

AMS EDUCATION CHECKLIST

Version 08/24

***** FOR FURTHER GUIDANCE REFER TO CENTRAL COMPLIANCE TEAM *****

NAME:	QUALIFICATION:
DATE:	TEAM:

APPLICATION/RTW/PROOF OF NI/DBS/ POA

- Resource Form - dated within the last 4 weeks
- Application Form – Including Referee Details must cover minimum of 2 years
- Right to Work - stamped & TRUST ID Check included ***BRP need additional RTW Check in company name***
- Proof of National Insurance **(no payslips)**
- DBS Certificate Internal Child Workforce **(Enhanced)** or DBS Certificate External Child Workforce **(Enhanced)** with Update Service Check dated within 14 days of pack clearance
- POA 1 and POA 2 - Bank statement, DVLA, Utility Bill, Council Tax, HMRC Letter – Issued within last 3 months

PROFESSIONAL DEVELOPMENT & MANDATORY TRAINING

- QTS Pin Check (Teachers Only) – Dated within 14 days of pack clearance
- Degree/Diploma/NVQ Certificate
- Safeguarding Young People Online Module – 1-year exp – must be verified
- First Aid Training - 1-year exp – must be verified
- Sign offs by Kadie only

CV

- CV – Must go back to school – temp must have min 6-12 months experience if qualified or if unqualified then sign off from Aaron/Kadie