
HELP TEXT FOR UNSPENT RELEVANT CRIMINAL CONVICTIONS QUESTION

Criminal convictions

To help the College of Agriculture Food and Rural Enterprise (CAFRE) reduce the risk of harm or injury to their students and staff caused by the criminal behaviour of other students, it must know about any relevant criminal convictions that an applicant has.

Please read the following carefully.

If you have a relevant criminal conviction that is not spent, please tick the box; otherwise leave it blank.

If you tick the box you will not be automatically excluded from the application process.

What does 'spent' mean?

If a person does not re-offend during their rehabilitation period, their conviction becomes 'spent' (as defined by The Rehabilitation of Offenders Act 1974). Convictions that are spent are not considered to be relevant and you should not reveal them. You should note that certain offences are never spent.

For more information on offences and rehabilitation periods, click on www.cjsonline.gov.uk/downloads/application/pdf/Rehabilitation_of_Offenders.pdf

What is the Rehabilitation of Offenders Act 1974?

The Rehabilitation of Offenders Act 1974 aims to help people who have been convicted of certain criminal offences and have not re-offended since being convicted. People with few or minor convictions will therefore be able to 'put their past behind them' and be treated as everyone else with regard to employment and equal opportunity.

What is a relevant criminal conviction?

Relevant criminal offences include convictions, cautions, admonitions, reprimands, final warnings, bind over orders or similar involving one or more of the following:

- Any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm.
- Offences listed in the Sex Offences Act 2003.
- The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking.
- Offences involving firearms.
- Offences involving arson.
- Offences listed in the Terrorism Act 2006.

If your conviction involved an offence similar to those set out above, but was made by a court outside of Great Britain, and that conviction would not be considered as spent under the Rehabilitation of Offenders Act 1974, you should tick the box.

Warnings, penalty notices for disorder (PNDs), anti-social behaviour orders (ASBOs) or violent offender orders (VOOs) are not classed as convictions for the purpose of this section, unless you have contested a PND or breached the terms of an ASBO or VOO and this has resulted in a criminal conviction

How will CAFRE handle my application if I declare a relevant criminal conviction?

If you tick the box you will not be automatically excluded from the application process.

The information concerning criminal convictions will be passed to appointed persons at the college. In line with best admissions practice, we will consider your application separately from your academic and achievement merits. During this consideration, the college may ask you to provide further information about your conviction. If we are satisfied, your application will proceed in the normal way although we may add certain conditions to any offer we may make. Otherwise we will notify you of our decision.

Failure to declare a relevant criminal conviction may result in expulsion from the college.

All information concerning criminal convictions will be treated sensitively, confidentially and managed in accordance with the Data Protection Act 1998.

What if I receive a relevant criminal conviction after I have applied?

If you are convicted of a relevant criminal offence after you have applied, you must tell us. Do not send details of the offence; simply tell us that you now have a relevant criminal conviction. CAFRE may then ask you for more details.