



Learner Identification Policy & Procedure

Purpose

Turtle CYP must ensure that the identity of new learners is verified, to confirm that they are who they say they are. This document sets out the procedure that provides a framework to ensure this. The aim is to ensure prompt, consistent and fair verification of all new learners starting the Youth Work qualifications run by Turtle CYP.

Scope:

Satisfactory forms of identification will be requested at the point of registration on the youth work course from all new learners.

Process:

New learners will be asked to supply original copies of ID at the Induction Day. These will be checked by Turtle CYP staff.

1. Group A Identification

Learners need to provide **one** of the following:

- Passport,
- Driving license (must be within the last 10 years with photo ID),
- ID Card,
- Citizen card or Residents Permit,

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- Proof of Age Card.

2. Group B Identification

If learners cannot provide one of the documents in Group A, then they can provide two from Group B list;

- Birth Certificate,
- Marriage Certificate,
- Bank Statement from the last 3 months,
- P45 or P60,
- Utility Bill or Council Bill.

Copies will not be taken and kept on file. A log of what has been checked will be included in the Registration Form and the date.

Any other forms of identification will be viewed on a case-by-case basis and a decision made on whether it is adequate, or not.

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