

For Early Years and Health and Social Care courses:

To enable you to undertake a work placement, you are required to complete an Enhanced Disclosure Check (DBS).

The College will apply for the DBS on behalf of all students, and to enable us to do this, all we require from you is the original documentation as listed below.

Please bring all the required documents with you when you come into College to enrol.

You will need to provide ONE document from group 1 and TWO from group 2a or 2b. Photocopies will not be accepted.

Group 1	Group 2a	Group 2b
<ul style="list-style-type: none">• Current valid passport• Biometric Residence Permit - (UK)• Current photo card driving license (full or provisional)• Birth certificate issued within 12 months of birth• Adoption certificate - (UK & Channel Islands)	<ul style="list-style-type: none">• Current photo card driving license (full or provisional)• Current UK driving license paper version (full or provisional) (if issued before 1998)• Birth certificate issued over 12 months from the date of birth• Marriage/civil partnership certificate	<ul style="list-style-type: none">• Bank/building society statement• Bank or building society account opening confirmation letter• P45/P60 statement• Council tax statement• Utility bill (not mobile telephone)• Benefit statement (e.g., child allowance)• Valid cards carrying the PASS accreditation logo• Letter from Head Teacher or College Principal (UK) for 16-19-year-olds in full-time education - only used in exceptional circumstances when all other documents have been exhausted

Our Work Placement Team will be available during enrolment to provide support and answer any questions you may have.

We look forward to seeing you soon!