

# Procedure for Applicants Who Require Protecting Vulnerable Groups Scheme Membership

This procedure explains how your application will be handled if you're applying for programmes requiring membership in the Protecting Vulnerable Groups (PVG) Scheme.

## 1. What is the PVG Scheme?

The PVG Scheme, managed by [Disclosure Scotland](#), ensures that people working with children or protected adults are suitable for these roles. From April 2026, Membership lasts five years, with continuous background checks throughout.

## 2. Programmes Requiring PVG Scheme Membership

Certain programmes involve work with children or protected adults and require you to join the PVG Scheme. These programmes include:

- MBChB Medicine (including MBChB HCP)
- Nursing
- Social Work
- Initial Teacher Education (e.g., Primary Education with Gaelic, Physical Education, and PGDE programmes)
- Learning in Communities
- Counselling and Psychotherapy

Other programmes might have optional modules or placements needing PVG membership. Postgraduate researchers whose projects involve protected groups will also require membership.

### 3. Your Responsibilities and Next Steps

If your programme requires PVG membership from the start, your offer will clearly state this. You'll need membership before you start your studies. If you face delays or difficulties obtaining membership, please contact Admissions immediately.

If membership is needed later in your programme, we'll clearly communicate this before your studies begin.

For optional modules requiring PVG membership, your programme will inform you ahead of module selection.

We will provide details on joining the PVG Scheme once you've firmly accepted your offer.

### 4. Applying for PVG Scheme Membership

You'll submit verified copies of three identification documents to the relevant Admissions Team (e.g., passport, driving licence, utility bill dated within the last 6 months). One must include your photo.

Your documents must be countersigned by someone approved for passport verification. Information on suitable countersignatories is available on the [UK government website](#).

Documents not in English need an official translation.

After submitting verified documents, the University will start your PVG application. You'll then receive a link from Disclosure Scotland to complete your part of the application.

You'll need to create a [ScotAccount](#) to complete the PVG application online through Disclosure Scotland. If you face delays or difficulties when setting up your account, particularly with the one-time passcode, in the first instance, you should try clearing cookies and cache on your internet browser, and attempt again after 24 hours. If you continue to experience issues with receiving your passcode or any other aspect of the process, please contact [Disclosure Scotland](#) directly.

Once processed and you receive confirmation of your membership by email, you must log in to your ScotAccount to view your membership, then immediately hit the 'share result' button in order to share your PVG Scheme Record digitally with the University before you enrol. Failing to do so may delay your studies or impact your offer.

## 5. Existing PVG Scheme Members

If you're already a PVG member, inform the Admissions team to ensure the correct membership is confirmed.

International students or those who've lived outside the UK for six months or more since turning 16, or within the past five years, may also need to provide criminal record certificates from other countries. Guidance is available from the Admissions team.

## 6. Reviewing Your PVG Scheme Record

If your PVG record reveals any issues, your case will be reviewed. You'll be informed about the review process and outcomes.

If you disagree with the information on your record, notify the University immediately.

## 7. Deferred Entry

If deferring your studies, you'll apply for PVG membership in the year you actually start your programme.

## 8. Current Students Needing PVG Membership Later

If you choose modules or research involving vulnerable groups after enrolling, you'll need PVG membership. Your Academic School will manage this requirement.

## 9. Continuous Monitoring by Disclosure Scotland

PVG membership involves continuous background checks. If new information arises affecting your suitability, Disclosure Scotland and the University will assess it, possibly affecting your continued studies. You should also inform Disclosure Scotland every time you change your current address (ie where you are currently living). There are also legal requirements surrounding certain changes (ie name; gender) which are explained on the relevant page of the [Disclosure Scotland](#) website.

## 10. Student Disclosure Assessment Panel (SDAP)

If your PVG Scheme Record indicates potential concerns, your case will first be referred to the Head of Admissions. If necessary, your situation will then be reviewed by the Student

Disclosure Assessment Panel (SDAP). The SDAP evaluates whether an applicant or current student can safely and appropriately undertake roles involving children or protected adults. The panel may request further information, conduct interviews, and make recommendations on suitability. You'll be informed about the process, invited to provide additional context or evidence, and notified clearly of any decisions or necessary actions.

## 11. Renewing Your PVG Membership

Starting from April 2026, PVG memberships must be renewed every five years. If your programme lasts longer than five years or if your studies are extended, you'll be required to renew your membership. Your Academic School will help you manage this process.

## 12. Leaving the University

When you finish your programme or if you withdraw, the University will inform Disclosure Scotland, ending its responsibility for your PVG membership.

## 13. Compliance

Ensuring all students hold a valid PVG membership protects vulnerable groups and meets legal requirements. The University takes this responsibility seriously and maintains compliance through clear processes managed by your Academic School.

**Last updated:** August 2025

**Next Review date:** January 2028