

DBS Process for PGCE students

WARWICK

- The University use First Advantage as our external provider for DBS checks for all of our Uni-led and School Direct Tuition-Fee (SDT) trainees.
- Once you have been made an offer of a place on the PGCE course and you have accepted this offer, your details will be provided to First Advantage to start the DBS process.
- You will be invited, via email, to complete their online application form
(Please regularly check your Spam/Junk folders as emails can sometimes end up here)
- You'll then need to attend the Post Office to present your ID documents and make payment for the DBS check. *The process is similar to the passport checking service provided by the post office.*
- First advantage will countersign the application and send it onto the DBS on the University's behalf.
- This approach is expected to speed up the service for applicants whilst still allowing University staff to monitor engagement with the DBS process.

Note: School Direct Salaried trainees should follow their employing schools process for obtaining a DBS check