



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Qualification: Post Graduate Diploma in HRM

Module Name: DDE

Module Code: BMHR7001

Word Count: 525

Student Name: Nia Williams

Student Number: 1806523

CIPD Membership Number: 53274221

By signing below, I confirm that the work presented is my own, unaided work. I understand the regulations pertaining to candidate malpractice and the action that may be taken as a result.

Signed: *N. Williams*

Date: 25th March 2021



HOW TO VERIFY

- Student to provide campus office with 3 identity documents.
 - Student to pay £44.00
 - Enter in your log in details to gbg.onlinedisclosures.co.uk
 - Enter in the organisation pin number 164628
- Click on the applicant's name and confirm applicant's current nationality and position.
- Select YES or NO to "have the above documents been provided".
 - If No, select the ID that has been provided.
 - If Yes, enter in the details of the documentation provided.

Mrs Karen Roberts

The applicant must provide

A range of ID documents
the applicant. For full
Enhanced

Witnessed. At least one
the applicant cannot provide
a Group 2a document,
external ID validation

Date of birth.

Current address.

and documents

ble.

ould ensure the

ren valid

3 Selected Identity Documents

The applicant has stated they would provide the following documents to confirm their identity:

- Birth Certificate less than 12 months from DOB
- Current EEA Driving Licence – photo card with counterpart where one is issued
- Utility Bill

Have the above documents been provided?

If the above have been provided then they conform to the required document types set by the DBS/DS in order to confirm an individual's identity.

Yes

No

Please Verify the Following 3 Documents

1. Birth certificate – issued at time of birth (Group 1)
2. Current EEA Driving Licence – photo card with counterpart where one is issued (Group 1)
3. Utility Bill (UK) (Group 2b)

Birth certificate – issued at time of birth

Date of issue

DD/MM/YYYY

e.g. 31/01/1980

Date of Birth

DD/MM/YYYY

e.g. 31/01/1980

Accept Birth certificate – issued at time of birth

[The applicant has not supplied this form of ID](#)

HOW TO REJECT

Please reject the application if:

- Personal details are incorrect for instance, discrepancies between ID provided and personal details entered by the applicants. Applicant will receive an automatic email to enter the correct details.
- Insufficient/incorrect ID for instance, the ID provided does not correspond with their personal details. The applicant will receive an email to supply further ID.

Withdraw application

Reject application

Are you sure you wish to reject this application?

Reason

Personal Details Incorrect

Notes

Reject

Cancel

Withdraw application

Reject application

Are you sure you wish to reject this application?

Reason

Insufficient/Incorrect ID

Notes

gbg.onlinedisclosures.co.uk

Organisation DBS Manager Details:

Nia Williams: 01554748154



DOCUMENT CONFIRMATION

- Ensure that information has been entered in correctly by checking the document details again.
 - Tick all three boxes to confirm that the ID provided meets the requirements listed.
 - Click proceed to step 3.
- If the details are incorrect click “back to step 1”.
- Select the documents that have been provided or re-enter the information correctly.

GBG | OnlineDisclosures

DBS Check Details

Service Selection

Applicant position: 1244 - Test2

Volunteer: No

Agency: Disclosure and Barring Service

Criminal Record Disclosure

Disclosure type: BASIC

DBS Childrens Barred List: No

DBS Adult's Barred List: No

Working at home: No

Workforce: [Edit](#)

Payment

Payment Type: Invoiced [Edit](#)

[Proceed to step 4](#)

[Back to step 2](#)

[illegible]

VERIFICATION CONFIRMATION

- Please read and confirm the statement that appears on screen.
 - Select “submit application”.
 - The application will be validated and countersigned.
- If there are no errors, the application will be uploaded to the Disclosure and Barring Service.
 - If there are errors, the application will be rejected. Action will be required by campus office and/or the applicant.
- When the application has been completed, it will show as “Disclosure complete”.

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Learning Resource

The learning resource that I have created is a Disclosure and Barring Service (DBS) poster for campus office staff who verify students Identity documents. There is a learning need for this as Coleg Sir Gar have recently adopted a new online DBS system and this poster will provide them with a step to step guide on how to process the DBS. Two A3 posters have been created as they can be advertised on the wall in campus office for all staff to view when needed. As identified by Comben (2020), posters are affordable, can portray information in a simple manner and can be visually appealing to the eye.

This poster will also be made available for staff under the Human Resources section of the internal intranet. By providing it in two formats it appeals to all generations for instance, baby boomers may prefer a paper format whereas generation Y are more likely to prefer viewing it online (BBC, 2021).

This type of resource was cheap to produce with the main cost being the time it took to produce. Other costs include printing in colour and laminating the poster to go on the wall.

Ways to measure the effectiveness of the resource is to record how many queries came in before the poster was created to how many queries come in afterwards. Another way to measure the effectiveness of the resource is to ask campus office staff for feedback on how useful they find the resource.

Bibliography

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