

Learner Identification Policy Statement

1. Ofqual and various Awarding Organisations (AO) have set out requirements for training providers to be confirm the identity of leaners. This policy statement provides information on how SwimBag Limited will fulfil the requirements of the AOs.
2. To prevent fraudulent acquisition of qualifications, all learners embarking on our courses must proof their identity to the company.
3. To meet these requirements:
 - Course joining instructions must contain reference to the need for an identification check.
 - Individual course enrolment forms will have an identification checked box.
 - Preferred sources of identification are passports and driving licences. Where these are not available, as can be the case with younger learners, School photo identification or other suitable evidence with signatures will suffice, these however should be photocopied and attached to the enrolment forms. There is no need to copy passport or driving licences.
 - Trainers or course administrators will initial to confirm that they have checked the identity of learners on the course enrolment forms.
 - Where individuals are able to provide Learners Records Service (LRS) Unique Learner Numbers these should be added to their forms.
4. Individual may already have a Unique Learner Number (ULN) these can be added to their course application form. This will enable the AO to update the individual's records with the Learning Records Service.
5. SwimBag is registered with the LRS 10023467 and can where necessary generate ULN for learners. To do this the office needs the following information.
 - Full name.
 - Date of Birth.
 - Address.
 - Title of the course.
 - Date of course.
6. All queries concerning this policy statement should be addressed to:

The Training Director, SwimBag Limited, 29 Redbridge, Peterborough, PE4 5DP Tel: 01733 321399, Email: trainingdirector@swimbag.com

Review

7. This document was last reviewed on 20/10/22

A P Longland, Training Director SwimBag Limited