

GARDA VETTING FOR STUDENTS OF MUNSTER TECHNOLOGICAL UNIVERSITY

The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 provides a statutory basis for mandatory vetting of persons who wish to undertake a work placement and/or activities that bring them into contact with children and/or vulnerable adults. Some programmes at Munster Technological University (MTU) require students to undertake mandatory placements with external agencies, which will bring them into contact with children and/or vulnerable adults and in which they will assume positions of public trust. The University is committed to ensuring that only suitable candidates are allowed to undertake these programmes. MTU uses the National Vetting Bureau (NVB) to help assess the suitability of all applicants on such programmes. It is important to note that participation in or completion of these programmes may be affected by subsequent disclosure/discovery. Students on the following programmes (which may be subject to review) will be subject to MTU's Vetting processes.

Undergraduate

CR121:	BA in Music (Hons),
CR125-129:	BA in Popular Music,
CR130:	BA in Musical Theatre,
CR700:	BA in Theatre & Drama Studies,
CR031:	BA in Social Care
CR032:	BBus in Recreation & Leisure Mgt.
CR440:	BEd in Montessori Ed (Hons)
CR430:	BBus in Sport & Exercise Mgt (Hons)
CR435:	BSc(Hons) in Coaching Science & Sports Pedagogy
CR035:	BA in Community Development
CR620:	BA in Early Years Ed.
CR622	BA in Montessori Ed. (Hons)
CR930:	BA in Home Economics & Business
	Bio-Medical Engineering – Final Year add-on Clinical Placement
	Bio-Medical Science – Final Year add-on Clinical Placement
	Nutrition & Health Science – Year 3 Placement

Part-time Undergraduate Courses

Higher Certificate in Counselling Skills
 BA in Counselling & Psychotherapy

Postgraduate Courses

MA in Art Therapy
 MA in Play Therapy
 MA in Integrative Psychotherapy
 All Postgraduate Courses at the CSM

MTU has appointed the Admissions Officer, Ms. Lillian Griffin to act as the authorised Liaison Person on behalf of the University (Cork Campus) with the National Vetting Bureau (NVB). The Liaison Person may be assisted in her duties by the Institutes Vetting Committee comprising of the relevant Head of Faculty/College (chairperson), the relevant Head of Department and Course Co-Ordinator. In appropriate cases, MTU may require an applicant to undergo risk assessment. Offers of places on designated programmes will be provisional and contingent on the applicant's satisfactory completion of Garda Vetting Procedure. Depending upon the outcome of the vetting process, the University reserves the right: to not register a student; to remove an existing registered student or to delay the student's practice placement modules on course. Students who fail to engage with the Vetting Process as required by MTU and/or give information in an incomplete or inaccurate form are liable to have their course offers withdrawn and/or registration cancelled by the Institute.

Foreign Police Clearance: ALL students who have resided outside of Ireland for a period of 6 months or more (from the age of 18 years) must furnish a Police Clearance Certificate from the country/countries in which they have resided. This Certificate should state convictions recorded against him/her while residing there. In the absence of such a Police Certificate students are required to sign a legal declaration (Affidavit) in the presence of a Commissioner for Oaths confirming that they have no criminal convictions current or pending. Failure to provide the required information will result in students not being able to complete registration. It is important to note that participation in or completion of these programmes may be affected by subsequent disclosure/discovery.

Non-Irish Students: Currently, the NVB (National Vetting Bureau) does not vet applicants whose residence is outside of Ireland or Northern Ireland, therefore MTU require that all such students submit at registration official evidence of Police Clearance. Original clearance to be submitted along with an English translation.

The following websites may be of assistance when seeking foreign police clearance –

Australia - www.afp.gov.au **New Zealand** - www.courts.govt.nz **England** -

http://www.acro.police.uk/subject_access.aspx **Wales** - www.south-wales.police.uk or www.north-wales.police.uk **Scotland** – www.mygov.scot **America** -<https://www.fbi.gov/services/cjis/identity-history-summary-checks>

Relevant embassies may also provide information and assistance when seeking Police Clearance. On receipt of your Foreign Police Clearance Certificate, please forward to Garda Vetting Liaison at MTU. Please note that some countries require fingerprint checks to be submitted with the Police Check form. Students are liable for any associated costs.

PROCEDURE FOR E-VETTING

Students will receive an Invitation Form (NVB1) which should be completed in writing and submitted at Registration or directly to the Garda Vetting Liaison along with proof of identity. In order to validate identity students are required to present their Passport and Birth Certificate (originals only) or alternatively as per National Vetting Bureau guidelines use another form of identity to reach **100 points** from the check list details of which are available from [National Vetting Bureau \(garda.ie\)](http://garda.ie)

If a student is under 18 years of age, a declaration of consent by Parent/Guardian (NVB3) Form must be completed and also submitted on his/her behalf. Students will receive an email invitation (*valid for 30 days*) to their student account from the NVB (National Vetting Bureau) on behalf of MTU requesting them to complete the process online by providing the following information -

*The applicant's name and any other name(s) which they are known as or have been known as;
Gender; Date of Birth; Place of Birth; Mother's Maiden Name; Passport Number where applicable;
Role; Student of (please insert relevant Course) Current address and previous addresses (if any) and all addresses if you have lived abroad; Particulars of any criminal record.*

The NVB will submit the application to MTU for Review and only on approval by MTU will the NVB process the vetting application. On completion of the process by the NVB a Vetting Disclosure will be forwarded to MTU which if there are no issues with the Disclosure will be forwarded to the students email.

Where a student disputes the accuracy of any detail contained in the Garda Vetting Disclosure provided by the NVB, the relevant Dispute Resolution Procedure should be followed. Details of this procedure are available by contacting Ms. Lillian Griffin, Admissions Officer and Garda Vetting Liaison.

CONTACT DETAILS FOR GARDA VETTING

Garda Vetting Queries: Email: gv.studentcork@mtu.ie

Garda Vetting Liasion: Ms. Lillian Griffin

Garda Vetting Co-Ordinator: Ms. Marguerite Lynch