



CRIMINAL CONVICTION DISCLOSURES AND SUPPORTING STUDENTS SUBJECT TO LEGAL LICENCE, RESTRICTION, CONDITION OR ORDERS POLICY

Document version	Last updated	Updated by	Date of next review



1. Introduction

2. Responsibilities

3. Regulated activity



4.







Criminal Convictions Disclosure Record and Risk Assessment

Student ID:		Completion Method:	
Completion Date:		Completed By:	
University Partner		Intake	
Programme			
Campus			
Is the applicant/student on a relevant course?		Is the student sponsored?	

To discuss with applicant/student

Date, nature of offence and sentence (may be multiple)
Was the conviction(s) in the UK? If not, please detail country of conviction
Were there any mitigating circumstances surrounding the offence(s)
Bail/Licence Conditions
Does the applicant/student need to seek approval from their probation officer to enrol?
Are there any changes in lifestyle, circumstances, attitude on the part of the applicant/student subsequent to the offence(s)
Does the applicant/student wish to make any further comments/representation?
Does the applicant/ student want to provide contact details and give consent for character references (the referee must be 'a person of good standing in their community' or work in (or be retired from) a recognised profession.



Checklist for external reports



6. Circumstances		
7. Legal restrictions/ licence conditions		



<p>8. Mitigating Factors</p>		



Risk Title	Decision	Risk Management Measures required
------------	----------	-----------------------------------
