

Student Identification Policy


November 2024


Policy Review

This policy will be reviewed in full by the Directors on an annual basis unless circumstances require policy update in the interim.

The policy was last reviewed and agreed by the Directors on 01.11.24.

It is due for review on 01.09.25 (up to 12 months from the above date).

Signature (CEO)  Date01.11.24.....

Signature (COO)  Date01.11.24.....

Version Control

Version	Date	Changes
V1	01/011/24	Original document

1. Introduction

1.1. This policy provides information in relation to the identification of students. The purpose of this policy is to ensure that students undertaking a programme of study and qualifications at the Centre (Edit Education) are identified as being who they say they are.

2. Who is this policy for?

2.1. The intended audience for this policy is:

- a) Students registered at the Edit Education.
- b) Teachers, Assessors and IQAs and other staff at Edit Education.
- c) The registered Awarding Organisation for the product being delivered.

3. Policy

3.1. Edit Education will ensure that all students will be required to provide a form of identification (preferably photographic ID) during the induction process and before being allowed to undertake a programme of study or a qualification.

3.2. This will be the responsibility of the COO who will confirm the identity, note the type of identification offered and obtain a copy. Copies of a learner's ID may be in the form of a scanned copy, photograph or screenshot. Where Photographs and screenshots are being gathered the information will be uploaded to the Centre's encrypted document storage facility, when practicably possible, and the image deleted off the device with which it was taken. Copies of the identification will be retained securely and destroyed once the student has completed their programme of study and received the qualification certificate.

3.3. Edit Education will adhere to any specific assessment and regulatory requirements for the qualifications/products the student is being registered against in terms of verifying and validating student identification.

3.4. The verification of student identity must confirm that the student is who they say they are and that they are meet the minimum age requirements to undertake the training/assessment for their qualification, as detailed within the awarding organisations specification.

3.5. Full records of the identification checks must be kept and provided to the awarding organisation upon request.

3.6. Examples of acceptable ID include:

- a) Passport
- b) Driving Licence

- c) NHS Medical Card
- d) Travel Pass