

**DOCUMENTS AND PROOF OF IDENTITY REQUIREMENTS
FOR YOUR FIRST DAY ON PLACEMENT**

In order for the Trust / Organisation to issue you with items (such as a Smart Card and ID Badge), it is recommended that you take with you the following items on the first day of each of your placements. Failure to do so could lead to a delay in your induction and practice.

1. Your York St John University ID badge. (This may be used in place of a Trust-specific badge at locations like York.)
2. A note of your DBS (CRB) Disclosure Number and Issue Date.
(Note: You are not required to provide or show a copy to your placement)
3. Your NHS / National Insurance Number.
(If you do not have one, please take your passport or see the Obtaining a National Insurance Number page on the Placements Hub)
4. Three forms of identification
 - a. *Either*
 - 2 photographic - This can be a passport and full driving licence (paper and card copy) **and**
 - 1 evidence of current address (eg bank statement, utility bill)
 - b. *OR*
 - 1 photographic
 - 2 evidence of current address
- 4 A copy of your up-to-date Information Governance Certificate.

Additional Items to Consider

Your practice educator or placement Trust may require that you undertake essential reading in advance of your placement. To ensure placement readiness in this instance, it is vital that all students view the PPQA profile for their placement (if available) and communicate with their coordinator in advance.

Each Trust / Organisation will have its own set of documentation to complete in advance of and while on placement.