

# DBS CHECKS FOR WORK PLACEMENT

As you are required to complete work experience as part of your college course, you may need a Disclosure and Barring Service (DBS) check through the college.

## Do I need a DBS check?

Students on the following courses will definitely require a DBS check:

- All Health and Social Care courses
- All Childcare and Early Years courses

**If you're planning to study one of the above courses, it's really important that you make payment before your course begins in September.**

If you're doing a different course but have secured work placement with an employer who works with young people (for example, you might be at a school as an IT engineer), you should pay for your DBS check when advised to do so by your work placement and careers coordinator.

**Please do not arrange your own DBS check with another provider - you will not be able to use this for your college work placement.**

## How do I pay?

You can pay for your DBS check online through our online store. Go to [cwa.ac.uk/store](http://cwa.ac.uk/store), click *Course Essentials* and follow the onscreen instructions. Alternatively, you can scan the following QR code:



## What if I am on a low income?

If your household income is less than £35,000 per annum, you may be eligible for financial support. If approved, we will cover the cost of your DBS check; you won't need to pay up front.

You should apply for financial support **as soon as possible**. You can find more information and complete an application for financial support on our website - [cwa.ac.uk/financialhelp](http://cwa.ac.uk/financialhelp).

## What happens next?

Your work placement and careers coordinator will need to see your evidence (see below) and will inform you how to complete the DBS process. This should be completed shortly after your course starts. **You need to provide evidence to submit your application.** You should prepare this evidence before your course starts!

## What evidence do I need?

You should be able to show:

- one document from Group 1
- two further documents from either Group 1 or Group 2

At least one of the documents must show your current address and the documents must be in your name.

### Group 1

- Any current and valid passport
- Biometric residence permit
- Full or provisional driving license
- Birth or adoption certificate

### Group 2

- Bank or building society statement (issued within the last 3 months) or opening confirmation letter
- P45 or P60 statement
- Utility bill (not a mobile phone bill)
- Letter from headteacher or principal

You can find full details on what evidence is required on the government's website - just Google *enhanced DBS check evidence*.

You will need to bring this evidence into college when asked to do so by your work placement and careers coordinator.

## Any questions?

If you have any questions regarding your DBS check, please do not hesitate to contact our work placement administrator, Petra Allen, by email at [Petra.Allen@cwa.ac.uk](mailto:Petra.Allen@cwa.ac.uk).

