

DBS Application Process and Support

As part of the offer for some of our Childcare, Healthcare and Counselling courses, it is **essential** that students complete an Enhanced Disclosure and Barring Service Check (DBS) as part of the enrolment process. This is necessary in order to undertake the work-placement element of the courses and is required in addition to any academic entry requirements.

If you are applying for your course through the website, you will be contacted by us when you are expected to complete the DBS application process as information is provided directly to us by our Admissions team.

Courses where Enhanced DBS Disclosure is currently required

Level 2 NCFE Cache Diploma in Health and Social Care
Level 2 NCFE Cache Certificate in Working with Children in Early Years and Primary Settings
Level 3 Diploma Health & Care
Level 3 NCFE CACHE Technical Childcare and Education (Early Years Educator)
Level 4 Diploma Therapeutic Counselling

Through the process you will need to:

- Provide us with your personal email address.
- Complete an application form using our online system.
You must be 16 years of age to hold a DBS certificate, therefore if you are currently under 16 years old, the emailed link to the application form will be sent according to your birthdate.
- Make payment of £50.60 online, on completion of the application form.
- Produce certain ID documents to the student DBS team (either before or at enrolment) to verify your identity.

A question we are frequently asked:

Can I use a DBS check I have from elsewhere for my course at South Essex College?

If your existing DBS certificate is registered with the DBS Update Service, then there is a good chance that we will be able to use that instead of beginning a new application. Please email dbsteam@southessex.ac.uk and we will be able to explain that process to you. If your existing certificate is not registered with the Update Service, then you will need to complete a new DBS application through the College.

Contact us:

Please feel free to contact us should you have any queries.

Email: dbsteam@southessex.ac.uk

Call: 0845 5212345