



# Learner Identification Policy

**Date 09/08/21**

**Reviewed 21/10/25**

**Date of next review 20/10/26**

**Learner identity checks at admission for correct application of funding**

1. The identity of students is checked at enrolment using appropriate documentary proof to ensure compliance with the conditions of funding set out by funding bodies. In particular we need to be able to demonstrate that the learner meets the eligibility requirements (which may include age, nationality, prior qualifications and residency) set out in the relevant funding rules.
2. BuildASkill Ltd must be satisfied of a learners identity, this can be achieved through:
  - A valid passport
  - A valid driving license
  - A government letter
  - Having been known to BuildASkill Ltd for a significant amount of time as judged by BuildASkill Ltd
3. Where relevant a check is made for an existing Unique Learner Number to ensure qualifications are correctly attributed to students.