Inspire London College

Learner Identification Policy and Procedure

Learner Identification Policy and Procedure	Last Review:	September 2025
	Amended Date:	N/A
	Next planned review in 12 months, or sooner as required	

Learner Identification Policy and Procedure

1. Introduction

Inspire London College is committed to ensuring that all learners are correctly identified to prevent fraud, maintain academic integrity, and comply with awarding body requirements. Learner identification is a critical component in enrolment, assessments, and certification processes, ensuring that qualifications are awarded to the rightful individuals. The College follows strict procedures for identity verification at different stages, including enrolment, course access, assessment submission, and certification issuance. Personal data collected for identification purposes is handled securely and in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Scope

This policy applies to all learners, staff members, and stakeholders of Inspire London College. It establishes the procedures for verifying learner identity at various stages of the educational process, including enrolment, assessments, and certification. The policy ensures compliance with awarding body regulations and data protection laws to maintain the integrity and security of learner records.

3. Learner Identification Requirements

3.1 Identity Verification at Enrolment

All learners must verify their identity at the time of enrolment by submitting a government-issued identification document. Accepted documents include a valid passport, a UK or international driving license, a national identity card, or a UK residence permit. The admissions team reviews and verifies these documents, and enrolment is only confirmed once identity verification is complete.

3.2 Unique Learner Identification Number (ILC Number)

Upon enrolment, each learner is assigned a unique ILC Number (e.g., ILC009823), which serves as their primary identifier throughout their studies. This number is used for managing learner records, tracking course progress, verifying assessment submissions, and facilitating certification. The ILC number ensures that all academic records and learner activities are securely recorded and monitored.

3.3 Identity Verification for Course Access

Learners must use their registered credentials to access the Learning Management System (LMS) and course materials. Secure login details, including a username and password, are assigned upon enrolment. Periodic identity checks may be conducted during the course to confirm that the enrolled learner is the one accessing the system.

3.4 Identity Verification for Assessments and Examinations

To maintain assessment integrity, learners must verify their identity before submitting assignments, attending online assessments, or sitting for examinations. For online assessments, secure login credentials are required, and additional verification measures such as photo verification or webcam monitoring may be implemented. For in-person examinations, learners must present their original photo ID before taking the exam. In recorded presentations or professional discussions, learners may be required to show their ID at the start of the recording to confirm authenticity.

3.5 Identity Verification for Certification

Before issuing certificates, Inspire London College verifies learner details to ensure that qualifications are awarded to the correct individual. The final verification process includes cross-checking the learner's ILC number with enrolment records and assessment submissions, ensuring that all assignments have been completed and passed, and confirming the learner's postal address for certificate delivery. Certificates are dispatched via recorded delivery, ensuring that they reach the correct recipient securely.

4. Data Protection and Confidentiality

All learner identification documents and personal data are handled in accordance with UK GDPR and the Data Protection Act 2018. Identification documents are stored securely and accessed only by authorised staff. Learner data is used solely for verification and academic purposes, and it is not shared with third parties unless required by law or awarding body regulations. Personal information is retained for the required period and securely disposed of when no longer needed.

5. Handling Identity Discrepancies

If discrepancies or inconsistencies arise during the verification process, the learner is contacted and asked to provide additional documentation. In cases where identity verification is not completed, course access may be temporarily restricted until the issue is resolved. If fraudulent activity is suspected, the case is referred to the compliance team for further investigation. If identity fraud is confirmed, the learner's enrolment may be revoked, and awarding bodies may be informed of the misconduct.

6. Appeals and Complaints

Learners who believe they have been unfairly denied enrolment, assessment access, or certification due to identity verification issues may appeal the decision. The appeal must be submitted in writing within two weeks of notification, providing supporting evidence. The appeals process involves a review by the admissions or academic team, verification of submitted documents and records, and a final decision, which is communicated to the learner within four weeks of submission. Complaints regarding identity verification procedures must follow the College's grievance procedures.