Transition Year Information Evening
Why are students Vetted?

WORK EXPERIENCE

Organisations where there are children or vulnerable adults e.g. Primary Schools, Nursing Homes …

Students must be 16 years old upon application

May take 6 weeks to process
Documents in your pack

- Sample NVB 1 Form
- Sample NVB 3 Form
- E-Vetting Check of Identity
- Guidelines for completing NVB 1
Vetting a Person under 18 Years

NVB 1
- Vetting Invitation Form
  Must be completed with student's details
  However MUST BE PARENT's E-mail

NVB 3
- Parent / Guardian Consent Form
  The applicant is the student.
  The parent is giving consent for their child to be vetted
Vetting a Person under 18 Years

- The Person must have reached their 16th Birthday on the day of application
- E-mail will be sent to the parent
- If a current student in the Loreto College Cavan - no ID required
Vetting Persons over 18 Years

- NVB 1 Form **ONLY** required
- Must be submitted to the Principal with evidence of 100 points met to verify identity

SEE: E-Vetting check of identity in your pack
Identity Check
100 Points

► Most Common Error
Only One form of Identity submitted

► Most Common Documents Used
Passport & Drivers Licence
Pitfalls

- Student E-Mail on NVB1 (Should be Parents)
- No Eircode (See "Eircode Finder")
- Signed before the student's 16th Birthday
- Role being vetted for is blank
- Incomplete Identity Documents (Does not reach 100 Points)
Host Families

- All Family members Over 18 Year must be vetted - **NVB 1 Form**
- Identity Check - MUST reach **100 Points** - SEE acceptable documents and scoring information provided.
- Please provide Photocopies of documents with your daughter's name and address on the back
The VETTING PROCESS
The Process

1. The NVB 1 and / or NVB 3 Forms and the associated proof of Identity are verified by the Principal and posted to the J.M.B.

2. The J.M.B. check for errors and pass the applications on to the National Vetting Bureau
3. Within approximately one week, the Parent (on behalf of the U 16 Year Old) / Adult (on their own behalf) will receive a Garda E-Mail inviting them to complete an on-line form.

**Pitfalls**

E-Mail may go into Junk or Spam - these E-Mails may be sent any time within a 24 hour period.
The Process

- Following completion of the on-line form, the vetting process should be completed within a week.

- The Garda Declaration will be returned to the JMB and shared with the Principal.
The Process

- The Principal will print off two copies of the Garda Declaration.
- One copy is forwarded by post to the person named on the Declaration.
- The second copy is held on file in the school.
- The Declaration is valid for **Two Years**
Limitations of Garda Vetting

- Garda Vetting ONLY covers Two Jurisdictions, the Republic of Ireland and Northern Ireland
- If the Adult/Student have/have had a Northern Ireland Address, the N.I. postcode MUST be included - this will cause a delay as the PSNI also process the application.
Loreto College Cavan
Transition Year
student exchanges
Dutch exchange
RGS ‘t Rijks, Bergen-op-zoom
Cost includes: (approx. €650)

- Coach transfers to and from Dublin airport
- Return flights to The Netherlands (usually Schipol or Brussels)
- Coach transfers from Schipol/Zaventam, Brussels to Bergen-op Zoom
- All excursions in The Netherlands including entry fees etc.
- All workshops and materials during in-school days in Dutch school
- Travel insurance
Proposed dates for exchange

- Dutch visit to Loreto College Cavan:
  - Sunday October 21st - Friday Oct. 25th, 2019

- Loreto visit to The Netherlands
  - Sunday March 29th - Friday April 3rd, 2020
Required on application: (Aug. 30\textsuperscript{th}, 2019)

- Garda vetting declarations for all over 18s in the household
- Photocopy of European Health Insurance Card
- Photocopy of passport
- Completed medical consent form
Erasmus+ project
‘The Architecture of Society’

- Sandnes videregående skole, Sandnes, Norway (Coordinating school)
- Regionale Scholengemeenschap 't Rijks, Bergen-op-Zoom, The Netherlands
- Agora Sant Cugat International School, St. Cugat des Vallees, Barcelona, Catlunya, Spain
- a’tositseio arsakeio lykeio ekalis, Athens, Greece
- Colegiul de Arte "Sabin Dragoi" Arad, Arad, Romania
- Loreto College, Cavan, Ireland
Partner visit Schedule for 2019-20 (provisional dates)

- The Netherlands  Sept. 22\textsuperscript{nd} - 27\textsuperscript{th}, 2019
- Barcelona, Spain Jan. 26\textsuperscript{th} - 31\textsuperscript{st}, 2020
- Norway April 2020

- 5 students to be selected for each visit
- Fully funded by the European Commission
Class name
(only students who offered to host for the Dutch exchange/Erasmus+ week are eligible for selection)

Student grading for Erasmus+ selection

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Please grade students 1 – 10 (1 lowest – 10 best) based on

- Commitment to your subject
- Punctuality and attendance in class
- Standard of work submitted (if submitted at all)
- Punctuality of handing in work
- General commitment to TY

Please give a good spread of marks

Thank You. Carmel Gaffney