

NUTRIX EDUCATION CHECKLIST

Version 11/24

***** 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
- Overseas Police Check **(If Applicable - lived outside UK for 6 months in last 5 years?)**
- CoS or Term Dates **(If Applicable - for Skilled Worker Visas or Student Visas)**

PROFESSIONAL DEVELOPMENT & MANDATORY TRAINING

- QTS Pin Check **(Teachers Only)** – Dated within 14 days of pack clearance
- Qualification **(Teachers Only)**
- NVQ Level 2 or 3 **(Nursery Assistants must have)**
- Safeguarding Young People Online Module – **must be Education Specific**

CV

- CV – Must go back to school with no more than 1 month gap
- Professional References from a Senior position – Minimum of two required to cover 2 years of employment
- Interview - Face to Face
- Induction
- POA1 and POA2 - 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 Driving License