



# Required Documents, Training & Expiration Policy

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Got a question? Contact the office on 01372 231007 or e-mail [admin@Care101.co.uk](mailto:admin@Care101.co.uk)

## Introduction

As a company, we are required to maintain records on your behalf. Some of these are requested as part of your initial application whilst others expire and must be periodically updated, such as mandatory training and DBS certificate. Our policy for these documents is described below.

## Summary

In summary, the following documents are required to be seen and recorded. Each is described in more detail in the sections below.

Document	Verified/Updated
DBS Certificate	At application & at least every 3 years thereafter. The DBS Update Service is acceptable. Some clients may require a DBS verification more frequently.
Mandatory training certificates	At application and annually/every 3 years thereafter depending on the course (see below).
Qualifications	As applicable, at application and thereafter when updated.
Application form	Must be completed and submitted, either paper based or on-line.
Proof of ID	At application. Passport or photo driving licence accepted.
Proof of eligibility to work in the UK	As applicable, at application. Passport, visa, residence permit accepted.
Proof of current address	At application & after moving to new location. Bank, building society or other financial statement, utility bill, council tax statement, P45/P60 etc. accepted.
Employment history	At application & as needed thereafter. The most recent 5-year history incl. any career breaks are required.
References	At application. A separate professional & character reference is required.

## DBS certificate

A DBS certificate is required for all healthcare workers. This must be an enhanced check for the appropriate or equivalent role and must reference both adult and child workforce. It can be confirmed either by requesting a new certificate, or through the DBS Update Service, if you subscribe with the appropriate DBS level.



DBS certificates have an “issue date” a don’t technically expire. However, some clients require that a DBS certificate is maintained annually and as such must either be revalidated or renewed completely each year. For this reason we recommend keeping a subscription to the government’s DBS Update Service.

### Requirements for applicants

For new applicants, we need to verify your DBS status ...

- If you belong to the DBS Update Service (recommended), we can verify this at no cost. Simply provide the certificate number you subscribed with (this is different from your DBS Update Service subscription number).
- If you do not belong to the Update Service but have a recent DBS certificate issued within the previous 4 weeks of your application, we can use this.
- Otherwise, we will need to request a new DBS certificate for you. New DBS applications cost £50 which is deducted from future wages.

### Ongoing requirements

Care101 considers DBS certificates to be valid for 3 years, although some clients may insist on a more regular check.



*For this reason, we recommend subscribing to the DBS Update Service as this is much more cost effective than requesting new certificates and allows your status to be verified at any time by us or any other employer.*

For more information, please see our “DBS Checks” document.

## Mandatory training

Every health professional is required to attend and maintain their mandatory training. There is no exact definition of what “mandatory training” actually is; it is left to the employer to determine the training required based on your job role.

Care101 accepts the following training as a minimum requirement, depending on role and qualifications.

### Requirements for applicants

For new applicants, proof of the above, in the form of course certificates is required. If proof is not available, suitable training will need to be completed...

- Moving and handling
- Fire training
- Safeguarding vulnerable adults
- Infection control
- CoSHH
- First aid awareness (HCAs only)
- Health & safety (not required if you have an NVQ2)
- Administering medication (RNs only)

### Ongoing requirements

Annually, the following must be refreshed (or proof shown that training has been completed)...

- Moving and handling
- Administering medication (RNs only)

Every 3 years, the following must be refreshed (or proof shown that training has been completed)...

- Fire training
- Safeguarding vulnerable adults
- Infection control
- CoSHH
- First aid awareness (HCAs only)



For more information, please see our “Mandatory Training” document.

## Qualifications

Your qualifications may affect the clients you can work for or the pay rate offered to you by them.

### Requirements for applicants

For new applicants, please indicate your current/relevant qualifications in the form of course certificates.



Please also indicate whether you have completed an NVQ level 2 or higher, or equivalent qualification as this will also affect the mandatory training you may need to complete.

### Ongoing requirements

If you subsequently study and attain additional qualifications, please ensure your employee record is kept up to date. This includes NVQ and equivalent qualifications.

## Application form

A copy of your original application form must be kept on file. This can be either a paper or on-line copy.

## Proof of ID

An up to date record of your proof of ID must be kept on file. To do this, we need a copy of your main passport page (the page with your picture) or a copy of your photographic driving licence.



*If neither of the above are available, a copy of your birth certificate, National Insurance number and recent photograph can be used instead.*

## Proof of address

Proof of your current residential address is required and must be maintained as needed.

### Requirements for applicants

For new applicants, we need to see proof of your current address. Normally this will be a recent ...

- Bank or credit card statement
- Utility bill
- Phone bill (not mobile)
- Council tax statement

### Ongoing requirements

If you subsequently move your residential location, please inform the office and provide proof of this new address as shown above.

## Employment history

We may be required to provide details of your previous employment, which should be updated as appropriate.

### Requirements for applicants

For new applicants, please provide the latest 5 years-worth of employment history.



If you are a school or college leaver, please indicate these studies as part of these 5 years. Any gaps in education or employment should be noted.

### Requirements ongoing


If your other employment status changes in any way, please ensure your employment history is kept up to date.

## References

Employers differ as to their specific requirement for references. Care101 requires two references – one to cover your work (professional reference), the other to indicate the type of person you are (character reference) ...


- **Professional reference.**

This must be from a current or previous employer – e.g. line or home manager, HR dept., or work colleague and must cover the role to which you are applying.

 *We appreciate that you may not wish your current employer's management to know about your application to us. In these cases, a work colleague – someone you have worked with regularly is acceptable as a referee, as long as they have worked with you in the context of the role for which you are applying.*

- **Character reference.**

The character reference is designed to help determine the type of person you are. They do not need to understand your work, they simply need to know you.

 Anyone other than a family member is acceptable.