



National College for  
Teaching & Leadership

# Employer Access

Go to Employer Access at:

<https://sa.education.gov.uk/ui/home>

<b>Introduction</b>	<b>1</b>
<b>Register your organisation to use the system</b>	<b>2</b>
<b>Add a new user to an existing organisation account</b>	<b>7</b>
<b>View an individual teacher report</b>	<b>10</b>
<b>View lists of teachers with restrictions</b>	<b>13</b>
<b>Manage your account</b>	<b>16</b>

## **Checking teachers' details online**

Use the Employer Access service to view the QTS, induction and restriction status of teachers at:

<https://sa.education.gov.uk/ui/home>

## Introduction

Employer Access is a free service available for schools, local authorities and teacher supply agencies in England. The service enables employers and potential employers to view the record for any teacher with Qualified Teacher Status (QTS) (with the exception of teachers who have achieved QTS through holding Qualified Teacher learning and Skills (QTLS) or any teacher with an active restriction (including any teacher with QTLS to whom this applies). It also provides access to separate lists of:

- Teachers who have been prohibited from teaching.
- Teachers who may be the subject of a suspension or conditional order imposed by the GTCE (prior to abolition) that is still current.
- Teachers who have failed to successfully complete their induction or probation period.

If you wish to apply to use this service we will require the full name and address of your school or organisation. If you are a school, please advise us of the name of your head teacher. You can contact the Employer Access team at:

Email: [employer.access@education.gsi.gov.uk](mailto:employer.access@education.gsi.gov.uk)

### **Please note:**

- Using the service does not exempt you from the other checks you have to make for teaching and non-teaching staff; for example DBS Vetting and Barring scheme, identity and health checks.
- It only holds details about people employed to undertake teaching work, and does not include other people in the local authority workforce.
- For security and maintenance reasons the online service is only available to users from Monday to Friday, between 9.00 am and 5.00 pm.

# 1. Register your organisation to use the system

In order to use the Employer Access service, you need to register your organisation. The National College of Teaching and Leadership (NCTL) will provide two unique code numbers to use when registering your organisation.

They are:

- Your organisation's unique organisation number; and
- Your organisation's validation number

If you do not have your organisation number and validation number, please contact the Employer Access team at: [employer.access@education.gsi.gov.uk](mailto:employer.access@education.gsi.gov.uk).

## Step 1

To register your organisation, visit the Employer Access welcome page at <https://sa.education.gov.uk/ui/home>.

On the right hand of the screen there is a box with the heading 'Create an organisation account'. Enter:

- Your agency's unique organisation number.
- Your agency's validation number.

Then click the **'Register'** button.

The screenshot shows the 'Employer access' page on the Department for Education website. The page has a green header with 'Schools' and a navigation menu. Below the header, there is a 'Login' section with fields for 'Username' and 'Password', and a 'Login' button. To the right of the login section is a 'Create an organisation account' box. This box contains two input fields: 'Organisation number' with the value '12345' and 'Validation code' with the value '123456'. Below these fields is a 'Register' button. To the right of the 'Register' button, the word 'Register' is written in red text with a dotted line pointing to the button. Below the 'Create an organisation account' box is another box titled 'Add a user to an existing account' with a 'Go' button. The main content area of the page is titled 'Welcome' and contains text explaining the service and a list of teachers who can be accessed. At the bottom of the page, there is a footer with '7 Crown copyright 2012', 'Legal information', and logos for 'Department for Education', 'Directgov', and '2012 IS GREAT BRITAIN'.

## Step 2

Your organisation's details will appear on screen. If the details are correct click the **'Confirm'** button to continue. If this is not your organisation, please try entering your details again. If the issue still persists, please contact the Employer Access team.

Department for Education

Search

Advanced search | Increase contrast

Menu Schools A-Z of terms Using this site Contact us Accessibility

Teaching and learning Pupil support Leadership and governance Administration and finance Careers and employment Tools and initiatives Compare schools 2010 Performance Tables 2011

Home > Schools > Tools and initiatives >

### Employer access

Login Username Password Login Forgotten password

Home  
Help  
Contact Employer Access  
Terms and conditions

### Organisation registration

Are these your organisation details?

Organisation number  
**12345**

Organisation name  
**Green Orchard School**

Organisation type  
**School**

**Confirm**

If this is not your organisation, please try entering your details again. If the issue still persists, please [contact us](#).

Organisation number  
12345

Validation code  
School

**Register**

**Confirm**

## Step 3

Enter your personal details, confirm the number of users your organisation will require and accept the terms and conditions before clicking the **'Register'** button.

Department for Education

Search

Advanced search | Increase contrast

Menu Schools

A-Z of terms | Using this site | Contact us | Accessibility

Teaching and learning | Pupil support | Leadership and governance | Administration and finance | Careers and employment | Tools and initiatives | Compare schools 2010 | Performance Tables 2011

Home > Schools > Tools and initiatives > Employer access

Login Username: Password: Login | Forgotten password

Home | Help | Contact Employer Access | Terms and conditions

### Organisation registration

To complete the registration, please enter your personal details and read and accept the **terms and conditions**. Once you have completed the registration you are able to instruct other users at your organisation to register as users of the service up to the maximum number detailed on this page (including yourself).

Fields marked with \* are mandatory.

First name: Test \*

Last name: TestNameSeven \*

Email: TestNameSeven@school.xx.yy \*

Please supply your business (work) email address. E.g. Joe.bloggs@emiddletonots.school.uk. Additional users from your organisation must provide emails with the same domain.

Confirm email: TestNameSeven@school.xx.yy \*

Number of users: 3 \*

The number of users shown is the maximum allowed for your organisation type. If you want to restrict access to fewer than this number (including your own), please select a smaller number.

Alternative email domain: \*

Complete if users in your organisation will have a different email domain to yours. For example, if you are a school or local authority that outsources its HR function, you may want that provider to use the Employer Access service on your behalf. If an email address at your HR provider is joe.bloggs@xyz.org.uk then enter everything after the @ symbol: xyz.org.uk

Confirm alternative email domain:

I agree to the **terms and conditions**

**Register**

**Register**

### Note

You must enter your business (work) email address. The system will require all other users from your agency to have email addresses with the same email domain.

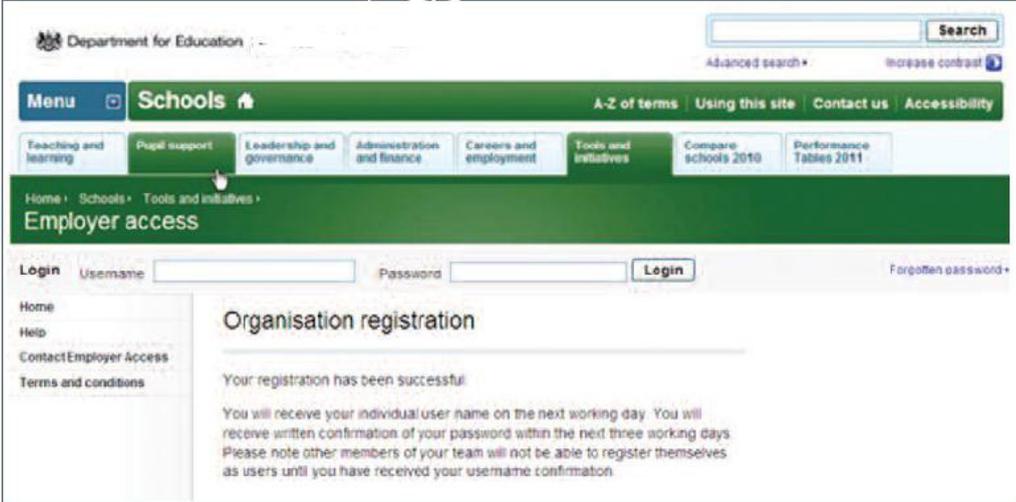
For reference, the email domain is blue in this example: user@domain.com

For those with an alternative email domain, for example if you are a school or local authority that outsources its HR function and you want that provider to use the Employer Access service on your behalf, you can enter this domain in the 'alternative email domain' box.

For example, if an email address at your HR provider is joe.bloggs@xyz.org.uk then you would enter xyz.org.uk in the box, i.e. everything after the @ sign.

## Step 4

When the process is complete you will receive a confirmation message. An email will be sent to you on the next working day providing you with your user name. Your password will be sent to you in the post.



The screenshot shows the Department for Education website interface. At the top, there is a search bar and navigation links for 'Advanced search' and 'Increase contrast'. Below this is a green navigation bar with 'Menu' and 'Schools' (with a home icon). A secondary navigation bar contains various categories: 'Teaching and learning', 'Pupil support', 'Leadership and governance', 'Administration and finance', 'Careers and employment', 'Tools and initiatives', 'Compare schools 2010', and 'Performance Tables 2011'. The breadcrumb trail reads 'Home > Schools > Tools and initiatives > Employer access'. The main heading is 'Employer access'. Below this is a login section with fields for 'Username' and 'Password', and a 'Login' button. A 'Forgotten password' link is also present. The main content area is titled 'Organisation registration' and contains the following text: 'Your registration has been successful. You will receive your individual user name on the next working day. You will receive written confirmation of your password within the next three working days. Please note other members of your team will not be able to register themselves as users until you have received your username confirmation.'

## 2. Adding a user to an existing organisation account

Once you have received your username and password to use the Employer Access service, other users from your organisation, or any outsourced organisations used, can register themselves to use the service.

### Step 1

To create a new user on your organisation's account on the system, navigate to the Employer Access service at <https://sa.education.gov.uk/ui/home> and click the **'Add a user to an existing account'** link.

Department for Education

Search

advanced search + increase contrast

Menu Schools A-Z of terms Using this site Contact us Accessibility

Teaching and learning Pupil support Leadership and governance Administration and finance Careers and employment Tools and initiatives Compare schools 2010 Performance Tables 2011

Home Schools Tools and initiatives

Employer access

Login Username Password Login Forgotten password

Home Help Contact Employer Access Terms and conditions

Welcome

Employer Access is a free service available for schools, local authorities and teacher supply agencies in England. The service enables employers and potential employers to view the record of any teacher with Qualified Teacher Status (QTS) (with the exception of teachers who have achieved QTS through holding Qualified Teacher Learning and Skills (QTLS)) or any teacher with an active restriction (including any teacher with QTLS to whom this applies). It also provides access to separate lists of

- teachers who have been barred from teaching
- teachers who may be the subject of a suspension or conditional order imposed by the GTCE (prior to its abolition) that is still current.
- teachers who have failed to successfully complete their induction or probation period.

Create an organisation account

Organisation number

Validation code

Register

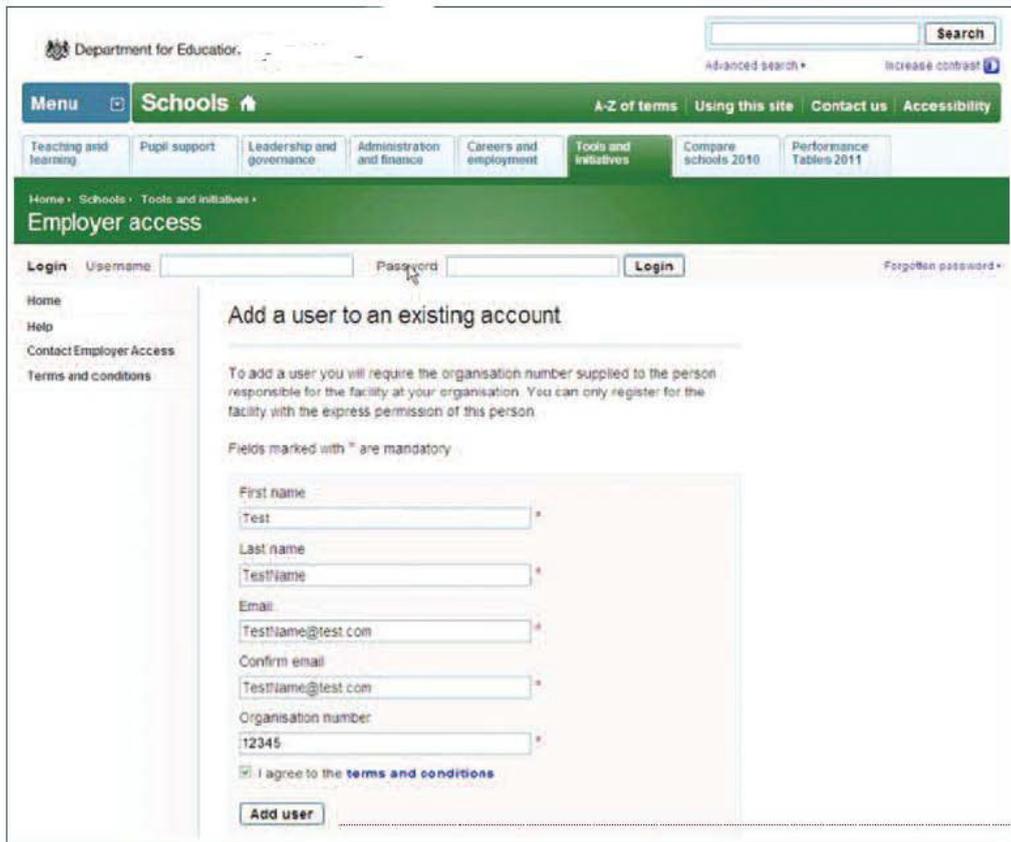
Add a user to an existing account

Go

Add user

## Step 2

Enter the new user's personal details, including name, last name and email address. You will also need to enter your organisation's unique organisation number. This will have been given to the person held as the organisation's primary contact. Once you have entered all of the information and agreed to the terms and conditions then click on the **'Add User'** button.



The screenshot shows the Department for Education website's 'Employer access' section. At the top, there is a search bar and navigation links for 'A-Z of terms', 'Using this site', 'Contact us', and 'Accessibility'. Below this is a menu with categories like 'Teaching and learning', 'Pupil support', 'Leadership and governance', 'Administration and finance', 'Careers and employment', 'Tools and initiatives', 'Compare schools 2010', and 'Performance Tables 2011'. The main heading is 'Employer access', with a sub-heading 'Add a user to an existing account'. A login form is visible at the top left of the main content area, with fields for 'Username' and 'Password' and a 'Login' button. The 'Add a user' form includes the following fields: 'First name' (with 'Test' entered), 'Last name' (with 'TestName' entered), 'Email' (with 'TestName@test.com' entered), 'Confirm email' (with 'TestName@test.com' entered), and 'Organisation number' (with '12345' entered). There is a checkbox for 'I agree to the terms and conditions' which is checked. An 'Add user' button is located at the bottom of the form.

Department for Education

Search

Advanced search • Increase contrast

Menu Schools

A-Z of terms Using this site Contact us Accessibility

Teaching and learning Pupil support Leadership and governance Administration and finance Careers and employment Tools and initiatives Compare schools 2010 Performance Tables 2011

Home • Schools • Tools and initiatives •

Employer access

Login Username: Password: Login Forgotten password

Home Help Contact Employer Access Terms and conditions

### Add a user to an existing account

To add a user you will require the organisation number supplied to the person responsible for the facility at your organisation. You can only register for the facility with the express permission of this person.

Fields marked with \* are mandatory

First name  
Test \*

Last name  
TestName \*

Email  
TestName@test.com \*

Confirm email  
TestName@test.com \*

Organisation number  
12345 \*

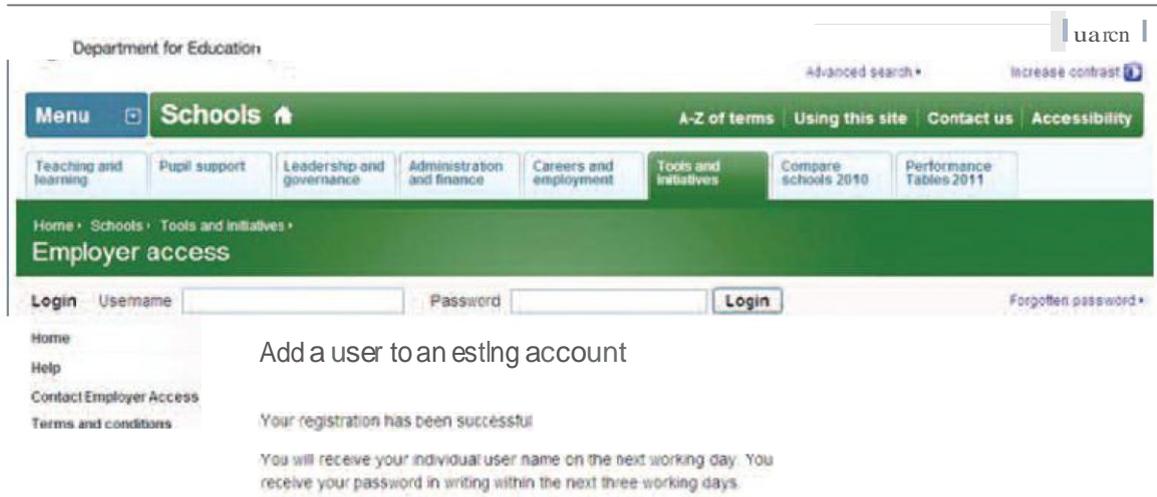
I agree to the [terms and conditions](#)

**Add user**

**Add user**

### Step 3

When the process is complete you will receive a confirmation message. Your username will be emailed the following day while your password will be sent to you in the post.



Department for Education

uarcn |

Advanced search • Increase contrast

Menu Schools A-Z of terms Using this site Contact us Accessibility

Teaching and learning Pupil support Leadership and governance Administration and finance Careers and employment Tools and initiatives Compare schools 2010 Performance Tables 2011

Home • Schools • Tools and initiatives •

## Employer access

Login Username  Password  Login [Forgotten password](#)

Home  
Help  
Contact Employer Access  
Terms and conditions

**Add a user to an esting account**

Your registration has been successful

You will receive your individual user name on the next working day. You receive your password in writing within the next three working days.

### 3. View an individual teacher report

The Individual Teacher Report allows you to view the record of any teacher with Qualified Teacher Status (QTS) or any record with an active restriction held on NCTL's database.

The report will display:

- QTS and date awarded.
- Induction status and completion date.
- Mandatory Qualification specialism and date awarded.
- Details of active restrictions if any are held.

It is not possible to view an Individual Teacher Report for a qualified teacher who has achieved QTS through holding Qualified Teacher Learning and Skills (QTLS) status. QTLS status should be checked with the Institute for Learning (IfL) – to find out more please visit their website: [www.ifl.ac.uk](http://www.ifl.ac.uk). However, it is possible to view an Individual Teacher Report for a QTLS teacher if they have an active restriction against them, and they will also appear on the relevant list of teachers outlined in Section 4.

## Step 1

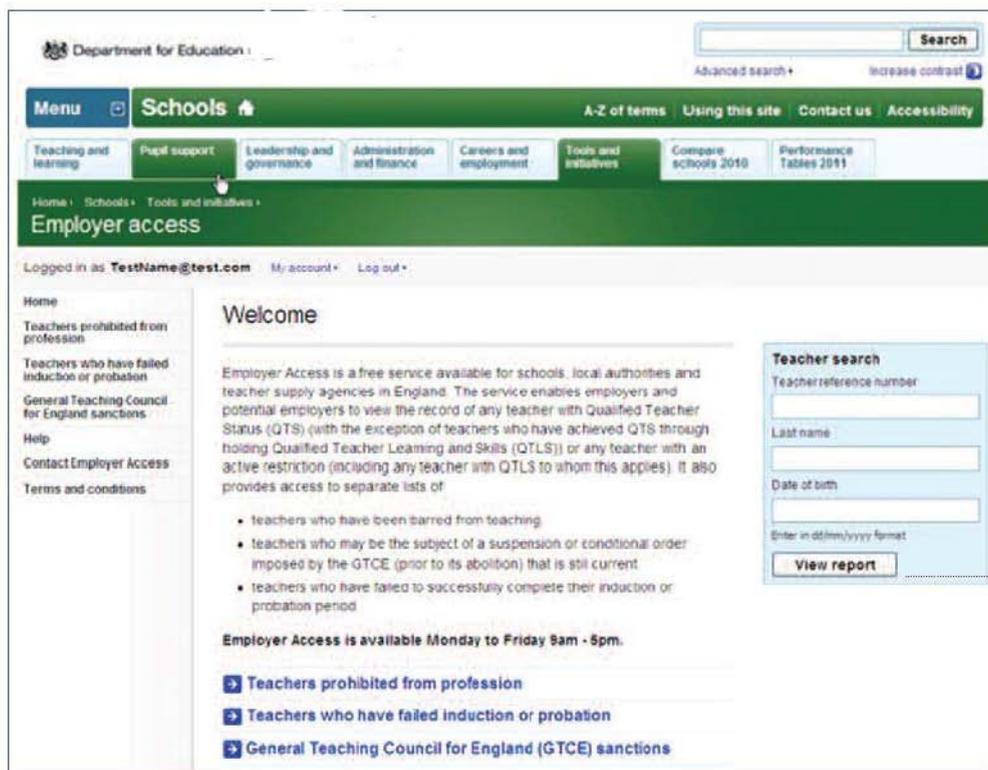
To access the Individual Teacher Report you must log into the Employer Access service at <https://sa.education.gov.uk/ui/home>. Enter your user name and password and click the 'Log in' arrow. Once you have logged in you will see a section called 'Teacher Search'.

To view a teacher's record enter their:

- Teacher Reference Number (TRN);
- Surname; and
- Date of birth.

**IMPORTANT:** Please note that when entering TRNs, only type in the digits not slashes or letters. For example, the TRN RP 83/12345 would be entered as 8312345.

Click on **'View Report'**.



The screenshot shows the Department for Education Employer Access interface. At the top, there is a search bar and a 'Search' button. Below this is a navigation menu with 'Schools' highlighted. The main content area is titled 'Employer access' and shows a 'Welcome' message. On the right side, there is a 'Teacher search' form with three input fields: 'Teacher reference number', 'Last name', and 'Date of birth'. Below these fields is a 'View report' button. A red arrow points to this button with the text 'View report'.

A report may not be displayed for two reasons:

The details entered relate to a record on NCTL's database for a teacher without QTS or an active restriction. For example, the person is still a trainee teacher who has not yet achieved QTS or they are a qualified teacher by virtue of their QTLS status and have no active restriction on their record. If the teacher affected believes that they should have QTS they will need to contact NCTL directly, unless they are a qualified teacher by virtue of their QTLS status, in which case you need to confirm this status with the IfL.

- 2) The details entered do not match to a record held on the database. The most common cause for this issue is that the teacher's surname has changed. In order to check and update their personal details the teacher affected will need to contact NCTL directly.

Teachers can contact NCTL by email at [employer.access@education.gsi.gov.uk](mailto:employer.access@education.gsi.gov.uk).

## **Step 2**

If the details match to the record of a teacher with QTS or an active restriction the report will be displayed.

## 4. View lists of teachers with restrictions

It is also possible to access three separate lists with details of teachers who have a current restriction against them in relation to teaching in England. The three lists are:

- teachers who have been prohibited from teaching by the GTCE (for misconduct or incompetence) or by NCTL (misconduct only);
- teachers who are the subject of a current suspension or conditional order imposed by the GTCE (prior to its abolition);
- Teachers who have failed their statutory induction or probation period.

Teachers who have been barred by the Disclosure and Barring Service (DBS) cannot be published in a list on this site. However, if a teacher has a DBS restriction this information will appear on their Individual Person Report.

The screenshot shows the Department for Education website interface. At the top, there is a search bar and navigation links. The main content area is titled "Employer access" and shows a user logged in as "test@test.com". The central focus is an "Individual Teacher Report for XXXXXXXX, XXXXX Martin (TRN 1234567)". The report includes a disclaimer about data disclosure and a list of teacher details:

Teacher name:	XXXXXXXX, XXXXX
Teacher Reference No.:	1234567
Date of birth:	01/02/1960
Qualified Teacher Status (QTS):	Not Held
QTS date:	Not Held
Induction status:	Not Held
Induction status completion date:	Not Held
Mandatory qualification (MQ) Specialism:	Multi-Sensory
MQ date awarded:	23/02/2012

Below the details, a "Restriction" section is highlighted with a red border, containing the following information:

<b>Restriction:</b>
Prohibition by the Secretary of State
<b>Restriction start date:</b>
06/03/2012
<b>Restriction review date:</b>
30/03/2012
<b>Establishment relating to offence:</b>
<b>Details:</b>

On the right side of the report, there is a "Teacher search" box with input fields for "Teacher reference number" (1234567), "Last name" (XXXXXXXX), and "Date of birth" (01/02/1960), along with a "View report" button.

## Step 1

To access the record you must log into the Employer Access service at <https://sa.education.gov.uk/ui/home>

Enter your user name and password and click on **'Log in'**.

Once logged in you will have the option of selecting one of three lists:

- Teachers who have been prohibited from teaching.
- Teachers subject to outstanding GTCE sanctions.
- Teachers who have failed induction or probation.

Click on the list you wish to view.

The screenshot shows the 'Employer access' page on the Department for Education website. The page is titled 'Employer access' and is logged in as 'TestName@test.com'. The main content area is titled 'Welcome' and provides an overview of the service: 'Employer Access is a free service available for schools, local authorities and teacher supply agencies in England. The service enables employers and potential employers to view the record of any teacher with Qualified Teacher Status (QTS) (with the exception of teachers who have achieved QTS through holding Qualified Teacher Learning and Skills (QTLS)) or any teacher with an active restriction (including any teacher with QTLS to whom this applies). It also provides access to separate lists of:

- teachers who have been barred from teaching
- teachers who may be the subject of a suspension or conditional order imposed by the GTCE (prior to its abolition) that is still current
- teachers who have failed to successfully complete their induction or probation period

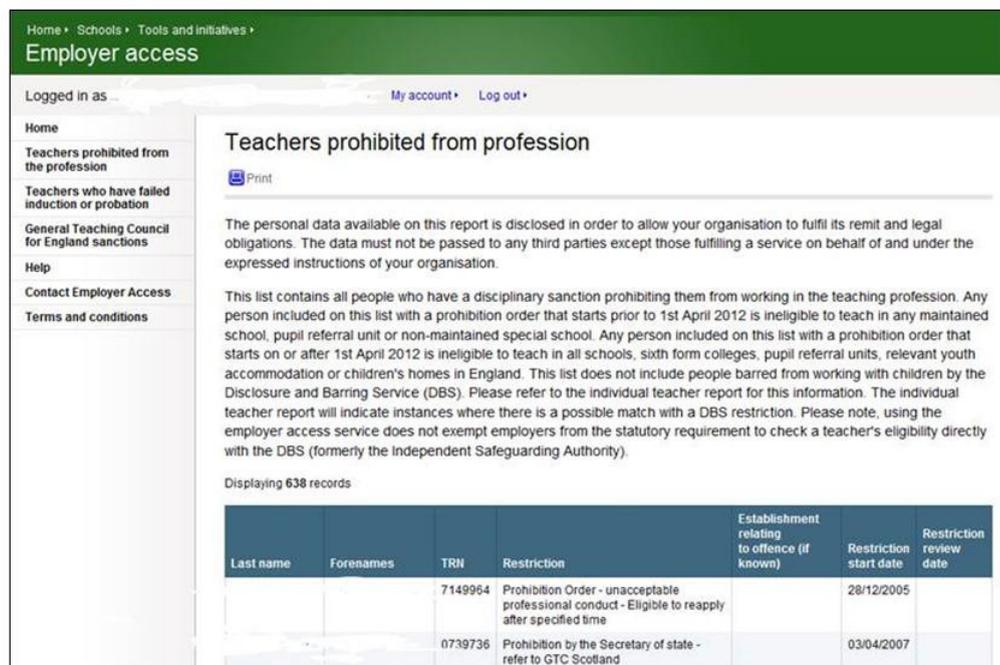
Below this, it states 'Employer Access is available Monday to Friday 9am - 5pm.' and provides three links to view specific lists:

- Teachers prohibited from profession
- Teachers who have failed induction or probation
- General Teaching Council for England (GTCE) sanctions

On the right side, there is a 'Teacher search' form with fields for 'Teacher reference number', 'Last name', and 'Date of birth' (with a note to 'Enter in dd/mm/yyyy format'). A 'View report' button is located below the form. The left sidebar contains a 'Home' section with links to 'Teachers prohibited from profession', 'Teachers who have failed induction or probation', 'General Teaching Council for England sanctions', 'Help', 'Contact Employer Access', and 'Terms and conditions'.

## Step 2

The list will be displayed on screen. It is possible to view any of the listed teachers' individual reports by clicking on their surnames.



The screenshot shows a web interface for 'Employer access'. The top navigation bar includes 'Home', 'Schools', and 'Tools and Initiatives'. The main content area is titled 'Teachers prohibited from profession' and includes a 'Print' button. Below the title, there is a disclaimer about data disclosure and a detailed explanation of the list's scope and purpose. A table below the text displays 638 records, with two rows visible. The table has columns for Last name, Forenames, TRN, Restriction, Establishment relating to offence (if known), Restriction start date, and Restriction review date.

Last name	Forenames	TRN	Restriction	Establishment relating to offence (if known)	Restriction start date	Restriction review date
		7149964	Prohibition Order - unacceptable professional conduct - Eligible to reapply after specified time		28/12/2005	
		0739736	Prohibition by the Secretary of state - refer to GTC Scotland		03/04/2007	

# 5. Manage your account

You can update any changes to your personal details or business email address online.

## Step 1

To update your record you must log into the Employer Access service at <https://sa.education.gov.uk/ui/home>

Enter your user name and password and click on **‘Log in’**.

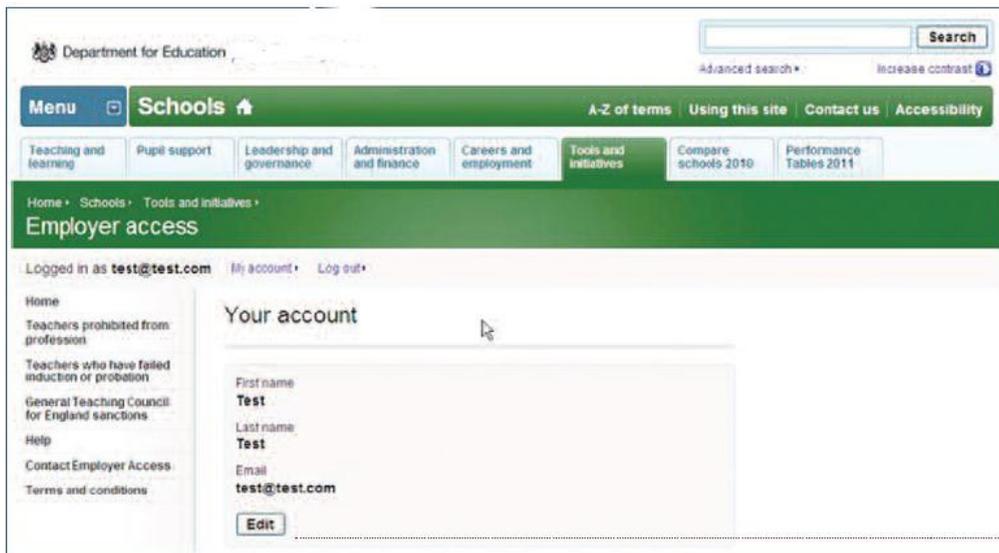
Click on **‘My Account’**.

The screenshot shows the Department for Education's Employer Access service. At the top, there is a search bar and a navigation menu with 'Schools' highlighted. Below the menu, there are several tabs: 'Teaching and learning', 'Pupil support', 'Leadership and governance', 'Administration and finance', 'Careers and employment', 'Tools and initiatives', 'Compare schools 2010', and 'Performance Tables 2011'. The 'Pupil support' tab is currently selected. The main content area is titled 'Employer access' and shows a user logged in as 'TestName@test.com'. A 'My account' link is visible in the top right corner. The main content includes a 'Welcome' message, a 'Teacher search' form with fields for 'Teacher reference number', 'Last name', and 'Date of birth', and a 'View report' button. Below the search form, there is a list of categories for teacher records: 'Teachers prohibited from profession', 'Teachers who have failed induction or probation', and 'General Teaching Council for England (GTCE) sanctions'.

**My account**

## Step 2

Click on the **'edit'** button.



The screenshot shows the Department for Education website. The user is logged in as 'test@test.com'. The page title is 'Employer access'. The 'Your account' section displays the following details:

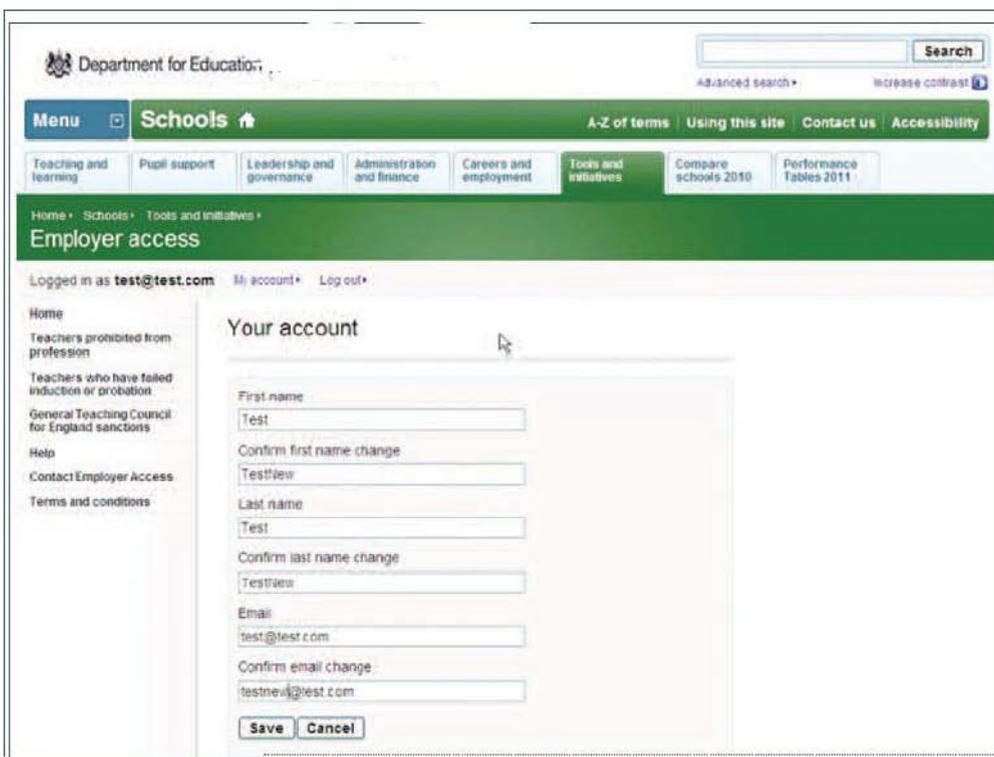
First name	Test
Last name	Test
Email	test@test.com

An **Edit** button is located below the account details.

**Edit**

## Step 3

- Update your relevant details.
- Click on **'save'**.



The screenshot shows the Department for Education website. The user is logged in as 'test@test.com'. The page title is 'Employer access'. The 'Your account' section displays the following details:

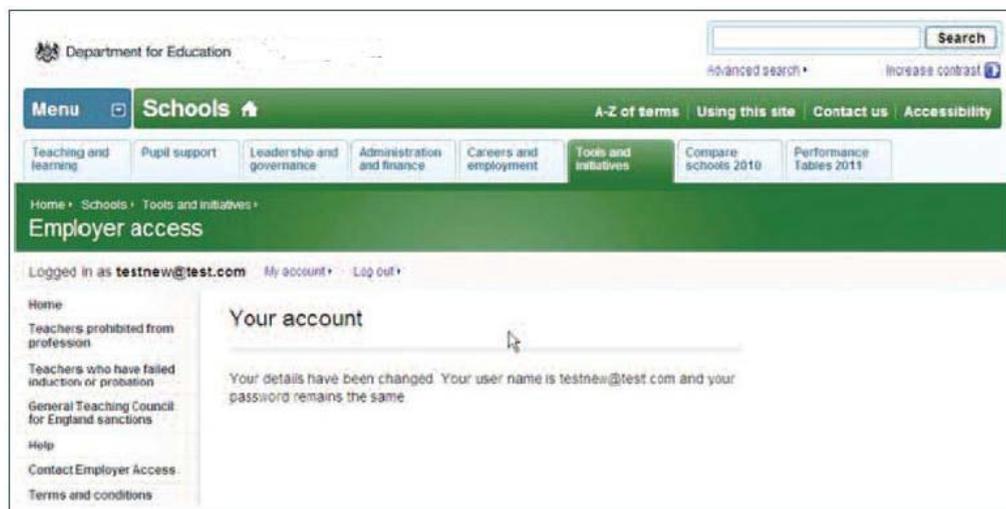
First name	Test
Confirm first name change	Testnew
Last name	Test
Confirm last name change	Testnew
Email	test@test.com
Confirm email change	testnew@test.com

**Save** and **Cancel** buttons are located below the account details.

**Save**

## Step 4

When the process is complete you will receive a confirmation message. Your username will be emailed the following day while your password will be sent to you in the post.



The screenshot shows the Department for Education website interface. At the top, there is a search bar and navigation links for 'Advanced search' and 'Increase contrast'. Below this is a green navigation bar with 'Menu' and 'Schools' (with a home icon). A secondary navigation bar contains various categories: 'Teaching and learning', 'Pupil support', 'Leadership and governance', 'Administration and finance', 'Careers and employment', 'Tools and initiatives', 'Compare schools 2010', and 'Performance Tables 2011'. The main content area has a green header for 'Employer access' and a breadcrumb trail: 'Home > Schools > Tools and initiatives > Employer access'. Below this, it shows the user is logged in as 'testnew@test.com' with links for 'My account' and 'Log out'. The main content area is titled 'Your account' and contains a confirmation message: 'Your details have been changed. Your user name is testnew@test.com and your password remains the same.' A left-hand sidebar contains links for 'Home', 'Teachers prohibited from profession', 'Teachers who have failed induction or probation', 'General Teaching Council for England sanctions', 'Help', 'Contact Employer Access', and 'Terms and conditions'.



National College for  
Teaching & Leadership

© Crown copyright 2014

You may re-use this information (excluding logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence, visit [www.nationalarchives.gov.uk/doc/open-government-licence](http://www.nationalarchives.gov.uk/doc/open-government-licence) or email [psi@nationalarchives.gsi.gov.uk](mailto:psi@nationalarchives.gsi.gov.uk).

Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

Any enquiries regarding this publication should be sent to us at [www.education.gov.uk/contactus](http://www.education.gov.uk/contactus).

This document is available for download at <http://www.education.gov.uk/schools/leadership/deployingstaff/b00203907/employer-access/employers>.