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Disclosure Scotland Guide Driving Standards Agency



CAPITA
RECRUITMENT VETTING SERVICE



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Confidentiality

Information provided by the applicant and accordingly received from Disclosure Scotland on disclosures is both sensitive and confidential and therefore it is our responsibility that all information received is handled in a secure fashion in line with DS Code of Practice.

Disputes and Complaints

Capita Recruitment Vetting Service strive to offer the highest standards of service and have gained a reputation for quality and integrity. We take all complaints seriously and if you feel that our service has not matched your expectations we welcome your feedback.

If you wish to complain about an aspect of the Disclosure application process, please contact your Disclosure Administrator on: 0870 850 2455

If, however, your complaint is in reference to the decision made regarding your application please contact the DSA directly on 0300 200 1122.

Alternatively, please refer to www.capitarvs.co.uk for further information on our complaints and dispute policy.

Contact Details

DSA/CRVS
PO Box 4324
Sheffield
S1 9EW

Tel: 0870 850 2455
Email: dsacrb@capita.co.uk
Website: www.capitarvs.co.uk



*All Photographs are for illustrative purposes only and no implication as to the character of the models is intended.

After Submission

Once you have submitted your ADI 3 form to DSA, the Registrar will consider the information contained in that form and your disclosure to assess if you are “fit and proper” and you will be notified as soon as he has made a decision. If he should consider that you do not meet this legal criterion, he will write to you giving you the reasons why he is considering removing you from the Register. You will then have 28 days to put to him any case you may want to make to stay on the Register. If, after consideration of your case, he should still consider that your name be removed, you will have 28 days to appeal to the independent Transport Tribunal against that decision.

Information about how the DSA use and store disclosure information is available on their websites www.businesslink.gov.uk and www.dsa.gov.uk

THE SUITABILITY OF EX-OFFENDERS TO APPLY TO JOIN OR REMAIN ON THE REGISTER OF APPROVED DRIVING INSTRUCTORS

The Driving Standards Agency (DSA) will use the services of the Criminal Records Bureau (CRB) and Disclosure Scotland (DS) to obtain criminal record disclosures which DSA will use to assess the suitability of persons applying for inclusion or retention on the Register of Approved Driving Instructors. We will also use the disclosure information to verify the timely declaration of new and previous offences to the Registrar by applicants and those on the Register.

DSA will comply fully with the CRB and DS Codes of Practice and undertakes to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

DSA is committed to the fair treatment of Potential Driving Instructors (PDIs) and Approved Driving Instructors (ADIs), regardless of race, gender, ethnicity, religion, sexual orientation, age, physical/mental disability or previous criminal background.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

Having a criminal record will not necessarily bar you from being accepted as a Potential or Approved Driving Instructor. Before reaching a decision on whether or not a person is “fit and proper”, we will assess the risk that they are likely to pose to their pupils by considering factors such as:

- Whether the conviction is relevant
- The seriousness of any offence
- The length of time since the offence occurred
- Whether there is a pattern of offending behaviour
- Whether their circumstances have changed since the offending behaviour
- The circumstances surrounding the offence and any explanation.

However applications from those convicted of serious violent, sexual, financial or drugs offences are unlikely to be successful, regardless of when the offences were committed. We are also unlikely to accept applications from those whose name is, or has been, on the Sex Offenders Register, or from those who are or have been banned from working with children.

All registration application forms for Potential and Approved Driving Instructors and supporting information will contain a statement that a check will be required as part of the suitability, or “fit and proper”, criterion.

We guarantee that Disclosure information will only be seen by those who need to see it as part of the suitability assessment process. We will ensure that all those in DSA who are involved in that process have been suitably trained to identify and assess the relevance and circumstances of offences. We will also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, such as the Rehabilitation of Offenders Act 1974.

We undertake to give applicants the opportunity to correspond with us about the nature and circumstances of a conviction before refusing registration or removing an ADI from the Register. We will ensure that applicants who do not agree with the information on their Disclosure are advised of the correct procedures to dispute the report with the issuing body. No decision on an applicant’s suitability will be taken until any such dispute is resolved.

We will make every subject of a Disclosure aware of the existence of the CRB and DS Codes of Practice and make copies available on request.

Disclosure Scotland Guide - Driving Standards Agency

Introduction

One of the legal requirements for an applicant to join the Approved Driving Instructor (ADI) register or to be issued a trainee license is that they must be a ‘fit and proper’ person. In order to validate the applicant’s declaration that they are ‘fit and proper’, the Registrar requires that all applicants complete an Enhanced level Criminal Record Check.

Disclosure Scotland (DS) is part of the Scottish Criminal Record Office (SCRO) which, in turn, is a common police service and an executive agency of the Scottish Executive.

Capita Recruitment Vetting Service (CRVS) in partnership with the Driving Standards Agency (DSA) administers the criminal record checks for Potential Driving Instructors (PDIs).

Getting Started

DSA’s ADI starter pack contains the booklet Your Guide to becoming an ADI (also known as ADI 14) and the Application to become a Potential Driving Instructor (ADI 3) form. Before you send your ADI 3 form to the DSA, however, you should complete your Criminal Record Check. You cannot progress your application further without a Disclosure Certificate.

In order to apply for an Enhanced disclosure check you will need to complete the enclosed Disclosure Application Form (DAF) which will ask you to provide personal information and details of addresses over the past five years. You will also need to provide documentation to confirm current address and various forms of ID.

This booklet will assist you in completing your Disclosure Application Form, included in this pack, and advise you of the documents required for identity verification.

Guidance on completing the Disclosure Application Form

Mistakes on the application form will cause delays in processing. Forms that are not completed accurately may need to be returned for amendments or additional information- therefore please ensure that you have checked your form thoroughly before submission.

Further assistance on completing the DAF can be sought from the Capita Recruitment Vetting Service website www.capitarvs.co.uk or Disclosure Scotland (DS) website www.disclosurescotland.co.uk. Alternatively you can call Capita direct. Contact details are located at the back of this booklet.

Main Dos and Don’ts

- The form is to be completed in Black Ink and BLOCK CAPITALS
- Part A : will always be Enhanced
- Only parts A,B,C, need to be completed
- Ensure all highlighted (in yellow) sections in A, B and C are completed before submission
- If a mistake is made, draw a horizontal line through and write the amended information above or next to the error (correction fluid must not be used)
- Ensure that Additional information (Section B19-25) has been completed stating at least one piece of documentation
- If your title is Ms/Mrs and your surname has changed at any time, you need to complete in B7
- You must list your full five year address history with no gaps or overlaps
- Do not complete section D or E

Who pays for the Disclosure Scotland check?

Applicants do not need to send any payment, as the fee is paid by DSA.

What if I have convictions?

If you have any unspent/spent convictions it will not necessarily stop your application to the DSA going forward. If you have any endorsements or fixed penalty points you should complete the ADI 3 form first and send to the DSA prior to applying for your DS check. The DSA will then contact you directly to advise you if you can go forward and apply for a DS check.

A final decision as to whether or not you may start the ADI qualifying process is made by the DSA once you have received your disclosure certificate and submitted your ADI 3 form.

Identity Verification

In line with the DS code of practice all applicants requiring a criminal record check must have their identity verified.

How do I have my Identity Verified?

CRVS will verify your identity from original documents which you must send with your disclosure application form. Please note photocopied identification is not acceptable. CRVS will endeavour to complete the identity verification and return documents via recorded post within two working days, however delays may occur due to volumes.

What happens now?

Before sending your application, please ensure you thoroughly check your application form according to the guidance set out above and that you have the required identification documents.

Any errors could result in a delay to your application and therefore delay the next stage in your application process.

Please post your Disclosure Application Form and required identification documents to the address at the back of this booklet

CRVS takes great care of all documentation but cannot be held liable for any loss. Any documents you send will be at your own risk, so we strongly recommend, therefore, that you send documentation by Recorded Delivery or Special Delivery. Your documents will be returned by Recorded Delivery, unless you enclose a pre-paid Special Delivery envelope which can be purchased from the Post Office.

How long will I expect the process to take?

Disclosure Scotland has a service level agreement to produce 90% of all types of Disclosure within 14 calendar days. This is measured from the day Disclosure Scotland receives the application to the day of dispatch.

Received Disclosure

When Disclosure Scotland has completed the Disclosure checking process, two disclosure certificates are issued. The Registered Body copy is issued to CRVS which will in turn be passed onto the DSA, and the Applicant copy which will be forwarded on direct to you. From this certificate you can take your Disclosure number which is required to complete your ADI 3 form. You do not need to send your Disclosure Certificate back to the DSA.

What documents do I need to produce?

NB. At least one document must show your current address and at least one document must show your date of birth.

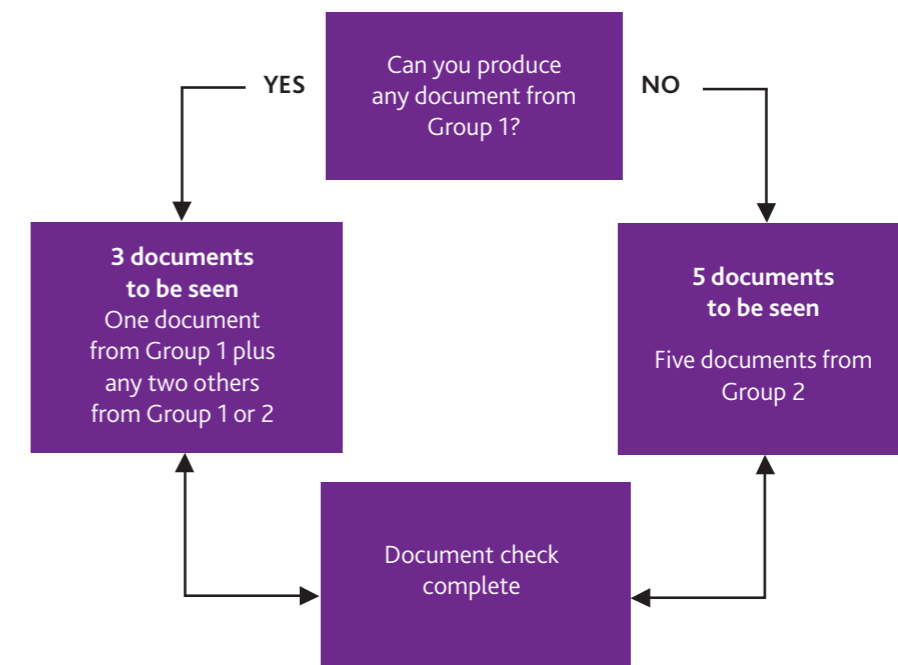


Table of acceptable Group 1 and Group 2 documents

Group 1			
Valid passport (any nationality)			
Original UK Birth Certificate (issued within 12 months of date of birth) (full or short form acceptable)			
UK Driving Licence (England/Wales/Scotland/Northern Ireland/Isle of Man)(photo card & counterpart or old style paper licence)			
Valid photo identity card (EU countries only)			
UK Firearms Licence			
Adoption Certificate			
HM Forces ID Card			

Group 2			
	Issued whenever	Issued within last 3 months	Issued within last 12 months
•	Marriage/Civil Partnership Certificate	• Utility bill (electricity, gas, water, telephone, mobile phone contract / bill)**	• Financial statement (e.g. pension, endowment, ISA)
•	'Re-issued' UK birth certificate, issued after 12 months of date of birth (full or short form acceptable)	• Credit card statement**	• Child benefit book
•	Valid NHS Medical Card*	• Store card statement**	• Work permit / visa
•	Exam certificate (e.g. GCSE, NVQ)	• Mail order catalogue statement	• Mortgage statement**
•	Valid vehicle registration document	• Correspondence or a document from: the Benefits Agency; Employment Service; Inland Revenue; or a Local Authority	• P45/P60 statement
•	Valid TV Licence	• Addressed payslip	• Court Claim Form
•	Certificate of British nationality	• Bank or building society statement	• CRB, Disclosure Scotland and ISA Certificate
•	Valid insurance certificate	• Letter from Head Teacher	• General Medical Council (GMC) Certificate
•	National Insurance number card		
•	Connexions card		
•	Asylum registration card		

* This does not include a European Health Card or the Tax Exemption Card etc.

** If you intend to use more than one document of this type please ensure that it is from a different organisation.