

## MAGISTERS EDUCATION CHECKLIST

Version 08/24

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

|              |                       |
|--------------|-----------------------|
| <b>NAME:</b> | <b>QUALIFICATION:</b> |
| <b>DATE:</b> | <b>TEAM:</b>          |

### **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 or Utility Bill must be issued within the last 3 months or Council Tax or HMRC Letter issued within last 12 months or in date DVLA

### **PROFESSIONAL DEVELOPMENT & MANDATORY TRAINING**

- QTS Pin Check **(Teachers Only)** – Dated within 14 days of pack clearance
- Degree/Diploma/NVQ Certificate **(Teachers Only)**
- Safeguarding Young People Online Module – 1 year exp – must be verified – HB is acceptable

### **CV**

- CV – Must go back to school with no more than 1 month gap
- Professional References from a Senior position **(Details Only on App Form)** – Minimum of two required to cover 2 years of employment