



CO-OP STUDENT VETTING REQUIREMENTS 2022

The University of Limerick (UL) offers undergraduate and taught postgraduate educational and training programmes that require students to undertake placements with external agencies. Such placements may bring the students into contact with children and vulnerable adults and require them to assume positions of trust. To ensure the protection of the public and justify public trust and confidence, the University is committed to ensuring that only suitable candidates are allowed to undertake these programmes.

In accordance with the National Vetting Bureau Acts 2012-2016 and UL's Student Vetting Policy, there is a statutory requirement for all students on programmes that include a placement involving work with children or vulnerable adults to be vetted.

As a student who has been offered a Co-op placement **involving children or vulnerable adults**, you should now go to the Co-op section on the UL Student Vetting website, <https://www.ul.ie/provost/functions-processes/student-vetting>, and:

- **Complete Vetting Invitation Form (NVB 1)** in accordance with the **Guidelines for Completing Vetting Invitation Form (NVB 1)**.
- **Complete UL Photographic Identity Certification Form 2 to include a scan/photocopy of the relevant document image** (passport, driving license (credit card size) **or** national ID card **and** UL Student ID card and take the form and original ID to be certified by one of the approved certifiers listed on the form.
- **AFTER** you have submitted your vetting forms and they have been processed by UL, you will receive an email from the National Vetting Bureau (evetting.donotreply@garda.ie) with a link to a **full online Vetting Application Form, which must be completed within 30 days or it will expire**.

Additional Requirements

If you have lived outside of Ireland or your home country for a period of more than six months since reaching 16 years of age, you are also required to provide an **International Police Clearance Certificate** (Criminal History Check) from each country in which you have lived. (For the United States, an FBI national check is required.) International Police Clearance certification should check for criminality and, where possible, clear you to work with children and vulnerable adults. **Please apply for this certification as soon as possible as it can be a lengthy process.** Original documents can be returned on request following verification.

If you are a non-EU student, you may also be required to sign a **Sworn Affidavit**. You can find more details on the *Student Vetting for COOP Students* section of the [Student Vetting](#) website.

Vetting Document Submission

Please keep a copy for yourself and either post the original completed vetting documents to: Complaints, Discipline & Vetting Unit, Room A1067, Main Building, University of Limerick, Limerick V94 T9PX or, if on campus, submit them to the UL Student Vetting Dropbox in the Foyer of Main UL Reception. If you are awaiting a Police Clearance Certificate, this can be submitted separately after your initial documents are submitted.

Please Note

Full details of any convictions or criminal prosecutions (past or pending) **must** be included on the online application form. It is imperative that no false information be furnished. Failure to provide full details may result in you not being able to undertake your practice placement. Where issues arise around clearance, you will be contacted by either the National Vetting Bureau or the UL Liaison Person.

Confirmation of Vetting Process

You will receive several emails during your vetting process: one when your vetting application documents have been received and processed by UL, another if you need to submit any outstanding documents, another from the National Vetting Bureau when your e-vetting application has been processed and a final one when your UL vetting process is complete.

Confirmation of vetting for your placement is provided by your Course Director, who should be asked to supply you with a *UL Vetting Confirmation Placement Agreement Form* (available on the [Student Vetting website](#)).

Confirmation of Vetting in Cases Where Students Were Vetted by Placement Provider

Where you are to be vetted by your Placement Provider, you will have received an automated email from UL advising you to submit a *Placement Provider Vetting Confirmation Agreement Form* to the CVD Unit. Once you have provided this form and it has been received and processed, your vetting status will be updated and you will receive an automated email to this effect from UL.

Please note that your registration remains provisional until you have complied with UL's student vetting requirements.

More information on the UL Student Vetting process can be found at:
<https://www.ul.ie/provost/functions-processes/student-vetting>



CO-OP STUDENT VETTING CHECK LIST (not to be returned)

Please ensure that you submit the following relevant documents as prescribed on the form.

Essential

- Vetting Invitation Form (NVB 1)
- A UL Photographic Identity Certification Form 2, which should include a copy of either your passport, driving licence (credit card size only) **or** National ID card **and** a copy of your UL Student ID card, both of which must be certified as prescribed on the form

Additional if relevant

- Parent/Guardian Consent Form (NVB 3) – **ONLY** if you are under 18 years of age
- Police Clearance Certificate – **ONLY** if you have lived in another country for more than six months since reaching 16 years of age
- Signed Sworn Affidavit – **ONLY** if you are a non-EU student
- Placement Provider Vetting Confirmation Placement Agreement Form (if you have been vetted by your Placement Provider)