

LITTLE STEPS EDUCATION CHECKLIST

Version 01/25

***** 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
- 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 and Adult Workforce **(Enhanced)** or DBS Certificate External Child and Adult Workforce **(Enhanced)** with Update Service Check dated within 14 days of pack clearance – DBS signed off acceptable if we have one issued within the last year, not on the update service and new one applied for
- 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
- NVQ Certificate 2 or 3 – **Qualified Candidates only (None needed for Unqualified)**
- Safeguarding Young People Online Module – **1 year expiry or certificate expiry**
- First Aid Training - **1 year expiry or certificate expiry**
- Sign off from Kadie ONLY if needed for any documents

CV

- CV – **1 year minimum on there**