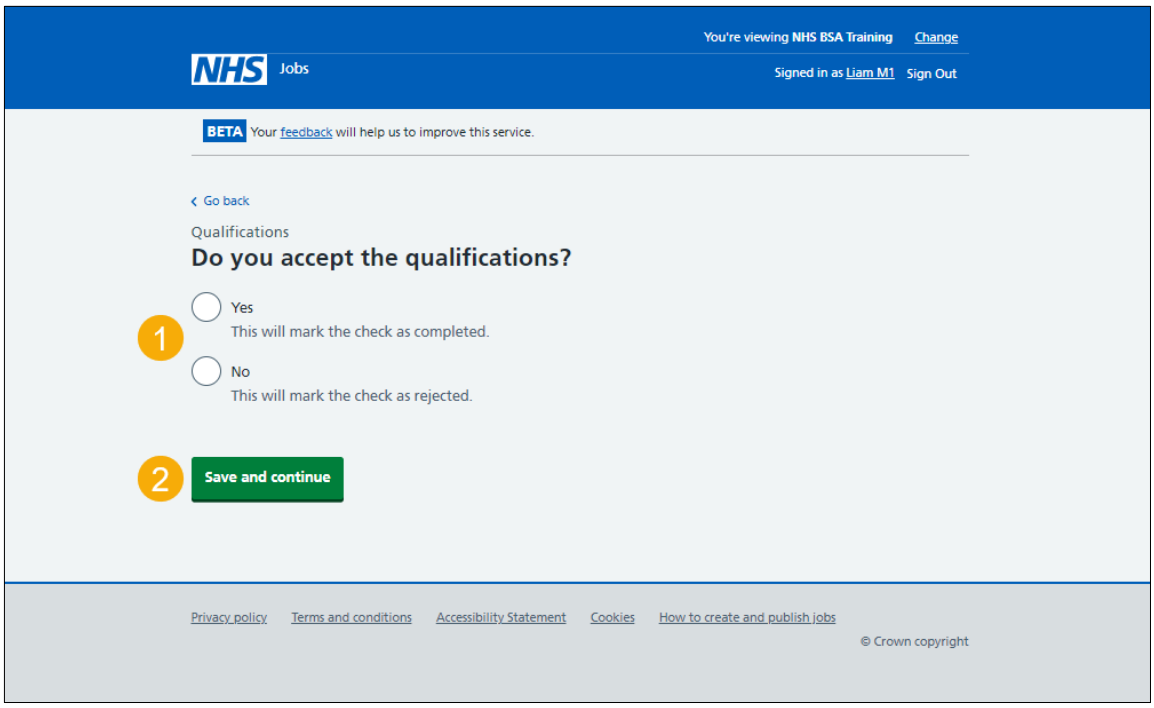
Do you accept the qualifications?

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.



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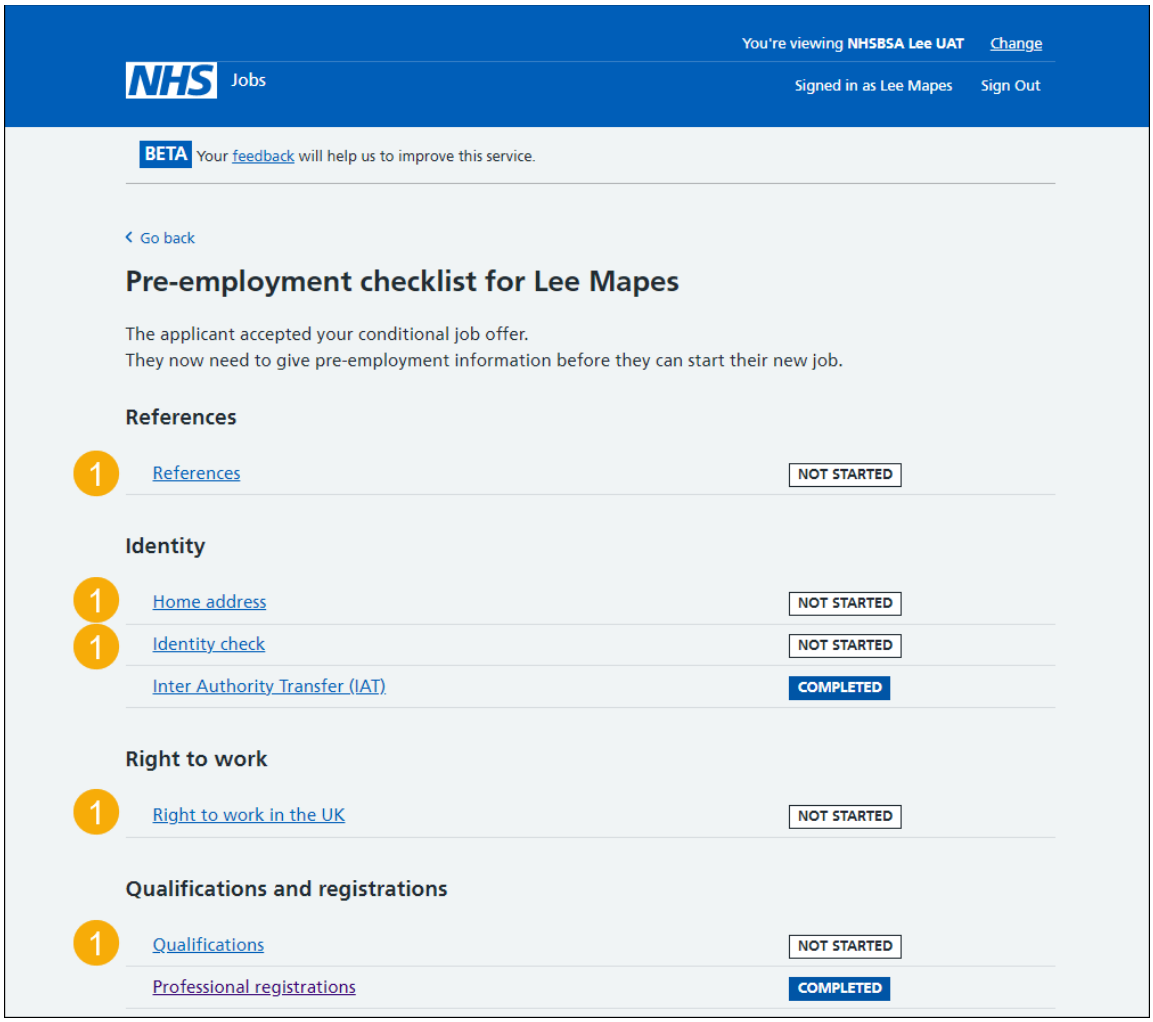
Qualifications check complete

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.



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.

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