**Unspent, Relevant Criminal Conviction Declaration Form**

This form should be completed by offer-holders for a course leading to a regulated profession who have declared a relevant criminal matter when accepting their offer.

**Step one** Read our declaration guide which explains what information you need to provide and why we need this information.

**Step two** Complete the form providing all relevant details (sections one and two are mandatory).

**Step three** Provide UCP Academic Office with the completed form within 14 calendar days from receipt of your offer to study.

## **1: PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname/Family Name:  |  | Student ID Number[[1]](#footnote-1) |  |
|  |  |
| First/Given Names:  |  |  |
|  |  |
| Course for which offer received: |  |  |

## **2: Declaration**

|  |
| --- |
| **A** Place an X in this box if you do NOT have a relevant criminal conviction and you declared this by mistake: [ ] Return this form to academicoffice@ucp.ac.uk  |
|  |
| **B** Please provide details of any criminal conviction, caution, reprimand or warning which would be included on (and not filtered from) an Enhanced UK Disclosure and Barring Service Certificate if they were imposed within the UK. Refer to page 1 of this form for guidance on what this includes. |
| **Date of Offence** | **Nature of offence** | **Sentence or fine imposed** | **Date of conviction** | **Further comments surrounding the incident(s) with any you may wish to add** |
|  |  |  |  |  |

## **3: Third Party Confirmation**

In order to determine whether we can confirm your offer of a place, we would like to discuss the background of your “relevant criminal conviction(s)” with a third party. This will be a probation officer or social worker assigned to you or any other third party who could provide information relevant to our assessment.

**Please provide the full name, position, and contact details below.**

|  |  |
| --- | --- |
| Full name of referee:  |  |
|  |
| Position:  |  |
|  |
| Email address: |  |
|  |
| Telephone number: |  |

**Please use this box to provide any other information you think may be relevant to our assessment.**

|  |
| --- |
|  |

**Please confirm all information supplied is true, accurate and complete.**

**Privacy Notice:** UCP complies with the provisions of the General Data Protection Regulation Data Protection Act, 2018. As such, applicants’ and student data are treated as confidential by all staff involved in this process and is not divulged unnecessarily or inappropriately. However, the aforementioned Act requires UCP to release certain information to UK authorities upon request in order to assist those authorities with the prevention and detection of fraud or other crimes. We will release the requested information on receipt of an appropriate request from UK authorities such as (but not limited to) the police, Home Office (for immigration and related matters), local authorities, and the Department for Work and Pensions. We may use anonymised data collected as part of an individual’s application and enrolment for the purpose of fulfilling statistical and reporting requirements.

|  |  |  |  |
| --- | --- | --- | --- |
| Applicants Signature:  |  | Date: |  |
|  |  |
| Third Party Signature:  |  | Dtae: |  |
| **SUBMIT YOUR** FORM TO: Acadcemic Office, University Centre Peterborough, Park Crescent Campus, Peterborough, PE1 4DZ - 01733 214463 academicoffice@ucp.ac.uk  GDPR:20-003 |

**Criminal Conviction**

**Assessment Form**

This form is used to identify risk to the safety of individuals within the professional environment where an applicant has applied for a regulated course.

|  |  |  |
| --- | --- | --- |
| **1. What was the sentence?***(E.g., custodial, suspended, warning)* | [ ]  **High**  | Custodial  |
|  | [ ]  **Medium** | Suspended, Community, Conditional Discharge |
|  | [ ]  **Low** | Warning, Caution, Reprimand, Fine, Absolute Discharge |
|  |
| **2. How serious is the offence?** | [ ]  **High**  | Very serious |
|  | [ ]  **Medium** | Moderate |
|  | [ ]  **Low** | Low |
|  |
| **3. Does the nature of the offence indicate a potential risk to the safety of individuals within the regulated professional environment?** | [ ]  **High**[ ]  **Low** | YesNo |
|  |
| **4. Is the offence of a type and level potentially relevant to professional body/regulatory requirements (including general requirements as to honesty and integrity) and the individual’s suitability for entry to the profession?** | [ ]  **High**[ ]  **Low** | YesNo |
|  |
| **5. How much time has elapsed since the offence?** | [ ]  **High**  | Under 5 years |
|  | [ ]  **Medium** | 1-5 years |
|  | [ ]  **Low** | 5 years or more |
|  |
| **6. Has the offer-holder’s circumstances changed since the offence was committed, making re-offending less likely?** | [ ]  **High**  | Yes |
|  | [ ]  **Medium** | Some |
|  | [ ]  **Low** | No |
|  |
| **7. Is there evidence of a risk of reoffending?****Does official documentation provided or evidence of behaviour indicate a risk of reoffending?** | [ ]  **High**  | Significant evidence |
|  | [ ]  **Medium** | Some Evidence |
|  | [ ]  **Low** | Little or no evidence |
|  |
| **8. Does the applicant offer any mitigating circumstances? i.e. domestic or financial difficulties** | [ ]  **High**  | No |
|  | [ ]  **Medium** | Some |
|  | [ ]  **Low** | Yes |
|  |
| **9. How does the referee rate the applicant’s suitability for attendance and participation in the HE community?** | [ ]  **High**  | Referee declares applicant unsuitable |
|  | [ ]  **Medium** | Referees share some reservations |
|  | [ ]  **Low** | Referees declare applicant suitable |
|  |
| **10. Did the offer-holder disclose past convictions/cautions as required when accepting their offer?****If no, did mitigating circumstances prevent applicant from declaring?** | [ ]  **Yes**  | **Detail of circumstances if no:** |
|  | [ ]  **No** |  |
|  |
| **Enter number of risks identified:** |  | **High** |
|  |  | **Medium** |
|  |  | **Low** |
|  |
| **Disclosure outcome** |
|[ ]  The level of risk is determined to be unacceptable such that the offer holder may not be admitted to UCP. Where this is the decision, the Admissions team will contact the offer-holder to withdraw their offer. The applicant will be notified in writing including a brief description of the reasons for the decision. The applicant will be informed of the period for which the information relating to their conviction will be retained. |
|[ ]  The level of risk may be managed by the imposition of specific conditions, such as exclusion from workplacements. The applicant will be notified in writing including a full explanation of the conditions applied and brief description of the reasons for the decision. The applicant will be informed of the period for which the information relating to their conviction will be retained. |
|  | Details of specific conditions: |
|  |  |
|[ ]  The level of risk is determined to be acceptable and the applicant may be admitted without any specific conditions. The applicant will be notified in writing including information about the period for which the information relating to their conviction will be retained. |

Please see our **Privacy Notice** to understand more about our legitimate interests in using your data for this purpose [www.ucp.ac.uk/privacy-and-cookies](http://www.ucp.ac.uk/privacy-and-cookies)

|  |  |
| --- | --- |
| **HE Manager Signature** |  |
|  |  |  |
| **Assessment Date:** |  |  |

**Once completed, return this form to**  Academic Office, University Centre Peterborough, Park Crescent Campus, Peterborough, PE1 4DZ - 01733 214463 academicoffice@ucp.ac.uk

**Please note that the documents, including the Criminal Conviction Declaration Form relating to this assessment must be stored/shredded/deleted inline with the UCP Data Retention Schedule** [**https://www.ucp.ac.uk/privacy-and-cookies/**](https://www.ucp.ac.uk/privacy-and-cookies/)

1. Your student ID number can be found at the top of your offer letter. GDPR:20-003 [↑](#footnote-ref-1)