

eVetting for TY Students

Section 12 of the Vetting Act 2016 places a statutory obligation on school authorities to obtain a vetting disclosure from the Bureau prior to the employment, contract, permission or placement of a person to undertake relevant work or activities with children or vulnerable persons.

This applies to all **students aged over 16**.

As all of our TY students take part in the Primary Work Placement and may undertake a Community Care placement with vulnerable adults, they all must go through the eVetting process once they reach the age of 16.

How it works

1. Once they turn 16, students fill in the [NVB1](#) form and parents fill in the [NVB3](#) form. These forms are returned to the school along with current **proof of address**.
2. Principal confirms the student's identity and proof of address and forwards the application to the ACCS
3. ACCS will email the student's parent with a link to complete the eVetting process
4. Students complete the eVetting process online and submit it to the ACCS
5. The National Vetting Bureau will process the application and will issue a vetting disclosure to ACCS who will forward it to the School Principal.

Forms

Hard copies of both forms are also available in the school office if required.

- [NVB1](#)
- [NVB3](#)

Proof of Address

Provide **2** of the following:

- Utility bills e.g. gas, electricity, television, broadband (must not be less than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)
- Public services card/ social services card/ medical card
- Credit / debit cards/passbooks (only one per institution)
- Bank / Building Society / Credit Union statement
- P60, P45 or Payslip (with home address)
- Correspondence from an insurance company regarding an active policy or from a bank / credit union or government body or state agency