

## DBS Information

As part of your course, you will complete work placement in a real working environment.

An important safeguarding measure required to work with vulnerable groups is a DBS (Disclosure and Barring Service) check. The placement provider will ask to see your DBS certificate before you start the placement to ensure that you are suitable to work within their organisation.

We will pay for your DBS certificate, but to do that we will need to see some forms of identification. To ensure that we can process your application quickly in September, please see the table below and locate the required current, valid and original documentation. If you don't have it already, try and organise getting the necessary documentation before September as you will not be able to commence work placement without it. If you do not complete work placement you may not be able to complete the course!

Photocopies or documentation printed from the internet e.g. internet bank statements are not acceptable. All documents must be in your current name (Documents in a previous name can be accepted ONLY where you can provide documentation supporting the name change because of: a marriage/civil partnership (marriage/civil partnership certificate), divorce/civil partnership dissolution (decree absolute/civil partnership dissolution certificate), deed poll (Deed Poll certificate).

If you are unsure of anything, please do contact us and we will do all we can to advise you.

<u>Route 1</u>	<u>Route 2</u>	<u>Route 3</u>
<p>The applicant must be able to show:</p> <ul style="list-style-type: none"> <li>• one document from Group 1</li> <li>• 2 further documents from either Group 1, or Group 2a or 2b</li> </ul> <p>At least one of the documents must show the applicant's current address</p>	<p>If the applicant doesn't have any of the documents in Group 1, then they must be able to show:</p> <ul style="list-style-type: none"> <li>• one document from Group 2a</li> <li>• 2 further documents from either Group 2a or 2b</li> </ul> <p>At least one of the documents must show the applicant's current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.</p>	<p>Route 3 can only be used if it's impossible to process the application through Routes 1 or 2.</p> <p>For Route 3, the applicant must be able to show:</p> <ul style="list-style-type: none"> <li>• a birth certificate issued after the time of birth (UK and Channel Islands)</li> <li>• one document from Group 2a</li> <li>• 3 further documents from Group 2a or 2b</li> </ul> <p>At least one of the documents must show the applicant's current address. If the applicant can't provide these documents they may need to be fingerprinted.</p>

Group 1 – Primary Trusted Identity Credentials	Group 2a – Trusted Government/State Issued Documents	Group 2b – Financial/Social history Documents
<ul style="list-style-type: none"> <li>• Current Valid Passport – Any current and valid passport</li> <li>• Biometric Residence Permit - (UK)</li> <li>• Current Photo Card Driving Licence (full or provisional) - (UK/Isle of Man/Channel Islands and EEA)</li> <li>• Birth Certificate issued within 12 months of birth - (UK, Isle of Man &amp; Channel Islands) - Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces</li> <li>• Adoption Certificate - (UK &amp; Channel Islands)</li> </ul>	<ul style="list-style-type: none"> <li>• Current Photo Card Driving Licence (full or provisional) - All countries outside the EEA (excluding Isle of Man and Channel Islands).</li> <li>• Current UK Driving Licence Paper Version (full or provisional) (if issued before 1998) - (UK/Isle of Man/Channel Islands and EEA)</li> <li>• Birth Certificate – issued over 12 months from the date of birth - (UK, Isle of Man &amp; Channel Islands)</li> <li>• Marriage/Civil Partnership Certificate - (UK &amp; Channel Islands)</li> <li>• Immigration document, visa or work permit - Issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-EEA country in which the role is based</li> <li>• HM Forces ID Card - (UK)</li> <li>• Fire Arms Licence - (UK, Channel Islands and Isle of Man)</li> </ul>	<ul style="list-style-type: none"> <li>• Mortgage Statement (UK or EEA)**</li> <li>• Bank/Building Society Statement (UK, Channel Islands or EEA)*</li> <li>• Bank or building society statement – (All countries outside the EEA) (Issued in last 3 months - branch must be in the country where the applicant lives and works)</li> <li>• Bank or Building Society account opening confirmation letter (UK)*</li> <li>• Credit Card Statement (UK or EEA)*</li> <li>• Financial Statement (UK)** (e.g. pension, endowment, ISA)</li> <li>• P45/P60 Statement (UK &amp; Channel Islands)**</li> <li>• Council Tax Statement (UK &amp; Channel Islands)**</li> <li>• Valid Letter of sponsorship from future employment provider – (Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application)</li> <li>• Utility Bill (UK)* - NOT Mobile Telephone</li> <li>• Benefit Statement (UK)* (e.g. Child Allowance, Pension)</li> <li>• A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK and Channel Islands)*</li> <li>• Valid EEA National ID Card</li> <li>• Irish Passport Card (cannot be used with an Irish passport)</li> <li>• Valid Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands)</li> <li>• Letter from Head Teacher or College Principal (UK) for 16-19 year olds in full time education) - only used in exceptional circumstances when all other documents have been exhausted</li> </ul>

NOTE: Documents Denoted with: \* Should be less than three months old - \*\* Should be issued within last 12 months