



National College for
Teaching & Leadership

Employer Access

Go to Employer Access at:

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

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

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

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.

The screenshot shows the 'Employer access' page on the Department for Education website. The page has a green header with a search bar and navigation links. Below the header is a menu with categories like 'Teaching and learning', 'Pupil support', and 'Tools and initiatives'. The main content area is titled 'Employer access' and includes a login form with fields for 'Username' and 'Password', and a 'Login' button. To the right of the login form is a 'Create an organisation account' box with fields for 'Organisation number' (containing '12345') and 'Validation code' (containing '123456'), and a 'Register' button. Below this is an 'Add a user to an existing account' box with a 'Go' button. The page also features a 'Welcome' section with text explaining the service and a list of teachers who can be accessed. At the bottom, there is a footer with copyright information and logos for the Department for Education, Directgov, and the 2012 IS GREAT BRITAIN logo.

Register

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.

The screenshot shows the 'Employer access' registration page. The page has a green header with the Department for Education logo and a search bar. Below the header is a navigation menu with links for '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 is titled 'Employer access' and contains a 'Login' section with fields for 'Username' and 'Password', and a 'Login' button. Below this is the 'Organisation registration' section, which includes a paragraph of instructions, a note about mandatory fields, and a form with the following fields: 'First name' (Test), 'Last name' (TestNameSeven), 'Email' (TestNameSeven@school.xx.yy), 'Confirm email' (TestNameSeven@school.xx.yy), 'Number of users' (3), 'Alternative email domain' (empty), and 'Confirm alternative email domain' (empty). There is a checkbox for 'I agree to the terms and conditions' and a 'Register' button at the bottom of the form. A red 'Register' button is also visible on the right side of the page.

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.

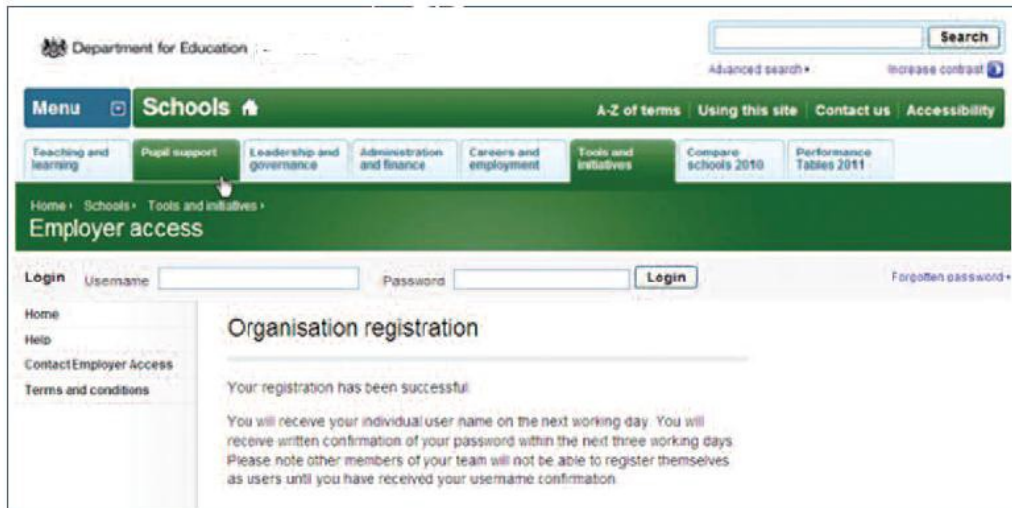
For reference, the email domain is blue in this example: user@domain.com

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.



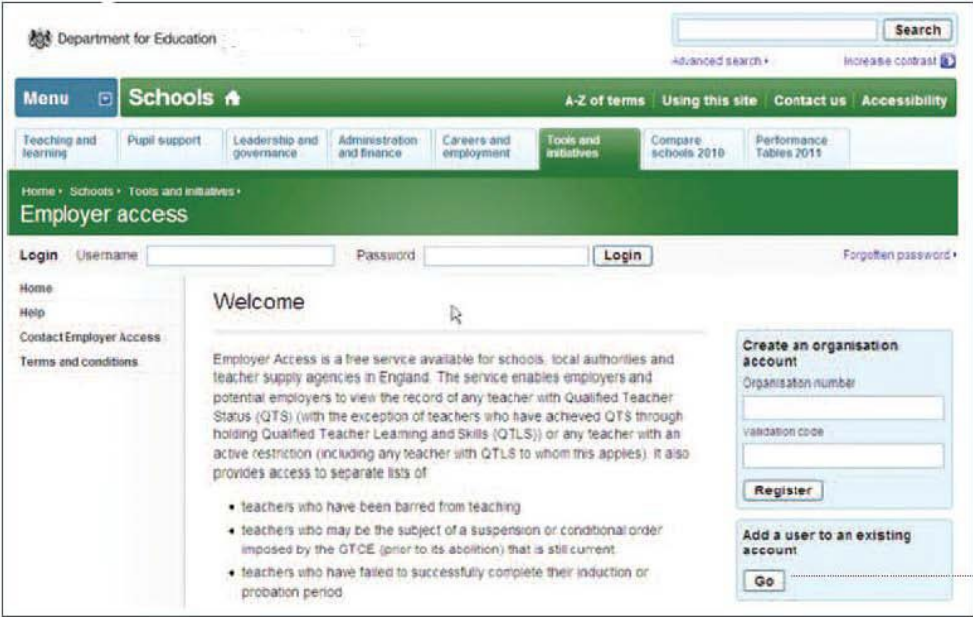
The screenshot shows the Department for Education website interface. At the top, there is a search bar and navigation links for 'Advanced search' and 'Increase contrast'. Below this is a green navigation bar with 'Menu' and 'Schools' (with a home icon). A secondary navigation bar contains various categories: '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 main content area is titled 'Employer access' and includes a 'Login' section with fields for 'Username' and 'Password', and a 'Login' button. A 'Forgotten password' link is also present. The central message is 'Organisation registration', which states: '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

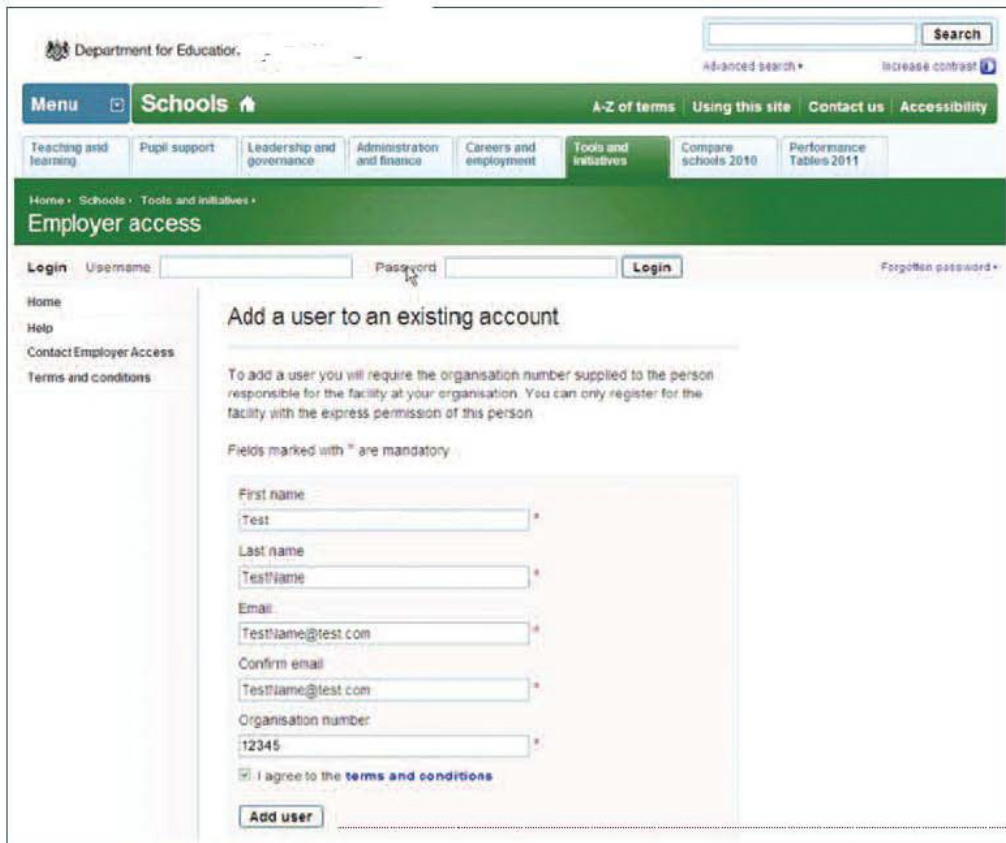
To create a new user on your organisation's account on the system, navigate to the Employer Access service at <https://sa.education.gov.uk/ui/home> and click the **'Add a user to an existing account'** link.



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 'Employer access' section of the Department for Education website. 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 a warning: '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.' Below this, it states 'Fields marked with * are mandatory'. The form fields are: 'First name' (Test), 'Last name' (TestName), 'Email' (TestName@test.com), 'Confirm email' (TestName@test.com), and 'Organisation number' (12345). There is a checkbox for 'I agree to the terms and conditions' which is checked. An 'Add user' button is 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 *

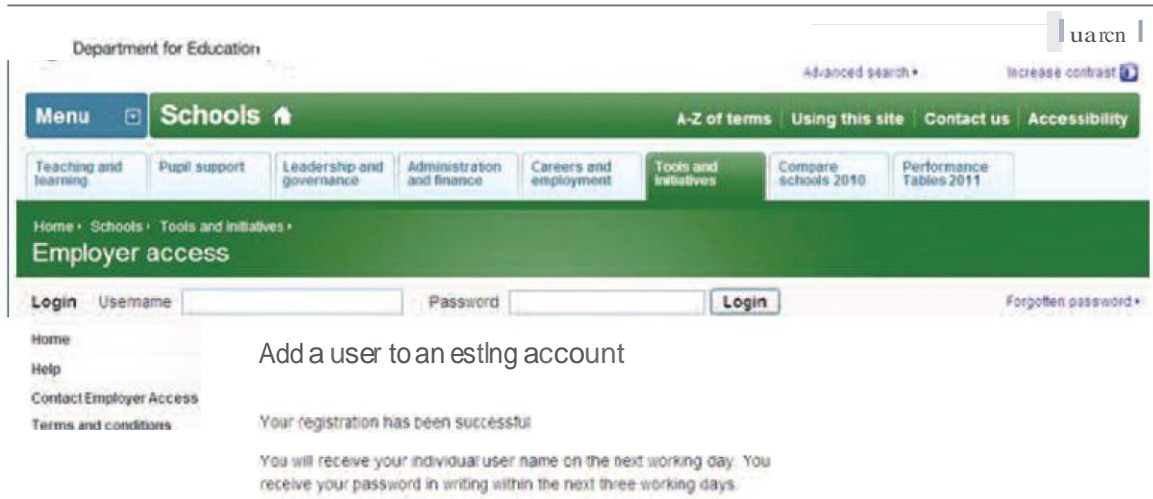
I agree to the [terms and conditions](#)

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. 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

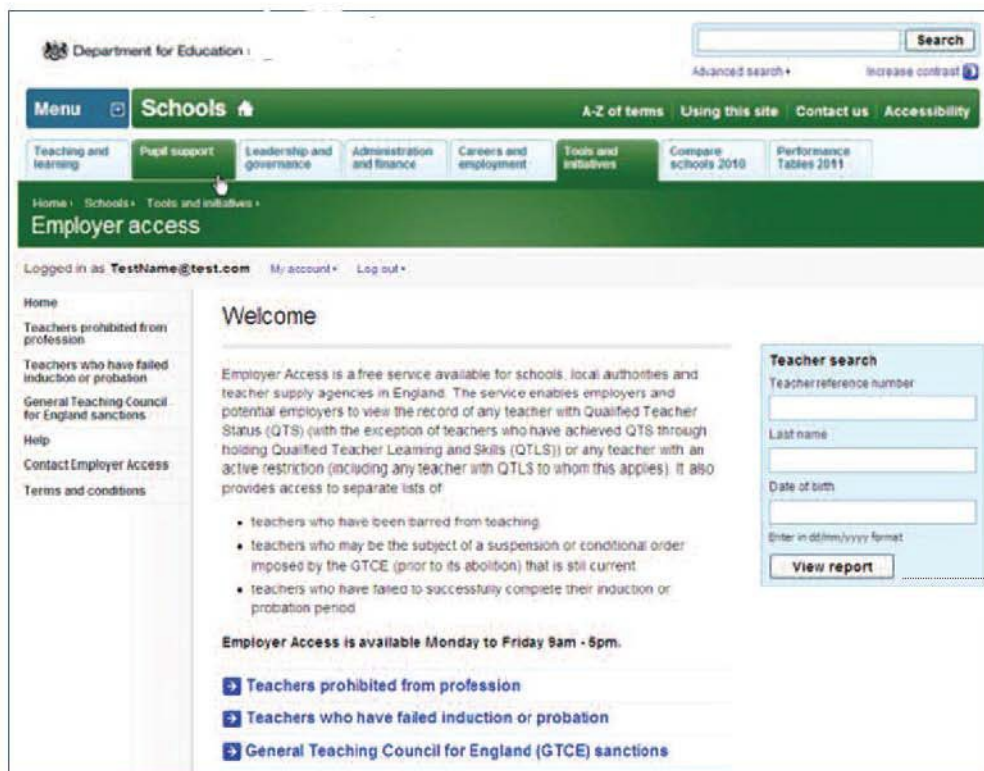
To access the Individual Teacher Report you must log into the Employer Access service at <https://sa.education.gov.uk/ui/home>. Enter your user name and password and click the 'Log in' arrow. Once you have logged in you will see a section called 'Teacher Search'.

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's Employer Access service. The user is logged in as 'TestName@test.com'. The main content area is titled 'Welcome' and provides an overview of the service. On the right side, there is a 'Teacher search' form with the following fields: 'Teacher reference number', 'Last name', and 'Date of birth'. Below these fields is a note: 'Enter in dd/mm/yyyy format'. A 'View report' button is located at the bottom of the form. 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.

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 displays 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:

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

Details:

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 user is logged in as 'TestName@test.com'. The page features a navigation menu with 'Schools' selected. The main content area includes a 'Welcome' message, a description of the Employer Access service, and a list of three categories: 'Teachers prohibited from profession', 'Teachers who have failed induction or probation', and 'General Teaching Council for England (GTCE) sanctions'. A 'Teacher search' form is also visible on the right side of the page.

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

Logged in as TestName@test.com My account Log out

Home

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

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

Employer Access is available Monday to Friday 9am - 5pm.

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

Teacher search

Teacher reference number

Last name

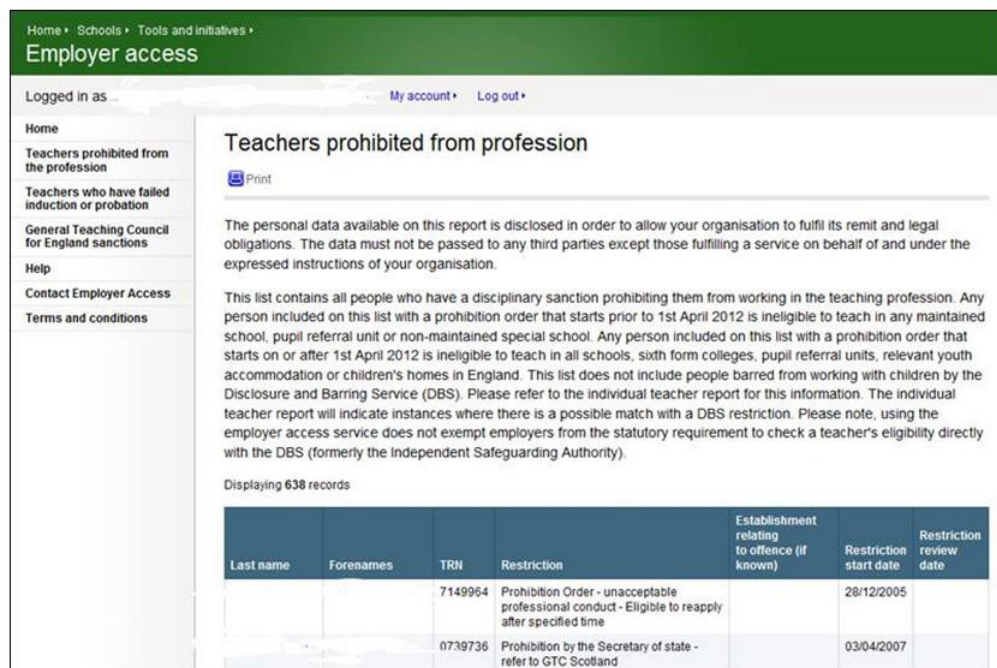
Date of birth

Enter in dd/mm/yyyy format

View report

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 displays the first two records of the 638 total records.

Home • Schools • Tools and Initiatives •
Employer access

Logged in as ... My account • Log out •

Home
Teachers prohibited from the profession
Teachers who have failed induction or probation
General Teaching Council for England sanctions
Help
Contact Employer Access
Terms and conditions

Teachers prohibited from profession

[Print](#)

The personal data available on this report is disclosed in order to allow your organisation to fulfil its remit and legal obligations. The data must not be passed to any third parties except those fulfilling a service on behalf of and under the expressed instructions of your organisation.

This list contains all people who have a disciplinary sanction prohibiting them from working in the teaching profession. Any person included on this list with a prohibition order that starts prior to 1st April 2012 is ineligible to teach in any maintained school, pupil referral unit or non-maintained special school. Any person included on this list with a prohibition order that starts on or after 1st April 2012 is ineligible to teach in all schools, sixth form colleges, pupil referral units, relevant youth accommodation or children's homes in England. This list does not include people barred from working with children by the Disclosure and Barring Service (DBS). Please refer to the individual teacher report for this information. The individual teacher report will indicate instances where there is a possible match with a DBS restriction. Please note, using the employer access service does not exempt employers from the statutory requirement to check a teacher's eligibility directly with the DBS (formerly the Independent Safeguarding Authority).

Displaying 638 records

| 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'.

Step 2

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

The screenshot shows the Department for Education website. 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' (selected). A secondary navigation bar contains various categories like 'Teaching and learning', 'Pupil support', etc. The main content area is titled 'Employer access' and shows the user is logged in as 'test@test.com'. 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 same 'Your account' section as in Step 2, but with input fields for updating details. The fields are:

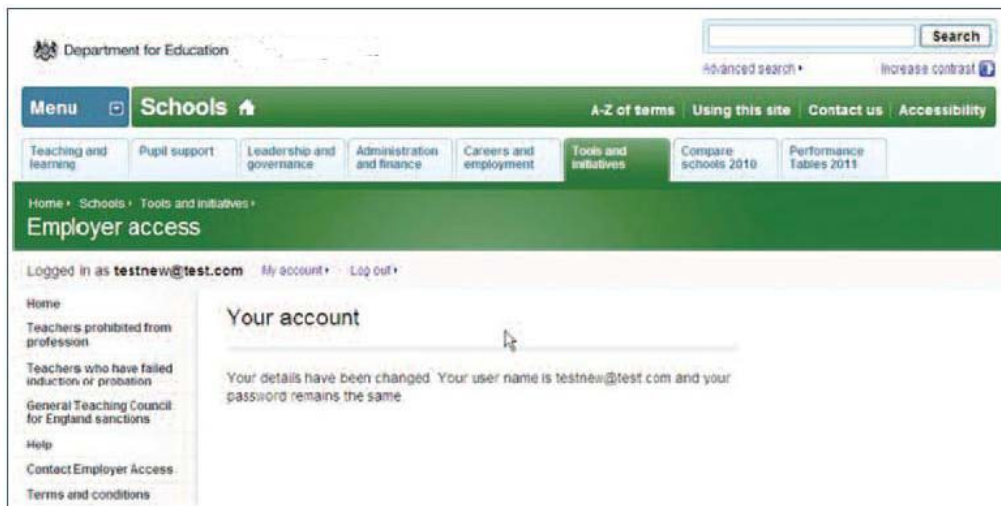
| | |
|---------------------------|------------------|
| First name | Test |
| Confirm first name change | Testnew |
| Last name | Test |
| Confirm last name change | Testnew |
| Email | test@test.com |
| Confirm email change | testnew@test.com |

At the bottom of the form are **Save** and **Cancel** buttons.

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'. The main navigation menu includes 'Menu', 'Schools', 'A-Z of terms', 'Using this site', 'Contact us', and 'Accessibility'. Below the menu, there are several 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 page title is 'Employer access' and the user is logged in as 'testnew@test.com'. The main content area is titled 'Your account' and displays a confirmation message: 'Your details have been changed. Your user name is testnew@test.com and your password remains the same.' A left 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 or email 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.

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