



PQiP Vetting Guidance for Candidates

- All candidates offered a PQiP role in HMPPS must successfully pass pre-employment checks (vetting) before they can be issued with a contract and take up a post. **Please note this is regardless of whether they're external candidates, existing PSOs or other grades already employed by the Probation Service or wider MoJ.** The necessary levels of security vetting for the PQiP role are:
 - HMPPS Enhanced Level 2 (EL2)
 - Non-Police Personnel Vetting Level (NPPV)
- Before applying to PQiP, it is advisable that candidates check whether they hold the correct documentation required to be able to undergo vetting, ie right to work in the UK; proof of current address, valid photo ID, as well as evidence they hold the necessary level 3 or level 5 qualification. **The onus is on the candidate to be able to provide correct and valid documents.**
- When candidates pass sift, they'll be invited to an Online Assessment Centre (OAC) and advised to visit the [Candidate Preparation Portal](#), which contains important information to help prepare for the OAC and advise on which documents are required for vetting purposes.

Documentation

Before a suitable date for your online assessment centre can be confirmed you will need to upload your proof of right to work, ID and address documentation as well as proof of your appropriate qualification. The **same documents** must also be presented at the start of your assessment centre. This applies to all internal and external candidates to ensure the correct level of vetting is achieved. To see a full breakdown of all documentation options download our [pre-employment guidance document](#).

You **must** ensure that you have at least 3 appropriate items of identification.

[Proof of Right to Work](#)

[Documents Evidencing Right to Work in the UK](#)



[ID & Address Documentation](#)

The options will change depending on the first document you select.

0/3 You haven't confirmed every item.

Item 1

Select item 1

Item 2

Item 2

Item 3

Item 3

*Must be less than 3 months old **Must be less than 12 months old

All documents must be in your current name. One of the documents must verify your current address, one must include a photograph and one must include your date of birth.

- When booking an OAC slot, candidates are required to upload their documents to the Application Centre, where they're checked by the vetting team at SSCL before the OAC date/time can be confirmed. The vetting team will advise candidates if there's a problem with the documents uploaded and advise of next steps. Once successfully uploaded the OAC date/time is confirmed. Examples of documents from each category – **Please note at least three separate documents are required and the vetting team are unable to accept the same document to evidence more than one category in the ID & Address documentation section.**
- You'll need to upload certificates to evidence of your qualification at this stage too. If certificates aren't available, then a transcript from the education provider clearly showing the institution name, course and pass can be used. If you do not have either of the above, then you may be able to request them from [here](#)
- At the start of the OAC, candidates will undergo a vetting appointment and must show **the exact same documents as those previously uploaded.** The documents must be originals, not copies. Without this documentation candidates will not be able to proceed with the OAC.
- When candidates pass the OAC, a provisional offer is generated, subject to the satisfactory completion of pre-employment checks. This includes the completion of a health questionnaire (unless already a Ministry of Justice employee) as well as HMPPS Enhanced Level 2 vetting and - as access to the multi-agency ViSOR system will be required as part of these posts - Non Police Personnel Vetting Level 2 (NPPV) will also be required. **It is imperative that vetting forms are completed as soon as possible to ensure that your pre-employment checks are completed in time for the fixed start date.**
- Candidate receive an email asking them to complete onboarding form. Information required on the onboarding form include:
 - *Evidence of Right to Work in the UK*
 - *Evidence of your current address*
 - *Evidence of your identity*
 - *Full address history*
 - *Full employment history/references*
 - *Check for any periods of time spent abroad and supporting documentation if required*

Once the onboarding form has been successfully uploaded, EL2 vetting will commence.

- To begin the NPPV (visor) vetting process, candidates receive a separate link direct from the NPPV provider which is live for 20 days, at which point it automatically times out and a new link is sent. **Please note that this doesn't mean that candidates can wait for successive reminders and new links to be sent and still be cleared in time for the fixed start date – the onus is on the candidate to engage positively and respond as**

early as possible to maximise the opportunity of their NPPV application being cleared in time.

- To be eligible to undergo NPPV you must provide proof that you have been a resident in the UK for the last 3 years. The residency requirements refer to the period immediately before an application is made, and not any other three-year period, or any other accumulation of time spent in the UK.
 - If you have been out of the country for a significant period of time (usually up to one year) and maintained your UK residency you may still be considered for vetting clearance.
 - Candidates must be able to provide correct and up to date documentation when requested during the application process. Further information can be found in section 6 of the [APP Vetting document here](#).
- Once EL2 and NPPV have successfully been completed, candidates receive email confirmation direct from the vetting team at SSCL. Contract issue will take place shortly after candidates pass vetting. Candidates who haven't yet completed EL2 or NPPV vetting are not able to start on the PQiP programme and will need to defer to the next intake.