



## Learner Identification Checks Procedure Process:

1. When making an initial enquiry to TDM for an apprenticeship or other government-funded training programme, the candidate will be requested to bring to their initial meeting whether face to face or online - proof of eligibility for a government-funded programme - this includes eligibility and residency status of being in the UK for over 3 years. The full list of criteria are available here:  
[Apprenticeship eligibility](#)  
[Adult Skills Fund eligibility](#)  
[WMCA Eligibility](#)
2. Once employed, the Apprentice is required by TDM to provide further proof of evidence of their identity through any of the below as part of the enrolment process.
  - i. Passport
  - ii. Driving Licence
  - iii. National Insurance Card
  - iv. Photographic ID Card
  - v. ULN evidence
  - vi. Nationality (For degree learners)
3. For Non-Apprentices as part of the initial engagement process, TDM will request to see via Microsoft Teams/VLE Apply or in-person evidence to confirm eligibility and identity. This can be any of the below documents:
  - i. Passport
  - ii. Biometric residence permit
  - iii. Current driving license photo card (full or provisional)
  - iv. Current driving license (full or provisional) paper version (if issued before 1998)
  - v. Birth certificate - issued within 12 months of birth
  - vi. Adoption certificate
  - vii. Marriage / civil partnership certificate
  - viii. Immigration document, visa, or work permit
  - ix. HM forces ID card
4. TDM **will not store** photographic copies of any ID but record that they have seen it.
5. TDM will record the last four digits of the ID seen (on video conference or in person) as part of our compliance process
6. Presently TDM does not provide learner ID badges/cards and relies on official documents to confer the identity of the learners as stated above.
7. Once enrolled with TDM, the learners are enrolled on the TDM Learner Management System (LMS) and are required to upload a photograph of themselves to their LMS & ePortfolio pages.
8. Learners are booked & informed of their exam dates through the LMS.
9. When Learners attend training and exams, TDM invigilators will complete the registration on the LMS for that exam.
10. The invigilator will check the online photo matches the person in the room or via Microsoft Teams for the exam and if the learner has not uploaded a photo of themselves (but a meme instead for example), the invigilator will also request further proof of who the learner is - this proof can be;
  - i. Passport
  - ii. Driving Licence
  - iii. Photographic ID Card
  - iv. Company/Employer photo ID card

11. If the learner cannot prove their identification, they will not be allowed to sit the exam and will be requested to ensure they bring proof to the next available exam sitting. They must also upload their photograph to their LMS & ePortfolio system.
12. Learners who change their name from what was registered at birth, or what is recorded on their previous qualification certificates and they will be required to provide evidence of official name change (DeedPoll/marriage/divorce evidence) to progress to End Point Assessment for Apprenticeships.
13. Learners are also informed at the 'threshold stage' and when signing their EPA gateway form that they will require photographic ID verification to complete their final online assessment interview.

## Document Management

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Policy lead originator and point of contact in relation to its content:	Jennifer Johnson Compliance Manager
TDM policy and procedure approval	Elizabeth Hoyos Operations Director
Signature	
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Version Control					
Issue Date	Revision Number*	Revision Date*	Revision Changes*	Initials	Next Revision Date
01/10/20	1	N/A	N/A	EHK	01/10/21
01/10/20	2	11/05/21	Added policy version control table.	EHK	11/05/22
01/10/20	3	01/09/21	Added link to updated ESFA funding rules	EHK	01/09/22
01/10/20	4	01/09/22	Formatting changed and updated terminology.	CB	01/09/23
01/10/20	5	05/07/23	Formatting changed and updated terminology, clarification & included other forms of ID	JJ	05/07/24
01/10/20	6	03/10/24	Updated links. Removed AEB link. Added WMCA link. Added Nationality evidence.	JJ	Oct'25
01/10/20	7	19/11/25	Updated links and wording	JJ	Oct'26