



FAQs: Pre-employment checks at The Brilliant Club

DBS checks:

1. Can I change the location my certificate will be sent to?

No, the certificate will be sent out to the address you entered as your current address on your application. Once your application has been sent for approval no further changes can be made.

2. Can I use statements from online banks, as the guidance states it cannot be printed from the internet?

If you only have online documents, you need to contact your bank/ utility providers to send a printed statement or bill to your home address for it to be a valid evidence document. You can, for example, request this from Monzo via their chat function.

You are also able to go into bank branches and get statements printed there; these must be stamped to verify authenticity.

3. Can I use a tenancy agreement as proof of address?

No, we can only accept documents from the list provided by the [gov.uk website](https://www.gov.uk).

4. I've made a mistake on my DBS application - how can I change it?

We would notify you if the documentation provided isn't valid, then request for you to update it or to start a new application if necessary. If small changes are needed before the application is sent to DBS for approval, and you are unable to do this, as ID verifiers we can update your application with your written consent. Please contact us at tutorhr@thebrilliantclub.org if you think this is required.

5. I have not received my DBS certificate and it was approved 2 weeks ago. What should I do?

You may be eligible to request a certificate reprint, filling out this [form](#) on the gov.uk website. The form requires some basic information from the application on Credence and Tutor HR can provide support if needed. The request needs to be made by the applicant (you) within three months of the original certificate issue date, and certificates must be delivered to the same address as the original.

If you do not meet the criteria to be eligible for a DBS reprint, you will unfortunately have to reapply for a certificate.

6. How long is my DBS Certificate valid for?

DBS certificates do not have an expiry date, but The Brilliant Club follow government recommended best practice and renew DBS certificates every three years.

7. Does The Brilliant Club keep a copy of tutor's DBS certificates?

For data protection reasons, we can only retain DBS information (issue date, disclosure number, type of check and certificate result). It is your responsibility to retain the original copy of your certificate, and you will need to bring this with you to all your work with children and young people for The Brilliant Club.

8. Can I use a DBS certificate from another organisation?

It is The Brilliant Club policy to conduct our own DBS checks. We will not accept certificates conducted by other organisations, no matter how recent. If you have a certificate from another organisation on the Update Service, please see below.

9. What should I do if I am subscribed to the update service?

If you are on the update service, please contact tutorhr@thebrilliantclub.org to let us know. Tutor HR will follow up by asking for the specific details on your certificate; we usually require it to be an Enhanced certificate with children workforce. We will then conduct a virtual verification of the document and check your certificate via the online portal.

10. Why am I being asked to do an Overseas check?

Overseas checks are required if you have been abroad for more than 3 months in the last year. DBS checks only cover criminal offenses in the UK and if you have lived or worked abroad, we must check no offenses were committed in that country as well.

You will be able to go ahead with your placement while an overseas criminal check is ongoing so long as we have three references for you, including a reference from someone who knew you from your time abroad.

11. Why have I been contacted by Experian?

Experian carries out the overseas criminal check on our behalf, whom we contact via Personal Checks. If you are required to undergo an overseas check, they may contact you for additional information or forms. If you are still unsure you can contact Tutor HR to verify that we have requested the check.

12. I can't find my certificate can I get another copy?

If it has been less than three months since your DBS was approved then you can apply for a reprint by filling out this [form](#) on the gov.uk website. The reprint must be delivered to the same address as your original certificate.

If it has been more than 3 months, then you will unfortunately have to reapply for a certificate through the normal system; this will include having your ID verified again.

16. What are PVG and Access NI checks?

Access NI is the northern Irish equivalent of a DBS check and is required for tutors working/ living in Northern Ireland, in addition to a DBS check. If required, these will be carried out by our external temporary member of staff.

PVG is the Scottish equivalent of a DBS check and is required for tutors living/ working in Scotland in addition to a DBS check. All tutors doing 'regulated work' with The Brilliant Club in Scotland are required to join the PVG (Protecting Vulnerable Groups) scheme, managed and delivered by Disclosure Scotland. Disclosure Scotland carries out criminal record checks and shares the results with our organisation.

Driving checks:

13. I am planning to drive to my placement. What do I need to do to become an approved driver?

To become an approved driver, you will need to fill in the Approved driver form, including images of the **front and back of your license**, a **DVLA check code** (if you have a British license), the insurance page confirming you have **Business Class 1 insurance** and a **valid MOT** (if your car is more than 3 years old).

14. What is Business Class 1 insurance?

As your employer, The Brilliant Club has an obligation to provide a safe place of work for you. The way in which employers discharge this duty is through a driving for work policy, and compliance checks on someone's legal ability to drive (license and insurance) and the roadworthiness of their vehicle (MOT).

Business Use Class 1 insurance ensures you are not only covered for driving to your place of business, you are also covered to drive away from what is considered your "regular office" to multiple work sites.

Many insurance policies allow for minor business use in their terms already or are prepared to add "infrequent business use" or "use for the policyholder in connection with his/her business or profession" for no or very minimal charge. We are not insistent on your insurance being strictly Business Use Class 1 if the Policy can be adjusted to cover "infrequent business use" or "use in connection with the policyholder's business".

15. Can I be reimbursed for an insurance uplift, if I have to pay for one?

We can approve your insurance uplift being expensed if:

- You need to drive for health or accessibility reasons
- Travel to the placement would take more than an hour on public transport and travel by car would reduce the travel by at least 30 minutes.

To claim these expenses, you will need to share your travel time and the cost of the insurance uplift with Tutor HR. If these meet the conditions above and the total is less than £80, we will be able to offer you reimbursement.

Visas:

17. Why have I been asked about my term dates?

If you are on a student visa with a limited right to work in the UK during term time, we are required to obtain and retain evidence of your academic term and vacation dates.

We consider any of the following as acceptable evidence (originating from the education institution sponsoring you):

- A printout from your education institution's website or other material published by the institution setting out its timetable for your course of study.
- A copy of a letter or email addressed to you from your education institution confirming term time dates for your course.
- A letter addressed to The Brilliant Club as the employer from the education institution confirming term time dates for the your course.

References:

18. My referee's contact email is not an organisational email; it is a personal email. Would that be alright?

Yes. Provide us with the email that your referees would check most frequently, to ensure they receive communication from us.

19. I have been self-employed for a while; who should I use as referees?

You can provide details of referees from your previous employment or academic setting - university/college/school. Referees should be people who know you in the context of a job (paid or voluntary) or academic study – ideally a manager or academic supervisor.

20. Can the Brilliant Club provide me with an employment reference?

The Brilliant Club is happy to provide tutors with an employment reference. You can email tutorhr@thebrilliantclub.org to request this. Please note we can only provide a factual reference from Tutor HR; this will include employment dates and the type of work carried out.