## **Guidance for Applicants with Criminal Convictions**

The Conservatoire believes that an unspent criminal conviction should not automatically prevent an individual from studying at the Royal Conservatoire of Scotland. Disclosing a criminal conviction is not a requirement of an application to study at the Conservatoire and applicants will only ever be assessed on their application, audition/interview and suitability for the course. The exception to this are below:

- a. Students who are required to join the Protection of Vulnerable Groups (PVG) Scheme due to the nature of their course
- b. Students who are required to join the Protection of Vulnerable Groups (PVG) Scheme or require an Enhanced Disclosure Check due to the nature of certain option modules.
- c. Student who require a visa to study in the UK who are required to disclose this information as part of the visa application process.

Though there is no need to declare a conviction as part of your application, applicants currently on licence are expected to make us aware of any conditions which may prevent them from fully engaging with their course and broader Conservatoire community. This is particularly pertinent when considering applying for a place in Liberty House Living. Where possible the Conservatoire will undertake to make reasonable adjustments where available.

The Conservatoire is able to give specialist advice and support for student entering our community from many different backgrounds. Students coming to the Conservatoire with a spent or unspent conviction may find it useful to connect with these services and gain additional support with studying at the Conservatoire. Disclosing convictions in order to utilise a service (eg financial advice) is dealt with confidentially and you will only be asked for enough information required to provide the service you require.

If you would like further information on the range of services, or to confidentially discuss a licence condition which you believe may prevent you from fully engaging with a course/taking a place in Liberty House, please contact Suzanne Daly (s.daly@rcs.ac.uk) or Susan Lee Kidd (s.leekidd@rcs.ac.uk) in the first instance.

## **PVG Scheme and Enhanced Disclosure Checks**

Due to the nature of some courses and modules at the Conservatoire, you may be asked to join the Protection of Vulnerable Groups (PVG) Scheme or complete an Enhanced Disclosure check. This means that checks are carried out for any unspent and spent convictions and cautions. The checks also include any non-conviction data held by the police that may be relevant to course/module.

Applications for the PVG Scheme membership and Enhanced Disclosure checks are processed and assessed by Disclosure Scotland which provides this service as a means of enhancing security, public safety and protecting the vulnerable in society.

The Royal Conservatoire of Scotland will administer students applying to be members of the PVG Scheme and who require an Enhanced Disclosure check in accordance with prevailing Disclosure Scotland requirements and related legislation e.g. the Data Protection Act. If you would like further details of the Disclosure Scotland process please visit their website at <a href="https://www.disclosurescotland.co.uk">www.disclosurescotland.co.uk</a>.

A member of staff from the Conservatoire will only contact you directly should any issues arise from your PVG scheme membership or Enhanced Disclosure check. Using the information received from your PVG scheme membership or Enhanced Disclosure check, a panel will risk assess any criminal convictions and cautions.

## **Future Work**

Though your conviction should not prevent you from studying on your desired course (our policy is to assess your application based on your application, audition/interview and suitability for the course), it is important that applicants with criminal convictions are aware of possible issues with gaining employment in their desired field after graduation depending on the nature of the offence. Information on what offences may prevent a graduate from working in a particular role can be obtained from the relevant regulatory body.

Examples of areas of employment in which a criminal conviction may affect job opportunities include social work, education, healthcare and finance. However, there are many different roles within these sectors and where a previous conviction may have an impact on your ability to work in one role, it may not have an impact on another within the same sector.