

## COMPLIANCE REQUIREMENTS - for TA's

This document highlights our requirements (in accordance with DfE and industry guidelines on safeguarding and recruitment practices), in terms of making Candidates compliant and ready to work.

It is intended to help make the process clear, transparent and efficient.

### Requirements

1. **Current CV**
2. **Proof of identity** (*including one form of photographic evidence*)
  - a. Ideally either a passport or UK driving licence
3. **Proof of address** (*< 3 months old*)
  - a. Ideally a bank statement or utility bill
4. **Proof of entitlement to work**
  - a. British/EU passport or appropriate Visa
5. **Qualification(s)**
  - a. Ideally either an original or certified copy of degree, or secure online visibility
6. **References** (*within the last 3 years*)
  - a. At least 2 references/referees, one pertaining to work with children
    - i. On official letterhead, from an official url and/or with workplace contact details
    - ii. Ideally one being from the last place of employment
7. **Overseas police check** (*if applicable*)
  - a. Dated within 12 months of date of departure from the country
    - i. For Australia: <http://www.afp.gov.au/what-we-do/police-checks.aspx>
    - ii. For New Zealand: <http://www.justice.govt.nz/services/criminal-records>

*N.B. If an overseas police check is unobtainable, a 'letter of good conduct' may suffice*
8. **Enhanced DBS check** (*UK criminal history background check*)
  - a. If existing, registered with the *Employer Checking Service (ECS)* + Candidate copy sighted
 

*N.B. The cost involved in procuring a DBS check and registering with the ECS is £58.49*  
*DBS checks generally come back in less than a week, but may take longer*  
*We strongly advise getting this in process and registered with ECS, ASAP*
9. **Declarations**
  - a. Completion and signed agreement to our various legally required compliance documents:
    - i. Registration form
    - ii. Confirmation of recruitment services
    - iii. Rehabilitation of Offenders Act 1974 declaration
    - iv. Child Protection declaration
    - v. Equal Opportunities declaration
    - vi. Disqualification by association declaration
10. **Employment choice**
  - a. Candidates may choose to either be directly engaged by Vibe or by an Umbrella Company
    - i. Candidates engaged by Vibe are paid monthly, directly via PAYE
    - ii. Candidates engaged by an Umbrella Company are paid weekly, by that UC
  - b. For those Candidates interested in utilising an Umbrella Company, the following companies have currently, successfully complied with our due diligence process:
    - i. Orange Genie [www.orangegenie.com](http://www.orangegenie.com)
    - ii. Generate [www.generate-fs.co.uk](http://www.generate-fs.co.uk)

### What next?

Once we have held a registration interview and the above requirements have been collated/verified, we will be able to start our work finding service (*N.B. Meeting the requirements is not a guarantee of work*).

Please see the sites below regarding further suggested information for your journey ahead ☺

- <https://www.gov.uk/government/organisations/department-for-education>
- <https://www.gov.uk/government/organisations/ofsted>