

**Evidencing Good Character Condition of Offer**  
**CRB Enhanced Disclosure and Self Declaration Process**  
**Nursing and Physiotherapy, School of Health & Population Sciences, University of Birmingham**

Disclosure of conviction or offence completed by all applicants who are interviewed – forms completed on day of interview. All forms which declare reprimand, offence or conviction kept for future reference in sealed envelope

When applicant's status changes to "conditional firm" or "conditional insurance" central Admissions send CRB check request to CRB Agency

**CRB check returned as clear (no reprimand, offence or conviction)**

Central Admissions inform N&P – information logged on local database

Application proceeds with no further intervention until other conditions of offer (Occupational health check, academic record) are met

**CRB check returned with reprimand, offence or conviction**

Central Admissions inform N&P – information logged on local database

Self-declaration envelope opened at this point by N&P – check made to ensure self-dec correlates with CRB information

CRB Consideration Panel convened

Applicant written to regarding CRB disclosure (and failure to self-disclose where applicable.) Applicant asked to provide personal account of the offences and supporting evidence from third parties Form: **"Information on UCAS declared caution/convictions/reprimand(s)/warning(s) and consent"**

NB. All Self-Declaration Documents are kept on file in sealed envelope: if applicant registers on the programme the envelope is kept for the life of their registration period +1 year. If the successful applicant fails to register the envelope is kept for 6 months then confidentially destroyed

