



Verification of Qualifications

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As part of the registration process and prior to the deployment of the temporary worker into the authority, One Call 24 will ensure that all relevant professional qualifications have been sufficiently verified.

The worker will be expected to detail on the agency Application Form the professional qualifications obtained. Evidence will then be sort from the temporary worker in the form of the Professional Qualification Certificate. The original item must be provided by the temporary worker, with One Call 24 further verifying this by signing and dating the copies taken of the original certificates as 'Original Seen'. This will include: the wording 'original seen'; date for which the original item was seen and scanned and legible signature of the person who saw the original item. The verified copies of the qualification certificates will be retained in the worker's file.

Should any professional qualification certificate be presented in another language other than English, One Call 24 will ensure that the certificate(s) are translated into the English language by suitable and professional company. Evidence of the original qualification certificate and the translation will be verified as original seen and retained in the worker's file.

Where a different name or names are present on the supplied professional qualification certificate that do not match those supplied on ID and Right to Work documents , One Call 24 will look to establish a genuine link between the names to further confirm that the certificate(s) provided by the worker is genuinely theirs. Sufficient proof of name change will be sort in the form of either: marriage certificate; divorce certificate; change of name deed poll or any other legal document which can sufficiently prove a change in the worker's name. Proof of name change documents must be original seen, with verified copies retained in the worker's file.

One Call 24 will cross check all professional qualifications supplied next to the details presented within the application form and any other vetting correspondence.

Where any concerns arise over the professional qualification certificates supplied, One Call 24 will contact the educational body to further confirm that the information supplied is true and correct.