

Once you know you have a conditional offer for a course at The Aviation Academy, you will need to apply for a Disclosure Scotland online at [www.mygov.scot/basic-disclosure/apply-for-basic-disclosure](http://www.mygov.scot/basic-disclosure/apply-for-basic-disclosure) at a cost of £25.00.

**Without a Disclosure you will not be allowed to enrol on your chosen course, so it is imperative that you apply as soon as possible.**

Please note that if you apply for a Disclosure Scotland and are not able to enrol on the course for other reasons (e.g. not achieving the required grades) The Aviation Academy will not be able to reimburse the cost of the Disclosure.

## **What is a Disclosure Scotland?**

A Disclosure is a document containing impartial and confidential criminal history information held by the police and government departments which can be used by employers or others to make safer recruitment decisions.

Disclosure information could include:

- Details of criminal records
- Information about a person's inclusion on children's or adult's lists
- Other relevant information held by a local police force or Government Body
- Or state that there is no information

## **Please note:**

You will be asked to provide information about yourself (passport or your birth certificate) and provide evidence of residence (home address) i.e. utility bill, driving licence etc. **It is important that you send the information requested or your application will be rejected.**

**If you are under 18 years of age** – you will need to send an accompanying letter that you are under 18 years old so cannot provide a utility bill. However, your school can provide this evidence if you prefer to send it with your Disclosure Scotland application.

Once you receive your Disclosure Scotland certificate please email a copy to [admissions@craven-college.ac.uk](mailto:admissions@craven-college.ac.uk)

If you do not email a copy of your certificate you must bring the original certificate to enrolment.

By following the above procedures, we hope to be able to make the whole enrolment process as easy as possible for you. If you require any further help with your application, you will find a help section on the Disclosure Scotland website or you may contact the Admissions Team on: 01756 708 008