

## Learner Information

FÁS is committed to ensuring the protection of children and/or vulnerable adults. Therefore, any FÁS-funded programme that gives individuals substantive unsupervised access to children and/or vulnerable adults is subject to Garda vetting.

Garda vetting information is obtained for the purpose of participating on the relevant FÁS-funded programme only. If you participate on another FÁS funded programme, then the Garda vetting process will be completed again. It is not relevant to other activities such as participation on programmes provided by other organisations, employment, voluntary work, etc.

The suitability of a client for FÁS programmes is based on an assessment of your career goals, qualifications and work experience. In the case of programmes that require Garda vetting, a successful outcome from the Garda vetting process is also required.

You will only be required to complete Garda vetting application forms when you have been deemed selected for the programme, pending the outcome of Garda vetting process.

The Garda Vetting Application Form includes a declaration that you must sign which gives FÁS or another Registered Organisation (Authorised Signatory) permission to obtain information from the Garda Central Vetting Unit. This declaration also allows us to share any information received from the Garda Central Vetting Unit with an employer for the purpose of the workplace training for your programme if required.

**The Garda vetting process will be handled in a safe and secure manner and all information obtained will be treated in the strictest of confidence.**

### Garda Vetting Criteria:

Individuals who have lived outside the Island of Ireland for a period of 6 months or more within the last 3 years are not eligible for FÁS funded programmes that provide access to children and/or vulnerable adults

Only Irish and Northern Irish addresses declared by the applicant(s) will be checked by the Garda Central Vetting Unit.

Individuals who have been charged with the following offences are not eligible to participate on programmes that provide access to children and/or vulnerable adults:

- **The individual has been charged with, or have a conviction for, a sexual offence**
- **The individual has been charged with, or have a conviction for, an offence that relates to the ill treatment or neglect of children or vulnerable adults**
- **The individual has been charged with, or have a conviction for, the ownership, production, possession or distribution of child pornography**

**Participation on any relevant FÁS-funded programme is subject to a satisfactory outcome from the FÁS Garda vetting process.**

## Learner Information

While FÁS considers the following relevant offences to be non-exhaustive, each case will be considered on a case by case basis regarding eligibility for care programmes:

- Offences against the person, e.g. assault, harassment, coercion
- Breaches in trust, e.g. fraud, theft, larceny
- Offences against property e.g. arson, armed robbery
- Drug related charges / convictions
- Domestic violence
- Offences against the state

Applicants who are under 18 years old require a **Garda Parent/Guardian Consent Form** signed by Parent or Guardian (giving consent for offence information to be obtained from the Garda Central Vetting Unit).

Individuals may at any other time during their programme be asked to undergo Garda vetting.

## The Process

The process for Garda vetting is as follows:

- Applicants for programmes must register with FÁS.
- Applicants should only complete and submit Garda Application forms when they have been selected for the programme (pending Garda vetting).
- You will be required to complete a **Garda Vetting Application Form** providing personal details and giving permission for offence history information to be obtained from the Garda Central Vetting Unit (GCVU).
  - The information you must provide on the form includes:
    - All convictions and/or prosecutions whether successful or not, pending or completed.
    - **All residential addresses from birth to date.**
  - These applications will be handled by FÁS or other organisations registered with the GCVU for the purpose of Garda vetting.
  - Information returned by the GCVU may be made available to the appropriate decision making personnel in your employment/work placement/voluntary organisation in order to enable you to participate on the programme.
- If you are under 18 years old you must provide a **Garda Parent/Guardian Consent Form** signed by a Parent or Guardian.

**Participation on any relevant FÁS-funded programme is subject to a satisfactory outcome from the FÁS Garda vetting process.**

## Learner Information

Details of prosecutions or convictions which occurred before your 18th birthday do not need to be disclosed if Section 258 of the Children's Act 2001 applies.

These documents must be submitted at the beginning of a training programme or in the case of Community Employment programmes when requested following interview.

Forms and a Guide to Completing the Garda Vetting Application form will be provided by FÁS or the CE Sponsor.

The Garda Central Vetting Unit will not accept any incomplete forms so care should be taken while completing the form.

- If you cannot provide relevant documentation, you will no longer be eligible to participate on this particular programme.
- This does not prohibit you from re-applying when you have the necessary documentation.

FÁS will not be liable for any costs incurred.

FÁS accept no liability for any loss and/or damage arising from the Garda vetting process.

For further information, contact your local FÁS office.



## SAMPLE FOR LEARNER INFORMATION

Have you ever been convicted of an offence in the Republic of Ireland or elsewhere?

No  Yes  Please provide details

DATE	COURT	OFFENCE	COURT OUTCOME

### DECLARATION OF APPLICANT

I, the undersigned, who has applied for a position as a \_\_\_\_\_ hereby authorise An Garda Síochána to furnish Registered Organisation a statement that there are no convictions recorded against me in the Republic of Ireland or elsewhere, or a statement of all convictions and / or prosecutions, successful or not, pending or completed, in the State or elsewhere as the case may be. I also hereby authorise this statement to be made available to the appropriate decision making personnel in my employment/work placement/voluntary organisation.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
 ( \_\_\_\_\_ )

### *To be completed by REGISTERED ORGANISATION*

Authorised Signatory: \_\_\_\_\_  
 PLEASE PRINT ALSO ( \_\_\_\_\_ )

Registration Number: \_\_\_\_\_

### *To be completed by The Garda Central Vetting Unit*

According to Garda records there are no previous convictions recorded against the above named applicant:

**OR** the attached convictions appear on Garda Records:

**OR** the attached prosecutions are pending:

**NOTE:** Checks were carried out by this office based on the information supplied.  
 The convictions supplied may apply to the subject of your enquiry.  
 Please verify information disclosed with the applicant.

Signed: \_\_\_\_\_ Member I/C

**C.V.U**

