

workdocx

Streamlined Employment & Credential Handling



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## workdocx for Professional & Regulatory Bodies

- **workdocx** helps you:
  - Stay in close touch with your members
  - Carry out effective and economical regulation, certification monitoring, and compliance updates
  - Quickly and simply establish special interest, discussion, and social groups
  - Run real time and virtual events, and online presentations
  - Provide paid for and value add services through the e-commerce portal
  - Enhance the employment prospects of your members
  - Advise on and deliver career progression training
  - Form liaisons and communicate with employer groups



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## What does workdocx do for members?

- workdocx provides Professional & Regulatory bodies with a value added service for their members.....
- ...and gives members a secure online management area for:
  - Storage and monitoring of employment credentials, certification, & licence currency management
  - Online regulatory and compliance screening
  - Rapid access to employment opportunities (see Employer portal details)
  - Career progression and training profiles
  - Business & Workplace Sector updates
  - On line screening and vetting for faster employment compliance



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## How does workdocx work ?

- Professional & Regulatory bodies have their own portal site in WorkDocx
- Members are offered a personal e-portal that securely stores their credentials and qualifications
- Members are affiliated with their Professional and Regulatory body, but own the data in their own employment and credential profile
- A secure key service, managed by the individual, allows P&R bodies or employers to view the information on line, enabling re-certification using a digital signature with full audit trail
- On-line screening reduces the time to re-validate compliance
- The portal dramatically reduces the time and cost to hire, resulting in improved opportunities for members



## The Screening Process

- Individuals need to be screened (licences, accreditation, credit status, criminal record, work record etc) to enable them to work in almost any sector, but particularly in sensitive industries such as Banking, Childcare, Defence, Government..... etc
- The screening process is complex, takes considerable time, and is costly. The process is usually undertaken by a third party agency
- Individuals and employers need to simplify the process to reduce cost and speed up employment



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## Screening Process

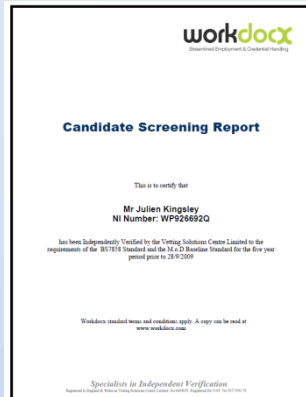
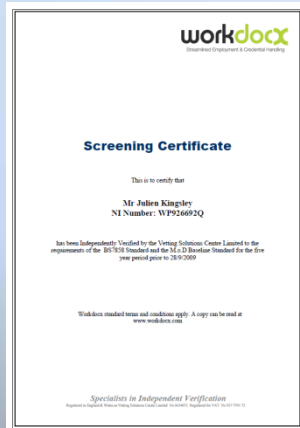
- **workdocx** speeds up employment administration, and reduces the cost of screening
  - The individuals store their credentials on the secure portal, and pass a security token to the Screening Company
  - The Screening Company vets the individual using the one-time key
  - The regulatory authority provides licence and certificate authentication
  - The Individual releases the cleared data to the employer via the secure key
  - All the compliance and security issues are dealt with, and the employee or contractor is now cleared to start or continue work
- Individuals get to work faster
- Employers reduce cost and time to hire



## Screening

### WorkDocx does it on-line.....

- The candidate enters the data
- The screening & regulatory organisations check the credentials....
- .....and issue or confirm certificates, and full screening document



Welcome

- Personal Information
- Name History
- Address History
- Work History
- Personal References
- Qualifications & Licences
- Mental Health
- Criminal Records
- Checks
- Other
- Review
- Authorisation

User: George  
Logged in since 16:11  
Workbench  
Change password  
Log off here

You must complete all of the information indicated by a (\*)

#### Please select the applicant's branch

Branch

#### Please enter your full name

Title \*

First Name \*

Middle Name

Last Name \*

When was that since?

#### How can we contact you?

Daytime Telephone No.

Evening Telephone No.

Fax Number

Mobile Number   
(A mobile telephone number is really helpful)

Email Address

Vacancy Reference

#### More about you

Date of Birth \*

Town of Birth

Nationality

Gender \*

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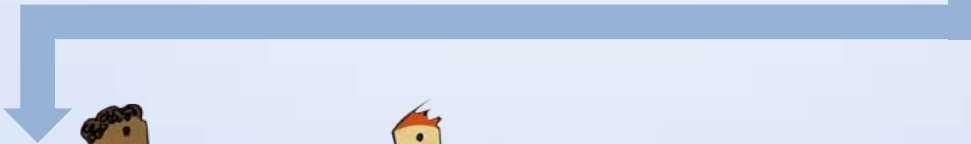


“ I needed a  
**new job**  
fast ”

The agencies and employers wanted to see my certificates, qualifications, references and right-to-work details before I could even get an interview...

“ Someone told  
me about  
**WorkDocx** ”

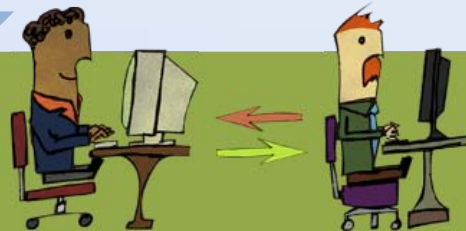
...The fastest way to get your credentials confirmed; WorkDocx gave me a totally secure area for all my public and private information.



“ I gave a  
**security token**  
to the agency... ”

...so they could see my work record and information, and then I extended one to my new employer.

They were really impressed! When they'd checked me out I took the security token back, and all my details were private again!



“ I was referenced & cleared  
before anyone else  
got a look in... ”

...Now when I need a job, I'm ready and waiting - I even got head hunted because the employers found it so easy to find me.

I could tell them when I was available, and decide just who I wanted to get in contact with me!





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## Employer Scenarios

- WorkDocx offers Employers substantial cost and efficiency savings:
  - Faster Recruitment
  - Guaranteed Compliance
  - Reduced cost of search and on-boarding
  - Talent Pool Management
  - PSL & Sub-Contract Management



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# Employers

- Employers can check that prospective employees have the appropriate qualifications and references, RTW documents and Professional & Regulatory Authority accreditation for their role and working environment
- Employers might include organizations who need to screen prospective or existing personnel for work in sensitive areas, or have ongoing professional and licensing currency requirements
- The service ensures compliance in respect of Right To Work, Job Qualification and Regulatory Body references (eg: The FSA), and that accreditations are up to date and appropriately checked.

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