



## Admissions - Ex-Offenders Policy

1.	Introduction .....	1
2.	Principles .....	1
3.	Disclosure at point of Offer to Study at NMITE .....	2
4.	Data Protection.....	2
5.	Contact Us.....	3

### 1. Introduction

- 1.1 NMITE actively promotes equality of opportunity for all and is committed to the fair treatment of its applicants, prospective students and/or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
- 1.2 NMITE uses its Admissions Policy to select students based only on academic merit, skills, personal attributes, qualifications, and experience.

### 2. Principles

- 2.1 NMITE does not currently have any programmes of study which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order and as such does not have criminal record checking via the Disclosure and Barring Service (DBS).
- 2.2 NMITE does however have a duty of care to its students and staff and as such all applicants are required to declare any unspent convictions at the point of an offer of a place of study being made to them.
- 2.3 NMITE undertakes to treat all applicants fairly and not to discriminate unfairly against any applicant on the basis of a conviction or other information revealed.



### **3. Disclosure at point of Offer to Study at NMITE**

- 3.1 NMITE can only ask an individual about unspent convictions and cautions that are not protected.
- 3.2 If you are on licence, you should discuss your application with your supervising officer and take their advice on the information you share with NMITE.
- 3.3 A criminal conviction does not preclude an applicant from studying at NMITE, but the decision will depend on factors such as the nature of the conviction when it took place and whether it resulted in a custodial sentence.
- 3.4 Where a self-disclosure is made by an applicant on receipt of an offer to study, the Academic Registrar will convene a Panel to manage the process of assessing the disclosure.
- 3.5 The Panel will comprise of the following (or their nominees):
  - President and CEO
  - Chief Operating Officer
  - Academic Registrar
- 3.6 NMITE will ensure that all those in NMITE who are involved in the consideration of applicants' eligibility for study have been suitably trained to identify and assess the relevance and circumstances of any disclosed offences.
- 3.7 Prior to making a final decision about acceptance, a Risk Assessment may be carried out, in consultation with appropriate authorities (e.g. Probation Service), and will always be carried out for applicants with unspent convictions for serious offences and those applicants who will remain on the Sex Offenders Register at any time during their studies.

### **4. Data Protection**

- 4.1 All relevant information will be held securely, and with highly restricted access, on the applicant's/student's record. All information provided about the criminal convictions of applicants, including any information released in disclosures, will be handled appropriately and in accordance with the Data Protection Act and GDPR 2018.



## 5. Contact Us

To discuss any aspect of this Policy and/or to make a disclosure you can contact:

Academic Registrar  
NMITE  
Blackfriars Street  
Hereford  
HR4 9HS

Email: [registrar@nmite.ac.uk](mailto:registrar@nmite.ac.uk)