

Criminal convictions explanation

You must tick 'Yes' if you have a conviction unless it is a spent sentence as defined by the Rehabilitation of Offenders (Jersey) Law 2001.

What is a relevant criminal conviction?

Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders (Jersey) Law 2001) are not considered to be relevant and you should not reveal them.

What is the Rehabilitation of Offenders (Jersey) Law 2001?

The Rehabilitation of Offenders (Jersey) Law 2001 aims to help people who have been convicted of certain criminal offences and have not re-offended since being convicted. If the person does not re-offend during their rehabilitation period their conviction becomes 'spent'.

Convictions after you have applied

If you are convicted of a criminal offence after you have enrolled on a course or have a court case pending, you **MUST** inform us immediately. Do not send details of the offence. If you are unsure about what information to disclose to us, you should seek advice from the Citizens Advice Bureau or from Student Life at Highlands College.

Additional notes for applicants to courses in health, social work, sport, childcare or involving work with vulnerable adults, including the elderly or sick people.

If you have a relevant unspent criminal conviction (see guidance above) you must tick the box. However, you should be aware that courses in health, social work, sport, childcare or involving work with vulnerable adults, including the elderly or sick people, are exempt from the Rehabilitation of Offenders (Jersey) Law 2001 and different rules apply with regard to criminal convictions.

You should also be aware that for these courses:

1. The university or college will ask you to complete a check, called an Enhanced DBS check, and if they do so, you must comply. You will also be required to sign up to the DBS Update Service.
2. The university or college will send you the appropriate information to complete the check and sign up to the DBS Update Service.
3. The Enhanced DBS check will reveal spent convictions as well as unspent convictions, cautions (including verbal cautions), reprimands, final warnings, and bind-over orders, irrespective of when these occurred.
4. This means that if you have a criminal conviction, spent or unspent, this information will be made known to the university or college as part of the check.

5. If the check reveals that you have had a conviction, caution, reprimand, final warning or bind over, the university or college will need to assess your fitness to practise in the profession to which you are applying.

Handling of DBS Certificate information:

Highlands College follows Data Protection guidelines with regards to the correct handling, use, storage, retention and disposal of DBS certificates and Disclosure information. We also comply with our obligations under the Data Protection (Jersey) Law 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.