Learner Identification Policy

POLICY STATEMENT: This Policy establishes guidelines for the process of validating Learner identity.

It is the responsibility of everyone involved in SALT TRAINING LIMITED assessment and examinations processes to read and adhere to this policy and to work in accordance with the associated procedures.

Due to the mix of online, distance and face to face learning environments in which SALT TRAINING LIMITED operates, it is extremely important that all learners who enrol on the course/assessment process are the ones completing the work. This Policy identifies the procedures that establish that the learner is the named learner who participates in, completes the learning program and receives the academic credit.

Identification of learners

Authenticating learner identity is integral:

- to prevent impersonation of Learners on the course/assessment.
- to ensure compliance to quality procedures. SALT TRAINING LIMITED is required by the awarding organisations to have strict systems in place to authenticate all learner's identity.

All learners must provide supporting evidence of personal identification prior to the commencement of study in the form of photographic ID. Valid examples are current Passport or Photo ID driving licence.

In the event of a learner not holding a current Passport or Photo ID driving licence other forms of learner identity proof may be accepted at the discretion of SALT TRAINING LIMITED and only if acceptable to the awarding organisation.

SALT TRAINING LIMITED may hold a copy of learner's ID in the form of a scanned copy, photograph or screenshot. Where Photographs and screenshots are being gathered the information will be uploaded to SALT TRAINING LIMITED encrypted document storage facility, when practicably possible, and the image deleted off the device it was taken with.

(Where applicable) a learner is issued with a confidential login password to enable access to their SALT TRAINING LIMITED dashboard. The sharing of passwords is strictly forbidden

Where assignments are submitted, each assignment submission has to include a signed declaration confirming that all the work being submitted is the learner's own work. This signature will be compared to ID signatures.

SALT TRAINING LIMITED implement a variety of assessment methods and Tutors/assessors/IQAs have a right to question the content or meaning of any submitted assignments with the learner, to verify that a verbal level of understanding reflects the written content.

SALT TRAINING LIMITED may use videoconferencing as a method of communication and identification. Under closed book tests, learners must agree to being observed via 'shared screen'.

SALT TRAINING LIMITED operate a zero-tolerance approach where a learner who has registered as a learner is not the person completing the work. Any proven instances will result in the learner being disqualified and removed from the course instantly. There will be no refund of course or registration fees. All evidence will be recorded by the quality review team and presented to the Awarding Organisation immediately. This excludes plagiarism which is covered in a separate policy.

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