



UNIVERSITY OF  
**LIMERICK**  
OLLSCOIL LUIMNIGH

# Student Vetting Policy



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## **Introduction**

The [University of Limerick](#) (UL) is an independent, energetic, enterprising and internationally focused institution with over 13,000 students and 1,300 staff. UL has a proud record of innovation and excellence in education, research and scholarship and is renowned for providing an outstanding student experience. The dynamic, entrepreneurial and pioneering values that drive UL's mission and strategy ensure a focus on local, national and international engagement and connectivity.

It is UL policy that students whom the University places or makes arrangements for placement at a relevant organisation as part of the student's course of education, training or scheme, including any internship scheme, where such placement requires the student to participate in 'relevant work or activities' relating to children or vulnerable adults, must be vetted in accordance with this policy. The University must receive either a vetting disclosure from the National Vetting Bureau or confirmation from the relevant organisation that the relevant organisation has received a vetting disclosure from the National Vetting Bureau in respect of the student. If a student's placement involves 'relevant work or activities' relating to children or other vulnerable persons, the provisions of this policy apply whether or not the student has unsupervised access to or assumes a position of responsibility with a child or vulnerable adult. This is in compliance with the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 (as amended)<sup>1</sup>, hereafter referred to as the 2012 Act.

## **Programmes with a Vetting Entry Requirement**

The placement of students with external organisations is an integral part of many UL programmes of study. The placement element of some of these programmes requires students to participate in 'relevant work or activities' relating to children or vulnerable adults. Appendix 1 outlines in full detail the meaning of 'relevant work or activities' as defined in the 2012 Act. Appendix 2 lists the UL programmes that have been designated by the University as having a placement element that requires students to participate in such 'relevant work or activities'.

To ensure the public are protected and to give public confidence in relation to the suitability of such students, students on the designated programmes and applicants who have been offered a place on a designated programme must be vetted in accordance with the provisions of this policy. If a student commences studying at UL, they will be given provisional registration status until the vetting procedure described in this policy has been fully completed and the University is satisfied that the student is suitable to undertake the programme in question. Accordingly, even though the student has commenced studying at UL and is a member of the campus community for the purposes of UL's Code of Conduct, the student's registration will not be confirmed by the University until the vetting procedure described in this policy has been fully completed. Once the vetting procedure has been completed and where no issue of concern has been raised, the student's registration on the programme of study will be confirmed. Where issues of concern arise and it is subsequently determined that the student does not meet the requirements of the programme, the

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<sup>1</sup> It should be noted that UL's previous vetting policy, which was in place prior to the commencement of the 2012 Act (as amended), applied only to students who had unsupervised access to or who assumed positions of responsibility with children or vulnerable adults.

student's registration on the programme of study will be terminated and the student may be asked to leave the University.

In relation to an applicant to or student on a designated programme, UL may enter into an agreement with another relevant organisation whereby the University agrees to accept confirmation from that organisation that the organisation has received a vetting disclosure from the National Vetting Bureau for the applicant/student and that the applicant/student meets the vetting requirements of the organisation. Provisionally enrolled students who do not satisfy the relevant organisation's vetting requirements will not have their UL registration on the programme confirmed. This means that the student cannot continue on the programme and may be asked to leave the University.

### **Programmes with No Vetting Entry Requirement**

The University recognises that students who are engaged in programmes of study (including research programmes) that do not have vetting as an entry requirement may, as part of their programme have an opportunity to engage in 'relevant work or activities' with children or vulnerable adults. In such cases the module coordinator or supervisor shall ensure that such students successfully complete the vetting procedure before the student commences the 'relevant work or activities' with children or vulnerable adults. If a student is not successfully vetted, the student cannot participate in any 'relevant work or activities'.

### **Volunteer Activities**

The University of Limerick supports and encourages students to engage with communities through volunteer activities during their period of study. Volunteering contributes to students' personal development as well as developing new skills and fostering social responsibility. Students who engage in volunteer activities that involve 'relevant work or activities' that are either recognised or coordinated by the University must undergo vetting prior to engaging in any such 'relevant work or activities'.

The Act 2012 requires all voluntary groups and charities engaged in 'relevant work or activities' to ensure that their volunteers are vetted. If a student who has not been vetted in accordance with this policy engages in a volunteer activity that is not coordinated by the University and who wishes the volunteer activity to be recognised for the purposes of the President's Award or other UL award, the student must be vetted in accordance with the terms of this policy prior to being eligible for the President's Award or other UL award.

### **The Role of Other Relevant Organisations**

For the purposes of the 2012 Act, the University of Limerick is a 'relevant organisation' (as defined in the 2012 Act – see Appendix 1). Appendix 3 provides a template agreement between UL and another relevant organisation in which UL agrees to share with the organisation the outcome of the University's vetting process and to confirm with the organisation that the applicant/student meets or does not meet the vetting requirements of the University. Appendix 4 provides a template agreement between UL and another relevant organisation in which UL agrees with the organisation that the organisation will carry out the vetting process on its own behalf and that the organisation will confirm with UL that a vetting disclosure has been received by the organisation from the National Vetting Bureau in relation to an applicant/student and that the applicant/student meets or does not

meet the vetting requirements of the organisation. Appendix 3 and Appendix 4 are published, maintained and updated as required by the Office of the Provost & Deputy President.

### **The Vetting Procedure**

The Provost & Deputy President or his/her nominee is responsible for vetting applicants/students in the circumstances outlined in this policy. In accordance with the vetting procedure outlined in Appendix 5, the Office of the Provost & Deputy President will review vetting proofs of identity (Appendix 5), applications and vetting disclosures (if any) made by an applicant/student and by the National Vetting Bureau. The disclosures received by the University will be reviewed to establish what risk, if any, these disclosures have with respect to the suitability of the applicant/student to undertake, as the case may be, the programme of study, placement or volunteer activities in question.

As identified in Appendix 5, the applicant/student has the right to appeal should they be deemed by the Provost & Deputy President or his/her nominee to be not suitable for the programme, placement or volunteer activities in question.

The University of Limerick establishes the suitability of students and applicants in the circumstances outlined in this policy by considering verified student declarations on Garda vetting forms. Appendix 5 provides a general outline of the steps involved in (i) making a determination in respect of the suitability of a student to undertake a programme, placement or volunteer activity and (ii) appealing a determination of non-suitability. A general description of the vetting procedure and key points to note about the procedure are set out below.

Vetting subjects complete a formal Garda vetting application/invitation form. In the form, the subject gives written authorisation for the National Vetting Bureau to disclose details relating to the subject held on record by An Garda Síochána to the University in respect of specified information, prosecutions, pending or completed, successful or not, and convictions recorded in the State or elsewhere. The Provost & Deputy President or his/her nominee firstly considers disclosures made by a student or applicant (as applicable) on the Garda vetting form.

These disclosures might give cause for concern. If, in the initial opinion of the Provost & Deputy President or his/her nominee, the disclosures imply that the student or applicant might not be suitable for the programme of study, placement or volunteer activity in question, the Provost & Deputy President or his/her nominee may decide (at his/her discretion) to interview or seek additional information or declarations from the student or applicant. If, following any such consideration, the Provost & Deputy President or his/her nominee is of the opinion that the student is not suitable, the Provost & Deputy President or his/her nominee will inform the applicant/student that the applicant/student is not suitable for the programme.

UL employees who are appointed by UL as authorised liaison persons submit the vetting forms to the National Vetting Bureau for processing. Where it has been determined that an applicant/student does not meet the vetting requirements of UL, the University reserves the right to consider whether or not a vetting form obtained from the applicant/student should

be submitted to the National Vetting Bureau.

Once processed, the vetting results are sent by the National Vetting Bureau directly to the liaison person who submitted the application in respect of the individual. The Provost & Deputy President or his/her nominee then gives further consideration to the vetting disclosures received and may decide (at his/her discretion) to interview or seek additional information or declarations from the student or applicant.

Applicants/students who have resided outside of Ireland for periods longer than six months after reaching 16 years of age are required to submit police clearance certificates from all jurisdictions where they resided. Applicants/students from outside Ireland, both EU and non-EU, are required to provide police clearance certificates from jurisdictions where they resided for periods longer than six months. These certificates might contain vetting disclosures or other information about the status of the applicant/student that may be taken into account by the Provost & Deputy President or his/her nominee. The Provost & Deputy President or his/her nominee reserves the right to interview or seek additional information or declarations from an applicant/student to determine the suitability of the applicant/student to undertake the programme of study, placement or volunteer activity in question.

Once the vetting disclosures and any required police clearance certificates have been received, the Provost & Deputy President or his/her nominee will consider the disclosures. As soon as is practicable, the University will make available a copy of the vetting disclosures to the vetting subject (including any disclosures contained in police clearance certificates that are required to be submitted in accordance with the terms of this policy).

Further general information about the National Vetting Bureau vetting service is available from the Garda website. If you have any queries relating to the vetting procedure, please contact the Office of the Provost & Deputy President at the University of Limerick or visit the [UL Student Vetting](https://www.ul.ie/provost/functions-processes/student-vetting) web page (<https://www.ul.ie/provost/functions-processes/student-vetting>).

### **Duration of Vetting**

The University of Limerick reserves the right to require an applicant or student who has been successfully vetted to repeat the vetting procedure at any stage during the application process or during the student's programme of study. The University is not obliged to give the applicant or student a reason for having to repeat the procedure. This means that the vetting procedure described in this policy may be re-applied to an applicant or student. This is to further ensure the public's protection and give public confidence in the suitability of students placed in these positions. In particular, a student who takes a leave of absence or makes disclosures as set out below or in respect of whom information arises that gives cause for concern in relation to their suitability to the programme of study, placement or volunteer activity in question may be required to repeat the vetting process. Where disclosures are made, they will be reviewed to establish what risk, if any, arises as to the suitability of the applicant or student to undertake, as the case may be, the programme, any part of the programme, the placement or the volunteer activities in question.

Successfully undergoing vetting, including repeat vetting, when required by UL to do so, is a

condition (subject to their right of appeal) of a student's continued registration on their programme of study or their participation in 'relevant work or activities' relating to children or vulnerable adults.

### **Duty of Disclosure**

An applicant/student who has been vetted successfully is required to disclose to the University (through the Office of the Provost & Deputy President), at the earliest possible opportunity, notice of any matter that, if known at the time of the original vetting, would have been considered by the University to be part of its review of disclosures. Such matters include, without prejudice to the generality of the foregoing, any investigation or inquiry by any civil or criminal authority in any jurisdiction, including authorities such as An Garda Síochána, the Nursing and Midwifery Board of Ireland, the Teaching Council and the Medical Council; any notice to prosecute (or equivalent) in any jurisdiction; or any conviction that occurs during the student's programme of study, including any circumstances where a court applies to provisions of the Probation Act 1907 (or equivalent). Students are advised that failure to disclose such matters will be considered by the University to be a serious issue and may result in the student being temporarily suspended from their programme or part of programme (including any placement) or being referred to the disciplinary process pursuant to the University's Code of Conduct (as specified in chapter 6 of the Handbook of Academic Regulations and Procedures, available from the [Policy Hub](#)).

### **Suspension of Registration**

UL reserves the right to temporarily suspend a student from a programme or part of a programme of study (including any placement) until the University is satisfied that the student is suitable to work with children or vulnerable groups, as the case may be, or until an alternative course of action is decided upon by the University. Acceptance by an applicant or student of this right of suspension reserved by the University is a condition of the applicant's entry or the student's continued registration on their programme of study.

The University also reserves the right to temporarily suspend a student from engaging in volunteer activities until the University is satisfied that the student is suitable to work with children or vulnerable groups or until an alternative course of action is decided upon by the University. Acceptance by an applicant or student of this right of suspension reserved by the University is a condition of the applicant's entry or the student's continued registration on their programme of study. Without prejudice to the generality of any other provision of this policy, the applicant/student may be required to repeat vetting.

### **Data Protection**

Under the [Data Protection Acts](#), information about the commission or alleged commission of an offence by a person falls within the definition of sensitive personal data. Accordingly, this information is subject to the Data Protection Acts and the University's data protection policy, available from the [Policy Hub](#).

In cases where vetting subjects have been prosecuted, notwithstanding the court outcome in respect of prosecution, the factual details contained in the resultant court outcome are disclosed to the liaison persons. Instances where, in the court outcome, the court applies the provisions of the Probation Act 1907, the charges are dismissed. However, to avail of the

provisions of the Probation Act 1907, the case is marked as “proved”. While individuals often consider that they have no formal criminal record, when a person gives a written authorisation for vetting to be conducted, the liaison person in the University of Limerick is informed of the charge as a “non-conviction” rather than a formal conviction.

If an applicant or student is under the age of 18, a parent or guardian must give their consent for the applicant or student to be vetted.

The original vetting application form is returned by the National Vetting Bureau to the liaison person in UL. Except in exceptional circumstances, vetting disclosures are retained for the duration of the programme of study plus one year, after which they are deleted. In the case of further queries or issues being raised in relation to a vetting disclosure, the reference number and the date of the disclosure can be retained on file and can be checked with An Garda Síochána. Vetting information is not shared with other organisations but information received as part of the vetting process may be supplied to the vetting subject on request. If a student has satisfied the University’s vetting requirements and with the consent of the student, such information can be disclosed to a third party, but vetting disclosures will not be disclosed other than in accordance with the law.

Refer to the University of Limerick’s [Data Protection](#) webpage for more information.

### **UL’s Right to Review and Amend This Policy**

This policy may be reviewed from time to time by the University of Limerick. The University reserves the right to unilaterally amend this policy from time to time, and such amendment shall become effective upon the publication of the amended policy on the University’s website. Upon such publication, the new amended policy shall apply to all students and applicants to all programmes of study.

## Appendix 1: Extracts from the 2012 Act

### National Vetting Bureau (Children and Vulnerable Persons) Act 2012 (Consolidated)

#### Part 1 Relevant Work or Activities Relating to Children

1. Any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of the person having access to, or contact with, children in—
  - (a) an establishment which provides pre-school services within the meaning of Part VII of the Child Care Act 1991,
  - (b) a school or centre of education, both within the meaning of the [Education Act 1998](#),
  - (c) any hospital or health care centre which receives, treats or otherwise provides services to children,
  - (d) a designated centre within the meaning of [section 2](#) of the [Health Act 2007](#), in so far as it relates to an institution at which residential services are provided in accordance with the Child Care Act 1991,
  - (e) a special care unit provided and maintained in accordance with section 23K of the Child Care Act 1991,
  - (f) a children detention school within the meaning of [section 3](#) of the [Children Act 2001](#),
  - (g) a reception or accommodation centre which provides residential accommodation services to applicants for asylum under contract to the Department of Justice and Equality.
2. Any work or activity which consists of the provision of home tuition by a person pursuant to the Scheme administered and funded by the Department of Education and known as the Home Tuition Scheme.
3. Any work or activity which consists of treatment, therapy or counselling provided to a child by a person in the course of that work or activity.
4. Any work or activity which consists of care or supervision of children unless the care or supervision is merely incidental to the care or supervision of persons who are not children.
5. Any work or activity which consists of the provision of educational, training, cultural, recreational, leisure, social or physical activities (whether or not for commercial or any other consideration) to children unless the provision of educational, training, cultural, recreational, leisure, social or physical activities is merely incidental to the provision of educational, training, cultural, recreational, leisure, social or physical activities to persons who are not children.
6. Any work or activity which consists of the provision of advice, guidance or developmental services (including by means of electronic interactive communications) to children unless the provision of the advice, guidance or developmental service is

merely incidental to the provision of those services to persons who are not children.

7. Any work or activity as a minister or priest or any other person engaged in the advancement of [ any religious beliefs to children unless such work or activity is merely incidental to the advancement of religious beliefs to persons who are not children ].
8. Work as a driver of a public service vehicle which is being used only for the purpose of conveying children.
9. The provision by a person, whether or not for commercial or other consideration, of accommodation for a child in his or her own home.
10. Any research work or activities (howsoever described) carried out in a university, institute of technology or other establishment at which third level education is provided where a necessary and regular part of the research work or activity involves contact with or access to children.
11. Any application by a person to carry on or manage a designated centre within the meaning of [section 2](#) of the [Health Act 2007](#).
12. Any application by a person for a declaration of eligibility and suitability within the meaning of [section 3](#) of the [Adoption Act 2010](#).
13. Any assessment of a person's suitability to act as a foster carer by or under section 39 of the Child Care Act 1991.
14. Any assessment by or under section 41 of the Child Care Act 1991 of a person's suitability to act as a carer of a child in respect of whom he or she is a relative.
15. Any work or activity which is carried on by a person, a necessary and regular part of which requires the person to have access to, or contact with, children pursuant to the following enactments:
  - (a) Medical Practitioners Act 2007;
  - (b) Nurses Act 1985;
  - (c) Nurses and Midwives Act 2011;
  - (d) Dentists Act 1985;
  - (e) Health and Social Care Professionals Act 2005;
  - (f) Pharmacy Act 2007;
  - (g) Pre-Hospital Emergency Care Council Order 2000 ( [S.I. No. 109 of 2000](#));
  - (h) Pre-Hospital Emergency Care Council (Establishment) Order 2000 (Amendment) Order 2004 ( [S.I. No. 575 of 2004](#)).

## Part 2 Relevant Work or Activities Relating to Vulnerable Persons

1. Any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of the person having access to, or contact with, vulnerable persons in—
  - (a) a school or centre of education, both within the meaning of the [Education Act 1998](#), unless, in the case of a centre of education, the work or activity is merely incidental to work or activities undertaken in relation to persons who are not vulnerable persons,
  - (b) any hospital or care centre which receives, treats or otherwise which provides services to vulnerable persons,
  - (c) a designated centre within the meaning of [section 2](#) of the [Health Act 2007](#), in so far as it relates to an institution at which residential services are provided to vulnerable persons,
  - (d) an approved centre within the meaning of Part 5 of the [Mental Health Act 2001](#).
2. Any work or activity which consists of treatment, therapy or counselling provided to a vulnerable person by a person in the course of that work or activity.
3. Any work or activity which consists of the care (including the provision of health and personal social services and essential domestic services) of vulnerable persons unless the care is merely incidental to the care of persons who are not vulnerable persons.
4. Any work or activity which consists of the provision of educational, training, cultural, recreational, leisure, social or physical activities (whether or not for commercial or any other consideration) to vulnerable persons unless the provision of educational, training, cultural, recreational, leisure, social or physical activities is merely incidental to the provision of educational, training, cultural, recreational, leisure, social or physical activities to persons who are not vulnerable persons.
5. Any work or activity which consists of the provision of advice, guidance or developmental services (including by means of electronic interactive communications) to vulnerable persons unless the provision of the advice, guidance or developmental service is merely incidental to the provision of those services to persons who are not vulnerable persons.
6. Work as a driver of a public service vehicle which is being used only for the purpose of conveying vulnerable persons.
7. Any work or activity as a minister or priest or any other person engaged in the advancement of [ any religious beliefs to vulnerable persons unless such work or activity is merely incidental to the advancement of religious beliefs to persons who are not vulnerable persons ].
8. The provision by a person, whether or not for commercial or other consideration, of accommodation for a vulnerable person in his or her own home.
9. Any research work or activities (howsoever described) carried out in a university,

institute of technology or other establishment at which third level education is provided where a necessary and regular part of the research work or activity involves contact with or access to vulnerable persons.

10. Any assessment of a person's suitability to act as a care representative under [section 21](#) of the [Nursing Homes Support Scheme Act 2009](#).
11. Any application by a person to carry on or manage a designated centre both within the meaning of [section 2](#) of the [Health Act 2007](#).
12. Any work or activity which is carried on by a person, a necessary and regular part of which requires the person to have access to, or contact with, vulnerable persons pursuant to the following enactments:
  - (a) Medical Practitioners Act 2007;
  - (b) Nurses Act 1985;
  - (c) Nurses and Midwives Act 2011;
  - (d) Dentists Act 1985;
  - (e) Health and Social Care Professionals Act 2005;
  - (f) Pharmacy Act 2007;
  - (g) Pre-Hospital Emergency Care Council (Establishment) Order 2000 ( [S.I. No. 109 of 2000](#));
  - (h) Pre-Hospital Emergency Care Council (Establishment) Order 2000 (Amendment) Order 2004 ( [S.I. No. 575 of 2004](#)).

## Section 2: Interpretation

“relevant organisation” means a person (including a body corporate or an unincorporated body of persons)–

(a) who–

- (i) employs (whether under contract of employment or otherwise) any person to undertake relevant work or activities,
  - (ii) enters into a contract for services with any person for the provision by that person of services that constitute relevant work or activities,
  - (iii) permits any person (whether or not for commercial or any other consideration) to undertake relevant work or activities on the person's behalf,
  - (iv) is a provider of courses of education or training, including internship schemes, for persons and, as part of such education or training or scheme, places or makes arrangements for the placement of any person in work experience or activities where a necessary part of the placement involves participation in relevant work or activities, but does not include an individual who does any of the matters referred to in subparagraphs (i) to (iv) in the course of a private arrangement,
- (b) who carries on the business of an employment agency within the meaning of the Employment Agency Act 1971 for the employment of persons to undertake relevant work or activities,
- (c) established by or under an enactment (other than the Companies Acts) whose functions include the regulation, registration, licensing or other authorization (howsoever described) of persons who undertake relevant work or activities, or
- (d) who represents for the purposes of the vetting procedures under this Act, another person, trade, profession or body, organisation or group or other body of persons that undertakes relevant work or activities.

## Appendix 2: Programmes with a Vetting Requirement



### UL Programmes with a Garda Vetting Requirement

The programmes listed in the tables below have been designated as having a Garda vetting requirement (as an entry requirement).

#### Undergraduate Programmes

|       |  |
|-------|--|
|       | Particular modules on the National Certificate in Exercise and Fitness programmes, run by the National Council for Exercise & Fitness (NCEF) |
| LM026 | BA in Performing Arts  |
| LM089 | BSc in Sport & Exercise Sciences   |
| LM090 | BSc in Physical Education  |
| LM091 | BSc (Education) in Mathematics & Computer Science  |
| LM092 | BSc (Education) in Biological Science  |
| LM094 | BTech (Education) in Materials & Architectural Technology  |
| LM095 | BTech (Education) in Materials & Engineering Technology  |
| LM096 | BSc (Education) in Physics & Chemistry   |
| LM097 | B Ed Languages   |
| LM100 | BSc in Physiotherapy   |
| LM101 | Bachelor of Medicine Bachelor of Surgery   |
| LM103 | BSc in Paramedic Studies   |
| LM150 | BSc in Nursing (General)   |
| LM152 | BSc in Nursing (Mental Health)   |
| LM154 | BSc in Nursing (Intellectual Disability)   |
| LM156 | BSc in Midwifery   |

This UG list is updated as required.

The most recent update to the UG list was made on 2<sup>nd</sup> November 2020.



## UL Programmes with a Garda Vetting Requirement

### Postgraduate Programmes

|  |
|--|
| MA in Guidance Counselling & Lifespan Development                              |
| MA in Community Music  |
| MA in Music Therapy  |
| MSc in Human Nutrition & Dietetics   |
| MSc in Occupational Therapy (Professional Qualification)                       |
| MSc in Physiotherapy (Professional Qualification)                              |
| MSc in Speech & Language Therapy (Professional Qualification)                  |
| MSc in Sports Performance P/T and F/T  |
| MSc Allied Sports Coaching   |
| <a href="#">MSc Nursing (Dementia Care)</a>                                    |
| <a href="#">MSc Nursing (Peri-Operative Care)</a>                              |
| <a href="#">MSc Nursing (Palliative Care)</a>                                  |
| <a href="#">MSc Nursing (Psychosocial Interventions In Mental Health Care)</a> |
| <a href="#">MSc Nursing (Respiratory Care)</a>                                 |
| <a href="#">MSc Nursing (Older Person)</a>                                     |
| +MSc in Design for Health & Wellbeing  |
| Professional Master of Education (6 streams)                                   |
| Doctorate Clinical Psychology  |

+ Vetting on entry for this programme from 2021/2022.

This PG list is updated as required.

The most recent update to the PG list was made on 4<sup>th</sup> November 2020.

## Appendix 3: UL Vetting Confirmation and Placement Agreement Form



### University of Limerick Vetting Confirmation and Placement Agreement Form

#### for the purposes of s.12(3A) of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 (as amended)

The University of Limerick is a 'relevant organisation' as defined in section 2 of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 (as amended). This form is used to record an agreement between the University of Limerick and another relevant organisation, referred to in this agreement as the 'Placement Provider', at whose organisation a student of the University of Limerick is placed as an integral part of their programme of study or in a volunteer capacity.

In line with University of Limerick policy, students on specific programmes, including the **(name of degree)** programme, are required to complete a Garda vetting process as part of their registration as a student of the University.

The University of Limerick ('the University') hereby confirms that it has implemented a policy – University of Limerick Student Vetting Policy – in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 (as amended) ('the 2012 Act'). The University confirms that it has registered as a 'relevant organisation', as defined in s.2 of the 2012 Act, in accordance with the provisions of s.8 of the 2012 Act, **or, in the alternative,** [the University confirms that it was registered with the Garda Central Vetting Unit immediately prior to the commencement of s.8 of the 2012 Act and, in accordance with the provisions of s.8(3) of the 2012 Act, is therefore deemed to be registered in the register of relevant organisations under the said s.8 of the 2012 Act].

In relation to the student named below ('the student'), the University confirms that it has received a vetting disclosure from the National Vetting Bureau and hereby agrees to the placement and to share the outcome of the University's vetting process with the Placement Provider.



Thank you for agreeing to provide a placement for the student for the period (**date to date, 2020**).

|                           |  |
|---------------------------|--|
| <b>Student name:</b>      |  |
| <b>Student address:</b>   |  |
| <b>Student ID number:</b> |  |

The University and the Placement Provider identified below hereby agree to the employment/contracting/permitting/placement (whichever applies) of the student to undertake work that will or may constitute 'relevant work or activities' as defined under s.2 of the 2012 Act and construed in accordance with Part 2 of Schedule 1 of the 2012 Act.

The University hereby confirms, in respect of the student, that:

1. The University has applied for and received a vetting disclosure from the National Vetting Bureau in accordance with s.13 of the 2012 Act; or, in the alternative, had requested and received vetting information in respect of the student from the Garda Central Vetting Unit prior to the commencement of the 2012 Act (provided for under s.12(5)(c) of the 2012 Act); and
2. The student satisfies the requirements of the UL student vetting policy and, by extension, the 2012 Act; or, in the alternative, the University is satisfied with the vetting information received in respect of the student from the Garda Central Vetting Unit prior to the commencement of the 2012 Act (provided for under s.12(5)(c) of the 2012 Act).

**SIGNED (University of Limerick):** \_\_\_\_\_

**[Name in block capitals]:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Name of Placement Provider:** \_\_\_\_\_

**\*SIGNED (Placement Provider):** \_\_\_\_\_

**[Name in block capitals]:** \_\_\_\_\_

**Title:** \_\_\_\_\_

\*This is an important document, which you may be required to produce to demonstrate compliance with the 2012 Act. As a Placement Provider, you should retain this agreement as evidence that you have complied with the conditions of the Act.

For information on student vetting at the University of Limerick, visit <https://ulsites.ul.ie/executive/student-vetting>

## Appendix 4: Placement Provider Vetting Confirmation and Placement Agreement Form



### Placement Provider Vetting Confirmation and Placement Agreement Form

#### for the purposes of s.12(3A) of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 (as amended)

The University of Limerick is a 'relevant organisation' as defined in section 2 of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 (as amended). This form is used to record an agreement between the University of Limerick and another relevant organisation, referred to in this agreement as the 'Placement Provider', at whose organisation students of the University of Limerick are placed as an integral part of their programme of study or in a volunteer capacity.

The Placement Provider (defined as 'Other Relevant Organisation' in the 2012 Act) hereby confirms that it has implemented a vetting policy in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 (as amended) ('the 2012 Act'). The Placement Provider confirms that it has registered as a 'relevant organisation', as defined in s.2 of the 2012 Act, in accordance with the provisions of s.8 of the 2012 Act, **or, in the alternative,** [the Placement Provider confirms that it was registered with the Garda Central Vetting Unit immediately prior to the commencement of s.8 of the 2012 Act and, in accordance with the provisions of s.8(3) of the 2012 Act, is therefore deemed to be registered in the register of relevant organisations under the said s.8 of the 2012 Act].

In relation to each of the students named below ('the student'), the Placement Provider confirms that it has received a vetting disclosure from the National Vetting Bureau and hereby agrees to the placement and to share the outcome of its vetting process with the University.

The Placement Provider and the University of Limerick hereby agree to the employment/contracting/ permitting/ placement of the students to undertake work that will or may constitute 'relevant work or activities' as defined under s.2 of the 2012 Act and construed in accordance with Part 2 of Schedule 1 of the 2012 Act.

The Placement Provider hereby confirms, in respect of each student, that:

1. The Placement Provider has applied for and received a vetting disclosure from the National Vetting Bureau in accordance with s.13 of the 2012 Act; or, in the alternative, had requested and received vetting information in respect of the student from the Garda Central Vetting Unit prior to the commencement of the 2012 Act (as provided for under s.12(5)(c) of the 2012 Act); and

2. The student satisfies the requirements of the Placement Provider’s student vetting policy and, by extension, the 2012 Act; or, in the alternative, the Placement Provider is satisfied with the vetting information received in respect of the student from the Garda Central Vetting Unit prior to the commencement of the 2012 Act (as provided for under s.12(5)(c) of the 2012 Act).

| <b>Placement Provider Details</b><br>(‘other relevant organisation’ under the 2012 Act) |  |
|---|--|
| Placement Provider name and address:  |  |
| Placement location(s) (in addition to above):   |  |
| Nature of Placement Provider’s business/activity:                                       |  |

| <b>Placement(s) Details:</b>                         |   |   |
|--|---|---|
| Student role/title: (Student Nurse, Volunteer, etc.) |   |   |
| Placement name and date:                             | Placement Name (e.g. Clinical Placement 1, Homework Club Volunteer) | Dates of placement (precise start/end date if known; alternatively academic year: e.g. 2019/20) |
|  |   |   |
|  |   |   |
|  |   |   |

| Student Details |           |         |
|-----------------|-----------|---------|
| Name            | UL ID no. | Address |
|                 |           |         |
|                 |           |         |
|                 |           |         |

Extend table as required.

|  |
|--|
| <b>Placement Provider NVB vetting no.:</b> |
|--|

\*SIGNED: (Placement Provider): \_\_\_\_\_

[Name in block capitals]: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

SIGNED (University of Limerick): \_\_\_\_\_

[Name in block capitals]: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\*This is an important document, which the University of Limerick may be required to produce to demonstrate compliance with the 2012 Act. The Course Director/Placement Officer/Volunteer Activity Coordinator should retain this agreement and store it securely as evidence that the placement arranged by the University is in compliance with the conditions of the Act.

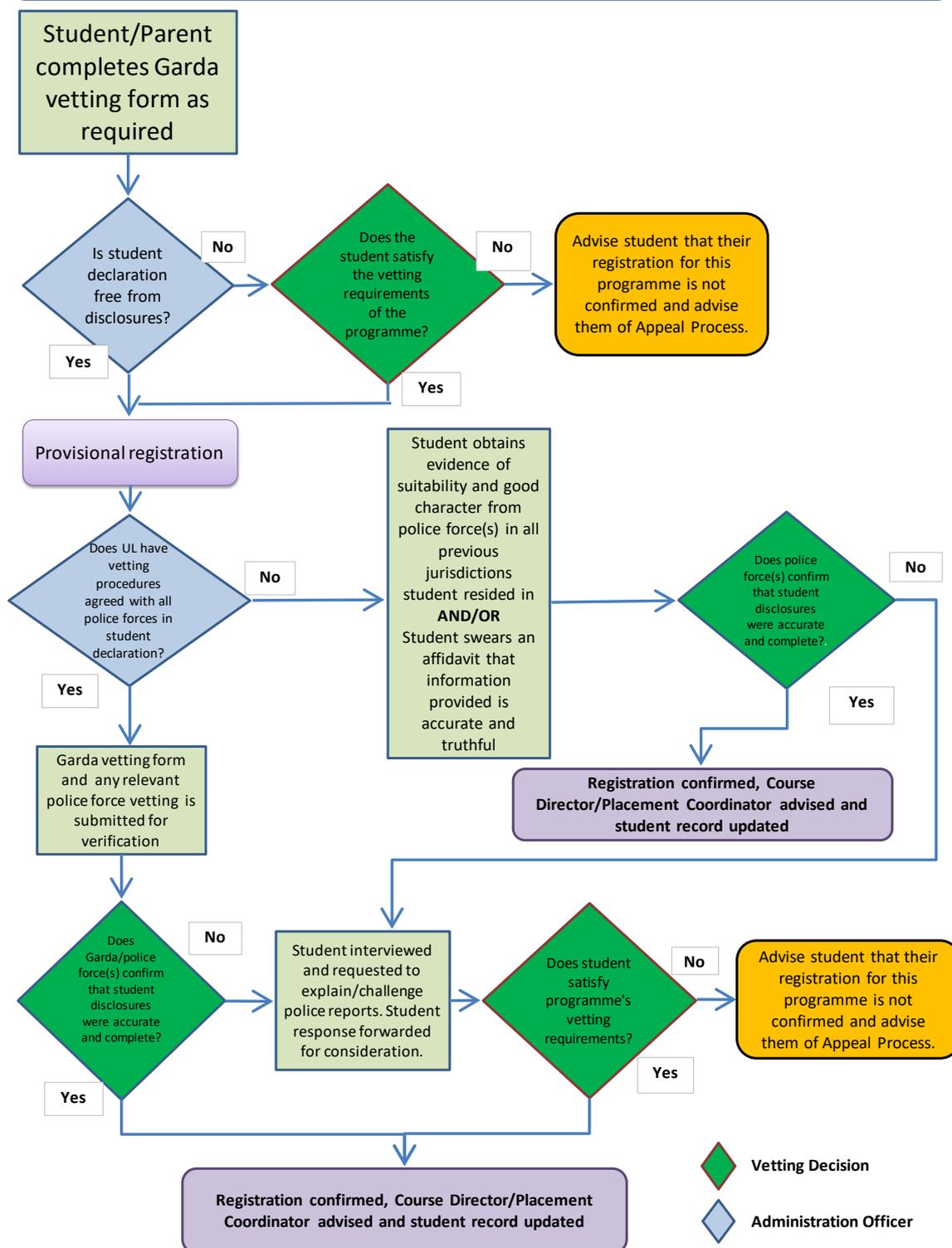
For more information on student vetting at the University of Limerick, visit

<https://ulsites.ul.ie/executive/student-vetting>

## Appendix 5: Vetting Procedure

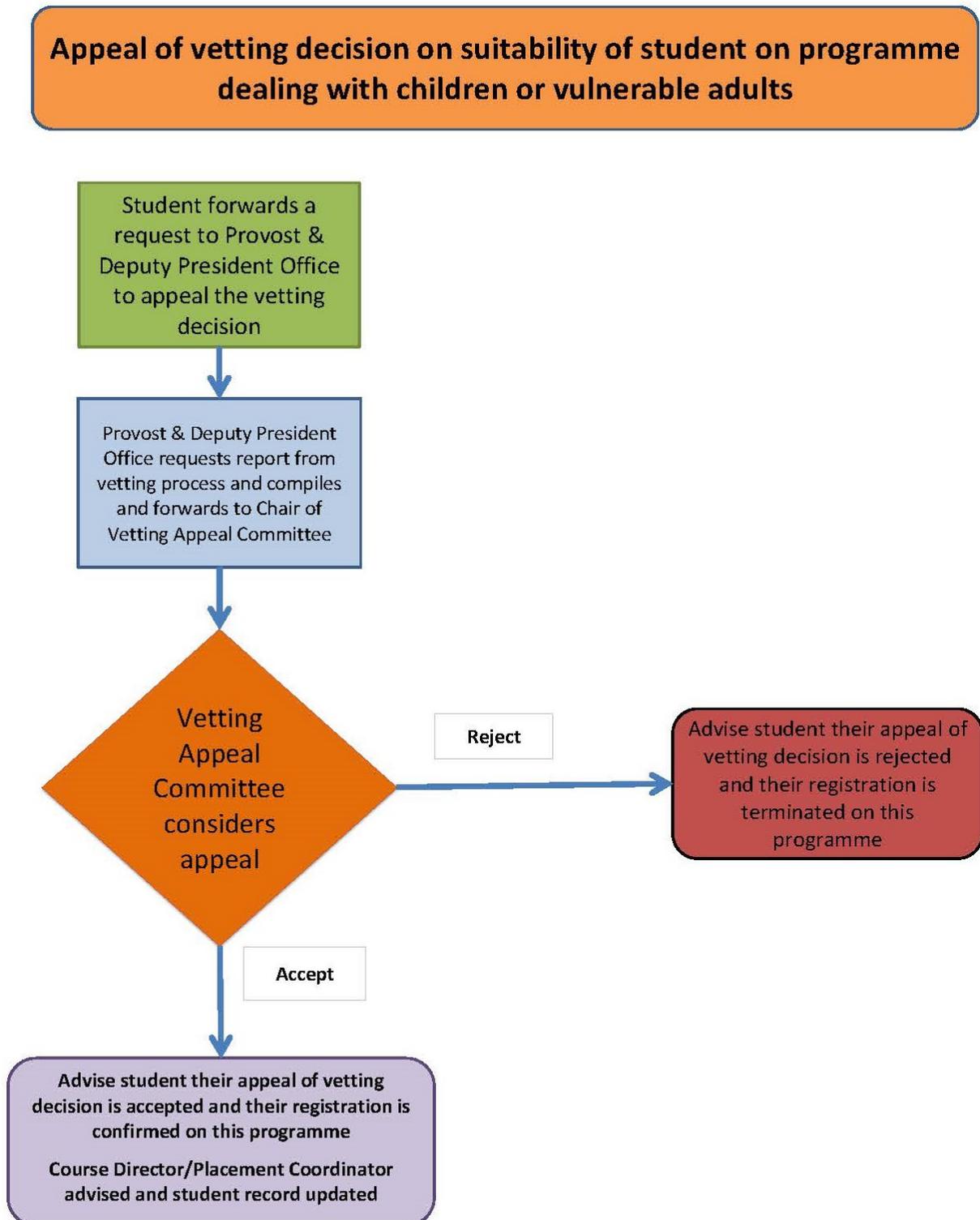
### Part 1: Determination

# UL guide to vetting of students in positions of responsibility with children or vulnerable adults



## Part 2: Appeal Process

This procedure is invoked if a student or applicant wishes to exercise a right of appeal against a determination.



## **Appendix 6: Establishing Applicant/Student Identity and Current Address**

The University of Limerick is required to establish the identity and current address of applicants and students who complete the vetting application form (paper or online) and seek to apply for vetting to the National Vetting Bureau. In line with guidelines from the National Vetting Bureau, UL requires applicants and students to furnish documents and suitable photographic identification before the vetting application is submitted by the University to the National Vetting Bureau.

### **Photographic ID**

Students are required to present (in person) original or certified copies of photographic ID. Acceptable forms of photo ID include a passport, a European driving licence (new credit card licence only) and a national identity card. Furthermore:

- Students enrolling on undergraduate programmes of study with a mandatory vetting requirement will be required to present photographic ID during orientation week.
- Applicants who have received an offer of a place on a postgraduate programme of study with a mandatory vetting requirement will normally be required to complete a vetting form and photographic ID certification form (the latter is reproduced on the following two pages) on receipt of the letter of offer.
- Students who have not been vetted and are planning to undertake 'relevant work or activities' are required to complete a vetting form and the photographic ID certification form (reproduced on the following two pages) before the vetting application is submitted by the University to the National Vetting Bureau.

### **Supporting Documentation and Proof of Address**

As part of the application process to enrol on a programme of study at UL, an applicant will submit electronically or in paper form at least one of the following documents, which refer to and include personal information relating to the applicant, including current address:

- CAO application data
- Student Leaving Certificate results
- SUSI correspondence
- Transcripts of results from education institutions
- Copies of previous certificates and awards
- University fee payment
- Letter of reference from past employers
- Letter of reference from other educational institutions
- Letter of offer of a place on a programme of study at the University of Limerick

During the vetting application process, an applicant/student will be required to present either a UL student ID card, letters of correspondence received by the applicant/student from UL or proof of current registration as a student of UL.

### **Alternative Procedure**

Where an applicant/student cannot provide the required proofs of identity listed above, the Office of the Provost & Deputy President will consider, on an individual-case basis, alternative documentary evidence. Such evidence may require the student or applicant to provide an affidavit, witnessed by a Commissioner for Oaths, to confirm their identity.

# University of Limerick Photographic ID Certification Form

Certified Copy of Photographic Identification for the Purpose of Vetting under the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016

The University of Limerick is required to verify the identity of applicants applying to undertake and students undertaking UL programmes of study that require vetting under the above Act. Because your programme of study comes under the remit of the Act, you are required, in part fulfilment of your obligations under the University's vetting policy and in support of your vetting application, to submit a certified copy of one of the following acceptable photo ID documents:

- Passport
- European driving licence (new credit card licence only)
- National identity card

You are also required to certify on the photographic ID certification form overleaf that you are submitting for certification a valid and current photographic identity document. You are required to sign the photographic ID certification form in the presence of a certifying officer. You must fully complete and submit the certification form as part of your application or directly to the address below. Original photo ID documents should not be enclosed.

Please note that following a review of your vetting form, additional vetting requirements, including, where applicable, seeking police clearance from other jurisdictions, may apply. You will be contacted if additional vetting requirements apply in your case.

## **Certifying Officer**

The following persons are eligible to act as a certifying officer for the purpose of this application:

- Member of a national police force, such as An Garda Síochána
- Solicitor or lawyer
- Notary Public
- Peace Commissioner
- Justice of the Peace
- University of Limerick staff member
- School principal (Ireland only)
- UK Post Office Certification Service official

The Certifying Officer is required to:

- Certify that they have seen the original photographic identity document
- Certify that the photocopy is a true copy of the original identity document
- Certify that the photograph on the passport, driving licence or national identity card is a true likeness of the applicant
- Witness the signature of the applicant
- Sign and date the document, add their name in block capitals and add their organisation stamp or seal

Photographic ID certification forms not submitted as part of an application process should be returned to: Student Vetting, Office of the President, University of Limerick, Limerick, Ireland.

For additional information on the UL student vetting process, please go to:

<https://ulsites.ul.ie/executive/student-vetting>

## University of Limerick Photographic ID Certification Form

I certify that the original photographic identification presented by me to the Certifying Officer and copied below is a valid document that has been issued to me. I confirm that I have not received any notification from any issuing authority that the photographic ID is no longer valid. (*A passport, European driving licence (new credit card licence only) and national identity card are all acceptable photo ID documents.*)

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Programme of study applied for: \_\_\_\_\_ (office use only)

*Note to applicant: Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.*

*Copy of photographic ID to be photocopied into this box. Copies attached in this box by staple or other means should be countersigned by the Certifying Officer.*

### The Certifying Officer certifies that:

- I have seen the original photographic identification.
- The above copy is a true copy of the original photographic identification.
- The photograph on the passport, driving licence or national identity card is a true likeness of the applicant.
- I have witnessed the signature of the applicant.

Certifying Officer's signature: \_\_\_\_\_

Name (block capitals): \_\_\_\_\_

Organisation stamp or seal:

## Document Control

|                           |  |
|---------------------------|--|
| <b>Document Version</b>   | 1.1  |
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| <b>Amendment Date</b>     | 5 January 2021   |
| <b>Amendments</b>         | <ul style="list-style-type: none"><li>• New cover sheet</li><li>• 'Vice President Academic &amp; Registrar' changed to 'Provost &amp; Deputy President'</li><li>• 'Office of the Registrar' changed to 'Provost &amp; Deputy President'</li><li>• Updated web links</li><li>• Updated appendices 2, 3 and 4 to match those currently on Vetting website</li><li>• Addition of Document Control box</li></ul> |
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