



DISCLOSURE AND BARRING SERVICE (DBS) Applying for your Enhanced DBS certificate

Manchester Met uses a DBS online provider, First Advantage, for the majority of our DBS police checks.

In order to submit your DBS application, you first need to register with First Advantage. Below is a link to the registration page:

<https://fadv.onlinedisclosures.co.uk/Authentication/Login>

When to apply

Please submit your DBS application as soon as possible – even if your offer is still Conditional – to ensure you obtain your certificate and required clearance prior to the start of the course.

Even if you have a current DBS certificate, we still require you to obtain a new DBS certificate through Manchester Met in order to join the course. We do accept DBS Update Service applications, where relevant – please see below for further information.

How to apply

Please see the attached First Advantage guidance: “The Applicant – How to Get Started”. This document outlines the key steps that you need to take in order to complete your DBS application via First Advantage.

1. How to register

Please follow the instructions in the attached pdf for the **Self-Registration Process**. You will be asked to provide an organisation pin and a Secret Word as part of the First Advantage application. Please see the appendix at the end of this document for the organisation pin for your course. The Secret Word is ‘MMU’.

2. What will I need to complete the application?

The attached pdf outlines the information you will need to complete your application, and the documents that are accepted for the required identity check.

3. Getting my ID verified

You will need to verify your ID at a UK Post Office. Please follow the instructions in the attached pdf for the **Post Office ID verification**. Please note, not all UK Post Office branches offer the ID verification service, so please ensure you use the online branch finder to check for this.

To find your nearest branch, go to www.postoffice.co.uk/branch-finder. Enter your postcode and select 'CRB & ID Verification Service' from the 'Service Required' field.

4. How to complete the application

A link to step-by-step instructions on how to complete the DBS online application form, is provided at the bottom of the attached "How to Get Started" pdf document. This Applicant User Guide include details of First Advantage's helpline, should you have any queries or require assistance in completing your application.

A direct link to the full Applicant User Guide is here:

<https://gbg.onlinedisclosures.co.uk/helpdocs/FullAppGuide.pdf>

5. Payment

Manchester Met covers the cost of payment for the DBS application and Post Office ID verification.

What happens next

Once you have completed the application and had your ID verified at the Post Office, First Advantage will check your application to make sure there are no errors or inconsistencies in the information you have provided. Your application will then be countersigned by OnlineDisclosures and submitted to DBS on your behalf.

If an error or inconsistency is identified during this checking process, the OnlineDisclosures countersignatory team will email you with a link back to your application so you can clarify or amend any details as required, before it is countersigned and submitted.

Receiving your DBS certificate

Your DBS certificate will be posted to you to the main address you use. This must be a secure address in the UK and will need to be supported by a document where the address is listed, such as a bank statement or utility bill.

If you are not able to provide a UK main address, please contact the University Admissions Office at disclosure@mmu.ac.uk for guidance.

Possible outcomes

The University will receive confirmation when your DBS certificate has been issued, and we will be advised if your certificate has any recorded convictions or content (although DBS does not give us access to that content). If we are advised that your certificate is clear, this satisfies the DBS requirement for entry to the course.

If your certificate has recorded content, we will contact you to ask you to send us a copy of your DBS certificate and/or to bring in the original certificate, so that we can review and consider this further as appropriate.

DBS Update Service

We **do** accept DBS Update Service applications. If you are a subscriber to the Update Service and your subscribed certificate covers the correct workforce (child and/or adult), and at the appropriate level (Enhanced), then it will be suitable for use. Please email Admissions at disclosure@mmu.ac.uk as soon as possible, with the following details:

Title of email: "DBS Update Service consent"

- Full name
- Date of birth
- MMU/student ID
- Course applied for
- DBS certificate 12-digit reference number
- Clear photograph or scan of your DBS certificate*

***Please provide a copy of your existing certificate (as stated above) so that we can verify it is an Enhanced Certificate covering the relevant workforce/s. This information is not visible as part of the Update Service check.**

By providing this information to us, you are providing consent for us to carry out a status check on your existing DBS certificate.

Overseas students/ time spent overseas

If you have lived outside the UK for a period of more than 12 months within the last 10 years (whether continuously, or in total), while aged 18 or over, you will be required to provide a police check from that country to cover that period.

Further information regarding obtaining a police check from other countries is available via the UK government website:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>.

Please send copies of the police check from your home country to disclosure@mmu.ac.uk.

You will also need to apply for a DBS certificate to cover your period of residence in the UK. Please note that you will not be able to apply for this until you have arrived in the UK and have a confirmed UK address.

Information to placement providers

As part of our agreement with placement providers, we will confirm to those providers that you have obtained the required DBS certificate, prior to you going on placement. In proceeding with your DBS application, you are giving consent for us to do this.

Further information

For queries regarding your online DBS application or ID check, please contact the First Advantage team:

Helpdesk Telephone: 0115 9694600

Opening Times: 8.30am to 5.30pm Monday to Friday

Email: support@onlinedisclosures.co.uk

Appendix

First Advantage: Manchester Metropolitan University Organisation PINs

When completing the self-registration process, you will be asked to input an Organisation PIN, plus the secret word (MMU).

Please use the table below to obtain the Organisation PIN for your course.

Please note, it is important that you use the correct Organisation PIN as this affects the type of DBS checks that are carried out, in line with the placement requirements for your course.

	Course name	Organisation PIN
FACULTY OF HEALTH, PSYCHOLOGY AND SOCIAL CARE AND EDUCATION		
School of Childhood, Youth and Education Studies	BA (Hons) Early Years and Childhood Studies	169954
	BA (Hons) Early Years and Childhood Studies with Foundation Year	169954
	BA (Hons) Education	169954
	BA (Hons) Education with Foundation Year	169954
	BA (Hons) Educational Psychology	169954
School of Teacher Education and Professional Development	BA (Hons) Primary Education with QTS	169953
	BA (Hons) Primary Education with Mathematics with QTS	169953
	PGCE Primary with QTS (all courses – including School Direct)	169953
	PGCE Secondary with QTS – all subjects (all courses – including School Direct)	169953
	Mathematics Enhancement Course	169953
Department of Health Professions	BSc (Hons) Physiotherapy	169955
	BSc (Hons) Physiotherapy with Foundation Year	169955
	BSc (Hons) Speech and Language Therapy	169955
	BSc (Hons) Speech and Language Therapy with Foundation Year	169955
Department of Nursing	BSc (Hons) Adult Nursing	169956
	BSc (Hons) Mental Health Nursing	169956

	FdSc Health and Care Practice (Nursing Associate)	169956
	MSc Adult Nursing	169956
	MSc Mental Health Nursing	169956
Department of Psychology	BSc (Hons) Forensic Psychology	169957
	BSc (Hons) Psychology	169957
	BSc (Hons) Psychology with Counselling and Psychotherapy	169957
	BSc (Hons) Psychology with Foundation Year	169957
Department of Social Care and Social Work	BA (Hons) Integrated Health and Social Care	169958
	BA (Hons) Integrated Health and Social Care with Foundation Year	169958
	BA (Hons) Social Work	169958
	MA Social Work	169958
FACULTY OF SCIENCE AND ENGINEERING		
Department of Life Sciences	BSc (Hons) Healthcare Science (Physiological Sciences)	169980
Department of Sport and Exercise Sciences	BSc (Hons) Sport: Coaching and Development	169960
Department of Sport and Exercise Sciences	BSc (Hons) Sport: Coaching and Development with Foundation Year	169960