

## Access NI Applicant Guide – Umbrella Groups

### How does the process work?

Download and print out the latest PCI Application Form for Groups (AFG).  
It is found on the PCI website at [www.presbyterianireland.org/takingcare](http://www.presbyterianireland.org/takingcare)



The applicant completes page 1.



As per instructions on page 2 - the applicant should visit the NI Direct website and complete an online Access NI form. They will be asked for the registered body's PIN code which is printed on the PCI Application Form for Groups.



Once they have completed the online form they will be given a Case Reference number which they must write, along with the date, on their Application Form for Groups.



Applicants must then take the Application Form for Groups and their **original** identity documents (I.D.), along with copies if possible, to the relevant person in their organisation. That person will check the I.D. and take copies, if not already provided, and complete the remaining incomplete parts of the form (pages 2 and 3).



The completed PCI Application Form for Groups *plus* the copies of I.D. should be posted to the Taking Care Office.

***The applicant's online form will not be forwarded for processing to Access NI until the Application Form for Groups, along with I.D. copies, has been received in the post, completed fully, and, within 11 weeks of the date their AccessNI online form was submitted.***

**What does the question, ‘Do you have any convictions that are not ‘protected’ (as defined by the Rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979, as amended in 2014) mean?**

- Organisations can no longer legally ask applicants to declare all convictions, even in cases where an Enhanced Disclosure (with or without Barred List check) will be carried out.
- Organisations may now only ask applicants to declare any convictions that are not subject to filtering.
- From 14 April 2014 old and minor offences (known as “protected” offences) are removed or ‘filtered’ from Standard and Enhanced Disclosure checks.
- Some types of offences known as “specified offences” will always be disclosed including those which are serious, relate to sexual or violent offending or are relevant in the context of safeguarding.

**What if my certificate shows I have committed any offence(s)?**

It is up to you to produce it to the person who asked you to complete the form, so that a decision can be made on whether the job applied for is or is not exempt from the provisions of the Rehabilitation of Offenders Order 1978. You should not start in your role until this happens.

**Who has access to my application form and ID copies?**

The Taking Care Office holds and adheres to a policy (found on PCI website) on the Secure Handling, Use, Storage and Retention of Disclosure Information which means access is strictly controlled and limited to those who are entitled to see it as part of their duties.

**Can an AccessNI certificate be transferred to another organisation?**

No, certificates are not portable. Applicants still need to complete another form if they want to volunteer/work in another organisation.

**Is there a cost implication?**

For the actual AccessNI check - Volunteers remain free of charge and the cost for paid posts is £33. PCI charge an administration fee, on an annual basis, of £5 per application form processed.

**NB** For both payments please wait until you are invoiced before sending any cheques.