

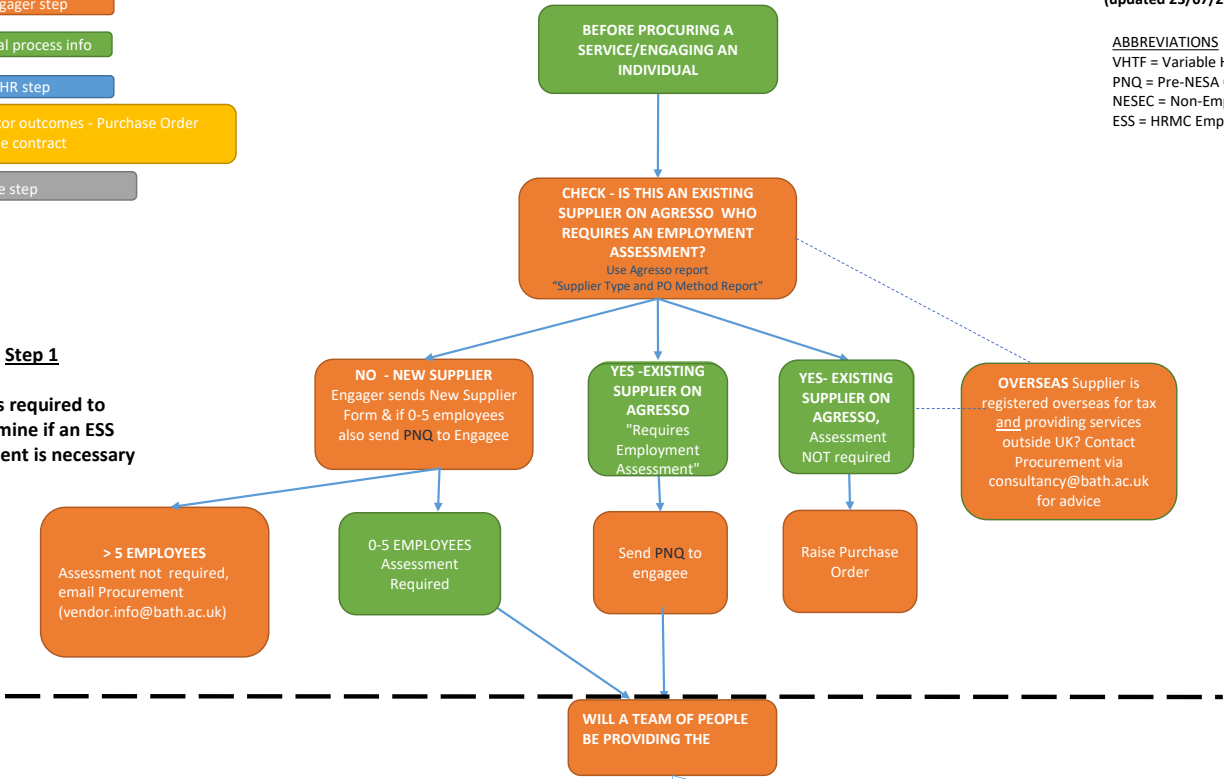


(updated 23/07/21)

ABBREVIATIONS
VHTF = Variable Hours Teaching Fellow
PNQ = Pre-NESA Questionnaire
NESEC = Non-Employment Short-term Engagement Contract
ESS = HRMC Employment Status Service

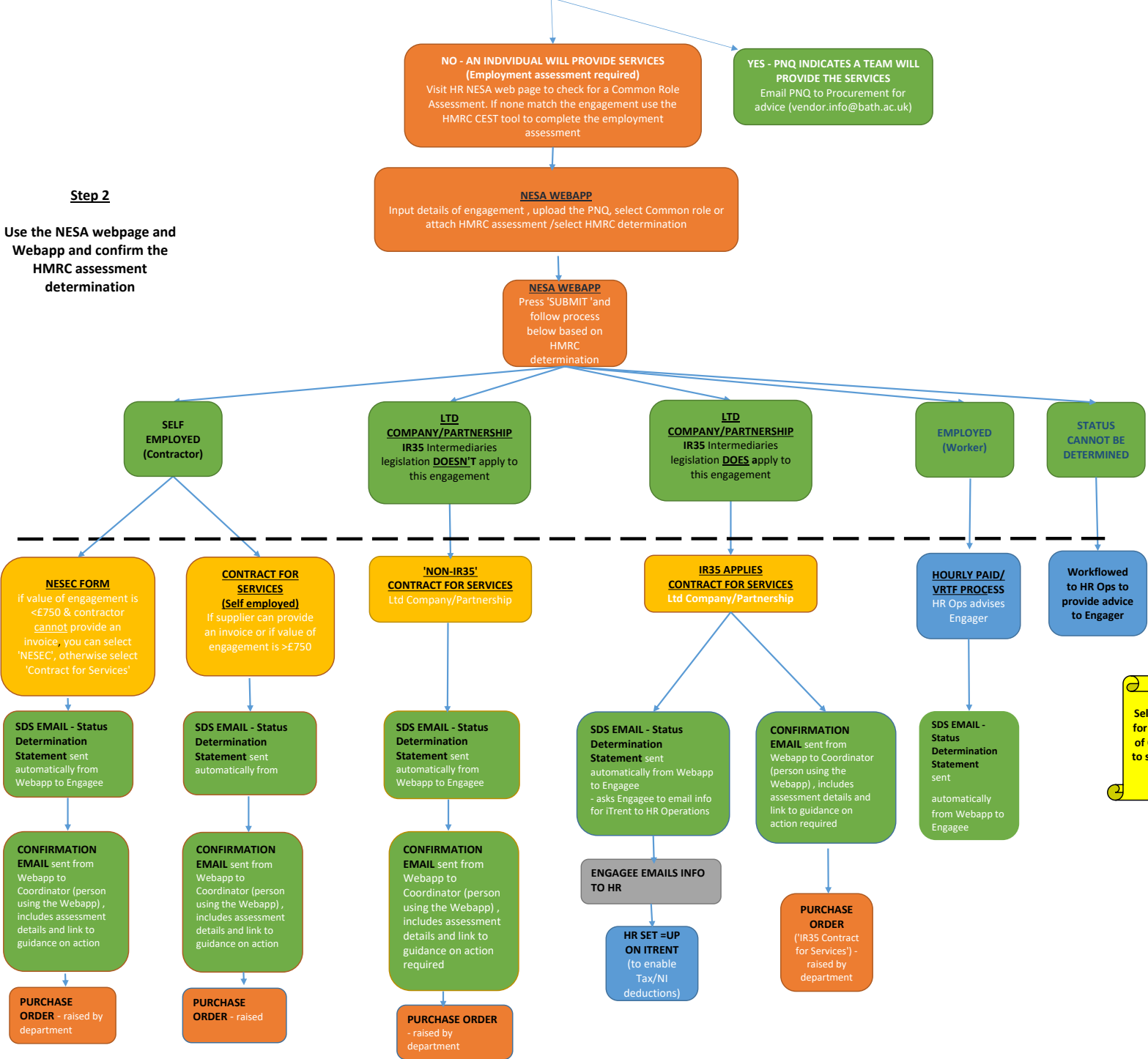
Step 1

Steps required to determine if an ESS Assessment is necessary



Step 2

Use the NESA webpage and Webapp and confirm the HMRC assessment determination



Step 3

Engaging the individual in the appropriate way