

**POLICY STATEMENT ON THE STUDENT RECRUITMENT OF
EX-OFFENDERS AT NORTHERN REGIONAL COLLEGE**



Policy Statement

1. The College undertakes to treat all applicants for courses fairly and not to discriminate unfairly or unlawfully against the subject of a Disclosure on the basis of conviction or other information revealed.
2. This policy statement is made available to all applicants at the outset of the recruitment process.
3. Northern Regional College is committed to equality of opportunity practices and to providing a service that is free from unfair and unlawful discrimination. We ensure that no applicant is subject to less favourable treatment on the grounds of gender, marital status, race, colour, nationality, ethnic or national origins, age, sexual orientation, responsibilities for dependants, physical or mental disability, political opinion or offending background, or is disadvantaged by any condition, which cannot be shown to be relevant to performance.
4. The College actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates, including those with criminal records. The selection of candidates will be based on those who meet the required qualifications and experience as outlined in the College's entry requirements.
5. We will request an AccessNI Disclosure only where this is considered proportionate and relevant to the particular student's place. Where an AccessNI Disclosure is deemed necessary for a student place, all applicants will be made aware at the initial recruitment stage that the student place will be subject to a Disclosure and that Northern Regional College will request the individual being offered the student place to undergo an appropriate AccessNI Disclosure check
6. We undertake to make every subject of an AccessNI Disclosure aware of the existence of the Code of Practice, and to make a copy available via a link on our website.
7. We undertake to ensure an open, measured, recorded discussion and risk assessment on the subject of any offences or other matters that might be considered relevant for being a student at the College.
8. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of a place at the College.
9. Northern Regional College will discuss any matter revealed in a Disclosure Certificate with the applicant.
10. We ensure that all those in Northern Regional College who are involved in the student recruitment process have been suitably trained to identify and assess the relevance and circumstances of Disclosure information. We also ensure they have received appropriate guidance and training on the relevant legislation governing offender rehabilitation.
11. The College asks all applicants to voluntarily provide details of their criminal record at an early stage in the application process. This information will be seen only by those who need it as

part of the admissions process. It will be treated in strict confidence, securely stored, and kept only as long as necessary.

12. The unauthorised disclosure of information about a spent conviction is illegal. Unauthorised disclosure is where an official with access to information about the person's criminal record discloses this information to someone other than in the course of official duties. Serious misuse of a person's criminal record could result in a prison sentence, a fine, or both.

HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM TAKING UP A STUDENT PLACE AT NORTHERN REGIONAL COLLEGE. THIS WILL DEPEND UPON THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES OR OTHER INFORMATION CONTAINED ON A DISCLOSURE CERTIFICATE OR PROVIDED DIRECTLY TO US BY THE POLICE.