LEARNER IDENTIFICATION POLICY

1.0 Purpose

This Policy establishes guidelines for the process of validating Learner identity, and authenticating Learner work. The process begins with initial provision of approved forms of identification for the purpose of enrolment on the course of study, progresses through stages of validating assessment, and concludes with submission of authentic Learner work.

Safe Construction Training Solutions Ltd provides their training and assessment both online and onsite (face-to- face), it is therefore extremely important that all learners who enrol on our courses 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.

This Policy aims:

- To ensure there is an accredited lead internal verifier in each principal subject area
- To ensure that internal verification is valid, reliable and covers all assessors and programme activity.
- To ensure that the internal verification procedure is open, fair and free from bias.
- To ensure that there is accurate and detailed recording of internal verification decisions.

In order to do this, Safe Construction Training Solutions Ltd will ensure that:

- an internal verifier for each principal subject area is identified
- each internal verifier oversees effective internal verification systems within each principal subject area
- staff are briefed and trained in the requirements for current internal verification procedures
- effective internal verification roles are defined, maintained and supported
- internal verification is promoted as a developmental process between staff
- standardised internal verification documentation is provided and used
- all centre assessment instruments are verified as fit for purpose
- an annual internal verification schedule, linked to assessment plans, is in place
- an appropriately structured sample of assessment from all programmes, sites and teams is internally verified, to ensure centre programmes conform to national standards and standards verification requirements
- secure records of all internal verification activity are maintained
- the outcome of internal verification is used to enhance future assessment practice.

2.0 Persons Affected

The policy affects all learners wishing to enrol on all Safe Construction Training Solutions Ltd training and assessment courses with the exceptions of learners purchasing on-demand learning contents that are not assessed nor accredited.

3.0 Policy

3.1 Authenticating learner identity is integral:

- to prevent impersonation of Learners on the course of study and to protect and uphold the integrity and reliability of the qualification
- when authenticating previous qualifications certificates or other evidence of previous qualifications must be an accurate reflection of a Learner's achievements.
- to ensure compliance to quality procedures, Safe Construction Training Solutions Ltd are required by our awarding bodies to have strict systems in place to authenticate all learner work and their identity.
- to maintain credibility: Through certificates, diplomas and certified forms, Safe Construction Training Solutions Ltd declare that a Learner named on these documents has personally achieved all relevant academic requirements. Qualifications are at risk if Learners emerge as having achieved academically but have not acquired new and relevant knowledge or skills.

3.2 Areas of concern

There are two main areas of concern where authentication of learner identification needs to be addressed:

1. Plagiarism and cheating - it is necessary to determine if the work a Learners work is authentic and unique.

2. Impersonation – it is necessary to determine if the Learner receiving the credit for the course of study is the person completing the work.

4.0 Definitions

- Identity fraud: Any learner who allows another person to impersonate them or in any other way commit identity fraud in any course, exam or other academic exercise will be dismissed from the course. This also applies to a learner who is found to impersonate another.

- Awarding body - a body issuing qualifications (certificates, diplomas or titles) formally recognises the learning outcomes (knowledge, skills and/or competences) of an individual, following an assessment and validation procedure.

5.0 Responsibilities

- Learners have responsibility to provide appropriate evidence of identity and adhere to Safe Construction Training Solutions Ltd rules relating to assessment of work.

- Safe Construction Training Solutions Ltd has responsibility for upholding the validity of the course of study

6.0 Procedures

6.1 Safe Construction Training Solutions Ltd implements several procedures to ensure that a learner who gains an award for academic achievement is the person who actually completes the work.

Authentication is demonstrated by the following:

- All learners must provide supporting evidence of personal identification prior to the commencement of study in the form of photographic ID. Valid examples are current Passport or Photo ID driving licence. In the event of a learner not holding a current Passport or Photo ID driving licence, they must provide a photograph of themselves countersigned by a professional person. Counter signatories cannot be a close members of the Learner's family and must work in (or be retired from) a recognised profession, or be 'a person of good standing in their community' i.e. Teacher, Member of the police, Doctor, Company Director Etc.
- Evidence of name change i.e. copies of: marriage certificate or deed pole documentation and a copy of a recent utility bill (within 3 months) as proof of name and address.
- Learners must provide copies of all previously certificated qualifications in any request of Accreditation of Prior Learning (APL)
- Upon registration, a learner is issued with a confidential login password to enable access to their Arlo platform. The sharing of passwords is strictly forbidden
- Safe Construction Training Solutions Ltd implement a variety of assessment methods and Tutors 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.

- Safe Construction Training Solutions Ltd use Zoom/Microsoft Teams videoconferencing as a method of communication and identification. Under closed book tests, learners must agree to being observed via 'shared screen' Zoom/Microsoft Teams.

6.2 Safe Construction Training Solutions Ltd 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 body immediately.

Andrew Sutton
Director
Dated: May 2025