

## SRC Student Disclosure Form – Standard (SDF)

**(Declaration of Previous/Current Convictions which are both spent and unspent)**

**Please read this information carefully**

SRC is committed to equality of opportunity for all students including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant.

Any disclosure will be seen in the context of the occupational area you wish to follow, the nature of the offence and the responsibility for the care of other students.

The College has Risk Assessment and Admissions, Procedures that we work to, to help us ensure that our “Duty of Care” is upheld. As part of the procedures, we require students to declare if they:

- Are serving /have served a custodial sentence
- Are currently/have been on licence
- Are serving any type of order

Information disclosed on this form will not necessarily prevent you from studying your course. However, if you have previous convictions that you do not disclose and this comes to light, you may be refused a place or asked to leave the course.

There may be occasions whereby a current/previous conviction may prevent you from doing your course but we will discuss this with you and offer alternatives where possible.

**NAME (PRINT):** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**COURSE APPLIED FOR:** \_\_\_\_\_

**Please provide as much information as possible, otherwise you may be required to complete the form again (when did the offence/conviction occur e.g. June 2016; what was the offence e.g. shop lifting, common assault, possession of drugs; what was the outcome e.g. fine, referral order, custodial sentence, etc)**

**IF YOU HAVE NO CONVICTIONS, PLEASE STATE “NONE” IN THE BOX BELOW**

DATE OF CONVICTION	OFFENCE/CONVICTION	SENTENCE

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*Please continue on a separate sheet if necessary ...*

If you are currently under investigation and engaged with NIACRO, PBNI, or PSNI, please advise us of your key contact and telephone number;

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*I agree to Southern Regional College processing data contained on this form. I agree to the processing of such data for any purpose connected to my studies or for my health and safety or that of others whilst on College premises or for any other legitimate reason. I agree that contact can be made with relevant agencies in order to process my application to the College. I declare that any answers are complete and correct to the best of my knowledge and accept that if I submit information which is not correct, I may be refused a place or asked to leave the course.*

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

## Information on the Rehabilitation of Offenders (NI) Order 1978

The following sentences become ‘spent’ after fixed periods from the date of conviction. **If a conviction is ‘spent’ you do not have to mention it, even when asked, unless applying for a post which is “excepted” under this legislation.**

Sentence	Aged 18 or over at conviction	Under 18 years at conviction
Absolute Discharge	6 months	
Probation Order, Bind Over, Conditional Discharge, Care/Supervision Order	Date Order ceases OR 1 year – whichever longer	
Attendance Centre Order Juvenile Justice Centre Order Youth Conference Order, Reparation Order, Community Responsibility Order	1 year after Order expires	
Hospital Order	5 years or 2 years after Order expires – whichever longer	
Fine or Community Service Order Combination Orders	5 years	2 ½ years
Prison – (immediate or suspended) OR Young Offenders Centre – sentence of 6 months or less	7 years	3 ½ years
Prison – (immediate or suspended) OR Young Offenders Centre over 6 months up to and including 2 ½ years	10 years	5 years

A period of detention of less than 6 months under Article 45 of the CJ (Children) (NI) Order 1998	N/A	3 years
A period of detention over 6 months but less than 30 months under Article 45 of the CJ (Children) (NI) Order 1998	N/A	5 years
<b>NB: CUSTODIAL SENTENCE OF MORE THAN TWO AND A HALF YEARS CAN NEVER BECOME SPENT</b>		

- Consecutive prison sentences count as a single term when calculating the rehabilitation period.
- If more than one sentence was imposed for an offence, the longer rehabilitation period applies.
- If a person receives a new conviction during rehabilitation period:
  - for a summary offence (i.e. can only be tried at Magistrates Court) both rehabilitation periods expire separately;
  - for a more serious offence (i.e. which **could** be tried at the Crown Court) **neither** conviction will become spent until longest period expires.
- Cautions, reprimands and final warnings are not considered to be convictions and become “spent” immediately unless relevant to “**Excepted**” posts (see below).
- A spent conviction will remain on your criminal record.

## The Rehabilitation of Offenders (Exceptions) Order (NI) 1979 (amended by 1987, 2001, 2003 and 2009 Orders)

A range of occupations are exempted from the legislation for these posts, applicants **MUST** disclose information on both “spent” **AND** “unspent” convictions. The list of posts is extensive and can be summarised as follows:

- WORK THAT INVOLVES CONTACT WITH CHILDREN OR YOUNG PEOPLE OR VULNERABLE ADULT GROUPS – e.g. provision of health care or social services, work with children such as youth work, education, or with adults with learning disabilities, mental illness, the elderly.
- PROFESSIONS THAT ARE REGULATED BY LAW - e.g. medical practitioner, nurse, chemist, optician, accountant, manager of an insurance company.
- POSTS INVOLVING NATIONAL SECURITY e.g. security personnel or senior civil service posts.
- POSTS CONCERNED WITH ADMINISTRATION OF JUSTICE e.g. police officers, solicitors, probation officers, traffic wardens, judges, prison officers.

**For confidential advice or information please contact NIACRO’s Employment Advice Line on Tel: 02890 320157.**