[XPS CONSTRUCTION AND SKILLS LEARNING LIMITED]

Learner identification policy and procedure Policy

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1.   Introduction:

1.1   The Learner Identification Policy and Procedure establishes guidelines and protocols for the accurate identification of learners enrolled in our institution [**XPS CONSTRUCTION AND SKILLS LEARNING LIMITED**] This policy not only serves to maintain the integrity of [**XPS CONSTRUCTION AND SKILLS LEARNING LIMITED**] educational processes but also ensures compliance with regulatory requirements and promotes a fair and inclusive learning environment.
The purpose of this introduction is to outline the significance of learner identification, emphasizing its role in maintaining academic standards, safeguarding learner data, and facilitating personalized learning experiences. By implementing clear policies and procedures for learner identification, [**XPS CONSTRUCTION AND SKILLS LEARNING LIMITED**] aim to enhance the overall effectiveness and efficiency of our educational practices while fostering trust and accountability within our learning community.

1.2   Purpose:
This policy establishes guidelines for the process of validating learner identity and authenticating learner work. It covers the entire lifecycle, from initial enrolment to submission of authentic learner work. The goal is to ensure that learners participating in our courses are the ones completing the work.

1.3   Scope:
This policy applies to all learners enrolling in [**XPS CONSTRUCTION AND SKILLS LEARNING LIMITED**] curriculum and assessment courses, except for those purchasing on-demand learning content that is neither assessed nor accredited.

2.   Procedures:

a) Initial Enrolment and Identity Validation: During the initial enrolment process, learners are required to provide approved forms of identification to verify their identity. These approved forms may include government-issued photo IDs, passports, or other valid documents recognized by [**XPS CONSTRUCTION AND SKILLS LEARNING LIMITED**]. Learners must present one of the approved forms of identification as specified by the **[XPS CONSTRUCTION AND SKILLS LEARNING LIMITED].** This ensures that the identity verification process is conducted accurately and in compliance with NONC standards.

b) Verification Process: Upon submission of the identification documents [XPS CONSTRUCTION AND SKILLS LEARNING LIMITED] initiates a thorough verification process to ensure the accuracy and validity of the learner's identity. This may involve cross-referencing the information provided with external databases or conducting additional checks as deemed necessary.

c) Authentication of Previous Qualifications: In addition to verifying the learner's identity, [**XPS CONSTRUCTION AND SKILLS LEARNING LIMITED**] also authenticates any certificates or evidence of previous qualifications presented by the learner. It is imperative that these documents accurately reflect the learner's achievements and credentials to maintain the integrity of the enrolment process.

By adhering to these procedures during the initial enrolment and identity validation stage, the institution ensures the integrity and accuracy of learner records while upholding standards of accountability and compliance with regulatory requirements.

3.   Validating Assessment

By implementing these thorough internal verification methods **[XPS CONSTRUCTION AND SKILLS LEARNING LIMITED]** ensures the integrity, dependability, and validity of its evaluation processes. This commitment improves educational quality and promotes student achievement.

a) Internal Verification: An accredited lead internal verifier is designated for each principal subject area, responsible for ensuring the efficacy of internal verification systems within their domain. This process encompasses various key components:
b) Overseeing Effective Internal Verification Systems: The internal verifier ensures that robust internal verification systems are in place within their subject area, promoting consistency and reliability in assessment practices.
c) Staff Training: Continuous training sessions are conducted to keep staff updated on current internal verification procedures, ensuring proficiency and adherence to established standards.
d) Defined Roles and Responsibilities: Clear roles and responsibilities for internal verification are outlined, maintained, and supported to ensure accountability and clarity among staff members.
e) Standardized Documentation: Utilization of standardized documentation for internal verification processes ensures consistency and facilitates accurate record-keeping.
f) Verification of Assessment Instruments: Assessment instruments are meticulously verified to ensure they are fit for purpose, aligning with established standards and objectives.
g) Annual Internal Verification Schedule: An annual internal verification schedule is developed and linked to assessment plans, ensuring systematic and comprehensive coverage across all programs.
h) Structured Sample Assessment: A structured sample of assessments from all programs is internally verified to ensure alignment with NONC and national standards, promoting fairness and reliability in assessment practices.
i) Secure Maintenance of Records: Records of internal verification activities are securely maintained to facilitate transparency, accountability, and compliance with regulatory requirements.
j) Informing Future Practices: The outcomes of internal verification activities serve as valuable feedback to inform and improve future assessment practices, fostering continuous enhancement and refinement of the assessment process.

4.   Learner Work Authentication
a) Submission of Authentic Work: Learners are required to submit their own authentic work, reflecting their understanding and efforts in the learning process. This ensures academic integrity and honesty in the assessment of their progress.
b) Monitoring and Quality Assurance: Regular monitoring mechanisms are implemented to ensure active learner participation, completion of the learning program, and accurate

allocation of academic credit. This ongoing quality assurance process guarantees that learners receive the necessary support and recognition for their efforts.

c) Fair and Bias-Free Procedures: Internal verification procedures are designed to be transparent, fair, and devoid of bias. These procedures uphold the principles of equity and equality, ensuring that all learners are assessed based on their merits and performance without any discriminatory practices.

In general, learner identification policy and procedure establish a framework for validating learner identity and authenticating learner work, safeguarding the integrity and credibility of our training and assessment programs. By strictly adhering to these procedures, we uphold the standards of excellence and reliability in our educational practices, thereby fostering a conducive environment for learning and growth.