

Identification Policy

Policy

To provide guidance to candidates on the types of identity documentation ('ID') that will be accepted by in relation to courses and tests.

Scope

This policy applies to all candidates and all qualifications

- Acceptable Forms Of ID
- Current valid Passport
- Current valid National ID Card/residence permit or equivalent if it contains a photo
- Current valid full photo card Driving Licence
- Current valid Residence Permit (with photo)
- Current valid Biometric Residence Permit (with photo)
- Current Citizens Card
- Military Photographic ID or Warrant Card

Where No ID Is Available

Where a candidate fails to provide an accepted form of photo ID or oral confirmation of ID (if applicable), or the ID presented is rejected by Training 1st Ltd, the candidate will not be allowed to take their exam, or the exam will be voided subsequently by Training 1st Ltd

What To Do If The Name Of A Candidate Has Changed Due To Marriage, Divorce Or Deed Poll

An original copy of a marriage, divorce or deed poll certificate can be presented with one of the accepted forms of ID should the candidate's enrolment name be different from that on the accepted form of ID, because the accepted form of ID has not yet been changed. The marriage, divorce or deed poll certificate MUST be presented alongside one of the accepted forms of ID at the time of examination.

Personal Data

It is Training 1st's responsibility as a data controller to ensure that rigorous procedures are in place for processing and retaining candidates' personal data on file. Any personal data collected by as part of this procedure will be stored securely at all times in accordance with the Data Protection Policy and Data Retention Policy.