

## **Process of Confirming the Identity of Learners**

The Academy provides web-based, blended and indoor trainings, this policy is intended to ensure the identity of learners that register to study for a qualification with us.

The Centre will register each learner with the training provider to ensure an external verifier is appointed to monitor our new learners. We aim to register every student within one week from the date that the learner registered and completed the full payment for a course; this will ensure the training provider receives the learner's registration within the first 25% off the total course completing time.

### **Learner identity confirmation**

The Centre will register every learner using an excel spread sheet from the training provider. On the learner registration sheet there will be completed the following columns for each learner including:

- Forename
- Surname
- Date of birth
- Post Code
- Gender
- Ethnicity
- Adjustments
- ULN (Unique Learner Number)

The Academy will ensure the training provider has correct information and correct spellings for forename, surname, date of birth, gender and ethnicity.

The Centre will normally require one of the following documents to check the identity of each learner; this will be done also in the assessment day. Accepted documents are:

- full valid current passport
- full valid driver's licence
- biometric residence permit (formerly known as the identity card for foreign nationals)
- UK certificate of naturalisation
- UK birth and adoption certificates can also be used, however, as they are not absolute proof of identity, they could be accompanied by one of the following:
- National Insurance card or a letter from the Department for Work and Pensions containing their National Insurance number
- photocopy of the front page of a benefits book or an original benefits claim letter
- P45, P60 or pay slip
- marriage certificate or divorce papers (decree nisi or absolute)
- college or university union card or school record

### **Tracking Learners Progress**

The Centre takes the identity of learners and their progress through their chosen QCF units seriously. Our learner's achievements including QCF units will be recorded including the following:

- Amount of QCF units achieved
- Amount of credit achieved
- Rules of Combination (RoC) achieved (if any)
- Amount of outstanding credits/units required for a full qualification.

These areas will be tracked regularly to ensure learners are recognized promptly and accurately for their achievements. All these records will be made available to the training provider's external verifiers.

This policy will be reviewed annually to comply with the training provider's requirement.