

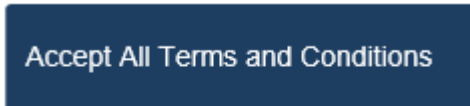


RYA Employmentcheck DBS online application process

User Guide for Business Unit Administrators

Logging in

- Open <https://rya.employmentcheck.org.uk> The system may work better using a newer browser such as Chrome rather than Internet Explorer.
- Select Login from the options on the left
- Type in the login and password provided by the RYA
- Read the Terms and Conditions. Scroll to the bottom of the screen and click 'Yes' to access the site. You will need to do this every time you log in.



- If you don't log in for 6 months, your record will automatically deactivate and you will need to contact the RYA on 023 8060 4226 or disclosure@rya.org.uk to get it reactivated.

Select your role

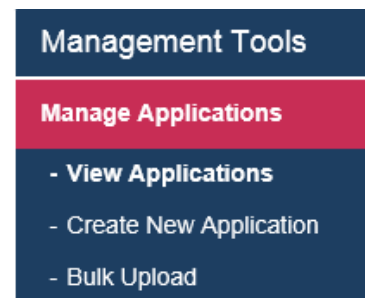
- If you are both your Business Unit (ie. organisation) Administrator and an ID Verifier, you will need to select the correct role from the options on the left depending what you need to do on the system. Click on the drop-down arrow for the list of your roles.



- If you are only an ID Verifier, you will only be able to verify the identity of applicants assigned to you. All other functions, for example setting up new applications, must be carried out by the BU Administrator.
- If you want to update your e-mail address or change your password, select My Accounts from the options on the left.

Creating a new Application (BU Admin)

- Under Management Tools, select Manage Applications
 - Create New Application
- Click on the red DBS Check bar
- Add the applicant's forename and surname. If you need to amend these details after the application has been created, you can do this by going into Manage Applicants and editing the person's record.
- Click on Generate to create their Username and Password



Username *

 Generate

- Add the applicant's e-mail address

Creating a new Application (BU Admin)

- **Please take care to select the correct Workforce**
 - Adult Workforce – regularly teaches, trains, supervises or cares for adults with care or support needs, but not children
 - Child Workforce – regularly teaches, trains, supervises or cares for children, but not adults with care or support needs (although they may also teach or supervise adults with no support needs)
 - Child and Adult Workforce – regularly teaches, trains, supervises or cares for both children and adults with care or support needs.
- You should not include ‘Adult Workforce’ just because the applicant might occasionally work with an adult with support needs, it has to be ‘regular’.

Creating a new Application (BU Admin)

- Select the correct option to indicate whether or not the applicant is a volunteer.
- Normally the Business Unit and Organisation names will be the same, click on 'Copy to Organisation' to save re-typing the name.
- The ID Verifier Type should be left as Individual unless you have been set up by the RYA as an RYA Verifying Team.
- Select the ID Verifier who will check the applicant's ID – it may be you.
- If possible select the applicant's position from the drop down list. If their role isn't on the list, type it in but make sure you use a description that will be clear to non-sailors at the DBS, for example 'Supervising children' rather than 'Beachmaster'.
- Ignore Team and Location.

Creating a new Application (BU Admin)

- If the person who should receive an e-mail with the result of the DBS check (the 'Manager') is the same as the ID Verifier, click on 'Copy to Manager' next to ID Verifier to copy the details to the Manager section. If it's a different person, type in their details. As the BU Admin you will be able to see the outcome of all applications on the system.
- Select the 'DBS' E-mail Group – the standard set of e-mail reminders or updates will automatically be sent to the applicant, ID Verifier and RYA.

Creating a new Application (BU Admin)

- Under Additional Information:
 - The Type of Check Required is **always Enhanced** for working with a vulnerable group
 - Very few roles in boating are eligible for a check of the Adults' Barred List. Select 'No' unless the applicant's role meets the Department of Health definition of Regulated Work with Adults, which includes:
 - Providing health care by or under the supervision of a health care professional;
 - Providing assistance with essential personal care needs such as eating, toileting, bathing or dressing. This does not include assisting with putting on a hoist sling, sailing clothing, lifejackets etc over the sailor's clothes.

Creating a new Application (BU Admin)

- Under Additional Information (continued):
 - You can only request a check of the Children's Barred List if the applicant will be teaching, training, supervising or caring for children 'frequently or intensively':
 - at least once a week, four times in a 30-day period or overnight and they are not directly supervised by someone who has been checked.
 - Changing the Language Preference to Welsh will only affect the language in which the DBS certificate is produced, not the online system.

Creating a new Application (BU Admin)

- If you need to come out of the application at any stage, make sure you click on **Save as draft** at the foot of the screen.
- You can return to the application by clicking on Manage Applications, View Applications. Find the application you were setting up and click on the red Edit pencil


	Type	Status	Date Created	Applicant	Actions
	DBS		2019-10-04 15:56:56	Fred Flintstone	  ←

- When you have filled in all the details, click on **Save and send** or, if you have previously saved and edited the application **Update and send**
- The applicant will receive an automated e-mail containing their login details and asking them to apply online.

Automated e-mails (BU Admin)

- The system will automatically send e-mails and reminders to:
 - Invite or remind the applicant to submit their application
 - Remind the applicant to show their documents to the ID Verifier
 - Inform or remind the ID Verifier that the application is ready for verification
 - Inform the RYA that an application is ready for counter-signing
 - Inform the applicant that their application has been submitted to the DBS and provide information on registering with the Update Service
 - Inform the Manager that the DBS certificate has been issued and if it needs to be viewed before making a recruitment decision.

Overview of Applications (BU Admin)


- As Business Unit Administrator, you will be able to see the Status of all applications for your organisation.
- You can do this by clicking on Manage Applications, View Applications.
- You might find it easier to select E-Bulk on the left hand side, you will then see how many applications are at each stage. Click on View  to expand the list.
- You can then navigate between the different Statuses by moving across the symbols and clicking on the one you want to expand



Overview of Applications (BU Admin)

- Ready for Processing means that the application is ready for the RYA to counter-sign and submit to the DBS, Application Submitted means that the RYA has submitted it.
- Receipt Received confirms that the DBS has received it. From E-Bulk, click on the **+** next to Receipt Received to see how many are at which stage.
- Result Received indicates that the Disclosure has been issued to the applicant. The designated Manager will receive an e-mail.
- Result Received **P** shows that the Disclosure contains information and the certificate should be viewed before a recruitment decision is made.

Archiving Applications (BU Admin)

- You should archive your applications regularly, once a recruitment decision has been made, to comply with Data Protection legislation.
- Select E-Bulk on the left, then on View  next to Result Received.
- Tick the box to the left of the applicant's name to select the applicant (you can tick all the ones you want to archive).

<input type="checkbox"/>	Applicant	Organisation	Position	T	A	C	V	H	ID	E	Actions
<input type="checkbox"/>	MR Ashley	RYA British	CHILD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	  

- At the foot of the screen click on the drop down arrow next to Result Received, select Application Archived and click on Move to Status

Result Received  

Archiving Applications (BU Admin)

- Archived applications will stay in the system and you will be able to search them by viewing the list of Archived applications under E-Bulk.
- After 6 months the confidential personal data such as passport number etc will automatically be removed from the applicant's record, but you will still see essential information about their Disclosure.