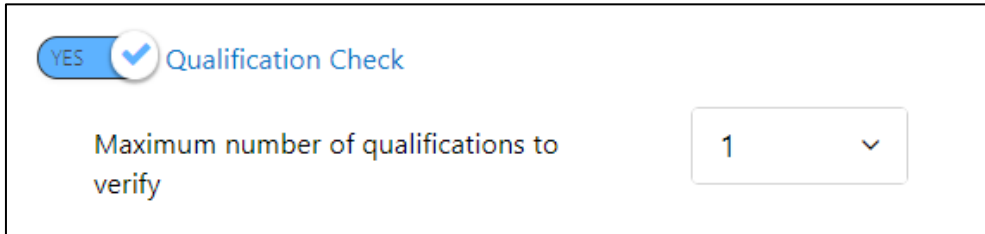


## An Overview of *fit2work* Qualification Checks

### Organisation Portal

When ordering a qualification check, an employer has the option to select how many of the candidate's qualifications they would like verified:



The screenshot shows a user interface for ordering a qualification check. At the top, there is a toggle switch labeled 'Qualification Check' which is currently set to 'YES' (indicated by a blue bar and a checkmark icon). Below this, there is a label 'Maximum number of qualifications to verify' followed by a dropdown menu. The dropdown menu is currently set to the number '1'.

**Note:** The number selected is not a mandatory requirement for the candidate as they may not have that many formal qualifications.

Please also note that your Organisation is charged for each qualification verification i.e. if *fit2work* conducts 3 verifications for your candidate, you will be charged 3 separate fees.

### Applicant Portal

When a candidate completes their application, they will need to provide the following information for each qualification they hold:

- Qualification Level
- Qualification Name
- Institution Name
- Country
- Graduation Date

The *fit2work* team will make up to 5 attempts to contact the employer. This will be a combination of phone and email contact depending on the employer's preferred method of communication.

*fit2work* may use public databases to verify qualifications, for UK based qualifications the search may be conducted via the hedd website or for US qualifications, the National Student Clearinghouse website may be used.

### Add Qualification ✕

Level of Qualification \*

Name of Qualification \*

Full name as shown on Qualification

Institution Name \*

Address   
200 characters remaining

Country \*

Phone

Email

Commencement Date  Graduation Date \*

Attendance Type  Student Id/Reference Number