



# Learner Existence and Eligibility Policy

## Introduction

Survive and Save Training as an approved centre must check that the learners attending courses and taking assessments are who they say they are and they meet the qualification entry requirements.

The eligibility and existence of all learners on a course must be established at the start of their programme.

## Learner Existence

Learners are required to produce identification, preferably photographic on the first morning of any course or programme. The range of ID that is considered to be acceptable is:

- Passport
- Driving license
- School/College/Work photographic ID card or other form of national ID
- National Insurance Card
- Photographic security pass for current place of employment
- Armed Forces service ID
- Birth Certificate (supported by a corresponding marriage certificate if applicable)
- Marriage Certificate (if relevant to support name verification)

Where qualifications are externally/independently assessed eg RLSS National Pool Lifeguard Qualification ID must additionally be presented before the start of any assessment to the Assessor. Failure to present relevant ID will result in the learner being unable to take the assessment and may result in additional fees being incurred to enable an assessment opportunity to be provided.

## Learner Registration/Name Protocol

Learners must be registered with their full legal name, as identified on the ID presented. This is the name that will be registered with the relevant awarding organisation and will then be included on certificates

We are able to use a learner's preferred name during the course but registration must be in the learner's legal name

## Learner Eligibility

In order for a learner to be eligible to attend a qualification course they must hold the relevant entry requirements detailed in the specification.

For example, to attend an SEQ Level 2 Teaching Swimming course you must:

- Be at least 16 years old on the first day of the course
- Hold an SEQ Level 1 Swimming assistant (Teaching) qualification

Learners must provide evidence of course pre-requisites at the point of booking their course. The company will verify the validity of the evidence, and record this information for audit purposes. Copies of pre-requisites may be taken and retained in line with GDPR and current Record Retention policy.



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Any queries relating to Learner Existence and Eligibility checks should be directed to:

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