



Learner Identification Policy

Policy Reviewed by:	Suzy Hollett (HR Manager)
Date:	01.08.2026

Policy Verified by:	Sara Llewellyn (School Leader-CEO)
Date:	08.08.2026

Date for Next Review:	01.09.2027
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Purpose

This Policy establishes guidelines for the process of validating Learner identity.

It is extremely important that all learners who enrol on the course/assessment process are the ones completing the work. This Policy identifies the procedures that establish that the learner is the named learner who participates in, completes the learning program and receives the academic credit.

Identification of learners

Authenticating learner identity is integral:

- to prevent impersonation of Learners on the course/assessment.
- to ensure compliance to quality procedures. We must have strict systems in place to authenticate all learner's identity.
- All learners must provide supporting evidence of personal identification prior to the commencement of study in the form of ID. Valid examples are current Passport or Photo ID driving licence or Birth Certificate.

In the event of a learner not holding a current Passport or Photo ID driving licence other forms of learner identity proof may be accepted at the discretion of the school and only if acceptable to the awarding organisation.

The school may hold a copy of learner's ID in the form of a scanned copy, photograph or screenshot. Where Photographs and screenshots are being gathered the information will be uploaded to Arbor, when practicably possible, and the image deleted off the device it was taken with.

(Where applicable) a learner is issued with a confidential login password to enable access to any training portals. The sharing of passwords is strictly forbidden

Where assignments are submitted, each assignment submission must include a signed declaration confirming that all the work being submitted is the learner's own work.

Our school implement a variety of assessment methods and Teachers / IQAs have a right to question the content or meaning of any submitted assignments with the learner, to verify that a verbal level of understanding reflects the written content.

We operate a zero-tolerance approach where a learner who has registered as a learner is not the person completing the work. Any proven instances will result in the learner being disqualified and removed from the course instantly. There will be no refund of course or registration fees. All evidence will be recorded by the quality review team and presented to the Awarding Organisation immediately. This excludes plagiarism which is covered in a separate policy.