

International Admissions Policy for Education programmes requiring criminal records clearance

We are delighted that you are considering an Education course at Gloucestershire. Whether your future is in teaching, management or policy, Education is a rewarding and life changing career.

A key feature that our students love about our courses is the practical experience they gain alongside the theory. Your education with us will not just be gained in the lecture hall, tutorial room and library but also in the classroom gaining firsthand experience of working with children.

The university works in partnership with over 300 schools to provide our students with school based placements. These placements ensure that our students' gain the practical experience and knowledge they need to become tomorrow's teachers and educators.

The university and the school providing the placement have a duty of care as well as a legal obligation when recruiting students into positions of trust. All of the Department of Education's undergraduate degree programmes have a compulsory placement requirement and students must gain criminal records clearance to work with children. Clearance is gained through submitting Certificates of Good Conduct from their home country and the UK showing that they are suitable to work with children.

2011 Entry Applicants Independent Safeguard Authority

Students starting their degree in or after September 2011 will also need to register with the ISA in addition to gaining criminal records clearance. Final details about this government initiative have not yet been released so it's important to check back for ISA updates.

If you have any questions about criminal records clearance you are advised to contact Darren Leader at crb@glos.ac.uk.

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Home Country Clearance

A Certificate of Good Conduct is also known as a police report or criminal records report. The Certificate of Good Conduct must cover your place(s) of residence for the last five years. If you have moved or made temporary absences of three months or longer (e.g. holiday, study abroad) you may need to submit multiple Certificates to gain criminal records clearance.

You must submit the original certificate(s) to the International Admissions Team. You can either send them with your original application or send them later in the admission process. If you do not include them with your admissions pack a Certificate of Good Conduct from your home country will be made a condition of any offer letter/acceptance.

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UK Clearance

In addition to submitting a Certificate of Good Conduct from your own country you must also gain one for the UK through submitting an enhanced criminal records disclosure to the UK's Criminal Records Bureau (CRB). For information on acquiring a CRB please visit <http://www.glos.ac.uk/apply/pages/crb.aspx>.

Gaining a UK CRB from your home country is often impractical as it requires submitting your passport and other documents that you will need for other parts of the application process. As such you can opt to sign a temporary CRB waiver. This waiver enables students to enrol on the understanding that they must gain UK criminal records clearance prior to the start of their placement. This enables students to start their degree programme while their UK clearance is being processed. However, failure to obtain UK clearance prior to the start of the placement can result in students being withdrawn from the degree programme.