National College for Teaching & Leadership

Employer Access

Go to Employer Access at:
https://sa.education.gov.uk/ui/home

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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 contract the Employer Access team at:

Email: 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.

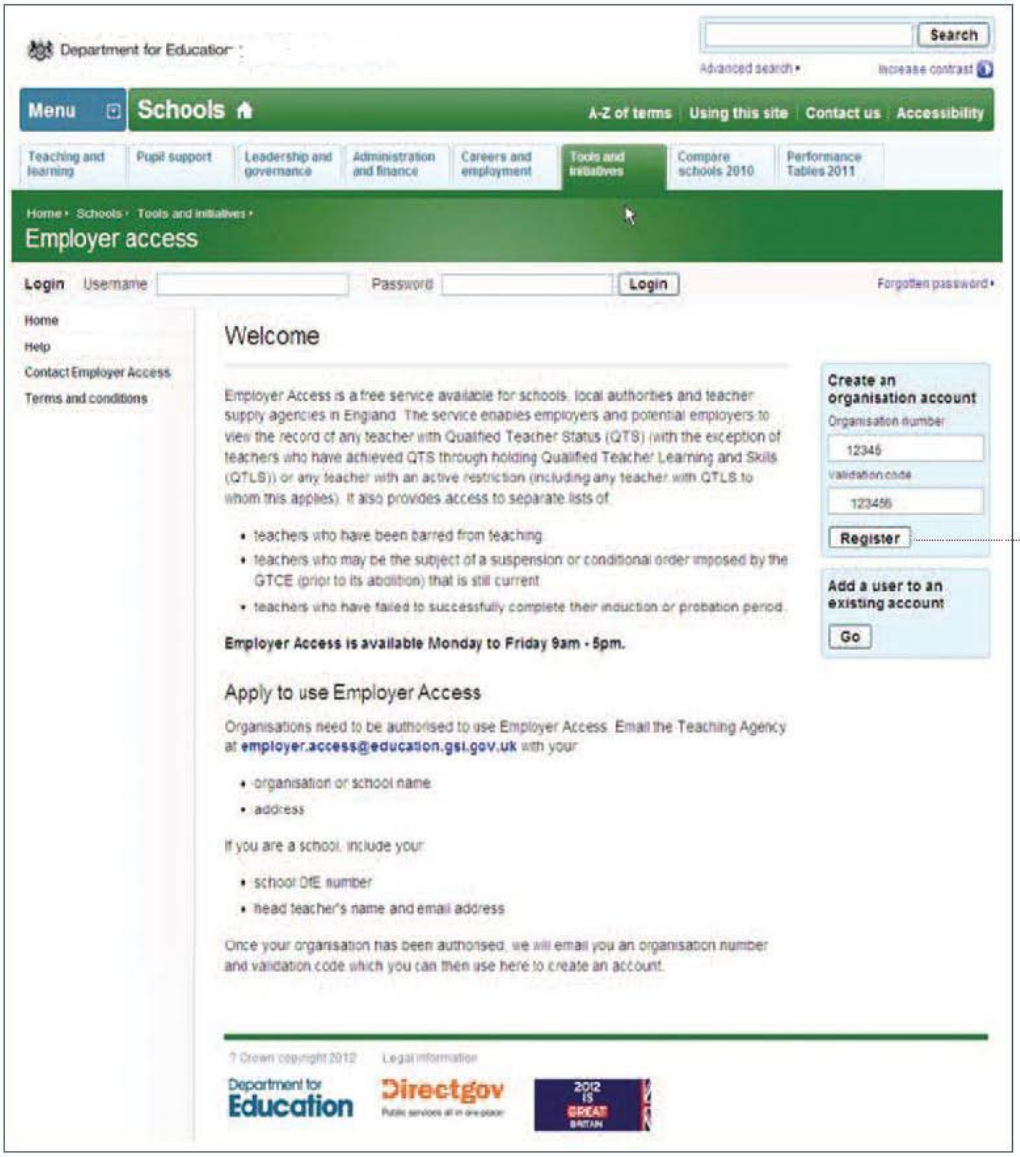
Step 1

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:

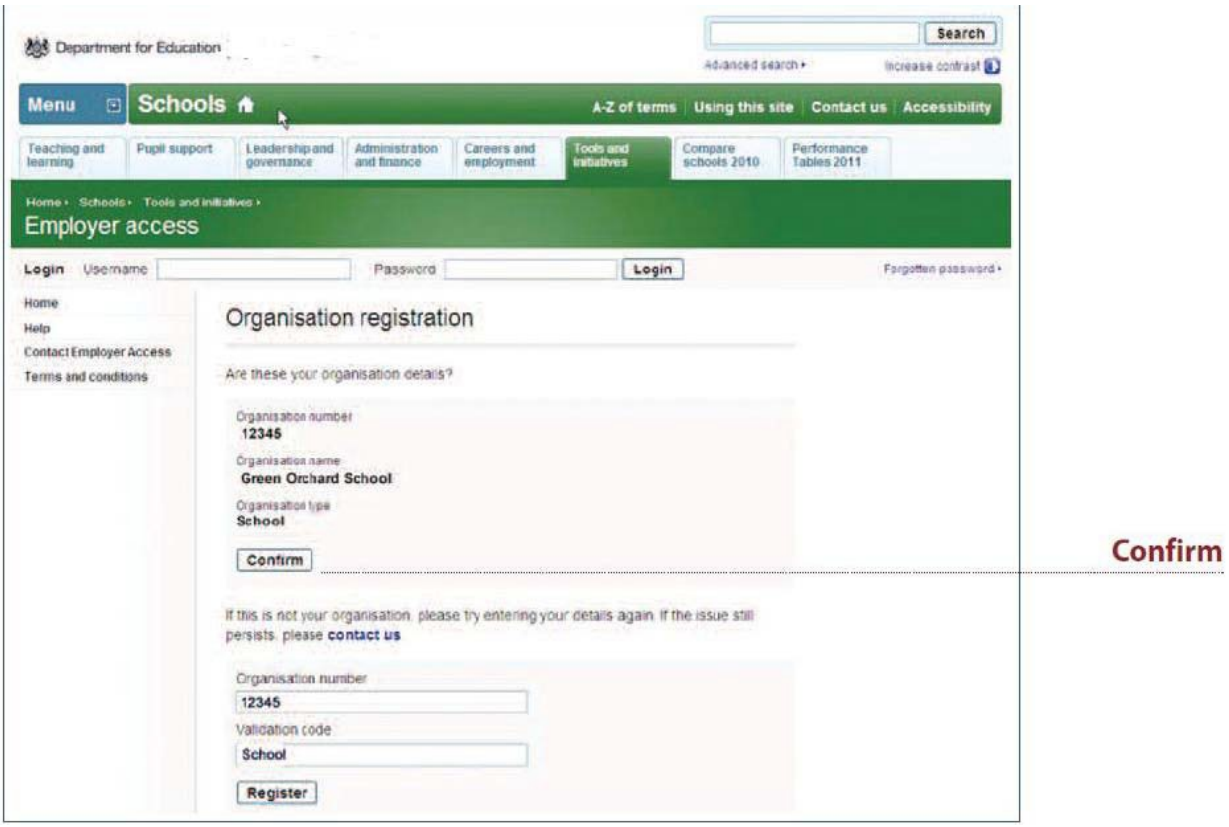
- Your agency's unique organisation number.
- Your agency's validation number.

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



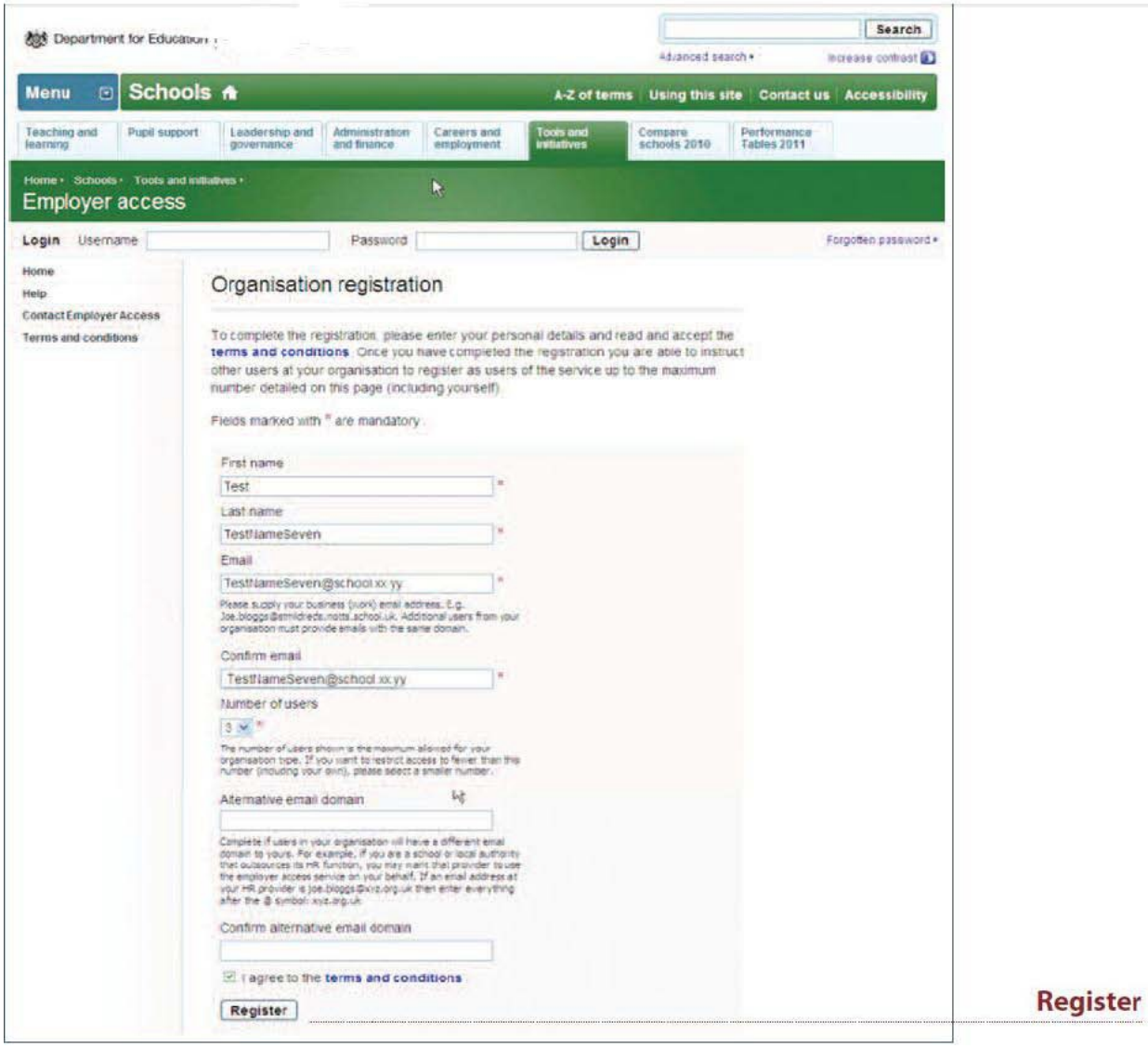
Step 2

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.



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.



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.

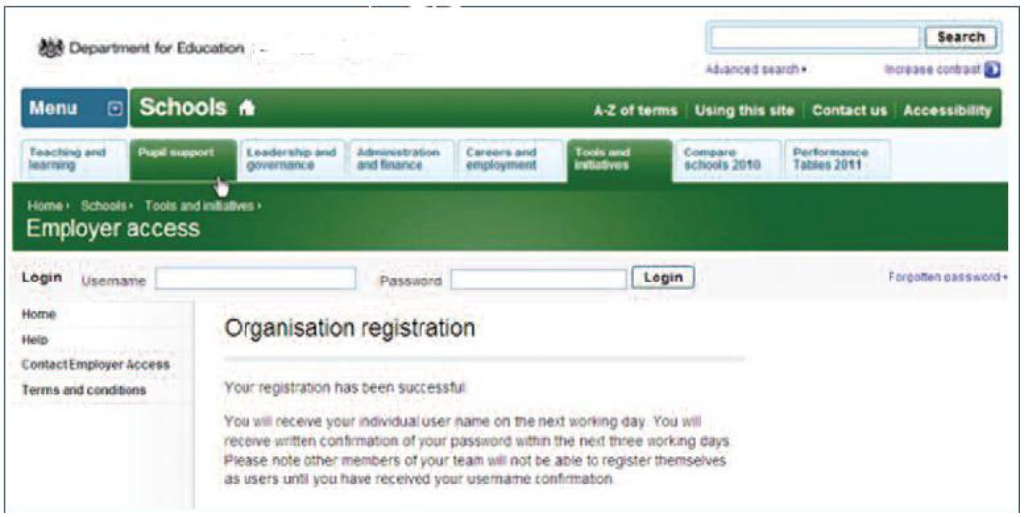
For reference, the email domain is blue in this example: user@domain.com

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.

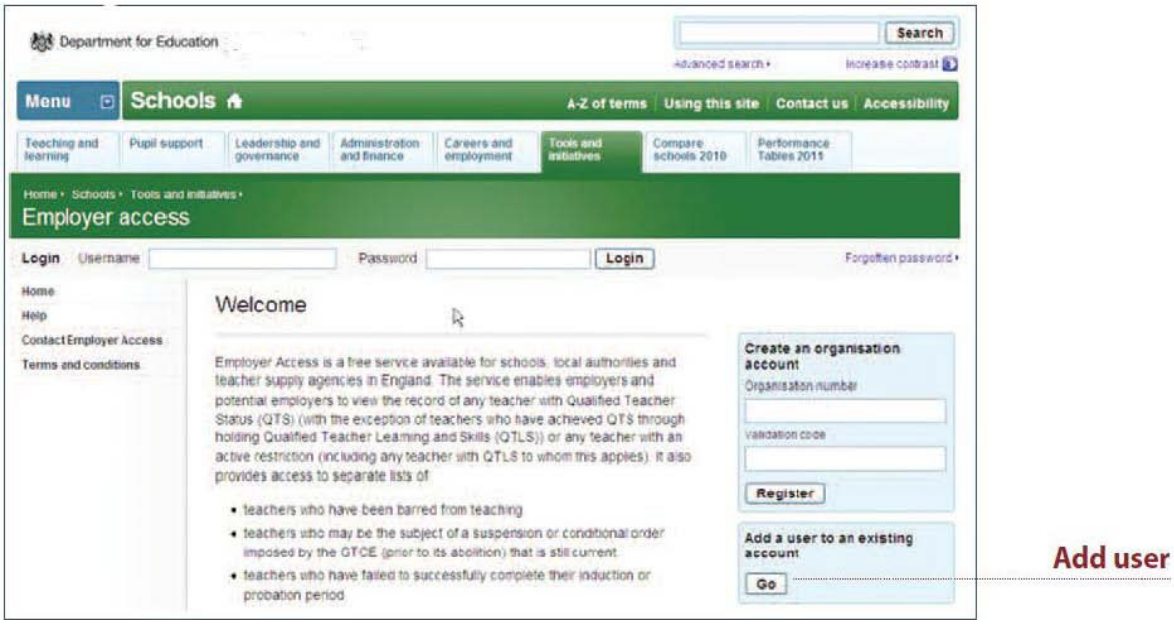


2. Adding a user to an existing organisation account

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.

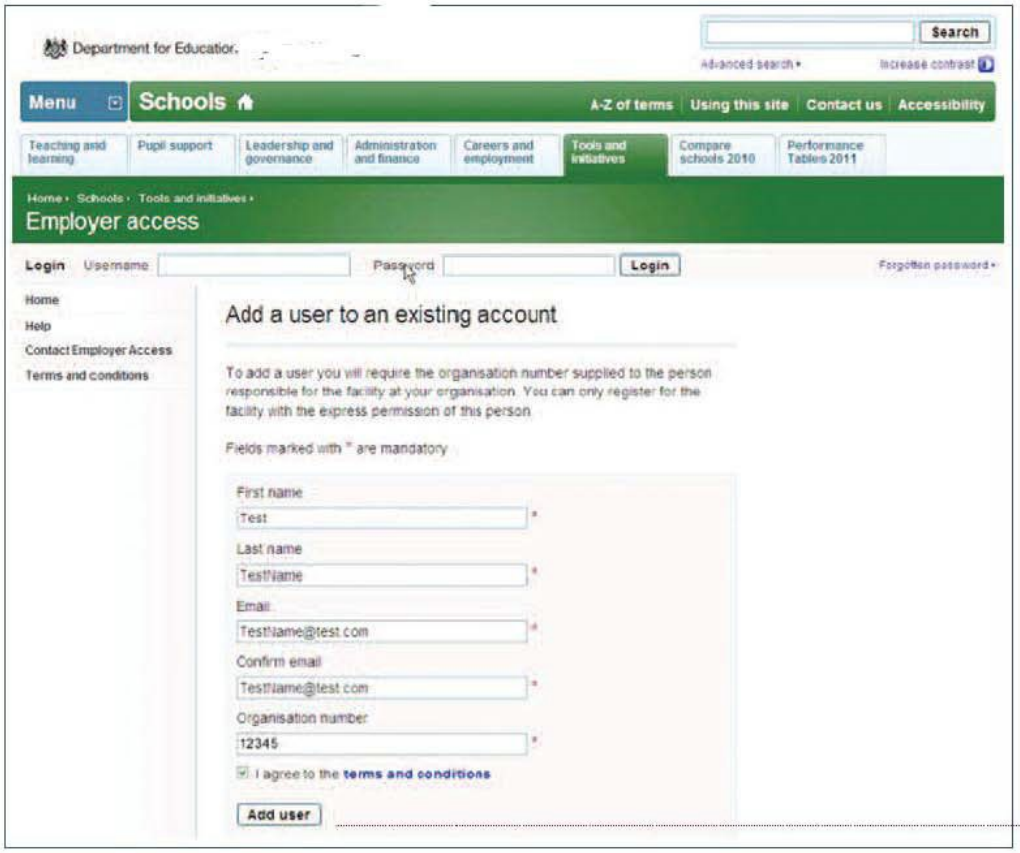
Step 1

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.



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.



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.

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. 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

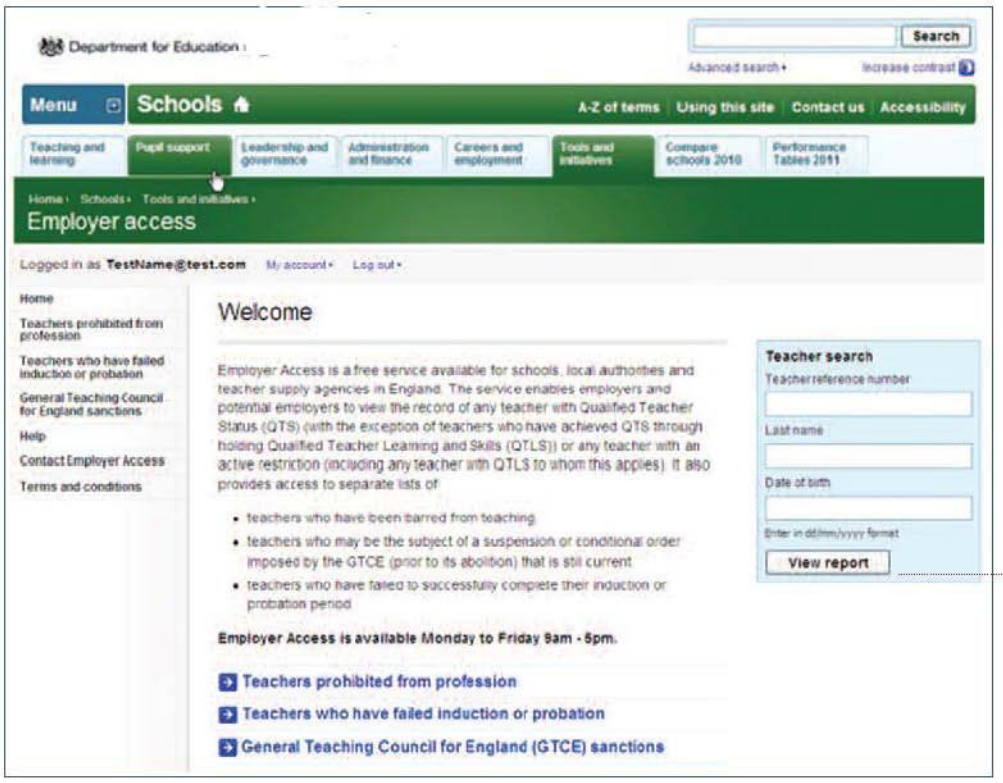
To access the Individual Teacher Report you must log into the Employer Access service at https://sa.education.gov.uk/ui/home. Enter your user name and password and click the 'Log in' arrow. Once you have logged in you will see a section called 'Teacher Search'.

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'**.



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.

Step 2

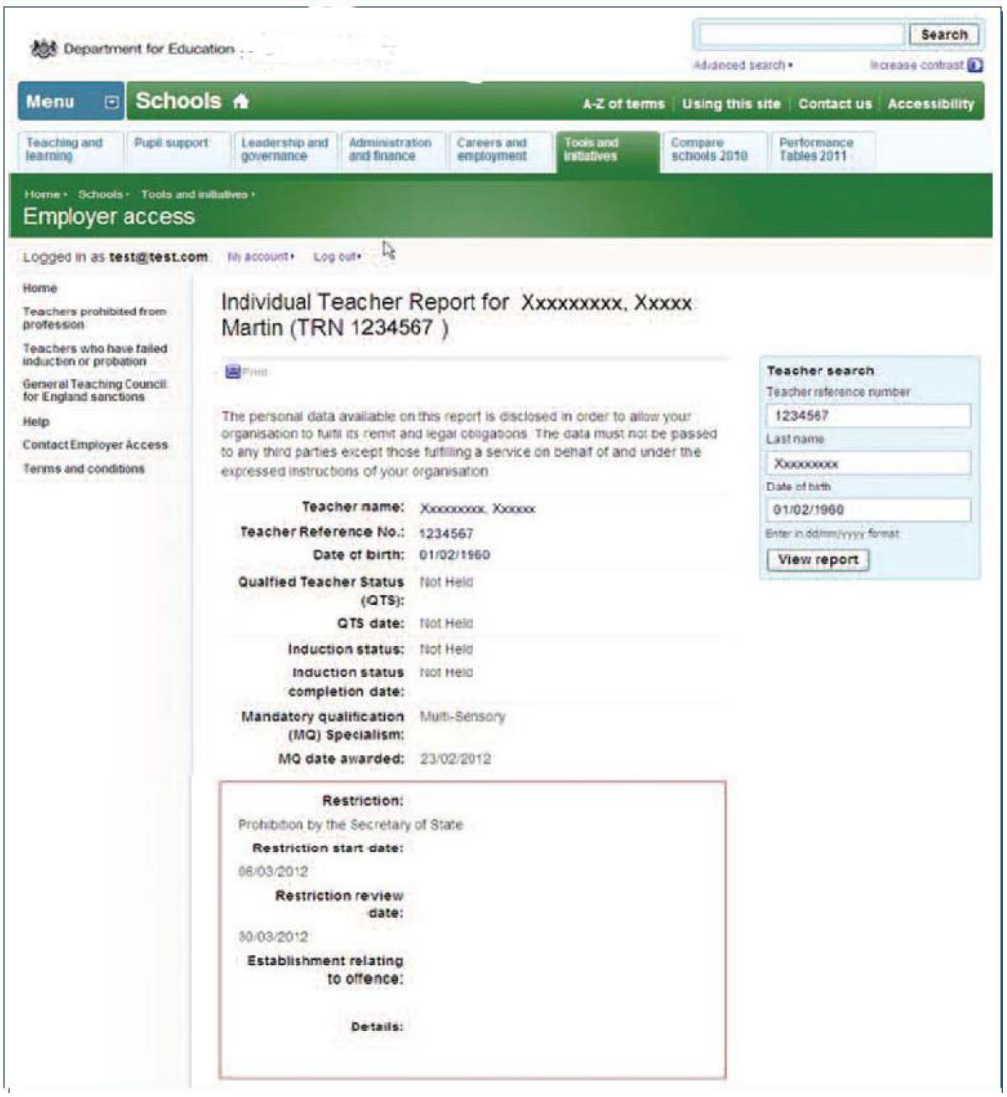
If the details match to the record of a teacher with QTS or an active restriction the report will be displayed.

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.



Step 1

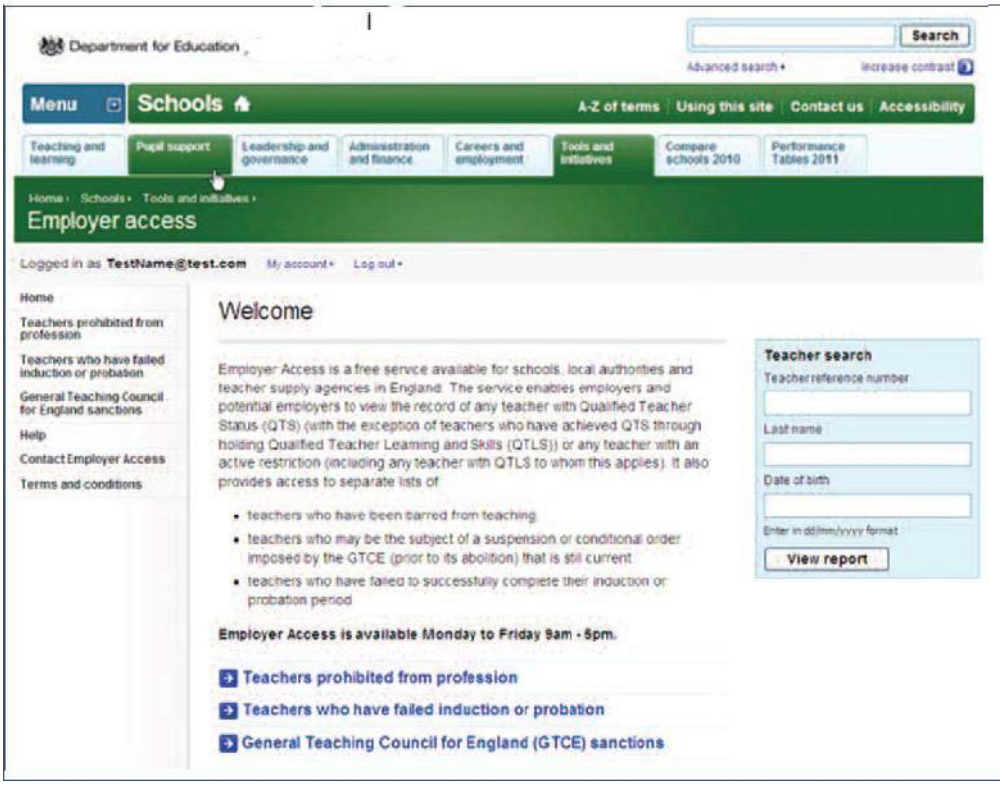
To access the record you must log into the Employer Access service at https://sa.education.gov.uk/ui/home

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:

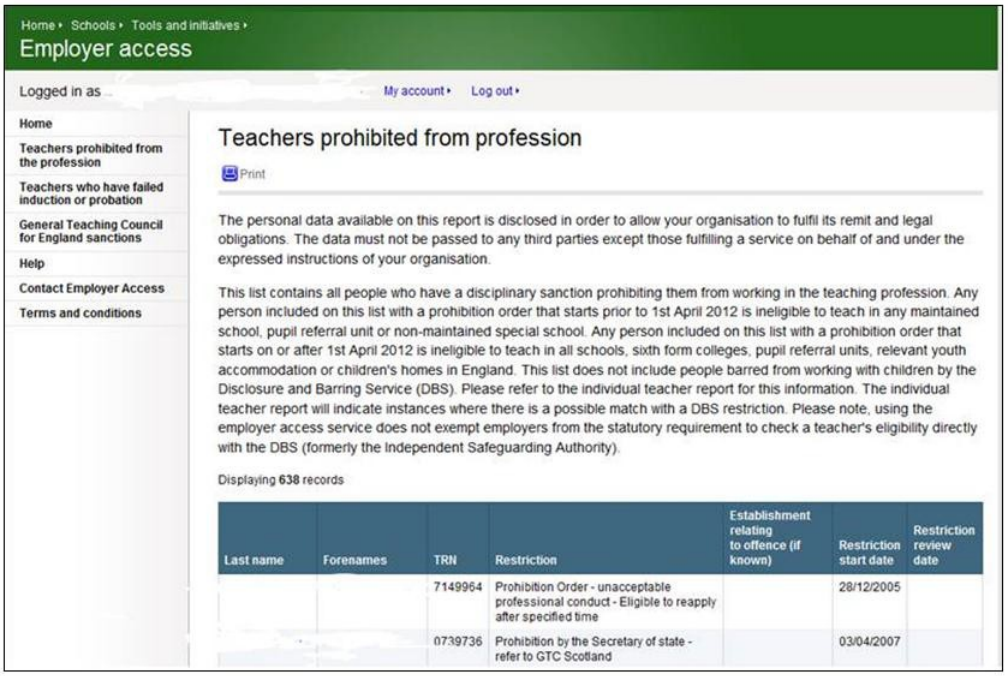
- Teachers who have been prohibited from teaching.
- Teachers subject to outstanding GTCE sanctions.
- Teachers who have failed induction or probation.

Click on the list you wish to view.



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.



5. Manage your account

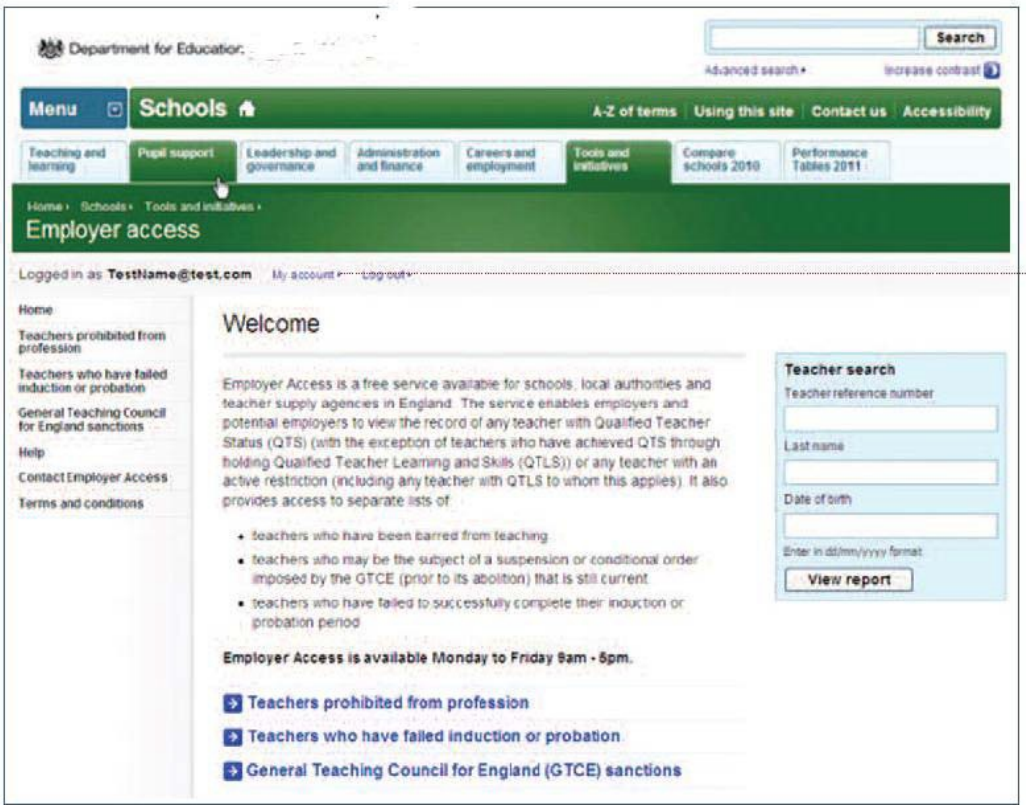
You can update any changes to your personal details or business email address online.

Step 1

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

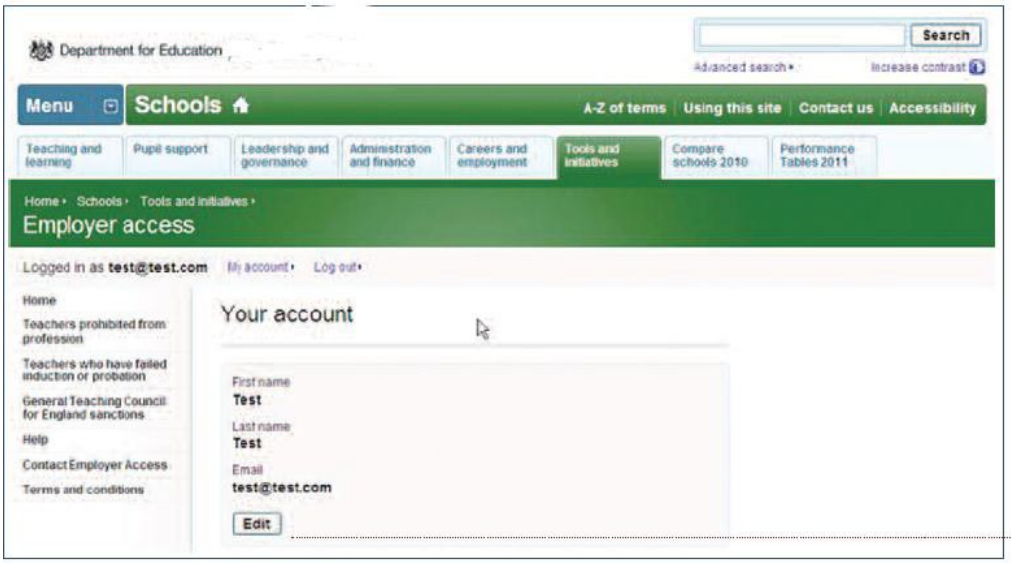
Enter your user name and password and click on **'Log in'**.

Click on **'My Account'**.



Step 2

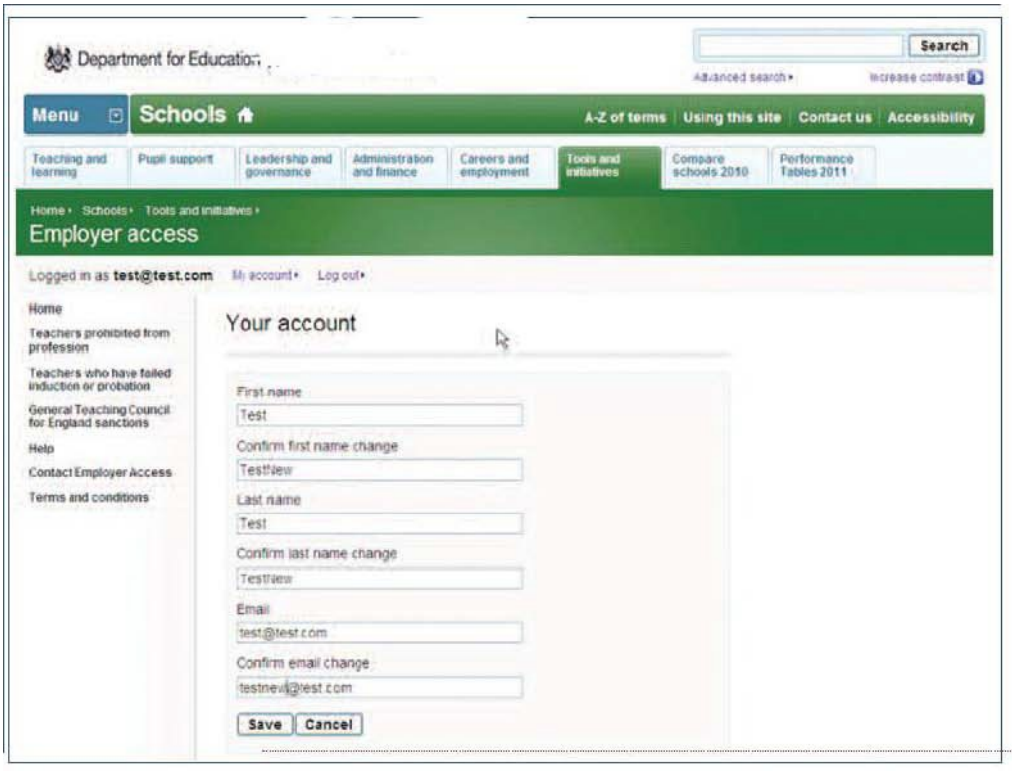
Click on the **'edit'** button.



Edit

Step 3

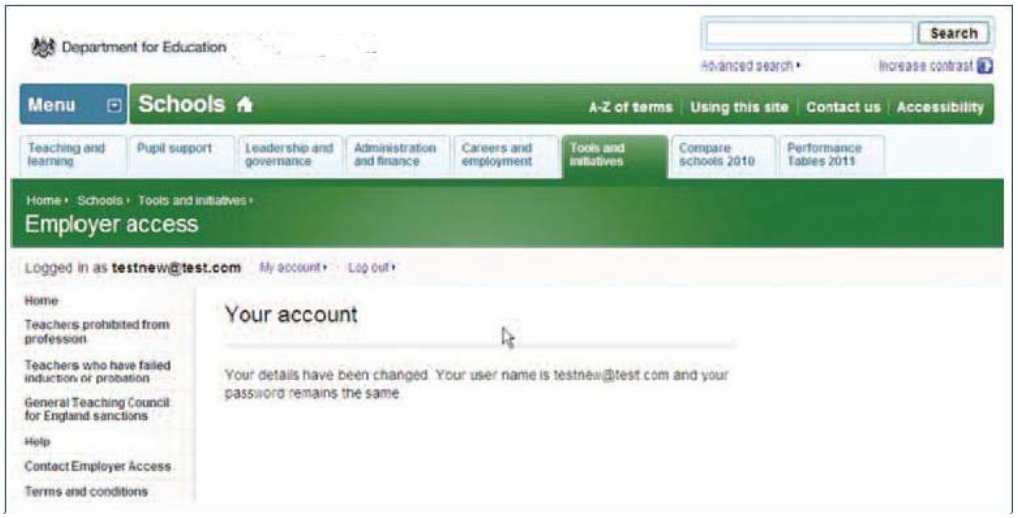
- Update your relevant details.
- Click on **'save'**.



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.



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