



**Apex Scotland working in partnership
with Disclosure Scotland to assist
Disclosure applicants**



The information contained within this document is provided by Apex Scotland with the aim of offering guidance to individuals and organisations who may require, for example, information on rehabilitation of offenders legislation and information contained on Disclosure certificates issued by Disclosure Scotland.




Apex Scotland is the leading employment and training organisation in Scotland specialising in work with offenders, ex-offenders and young people at risk.

The services provided by Apex Scotland are available throughout Scotland via different programmes, for example, *Progress 2 Work*, *Get Ready for Work* and various employability programmes. We also work within prisons and with *Job Centre+* and other agencies. As well as helping individuals, we also offer training to employers in, amongst other things, effective recruitment and conviction relevance and how to interpret criminal convictions.




Apex Scotland now operates a Disclosure Helpline for individuals and organisations that may require help with the following:-

- What is a conviction?
- Do I have a conviction?
- Are convictions spent/unspent?
- How do I interpret the information on a Disclosure certificate?
- Can convictions be removed from a record?
- How long do convictions stay on record?
- Will my convictions stop me from getting an airside pass or personal licence?
- How do I find out what previous convictions I may have as they are so long ago I can't remember?
- What information is required to holiday or emigrate to various countries?
- How will the new *Protection of Vulnerable Groups (Scotland) Act 2007* affect me/my employees?
- What is the "Vetting and Barring Scheme"?

Apex Scotland does not have access to any databases holding an individual's personal conviction information so can only give general advice.

Telephone		01382 525031
		The telephone Helpline is open between 8:30am to 5:00pm, Monday to Friday (excluding public and local holidays). An answer machine is available at all other times.
email		karenr@apexscotland.org.uk
Internet		www.apexscotland.org.uk

Please contact Disclosure Scotland for any other information relating to your Disclosure application or the Disclosure service in general.

	0870 609 6006		info@disclosurescotland.co.uk		www.disclosurescotland.co.uk
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