**Department for Education T Level Industry Placements**

**Guidance on pre-employment checks – information for education providers**

Students who undertake an industry placement at the Department for Education must meet Civil Service nationality requirements and undergo pre-employment checks. This document sets out guidance for providers to support eligible students with their pre-employment checks.

Pre-employment checks can take up to 1 month to process so it is important for providers to support students to gather any documentation in a timely manner to avoid delays to the placement start date.

**Nationality requirements**

Industry placements at the Department for Education are open to the following groups:

* UK nationals
* nationals of the Republic of Ireland
* nationals of Commonwealth countries who have the right to work in the UK
* nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities with settled or pre-settled status under the [European Union Settlement Scheme (EUSS)](https://www.gov.uk/settled-status-eu-citizens-families)
* nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities who have made a valid application for settled or pre-settled status under the European Union Settlement Scheme (EUSS)
* individuals with limited leave to remain or indefinite leave to remain who were eligible to apply for EUSS on or before 31 December 2020
* Turkish nationals, and certain family members of Turkish nationals, who have accrued the right to work in the Civil Service

[Further information on nationality requirements](https://www.gov.uk/government/publications/nationality-rules)

**Pre-employment checks**

To enable us to verify the student’s identity, right to work in the UK and Civil Service and, where applicable, conduct a Criminal Record Check, the student must produce certain documents to be checked before the placement begins.

If we do not receive sufficient documentation, it may lead to delays or mean we are unable to progress the industry placement any further.

This guide is to help the provider work with the student to identify appropriate documents for the student to use as evidence; however it is not exhaustive, and further information is available by contracting DfE.industryplacements@education.gov.uk.

Security checks comprises verification of three elements:

1. **Identity & Nationality and Immigration Status (including an entitlement to undertake the work in question)**

During the recruitment process, students must provide:

• Confirmation of name, date of birth and address.

• National insurance number or other unique personal identifying number where appropriate

1. **DBS Criminal record (unspent convictions only)**

We will use your documentation to carry out a DBS check as part of the pre-employment checks.

1. **Time spent overseas**

Prospective T Level placement students are required to give a reasonable account of any significant periods (6 months or more in the past 3 years) of time spent abroad.

**Process for pre-employment checks**

* To complete the above checks, the DfE recruitment team will create a manual application for the student within Civil Service Jobs. We will ask students to complete a manual recruitment form to allow us to add their details to the system. The form will ask for details of a contact email address and phone number, as well as full name and title.
* When the account has been created, the student will be required to complete an online form via Civil Service Jobs, providing all information required to undertake the checks. The DfE recruitment team will send an email explaining how to access the form. The email template is below:

In order for your Pre-Employment checks to commence, we require you to complete the following.

**If you already have an account with Civil Service Jobs using email address**

Go to <https://cshr.tal.net/vx/candidate/application> and sign in.

If you have forgotten your password, you can reset it. Once it is reset, go to <https://cshr.tal.net/vx/candidate/application>

**If you do not have a Civil Service Jobs account:**

You must create one using email address – XXX (the email address used to create the account).

Go to <https://cshr.tal.net/vx/candidate/application> and Create New Account.

Once logged in to Civil Service Jobs, you will be required to accept the provisional offer online and then complete the pre-employment checking forms.

* Before completing the form, students should ensure they have 3 forms of ID. Please refer to the document requirements section.
* When the form has been completed by the student, if they hold a valid UK or Ireland passport, they will receive a link to TrustID. This portal conducts Right to Work, ID and address verification. The third document should be uploaded as part of the pre-employment checking form. The student will be prompted to do this when completing the form.
* If the student **does not** hold a valid UK or Ireland passport, the ID documents (listed below) will need to be viewed in person by a DfE employee to ensure the documents are original. The documents will then be checked against the information provided via CS Jobs.
* When the ID and Right to Work is successfully passed, we will then send off for a DBS criminal record check.
* At this point, if the student has lived overseas for 6 months or more in the last 3 years, we may ask them to give a reasonable account of their time living abroad. This could include details of accommodation/ places of study during the time period overseas.
* When all checks have been completed, a start date can be agreed for the student to begin their placement.

Document requirements for pre-employment checks

The student will need to provide up to 3 documents from different groups to ensure we can evidence the student’s identity, nationality, full permanent address, signature, and date of birth. This is to align to the Baseline Personnel Security Standards for working in the Civil Service.

Those students who have had a legal name change and provide identity documents (ID) in previous names will need to provide supporting evidence (i.e., Marriage certificate, Deed Poll document). Only original documents will be accepted; photocopies and online documents (e.g., bank statements, e-bills, eP60’s etc) cannot be accepted.

Below are some documents which are commonly used to evidence the requirements. We recommend that you try to provide:

* 1 document from Group 1
* 1 document from Group 2 and
* 1 further document from Group 1,2 or 3

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| **Group 1** |
| Current British Passport An Irish Passport can be supplied if you are from Northern Ireland under the Belfast Agreement.  |
| Full Birth or Adoption Certificate (The certificate must include the names of at least one of your parents or adoptive parents) UK, Isle of Man or Channel Islands only.  |
| Certificates of Registration or Naturalisation as a British Citizen |
| Online evidence of immigration status Either via the View and Prove service or using the BRP or BRC online service. |
| Current European Economic Area (EEA) or Swiss Passport  |
| A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland. |

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| **Group 2** |
| \* Bank, building society or credit card statement. If non-UK/EEA, the bank branch must be located in the country in which the applicant lives and works. |
| \* Original utility bill UK only. Gas, Water, Electricity, House Insurance, or Internet provider issued within the last 3 months. Mobile Phone bills and Motor Insurance documents are not acceptable.  |
| Original letter confirming National Insurance Number (NINO) issued by Government Department (dated within the last three months) UK only. P45, P60 (must be dated within the last 12 months and contain current address)  |
| \* Current evidence of entitlement to DWP benefits (e.g., Universal Credit) UK only.  |
| Council Tax statement for the current year UK only |
| EU National Identity Card Must still be valid and include UK residential address. |
| Mortgage Statement UK or EEA only. Issued in the last 12 months. |

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| **Group 3** |
| Current photo card driving licence Full or provisional. UK, Isle of Man, Channel Islands and EU only.  |
| Current driving licence (old paper version). UK, Isle of Man, Channel Islands and EU only. Must have been issued before 1998. |
| Marriage certificate/Civil Partnership certificate UK and Channel Islands only.  |
| HM Forces identity card UK only.  |
| Short Birth Certificate UK, Isle of Man or Channel Islands only.  |
| Letter from head teacher or college principal UK only. For 16- to 19-year-olds currently in full time education – only to be used in exceptional circumstances if other documents cannot be provided. |

**If a student does not have photographic ID**

If the student is unable to provide one piece of photographic ID then they will need to provide a passport sized photograph of themself. This will need to be endorsed on the back with the signature of a person of some standing in their community (e.g., a Justice of the Peace (JP), medical practitioner, officer of the armed forces, teacher, lecturer, lawyer, bank manager, civil servant, etc.).

The passport photograph will need to be accompanied by a signed statement, completed by the same person, stating the period of time that the individual has known the student (this must be a minimum 3 years). The statement must also contain the name, address, contact number and the profession of the individual who has endorsed the photo and completed the statement.

**How can you help students to prepare for pre-employment checks?**

* Begin working with students from an early stage to assess whether they hold a UK or Ireland passport and 2 other documents from the list above.
* For students who do not hold a valid UK or Ireland passport, work with them to identify what documents they have available from the three groups listed above.
* Remind students to look out for and respond to emails from the Department for Education Recruitment team.
* If students are struggling to upload their documents or for any other problems, get in touch via DfE.industryplacements@education.gov.uk..