

GUIDELINE FOR THE RGU DISCLOSURE SCOTLAND RECORD AND TRACKING SYSTEM PROCEDURE

The University is obliged to operate an appropriate tracking system for all disclosure applications and Protection of Vulnerable Groups (PVG) Scheme Membership applications or Existing PVG Member Record Update applications* so that internal invoicing may be correctly attributed. This will ensure appropriate audit trails for a specified period. The tracking system will inter-alia include:

- The Disclosures or PVG Scheme Membership applications or Existing PVG Member applications processed;
- The Type of Disclosure or PVG Scheme Membership applications or Existing PVG Member applications processed;
- The outcome and;
- Certificate 'destruction' record.

ALL DISCLOSURE AND PVG SCHEME APPLICATIONS MUST BE RECORDED IN THE TRACKING SYSTEM WITH ALL RELEVANT COLUMNS COMPLETED.

Only the 'Lead Counter Signatory'; 'Counter Signatories' and other approved staff requiring access will be granted access to the Central Tracking system.

Access to the spreadsheet is authorised by the Executive Director of Human Resources or his nominee.

GUIDELINES FOR COMPLETING RGU DISCLOSURE SCOTLAND TRACKING SYSTEM

The RGU Disclosure Scotland Tracking Database spreadsheet is located on the 'S' drive using the following hyperlink.

S:\HR\Disclosure Scotland\Tracking System\All Faculties and Schools Workbook

Below is guidance for completing the RGU Disclosure Scotland Tracking Database spreadsheet (there is a separate sheet for each school/department):

COLUMN HEADING/S	ACTION:
First, Middle and Surname	Please insert full name of the applicant
Unique Disclosure Scotland Barcode Number	Please insert full Disclosure Scotland barcode number located at the top right of the form.
Date Sent/Given to Applicant	Please insert the date the application was sent by RGU/handed to the applicant
Completed/Dated by Applicant	Please insert the date used by the applicant
Received back from Applicant	Please insert the date RGU received back from the applicant
Completed and Dated by CSG	Please insert date the application was completed by the CSG
Countersigned by	Please insert surname of CSG completing and signing the application
Date Sent to Disclosure Scotland	Please insert the date in format DD/MM/YYYY
Sent by (method)	(e.g. Post record, courier, by hand
Type/Level of Disclosure	Please select disclosure type (either basic, standard, enhanced, PVG Scheme

COLUMN HEADING/S	ACTION:
	Membership or Existing PVG Scheme member)
Position Apply For	Insert details ie. Placement
Payment Method	Please select appropriate payment method from the drop down list.
Date of Issue (from Disclosure Scotland)	Please insert the date in format DD/MM/YYYY
Date Disclosure certificate received back from Disclosure Scotland	Please insert the date in format DD/MM/YYYY.
No.	Insert Barcode 16 digits – as stated on the Certificate)
Recruitment Decision	Please input appropriate outcome
Date Recruitment Decision Taken	Please insert date decision taken in format DD/MM/YYYY
Date Destroyed	Please insert date DD/MM/YYYY

Further guidance can be provided by telephoning the project assistance to the Lead Signatory, Executive Director of Human Resources on phone extension 2005.

**Until such time as the new IT system which is expected to support the PVG Scheme process is made fully available by Disclosure Scotland.*

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