Pay, Reward & Employment Services -Onboarding Employee Guidance

Please think before printing this document.

Where printing is necessary, please ensure that it is printed double sided and in greyscale.

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1.2 - MyView Onboarding Module – What is Onboarding?

Onboarding is a term referring to the process of introducing a newly hired employee into an organisation. Onboarding is an important part of helping employees understand their new position and job requirements, as well as allowing them to complete pre-employment tasks which are required before commencing their role.

MyView has been enhanced with new Onboarding functionality, which means that as an Onboarder to Durham County Council, when you access MyView you will see displayed a set of activities to perform based on tasks allocated to you. Dependant on the nature of the post, additional onboarding tasks will be made available for you to complete.

The majority of tasks allocated to you are mandatory tasks for all onboarding employees. However, there are some additional onboarding tasks which the Recruitment Team will allocate to you based on your specific role.

The types of onboarding tasks you will be asked to complete include:

- **watching videos** i.e., corporate induction
- **reading documents**
- **uploading documents**
- **completing forms (both MyForms and MyTeam processes)** – this may include:
    - Employee Personal Data Collection and Bank Details
    - Employee Photo Upload - for security/ID purposes
    - HMRC checklist
    - Sickness Absence History
    - *DBS Consent* ***(dependant on nature of post)***
    - *Criminal Conviction Declaration* ***(dependant on nature of post)***
    - *Recruitment Allowance* ***(dependant on nature of post)***

As an onboarder to Durham County Council, using the Onboarding module within MyView will allow you to:

- Easily communicate with the Recruitment Team throughout the pre-employment process through to you starting – this includes receiving your Conditional Offer of Appointment and the Statement Of.

- Ensure a consistent and transparent onboarding process for all new starters - reducing time on administration of pre-employment checks.

- Feel a part of the Council from the moment you receive your conditional offer of employment, not just when you commence work in your new post.

As a newly appointed candidate, the Recruitment Team will provide you with access to an **Onboarding hub** via our MyView employee self-service application allowing you to complete a range of pre-employment and induction tasks before your start date can be confirmed.

You will receive regular updates (via automated email alerts) outlining the pre-employment and induction tasks which are still outstanding – designed to help to complete the pre-employment and induction process more efficiently.

Documentation to support the use of MyView including Frequently Asked Questions are available via www.durham.gov.uk/MyView

1.2 - Further Information

If you would like any further advice or would like the document in an alternative format, please contact the MyView Team within Pay, Reward and Employment Services using contact details:

- **MyView@durham.gov.uk**
- **03000 269 919**

Should you have any further queries in relation to the pre-employment checks or require any support, please contact the Recruitment Helpdesk via Telephone: 03000 26 27 27 or email according to service grouping below:

- RecruitmentAHS@durham.gov.uk
- RecruitmentCYPS@durham.gov.uk
- RecruitmentResources@durham.gov.uk
- RecruitmentNCC@durham.gov.uk
- RecruitmentREG@durham.gov.uk
- RecruitmentCES@durham.gov.uk

2 – Logging onto MyView

2.1 – Receiving your log on details

Once you have attended your interview and been identified as the successful candidate, the recruiting manager will advise the Recruitment Team of your appointment.

The Recruitment Team will initiate the onboarding campaign allowing you to complete the mandatory pre-employment and induction tasks that need to be completed by you before your appointment can be finalised.

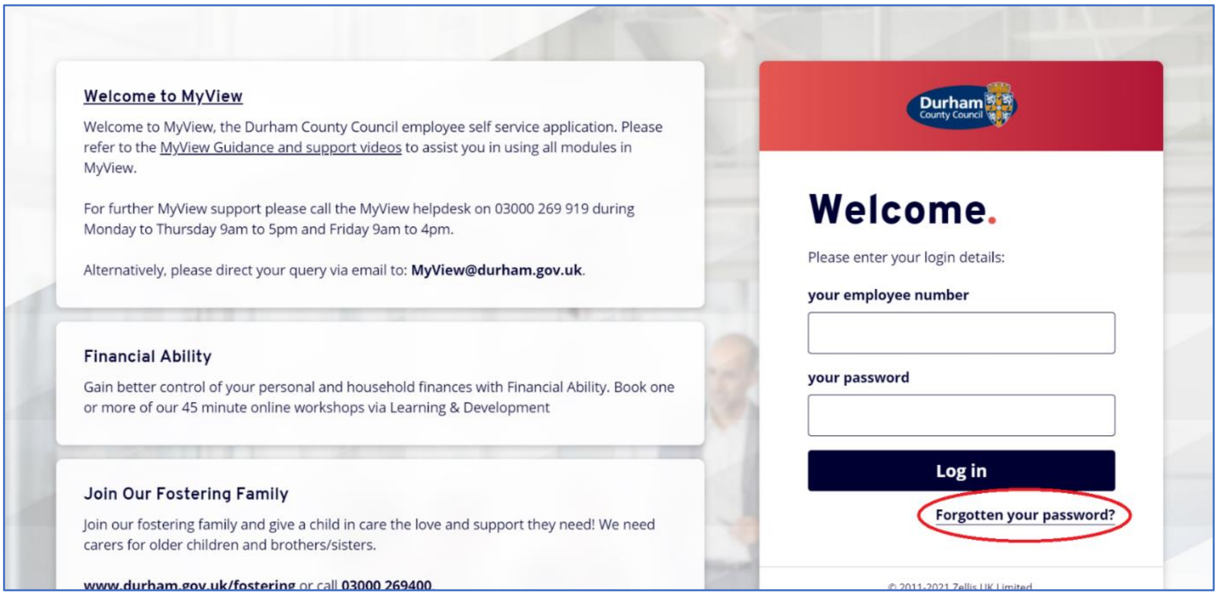
Whilst your start date with the Council will not have been agreed at this point, you will be able to access the MyView employee self-service application – specifically access to the **MyView Onboarding Hub**.

Once the Recruitment Team have initiated your onboarding campaign, you will receive an automated email from **resourcelink@durham.gov.uk** advising your that your Conditional Offer of Appointment letter is now available to download. This email will also provide you with the link to access MyView and confirmation of your 6-digit employee number (also known as a payroll reference number).

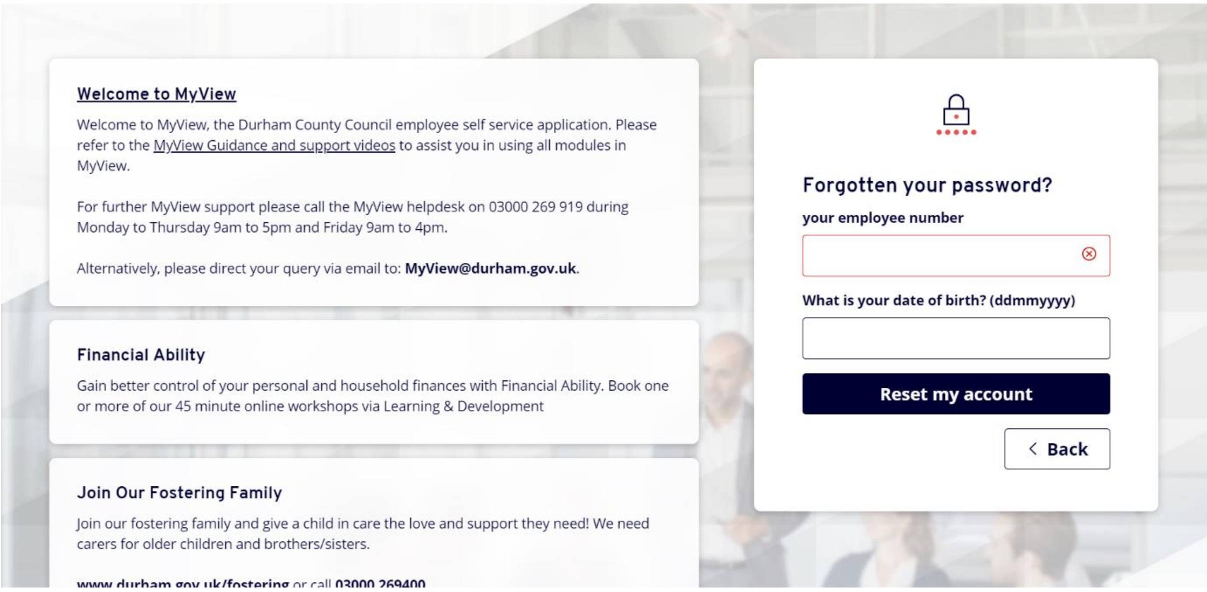
Please follow the link provided in the email (we recommend using Google Chrome).

2.2 How do I log into MyView for the first time?

To set up your first-time log in details for MyView, you will need to click on the **[Forgotten your password?]** link on the right-hand pane of the MyView Dashboard landing page, as shown below.

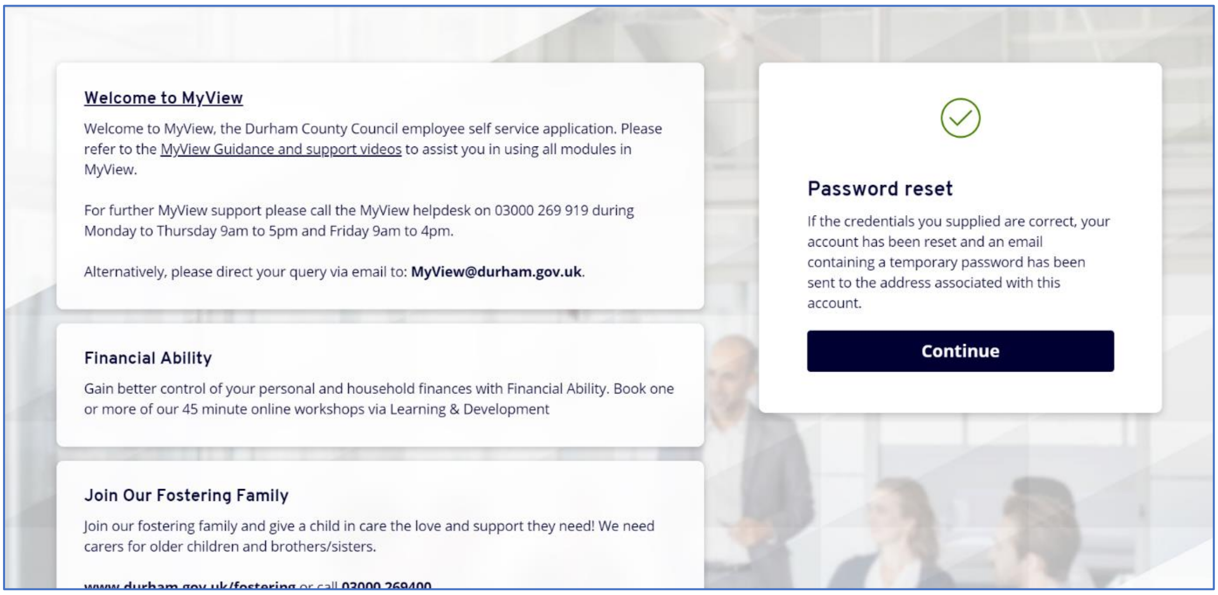


The following page will then appear where you will be prompted to enter your six-digit payroll/employee number and date of birth to verify your identity. **Your six-digit employee number can be found in your Conditional Offer of Appointment email.** Once this is complete, select **[Reset my account].**

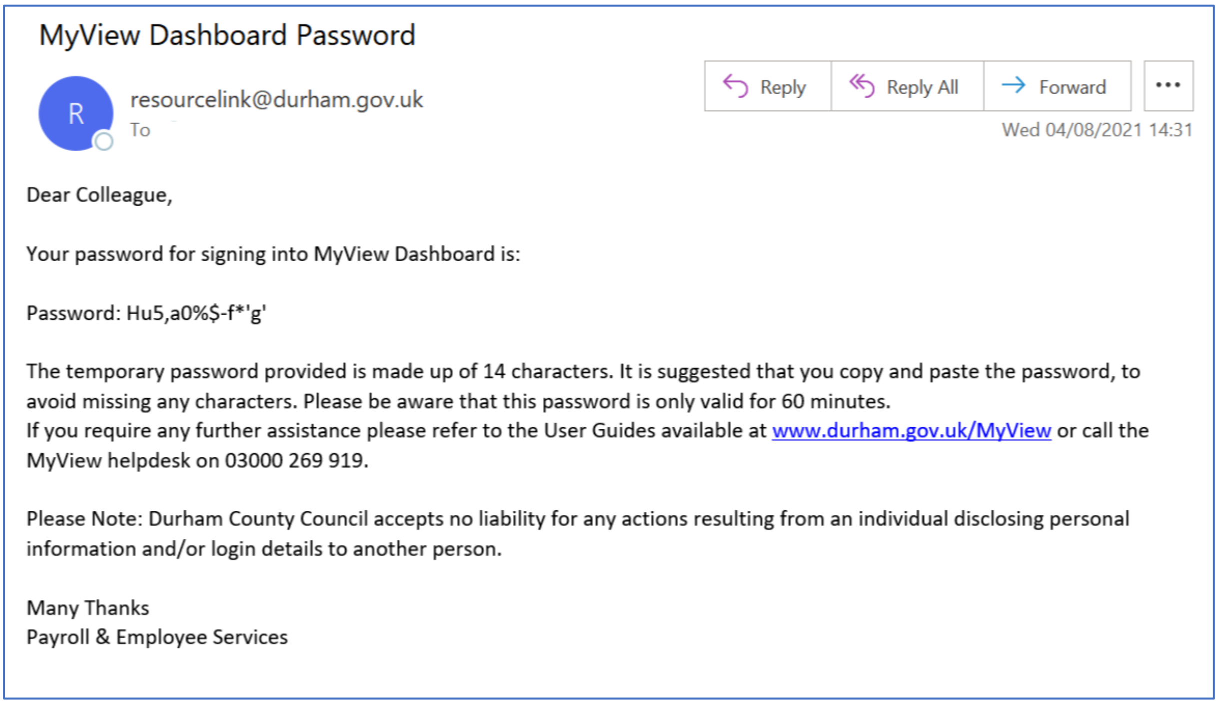


You should see an on-screen notification confirming that, if the credentials you supplied are correct, an email containing a temporary password has been sent to the email address associated with your employee record.

Click **[Continue]**.



You should receive an email from **resourcelink@durham.gov.uk** containing a temporary password. The email will provide instructions for the next steps of setting up your log in details for MyView.



MyView Dashboard Password

R resourcelink@durham.gov.uk
To

Reply | Reply All | Forward | ...

Wed 04/08/2021 14:31

Dear Colleague,

Your password for signing into MyView Dashboard is:

Password: Hu5,a0%$-f*'g'

The temporary password provided is made up of 14 characters. It is suggested that you copy and paste the password, to avoid missing any characters. Please be aware that this password is only valid for 60 minutes.
If you require any further assistance please refer to the User Guides available at www.durham.gov.uk/MyView or call the MyView helpdesk on 03000 269 919.

Please Note: Durham County Council accepts no liability for any actions resulting from an individual disclosing personal information and/or login details to another person.

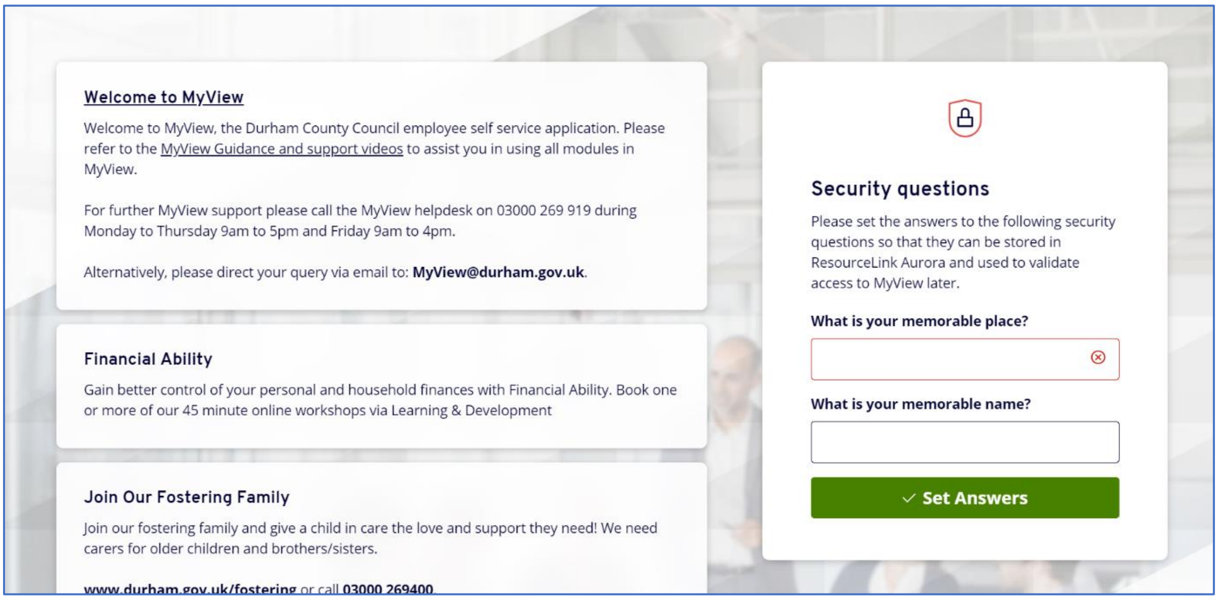
Many Thanks
Payroll & Employee Services

Please note: Please be aware that this temporary password is only valid for 60 minutes. Passwords are case sensitive. It is suggested that you copy and paste the password to avoid missing any characters.

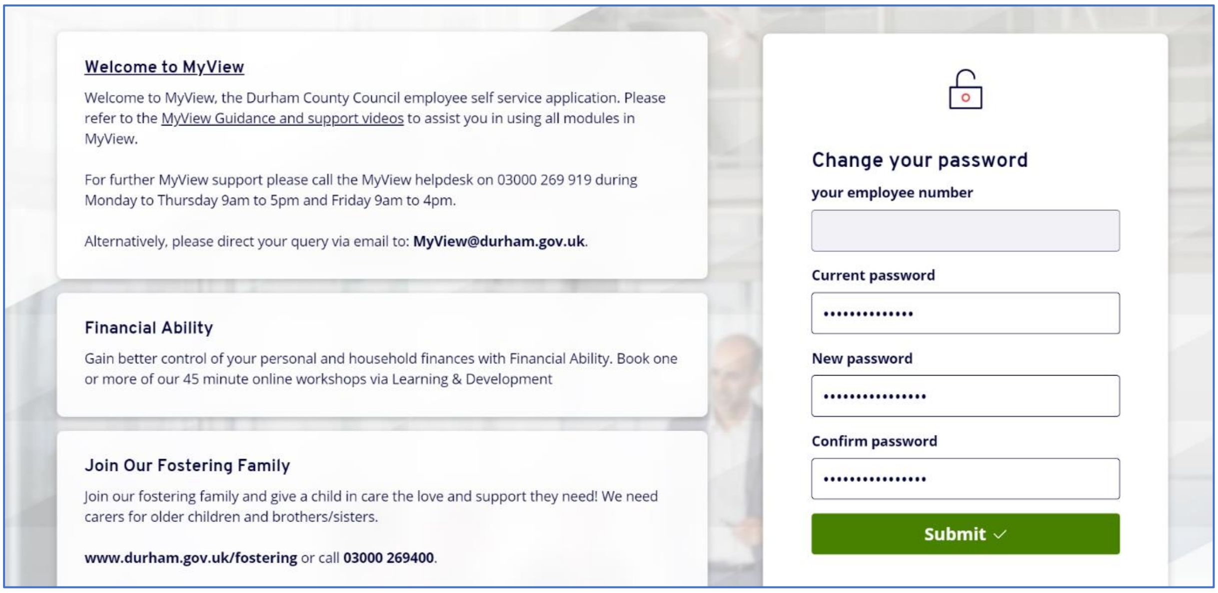
Please return to MyView landing page and click **[Continue]**. You should now log into MyView using your 6-digit employee number and the temporary password you have received.

Enter your employee number and the temporary password, then click **[Log In]**.

You will then be asked to complete a set of security questions, which will be randomly used during subsequent logons. Please complete the following questions and click **[Set Answers]**.

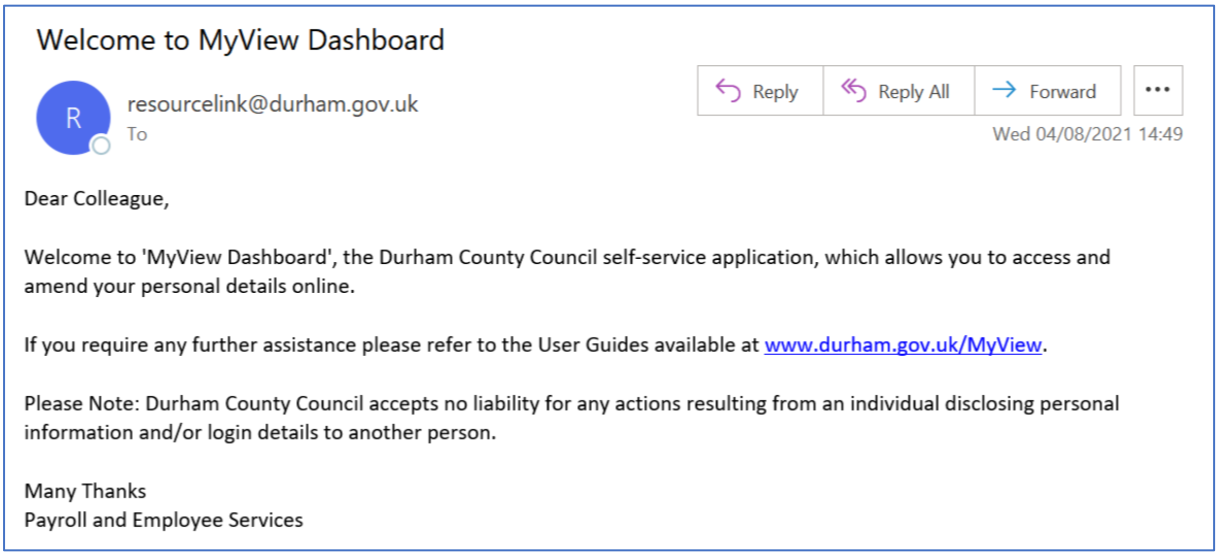


On the next page, your employee number will be pre-populated, and you will be asked to input your temporary password again in the **Current password** field. You will then be asked to enter a new password in the **New Password** field and then confirm this password in the **Confirm Password field.** You should then click **[Submit]**.



Please note: Your new password will need to be a minimum of 14 characters long, include both uppercase/lowercase letters, a number, and a special symbol (e.g. ! £ $ / &).

You will then receive another email from resourcelink@durham.gov.uk confirming that you have successfully been able to access MyView.


Welcome to MyView Dashboard

resourcelink@durham.gov.uk
To

Reply | Reply All | Forward

Wed 04/08/2021 14:49

Dear Colleague,

Welcome to 'MyView Dashboard', the Durham County Council self-service application, which allows you to access and amend your personal details online.

If you require any further assistance please refer to the User Guides available at www.durham.gov.uk/MyView.

Please Note: Durham County Council accepts no liability for any actions resulting from an individual disclosing personal information and/or login details to another person.

Many Thanks
Payroll and Employee Services

Please note: Be aware that ten consecutive invalid login attempts will lock your account. To 'unlock' your account you will need to e-mail MyView@durham.gov.uk. You will need to confirm your First Name, Last Name, Employee Number, NI Number and Date of Birth to verify your identity.

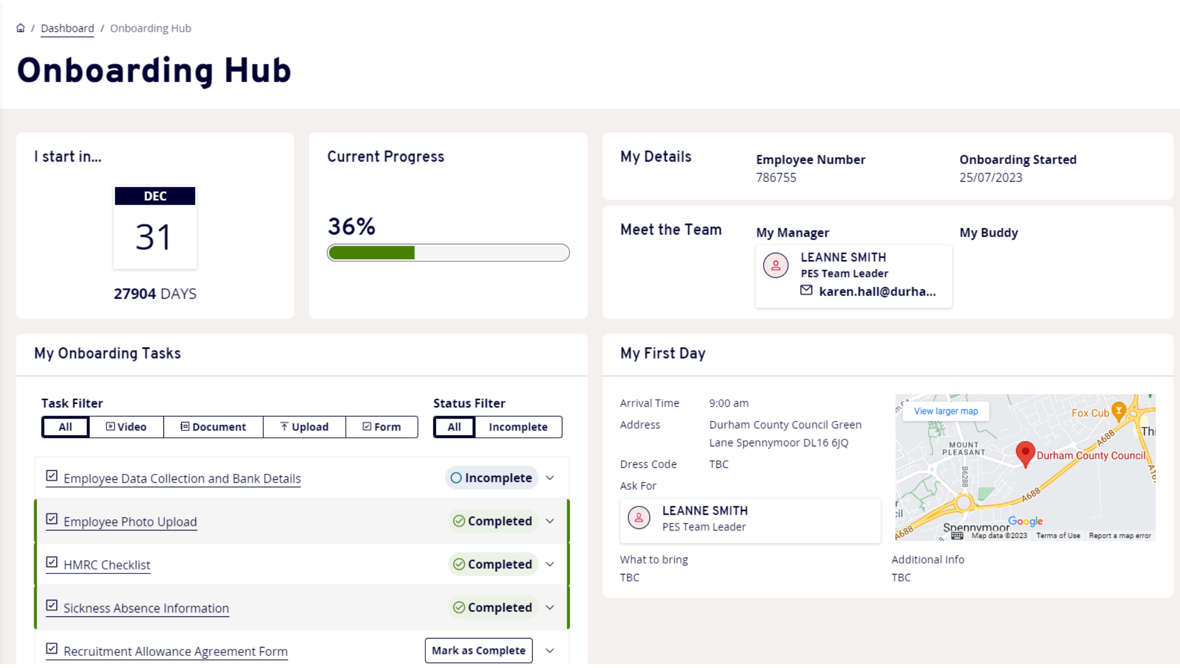
Once your account has been unlocked, you will need to follow the **Forgotten your password?** route again.

For subsequent logons, you will need to enter your employee number and new password. You will then be asked one of your security questions chosen at random.

Please Note: If you log into MyView Dashboard but are inactive, your session will be terminated after ten minutes. You will be alerted to a timeout warning after five minutes.

3 – MyView Onboarding Hub

When you have logged onto MyView, you will be able to see the Onboarding Hub.

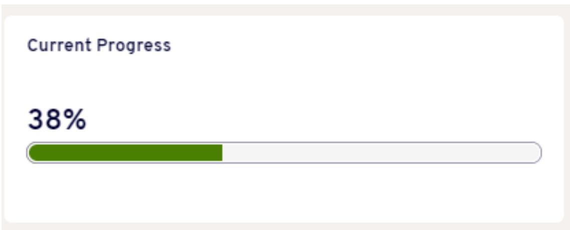


The Onboarding hub contains the following details:

- Countdown of days until your first day

  Please note: Until all pre-employment checks are completed, and an official start date has been subsequently agreed with your new line manager, the '**I start in...**' field should be disregarded. Pay, Reward and Employee Services will update the employee record once a start date has been agreed with the lead officer at the appropriate time.

- Current Progress – completion rate (%) of your onboarding tasks. On your first log on, you'll see that this shows 0% progress, as none of the pre-employment tasks have been completed. However, as you work your way through the onboarding tasks, you'll see this progress bar change.



- My Details – Your employee number and **Onboarding Start Date** (*the date from which you have had access to complete the required onboarding tasks*).

- Meet the Team – details of your manager and an assigned Buddy from within your new team - this is a member of the team who you will be able to contact with any queries you may have.

- My Onboarding Tasks - A summary of the onboarding tasks you are expected to complete along with the current completion status of each task.

  Please Note: As you complete each of the tasks, as well as completing the task (such as uploading a document or filling in a form) you **must** also mark the task as complete by clicking on the 'Mark as Complete' option.

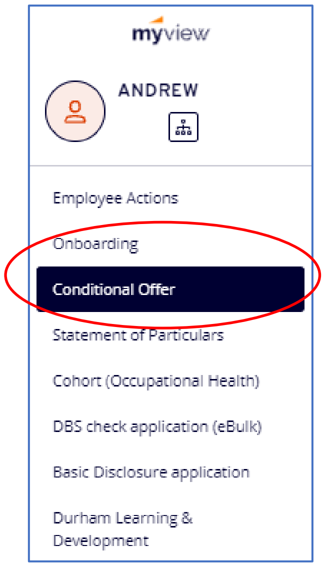
  The Recruitment Team will be notified each time an onboarding task is completed. If the task has not been completed correctly, you will be notified that the task has been re-assigned to you to complete again.

- 'My First Day' information including:
  - Arrival Time
  - Location Address
  - Dress Code information (if/when applicable)
  - First Day Contact
  - What to Bring
  - Additional information

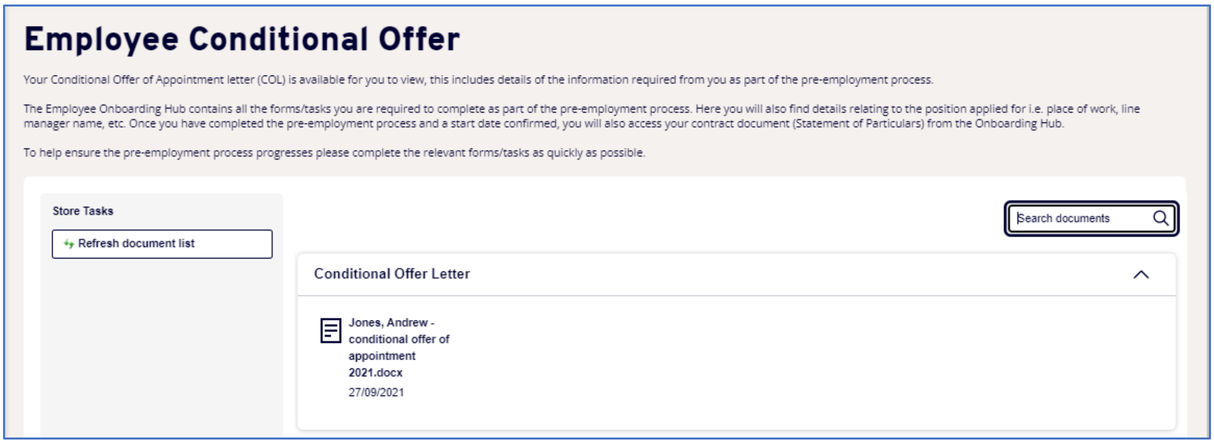
As the manager of the onboarder you will be alerted when the onboarding campaign has been initiated so that you can review the information in the 'My First Day' section before the onboarder takes up employment.

3.1 - Conditional Offer of Appointment and Statement of Particulars

On the left-hand navigation panel of MyView, you will be able to view and download your conditional offer of appointment letter at the point of commencing onboarding, and statement of particulars at the point of pre-employment checks completing. To access both documents click **[Conditional Offer], [Statement of Particulars].**

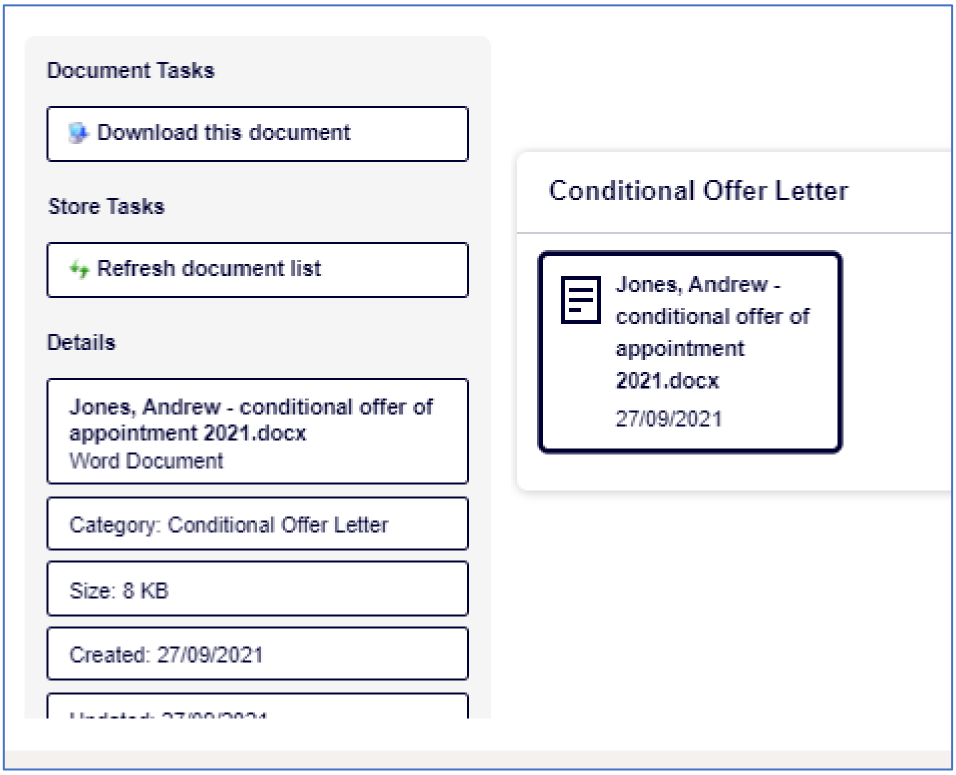


Once you have clicked on the relevant option, the following screen will become available:



Click on the available document, which will then display an additional menu called **Document Tasks**.

Click **[Download this document]** to view, save or print your conditional offer letter / statement of particulars.

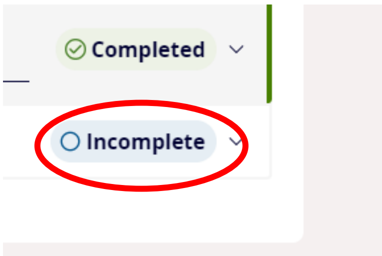


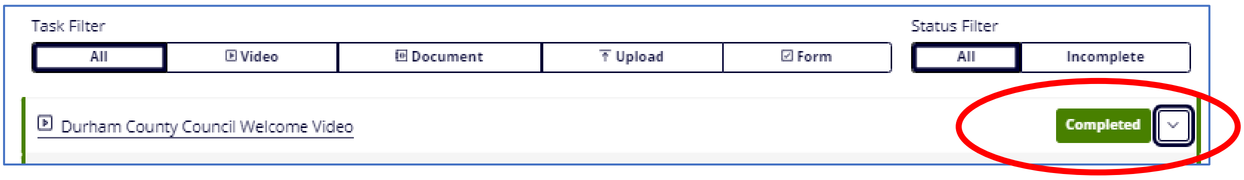
4 - Viewing your onboarding tasks

The Recruitment team will allocate you onboarding tasks to complete; some of these will be mandatory for all posts in the Council (such as providing your personal details and bank details) whilst others may be specific to your particular job role.

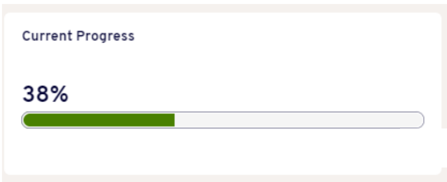
Your list of onboarding tasks is located under the section called My Onboarding Tasks, this sections the tasks you need to action to complete the Onboarding process.

Please note all tasks will automatically mark as 'completed' once the form has been submitted.





You will also note that your Current Progress bar will have moved on….



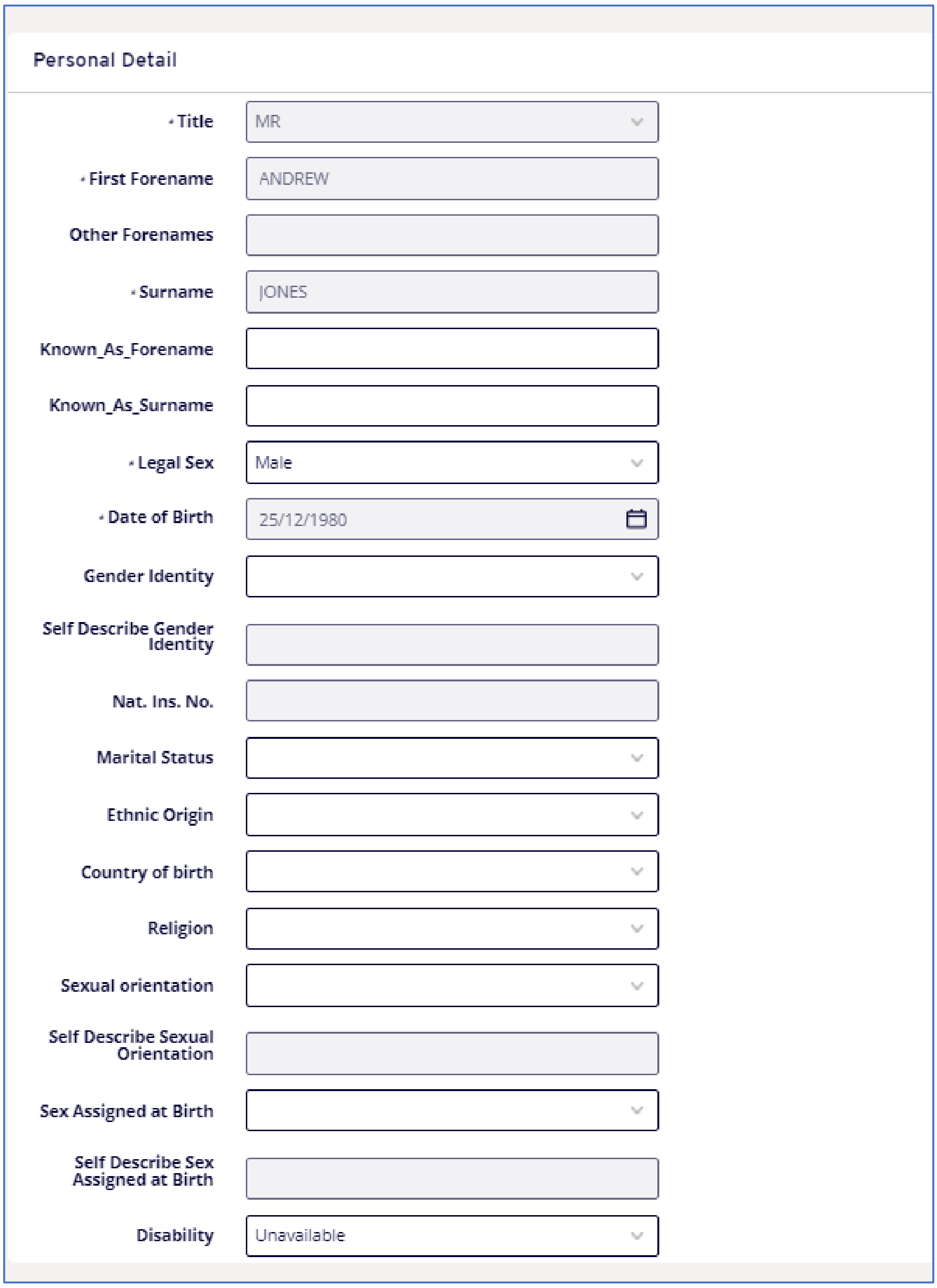
Each onboarding task needs to be undertaken by selecting the link displayed which will take you to the relevant form/video/screen you need to access to complete the underlying task.

4.1 - Employee Data Collection and Bank Details

Click **[Employee Data Collection and Bank Details]** from the My Onboarding Tasks list. This form allows you to provide a range of important personal details including bank account details and emergency contact information.

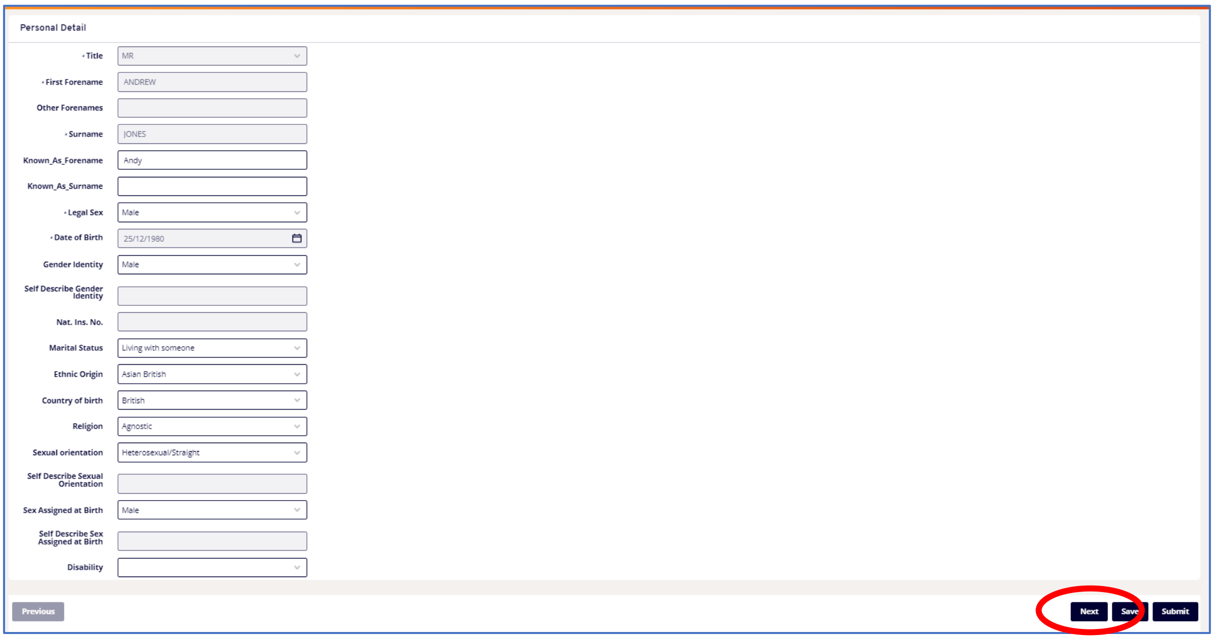
Please Note: If at any point you would prefer to save your progress and come back to the task at a later time, please click **[Save]**. This will save your form **but will not** submit it, and so the task will remain incomplete.

The first field to complete is the 'Personal Details' field.



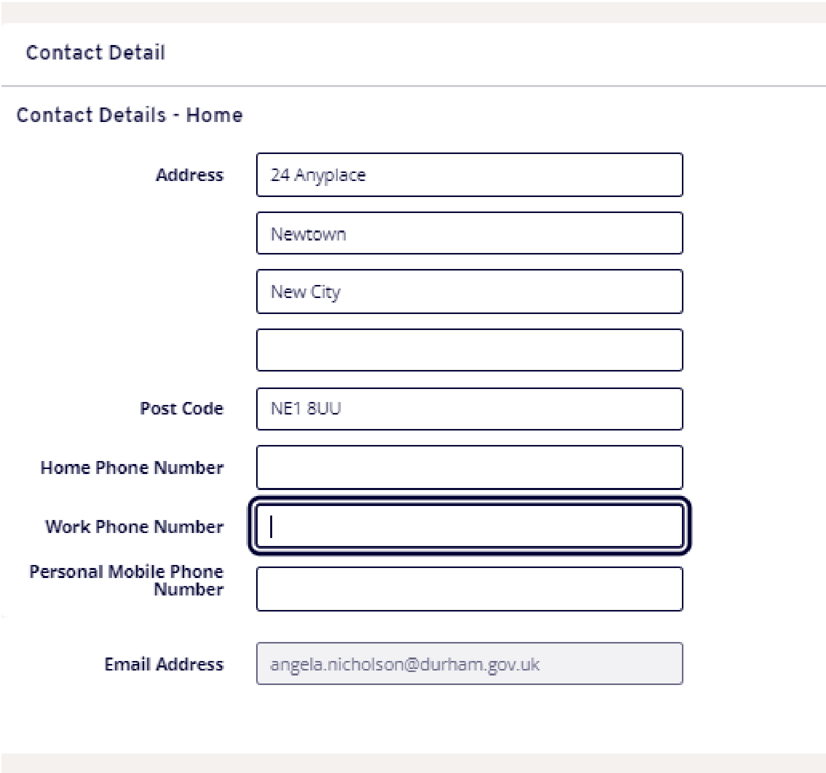
Some of the details on this screen will be pre-populated with the basic details required to set up your employee record (such as name and date of birth). These fields will be greyed out and cannot be updated.

You are encouraged to complete the remaining fields.



Please click **[Next]**. This will take you to the Contact Details screen.

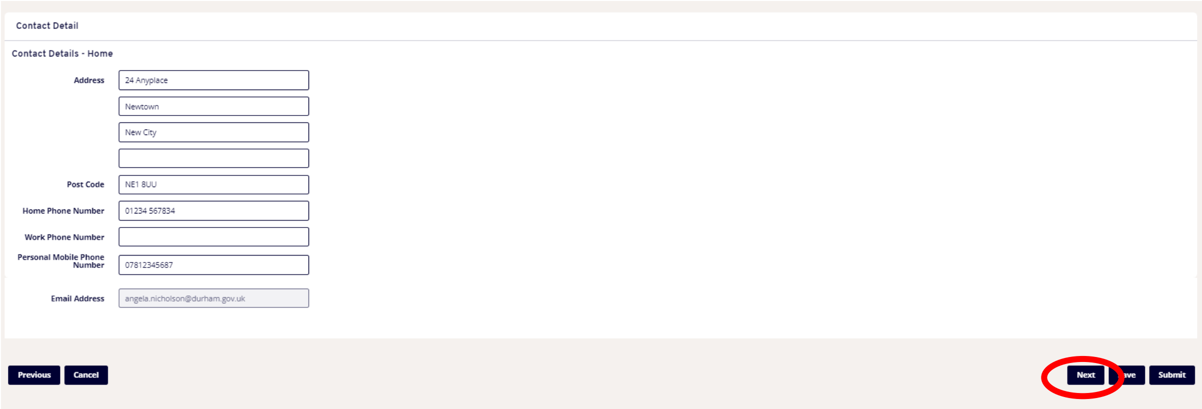
Any details that have been used to set up your employment record will again be pre-populated (such as your primary email address) and will be greyed out to prevent amendment; the fields remaining should now be updated.



Contact Detail

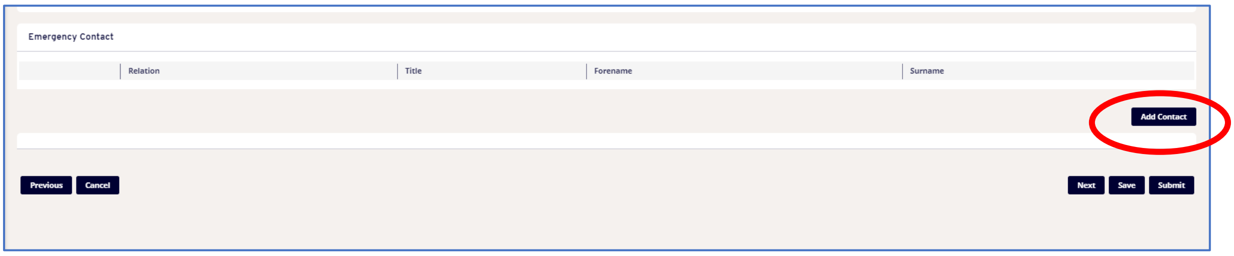
Contact Details - Home

Address	24 Anyplace
	Newtown
	New City
Post Code	NE1 8UU
Home Phone Number	
Work Phone Number	
Personal Mobile Phone Number	
Email Address	angela.nicholson@durham.gov.uk



Please click **[Next]**. This will take you to the Emergency Contact Details screen.

Should you wish to provide details of an emergency contact, click **[Add Contact]**.

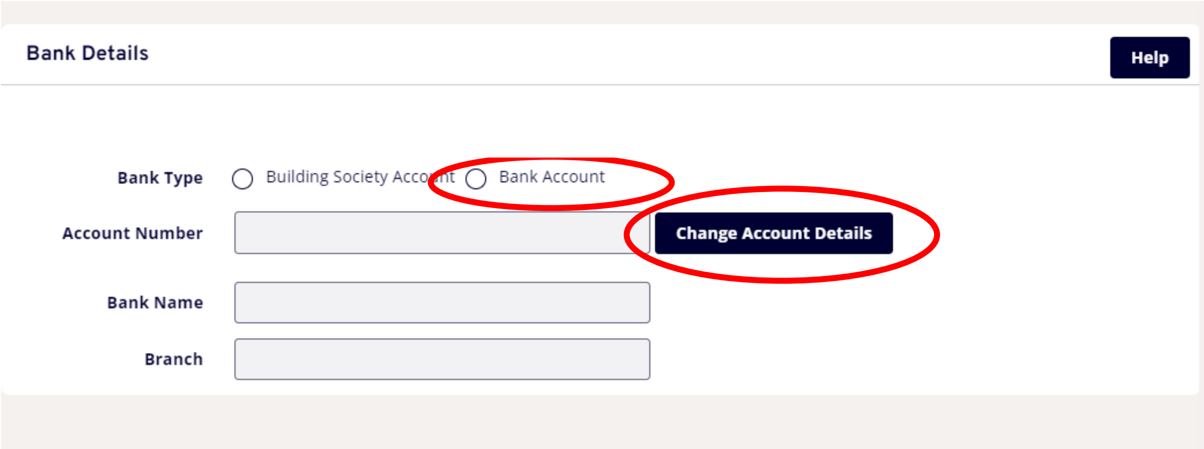


Please complete the details of your emergency contact. Once complete, click **[Save Contact]**.

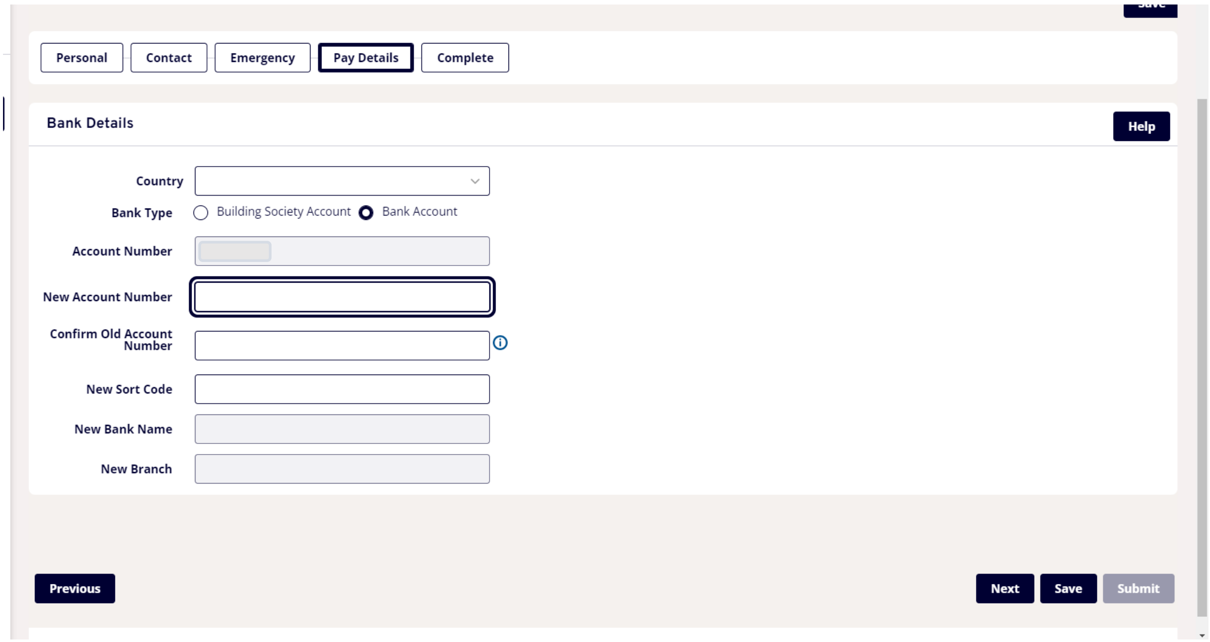
When you have added all the contacts you wish to add, please click **[Next]**.

This will take you to the Pay Details screen which asks you to provide the details of the bank or building society account into which you want your salary to be paid.

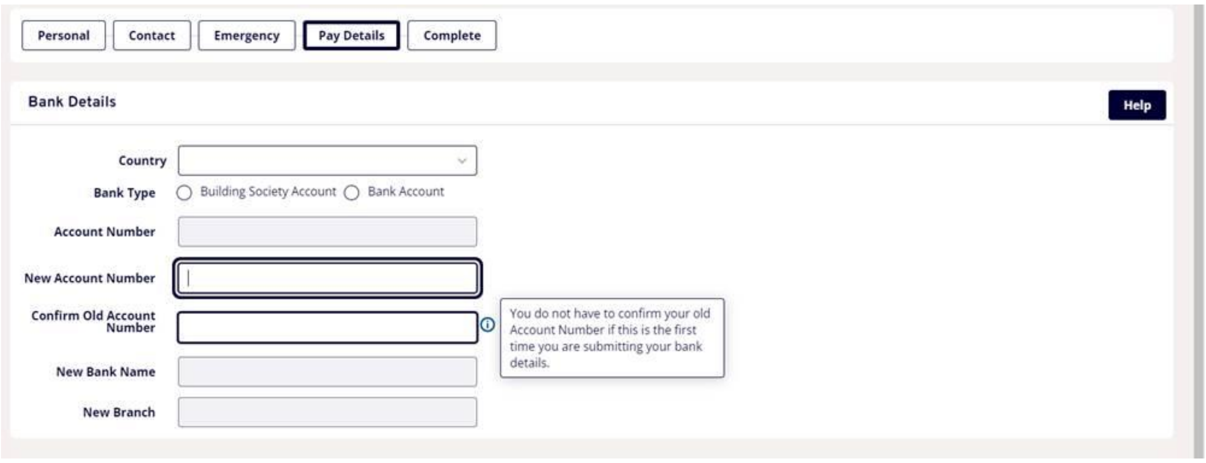
Select the relevant Bank Type. Click **[Change Account Details]** and complete the fields as requested.



Once **[Change Account Details]** have been selected, please now enter the bank details information. Enter the account number into **[New Account Number]** only.



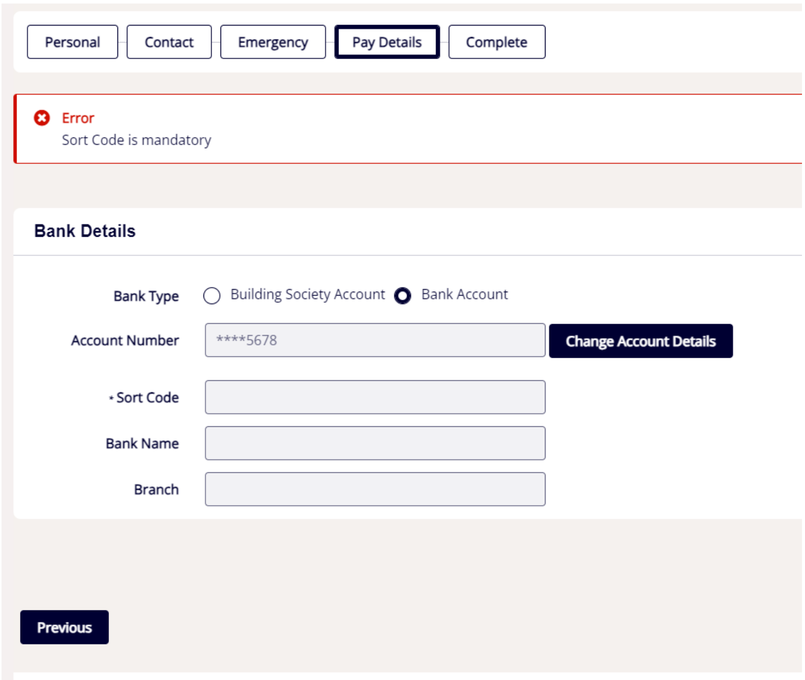
Please note you will **not** be required to enter information into **[Confirm Old Account Number]**, by selecting the information button a reminder will display '*You do not need to have to confirm your old account number if this is the first time you are submitting your bank details*'.



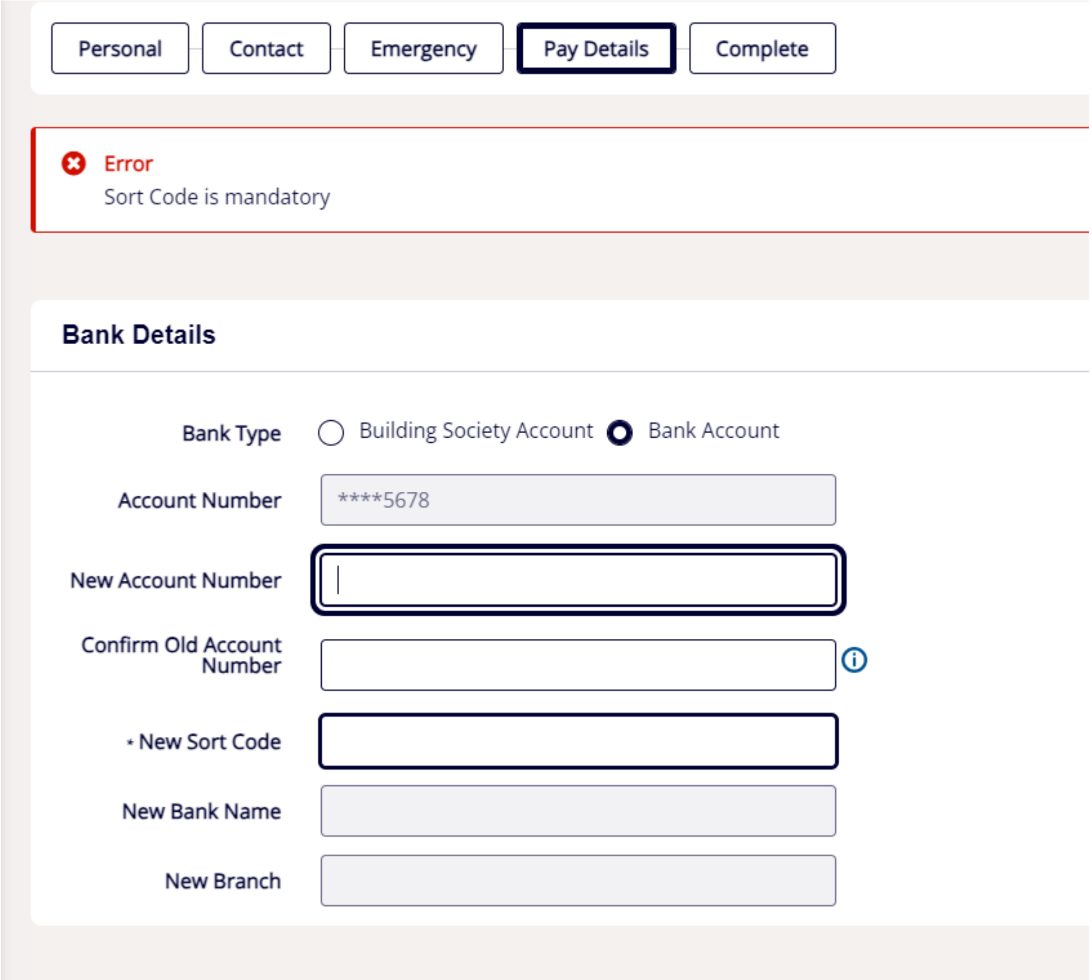
Please ensure that the New Sort Code is inputted as numbers, with no symbols between the numbers (e.g., 000000). If the details are valid, the New Bank Name and New Branch will pull through automatically. Select **[Next].**

If your new bank details are not being recognised, it may mean that we need to add the new bank details into the system. Please email resourcelink@durham.gov.uk with the sort code, bank name and branch address. These details will need to be validated prior to allowing you to submit your bank details.

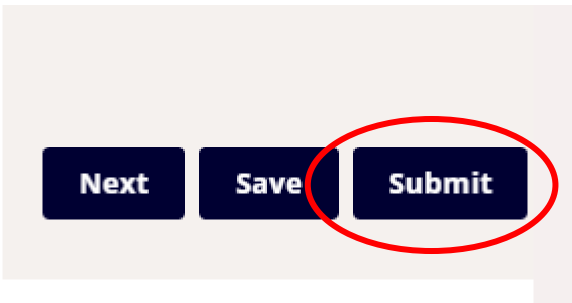
Please Note: If you have forgot to select the bank type, mistyped details within account number and sort code or forgot to enter the sort code details, you will be notified this is mandatory field, at this stage of the alert the form will not allow the user to edit:



To re-enter please select **[Change Account Details]** button to edit the form as required and proceed:



Once you are satisfied that you have provided all the relevant details, click **[Submit]**.



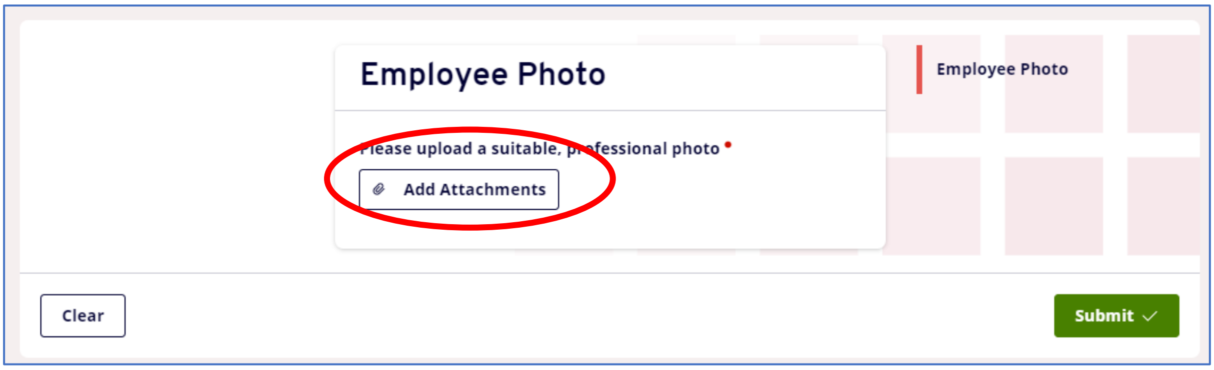
4.2 – Employee Photo Upload

It is a requirement of the onboarding process for you to supply a photo, which will be used by our facilities Management team to create an ID/security badge. This process will ensure that you have your ID/security badge prior to starting with the Council. **The collection of this employee photo is mandatory.**

Click **[Employee Photo Upload]** from the My Onboarding Tasks list.

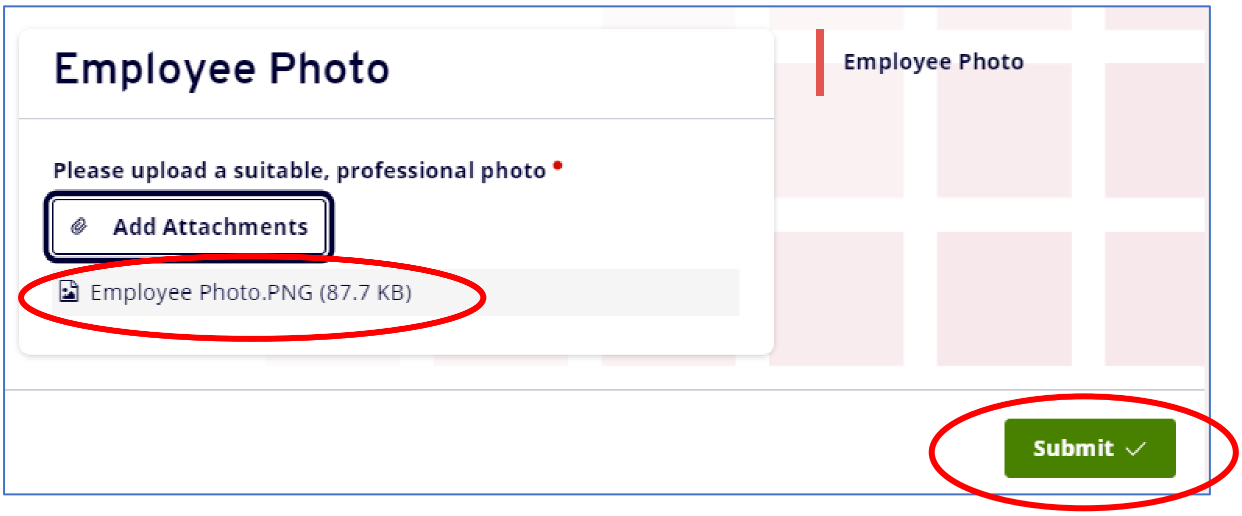
The Employee Photo page will now appear outlining the requirements for your photo. Please read this information carefully and ensure your photo meets the requirements. Further guidance is available via the paper clip option in the top right-hand corner of the page.

When you are ready to upload your photo, please scroll towards the bottom of this page. Click **[Add Attachments]**.



Locate your saved photo from the device you are using to access MyView. **Please note:** MyView can be accessed from most smart devices including mobile phones and tablets.

Your chosen photo attachment will now be listed as per below. Click **[Submit]**.



4.3 - DBS Consent Form (Update Service)

If your new role requires a Disclosure and Barring Service (DBS) check, the check must be completed before your start date can be confirmed.

However, you may already be subscribed to the DBS Update Service, where you pay an annual fee to the DBS to allow your check to be 'portable' across organisations, provided the level of check, the workforce (children and/or adults), and required barred lists checks are the same for the new role.

If your existing DBS certificate is of the same check level (e.g., enhanced), same workforce and same barred list check of your new role, **and** you are subscribed to the DBS Update Service, you may be able to use your existing disclosure for your new role.

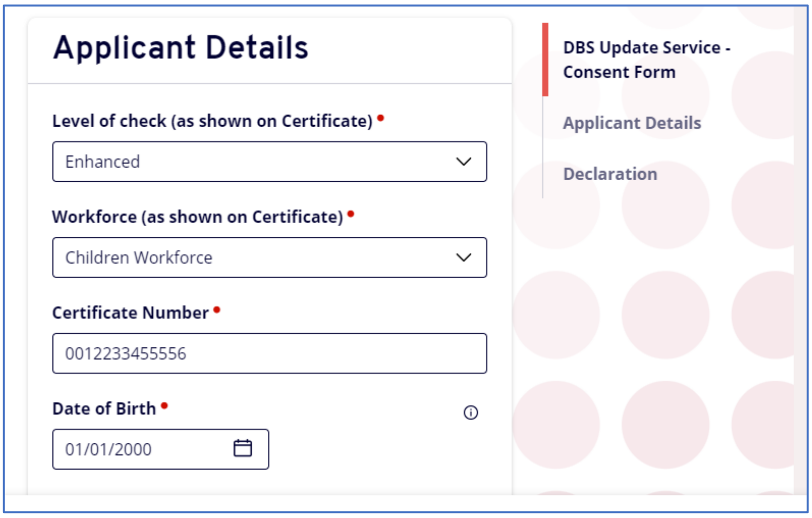
By completing the DBS consent form you are also giving approval for the Recruitment Team to check the update service portal. Please note you will also be required to display the original certificate in person to your manager, at this stage they will retain a copy for the managers verification of the original DBS certificate.

Click **[DBS Consent Form]** from the My Onboarding Tasks list.

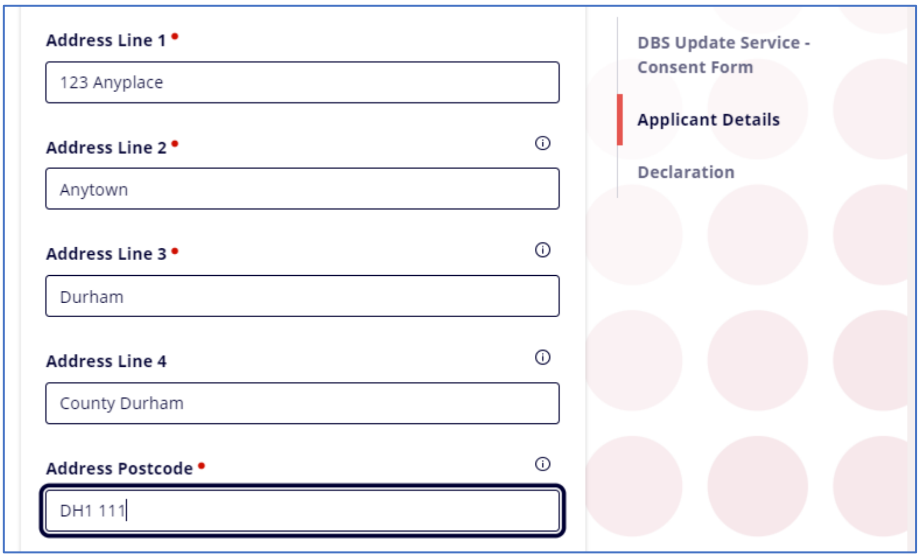
The first question on the form asks if you are subscribed to the DBS update service and have a current DBS certificate that is at the correct level for this post.

If you believe that you meet the criteria, please select **[Yes]** from the drop-down list available.

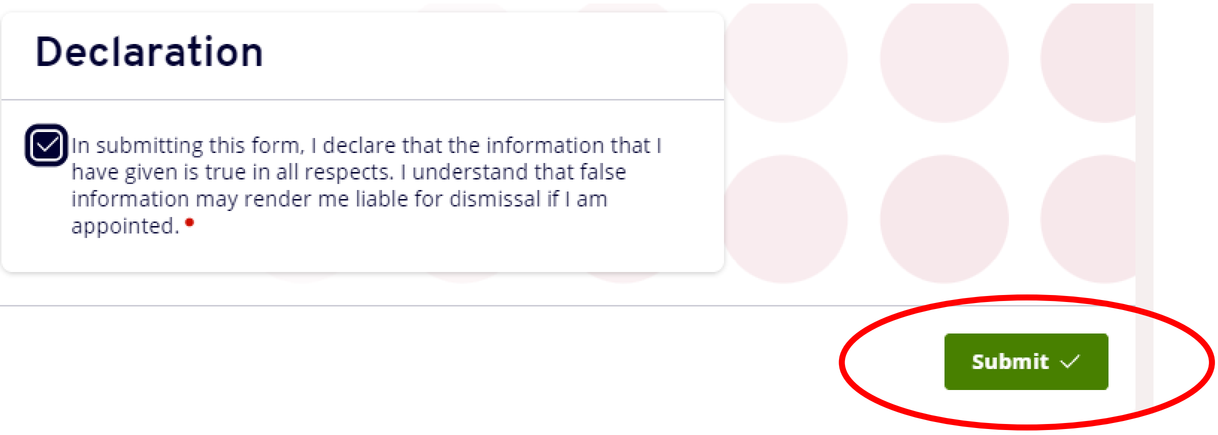
You will then be asked to complete applicant details with the relevant information taken from your original DBS certificate.



Scroll further down the form to see and complete the address fields:



Now select the checkbox to complete your declaration:

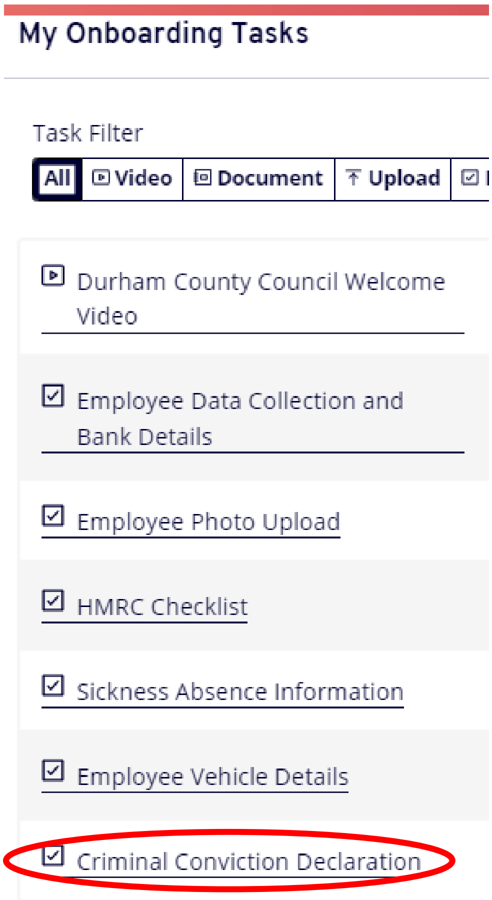


Click **[Submit].**

4.4 – Criminal Conviction Declaration (dependent upon nature of post)

If your new role requires you to complete a Criminal Conviction Declaration, this task must be completed before your start date can be confirmed.

Click **[Criminal Conviction Declaration]** from the My Onboarding Tasks list. This form allows you to make your declaration and submit this to the Recruitment Team.

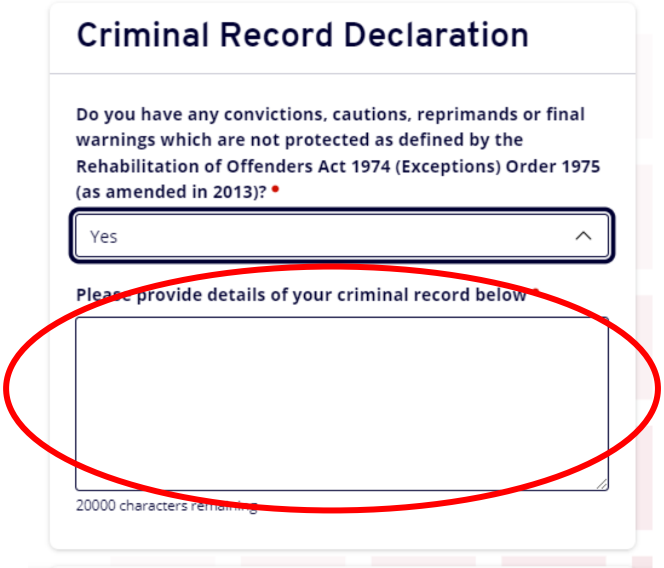


The form will now appear and asks, "Do you have any convictions, cautions, reprimands, or final warnings which are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

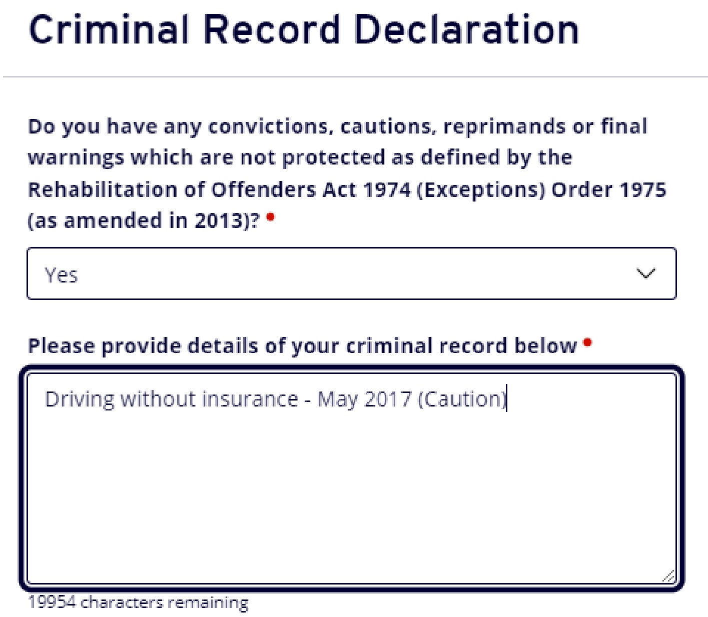
Click on the drop-down button highlighted to reveal the available responses.

Please select either **[Yes] or [No]** from the drop-down list available.

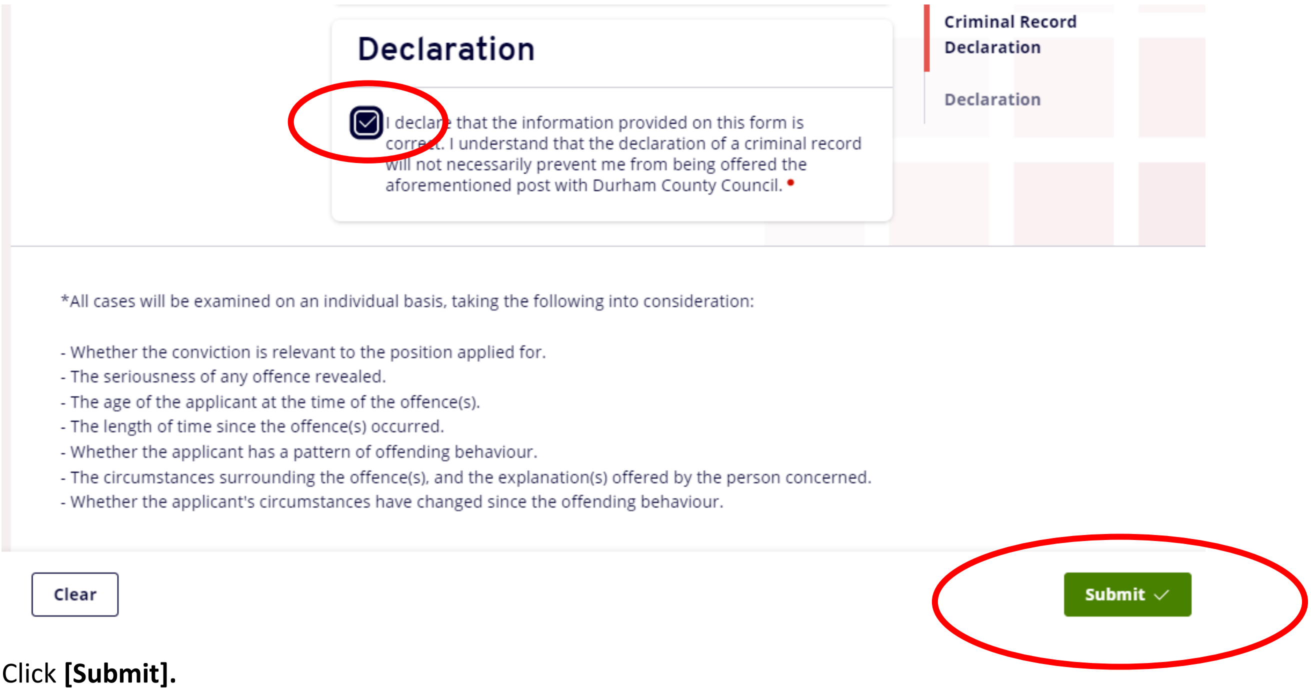
If you select **[Yes],** a text box will appear where you should declare the details.



Please now enter the details into the text box:



Once you have provided details of your criminal record, or if you have selected [No] to the earlier Criminal Record Declaration question, please now select the checkbox to complete your declaration and then click **[submit]**:



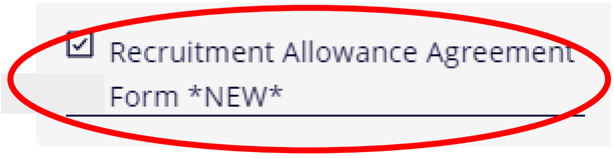
Click **[Submit].**

4.5 – Recruitment Allowance (dependent upon nature of post)

The Recruitment Allowance is payable to employees newly recruited to a post designated as hard to fill. These have been identified as Social Worker (excluding those undertaking the Assessed and Supported Year in Employment), Senior Social Worker, Consultant Social Worker, Social Work Consultant Frontline and Team Manager in Families First Teams (including the Pre-Birth Team) within the Children and Young Peoples Service.

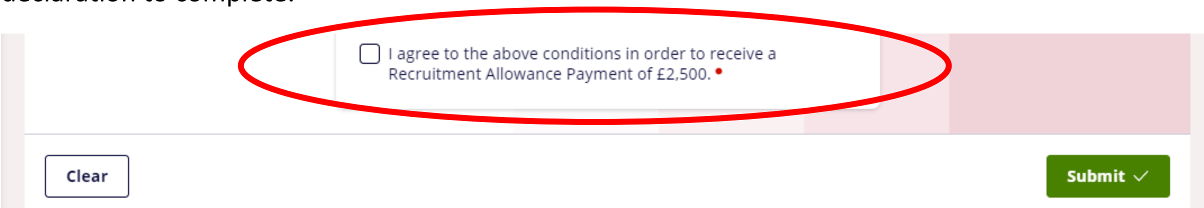
If your new role includes the payment of a recruitment allowance, you will see the 'Recruitment Allowance Agreement' task within your Onboarding Tasks list.

Click **[Recruitment Allowance Agreement]** from the My Onboarding Tasks list. This form allows you to make your declaration and submit this to the Recruitment Team.



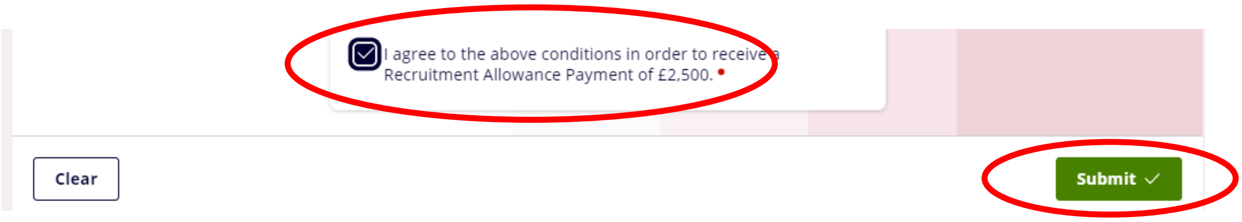
The agreement form will then appear and outline the terms and conditions of the Recruitment and Retention allowance.

Please read through these carefully and scroll to the bottom of the form. You will then see a declaration to complete.



Please now click on the check box to confirm that you agree to the above conditions in order to receive a Recruitment Allowance payment.

Now click **[Submit]** to complete this form.



4.6 – Durham County Council Welcome Video

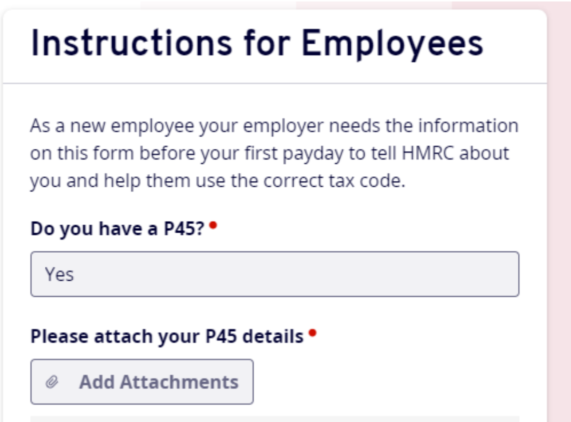
John Hewitt (Chief Executive Officer for Durham County Council) has recorded a short video to welcome you to the Council.

To watch this video, Click **[Durham County Council Welcome Video]** from the My Onboarding Tasks list.

4.7 – HMRC Checklist

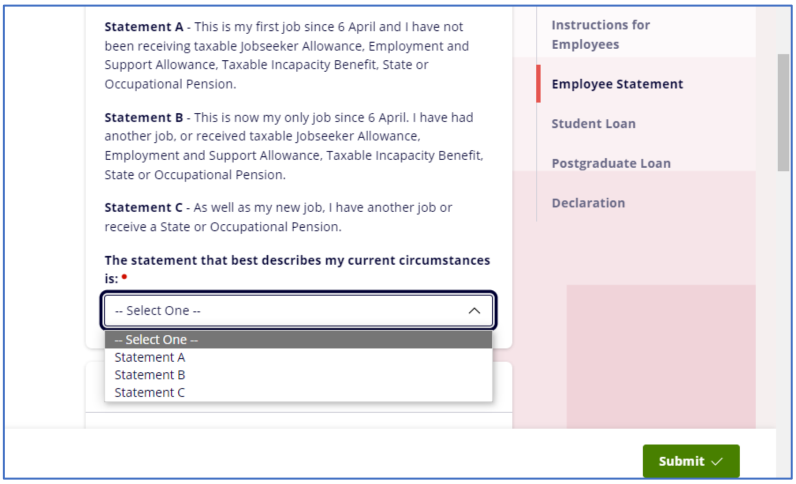
As a new employee to the Council, it is important that our Payroll Team has details of your earnings in your previous role. This is to ensure that you pay the correct amount of tax and national insurance in your new role.

Click **[HMRC Checklist]** from the My Onboarding Tasks list. You be initially asked if you obtain a P45 from your previous employer, if so please select yes and attached a copy version for payroll to action.



If you do not have a copy of a P45 from a previous employer, the form will present a series of question for a new starter checklist.

Please Note: You are reminded that some questions are mandatory meaning they must be completed before the form can be submitted. These mandatory questions are identified by the red dot.



Once you have input all the required information, please now tick the Declaration and click **[Submit]**.

Declaration

☑ In submitting this form, I declare that the information that I have given is true in all respects. I understand that false information may render me liable for dismissal if I am appointed. *

Clear

Submit ✓

4.8 – Sickness Absence Information

The pre-employment checks process requires all appointed candidates to supply sickness/absence from work information relating to the last 2 years.

To supply this information, Click **[Sickness Absence Information]** from the My Onboarding Tasks list.

You will be asked to declare if you have had any periods of sicknes/absences over the last two years. Should you answer [Yes] to this question (by selecting the relavnt option from the drop down list), you will be required to provide details for each period of absence.

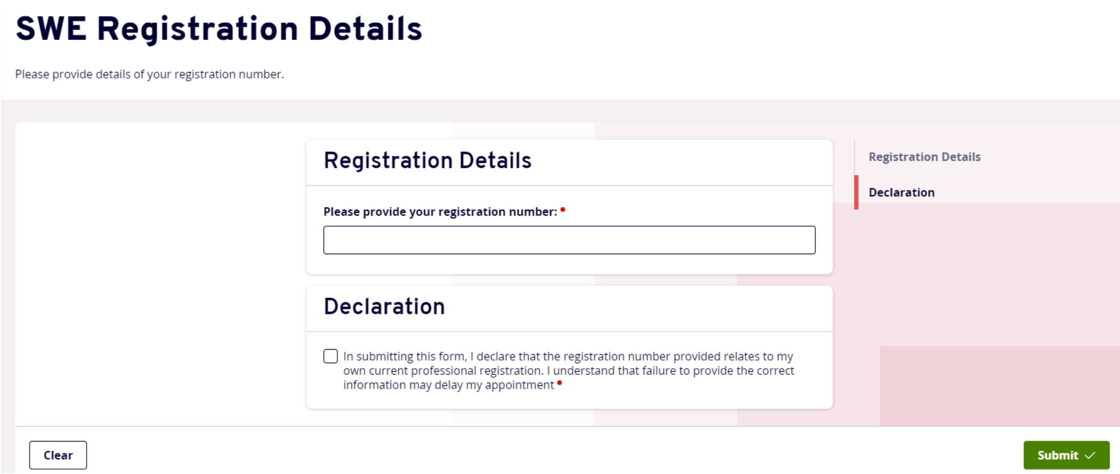
Please Note: the form will allow you to provide details for up to 4 periods of absence. Should you need to declare additonal periods please attach the details to the form using the attachment option.

Once you have input all the required information, please now tick the Declaration and click **[Submit]**.

4.9 Social Work Registration Details

Depending on the nature of the posting a Social Work Registration may be required for the role, in this instance we will require details of the registration number to be provided by the onboarder.

To supply this information, Click **[Social Work Registration]** available via the My Onboarding Tasks list.



You will be required to enter the registration number once you have completed, please now tick the declaration and **[Submit]**.

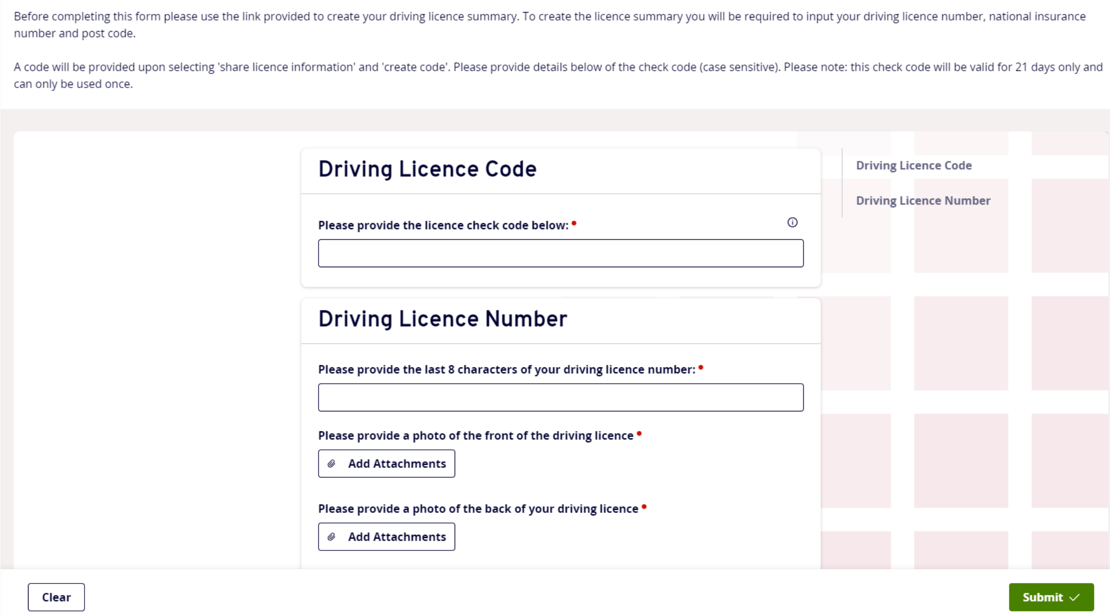
4.10 Driving Licence Requirements

Before a driving assessment can be arranged the onboarding is required to create and submit details of a licence summary check code. The link to the website to create a check code can be location via the left-hand menu options (s.7) or via a link based within the form.

Once a code has been created (please follow instructions at the header of the form), enter the check code into the required field along with the last 8 digits of your driving licence number.

Click on attachments and upload a picture of the front and back of the driving licence as required.

Click **[Submit]**.



4.11 Schedule 2 of the Children's Homes Regulations

In line with Schedule 2 of the Children's Homes Regulations 2015, Durham County Council are required to obtain verification so far as reasonably practicable of the reason why the employment ended, if a person has previously worked in a position involving work with children or vulnerable adults.

All employees appointed to a position working within a Children's Home are subject to a Schedule 2 verification check process.

All applicants will be required to complete the task detailing all previous employers, if the applicant has not worked previously with children or vulnerable adults, they will be able to declare this by answering question 1 on the form '*Have you had any previous employments involving working with children and vulnerable adults?*'

If the applicant does have a history of working with children and vulnerable adults, they will be asked to provide the following information:

- *Employer Name*
- *Nature of Business*
- *Employer contact details including a telephone number and email address*

- *Start and End dates of employment – please note if the employer details you are providing relate to your current employer, please enter todays date for 'End Date'.*

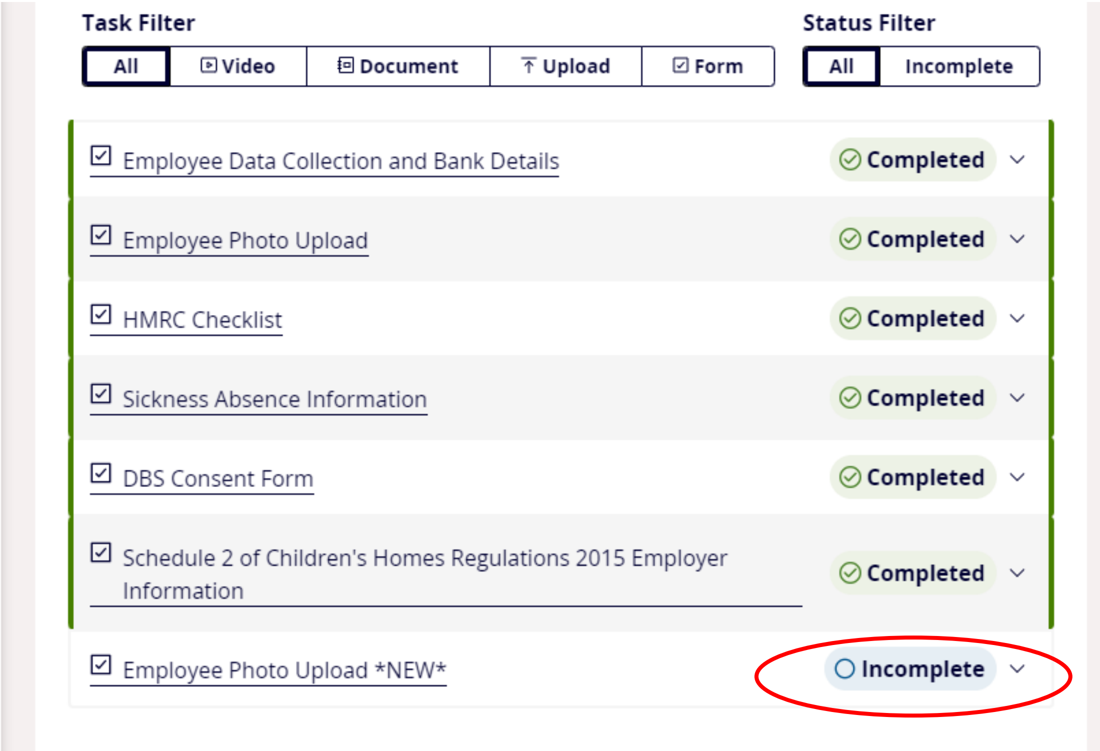
The applicant will be required to declare the information they have provided is accurate and true and by submitting the form will give consent for the lead officer to contact all previous employers listed for verification checks.

5 – Re-allocation of Onboarding Tasks

If you have completed an onboarding task, but the Recruitment Team identify that the task has not been completed correctly, the task will be re-allocated to you to complete again.

You will be notified, via an automated email notification, if a task has been re-added to your My Onboarding Tasks list.

When a task is re-added, it will be appended with ***NEW*** via your MyView Onboarding Hub. The status will also display as 'incomplete'.



6 – Onboarder Automated Email Alerts

There are a range of alerts in place to update you on the progress of pre-employment checks and the induction process. These alerts are important as they will advise you when certain actions need to be completed.

Your manager and Recruitment Team will receive similar alerts, advising them when you have completed onboarding activities.

6.1 BAM 4 – Onboarding Update

Each Sunday and Thursday until the onboarding process is completed, you will receive automated alerts to advise you of the progress of all your onboarding tasks, details those that have been completed as well as those that remain outstanding. This will advise you of the progress of your onboarding campaign without the need for you to query this with the Recruitment Team.

6.2 BAM 6 – Outstanding Campaign Tasks

Each Sunday evening, you will receive an automated alert to advise you of the onboarding tasks which remain outstanding. This will enable you to see at a glance which activities you still need to complete.

6.3 BAM 3 – Campaign Task Reallocated

Once you have completed an onboarding task, the Recruitment Team will quality assure the information provided to ensure it is accurate and complete.

If the Recruitment Team identify errors or omissions on the information you have supplied, they will re-allocate the task to you for recompletion.

You will receive a 'Campaign Task Reallocated' alert email to advise you of this.

6.4 BAM 16 – Driving Assessment Date and Time (Proposed)

If your new role requires you to have a driving assessment as part of your pre-employment checks, your new manager will arrange an assessment appointment with the Durham County Council Fleet Team. You will receive an alert via email advising you of the appointment details. You will need to confirm to the Recruitment Team that you can attend the driving assessment on the date and time proposed.

6.5 BAM 28 – Driving Assessment Date and Time Confirmation

This alert will be the details of your confirmed driving assessment date and time.

6.6 BAM 19 – Driving Assessment Passed

If your new role requires you to have a driving assessment as part of your pre-employment checks and you have completed the Driving Assessment, the Durham County Council Fleet Team will advise the Recruitment Team of the assessment outcome. If you have passed the assessment, you will receive an alert email advising you of this outcome.

6.7 BAM 23 – Statement of Particulars Uploaded by PRES

Once your pre-employment checks have been completed, the Pay, Reward and Employment Services team will issue you with your Statement of Particulars (contract). They will upload this to your record to enable you to access and download this via MyView.

6.8 BAM 27 – Start Date Confirmed

Once your pre-employment checks have been completed and your manager has confirmed your start date with the Recruitment Team you will receive a notification to confirm the agreed start date.

7 - Third Party Links

As part of the pre-employment checks required certain checks may need to be completed via a third-party website to MyView. These links can be located via the left-hand menu option.

7.1 Welcome to DCC

The Welcome to DCC webpage allows candidates access to a welcome video message from a corporate management, Durham County Council’s values and behaviours and information in regard to Durham Learning – a site to access mandatory and non-mandatory courses throughout your employment. The webpage also gives further information on the induction process, health and wellbeing support and rewards and benefits for working for the authority.

7.2 Cohort (Occupational Health)

Every employee going through pre-employment checks for an internal or external role are required to complete a questionnaire via the Cohort link to confirm if any reasonable adjustments are to be made. This link will also provide access to the occupational health report (if required).

7.3 DBS Check Application (ebulk)

Certain postings may require a DBS enhanced check if an employee is not part of the update service. This link will provide access to commence the form for a DBS check.

7.4 Basic Disclosure Application

If an enhanced DBS check is not required, this link will provide access to commence a basic DBS disclosure application.

7.5 Driving Licence Details

Before a driving assessment can be arranged the onboarder is required to provide a licence check code (s.4.10). The link to create the code can be accessed via the menu options along with a link within the form itself the onboarder must submit.