



Process of Confirming the Identity of Learners

Alt Valley Community Trust (AVCT) will register each learner and ensure an Assessor and Internal Quality Assurer is appointed to new learners. We aim to register every learner with an awarding organisation within 8 weeks of registering on one of our programmes.

Learner identity confirmation

AVCT will register every learner onto our Management Information System (PICS). On the learner registration sheet the following information will be completed for each learner including:

- Forename
- Surname
- Date of birth
- Post Code
- Gender
- Ethnicity
- Adjustments
- ULN (Unique Learner Number)

AVCT will ensure that we have the correct information and correct spellings for forename, surname, and date of birth, gender and ethnicity.

AVCT will also require one of the following documents to check identity of each learner; this will be done on the registration day. Accepted documents are:

- full valid current passport
- full valid driver's licence
- UK certificate of naturalisation
- biometric residence permit

Reviewed 31/07/2024

Next review due by 01/08/2025



- UK birth and adoption certificate can also be used, however, as they are not proof of identity they could be accompanied by one of the following:
- National Insurance card or letter from the Department for Work and Pensions containing their National Insurance number
- photocopy of benefits claim letter
- P45, P60 or pay slip
- Marriage certificate or divorce papers (decree nisi or absolute)
- School or college letter

Reviewed 31/07/2024

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