

## Identity Confirmation Policy

### 1. Introduction

The purpose of this policy is to ensure adequate measures are in place to confirm the identity of individuals submitting evidence for assessment and qualifications<sup>1</sup>.

**Note<sup>1</sup>:** As required by awarding organisations and Ofqual

Collecting of personal information is covered by the Data Protection Act 2018 and regulated by the Information Commissioner's Office (ICO). See Data Management Policy for more information.

Identity is verified by the following processes:

- a) Identity check
- b) Provision of a unique ID number
- c) Declaration when submitting evidence
- d) Continual verification of identity

This policy does not apply to apprentices. Please see Apprentice Identity Confirmation Policy.

### 2. Definitions

**Individual:** Those receiving our services e.g. courses, assessment, RPL, mentoring, learning support, qualifications, CPD activities etc.

**Ofqual:** The Office of Qualifications and Examinations Regulation (Ofqual) regulates qualifications, examinations and assessments in England. Ofqual is a non-ministerial department.

**Staff:** Employee, agency worker, contractor, sole trader, volunteer e.g. manager, supervisor, administrator, tutor, assessor, mentor, internal quality assurer, end point assessor, work experience etc.

**Xact:** Xact Consultancy & Training Limited

### 3. Identity Confirmation

Following information is required to confirm an individual's identity:

- a) Photographic identity, first name, surname, title, date of birth, gender and UK address<sup>1</sup>

**Note<sup>1</sup>:** For non-UK residents, proof of address in country of residence is required.

The following points must be considered when checking identity:

- b) National identity documents such as passport, driving licence and utility bill must be provided to confirm identity
- c) Only original documents are acceptable for checking. Photocopies, printed documents from the internet etc. are unacceptable
- d) The individual whose identity is being checked must be present when checks are conducted

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- e) It is normally only necessary to collect this information once
- f) Identity checks will be repeated if original identity details change e.g. surname

### 4. Confirmation process

Process of confirmation of an individual's identity is conducted by a member of staff by one of the following methods:

- a) **Method 1:** Face to face using video software e.g. Zoom
- b) **Method 2:** Face to face in same room e.g.
  - i) As part of course introduction during a classroom course, *or*
  - ii) At Xact's offices, *or*
  - iii) At an agreed appropriate location

#### 4.1 Additional points:

- a) A standard form will be used to collect identity information
- b) Access to this information is restricted to key personnel
- c) This information will be stored electronically in a secure manner

### 5. Provision of a Unique ID Number

Each individual will be provided with a unique ID number which must be entered on all evidence submitted for assessment.

This unique number is generated by Xact's Management System.

### 6. Declaration when submitting evidence

When submitting evidence, each individual must:

- a) Enter their unique ID Number on submission statements and workbooks
- b) Sign the following declaration in each submission statement and workbook:

*"I confirm that the portfolio I have submitted is my own work and that I have evidenced all reference sources. I also confirm that I have not copied in part or whole or otherwise plagiarised the work of other persons."*

### 7. Continual verification of identity

Verification of an individual's identity is continually checked by:

- a) Checking name and ID number on course nominal role
- b) Name and ID number check on each workbook
- c) Name and ID number check on each submission statement

- d) Statement required each time evidence is submitted for assessment

**8. Associated Policies**

This policy is supported by the following policies:

- a) Data Management Policy
- b) Apprentice Identity Confirmation Policy