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
- 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”

CRB Consideration Panel convened
CRB Consideration Panel Secretary receives all documentation from applicant for consideration by the Panel: NB all documents are anonymised (name and programme applied for withheld from Panel members.)

Panel meets to discuss specific cases and individual’s suitability for admission in respect of their CRB and self-declaration.

- Panel considers applicant to meet good character condition of offer notwithstanding issues identified by CRB Enhanced Disclosure.
- Panel considers applicant failed to meet good character condition of offer based on documentation supplied by applicant.
- Panel unable to make a decision based on the documentation supplied by applicant.

Panel informs applicant of outcome and invites to attend a future Panel meeting in person.

When compulsory conditions of offer are met (Occupational Health, Immunisations, academic qualifications), offer is confirmed and applicant informed by central Admissions.

- Applicant informed of outcome. No further intervention until other conditions of offer (Occupational health check, academic record) are met.
- Following meeting with applicant, Panel considers applicant to meet good character condition of offer notwithstanding issues identified by CRB Enhanced Disclosure.
- Following meeting with applicant, Panel considers applicant failed to meet good character condition of offer. Offer withdrawn by central Admissions – applicant informed.

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.