

4. Learner Identification Verification

- 4.1 It is the responsibility of each approved Highfield Qualifications Centre to have systems in place to ensure that the person taking any of the security licence-linked qualifications is indeed the person they are purporting to be.
- 4.2 All Centres are therefore required to ensure that each learner's photograph and formal identification documents are checked and recorded before learners are allowed to sit the examination/assessment.
- 4.3 **The invigilator of the unit examination, and the tutor/assessor of the practical assessment unit, must check all photographs supplied by the learners. This is to ensure each photograph is a true representation of the individual about to take the examination and/or practical assessment.**
- 4.4 Please note: 1 photograph must be submitted per learner, per award.
- 4.5 In line with the Security Industry Authority's documentation requirements, Approved Highfield Qualifications Centres may accept the following forms of identification:
- 4.5.1 **1 identity document from Group A together with 2 documents from Group B** (at least 1 document must show **the learner's current address** and at least 1 document must show their **date of birth**); or
- 4.5.2 In the case that a learner is unable to provide a Group A document, Highfield will allow a signature to be obtained from a bank/credit card together with two Group B documents. **Please note, however, that this alone will not be enough to support an SIA application for a licence and should be submitted as a last resort.**
- 4.5.3 A list of accepted identity documents is provided below:

Group A Documents

- A passport that is signed, current, and valid
- A driving licence photocard issued by the **Driver and Vehicle Licensing Agency (DVLA)** in the UK
- A driving licence photocard and its paper counterpart issued by the **Driver and Vehicle Agency (DVA)** in Northern Ireland
- A UK original birth certificate issued within 12 months of birth
- A UK biometric residence permit card

Group B Documents

Documents that confirm your identity and your address.

Unless stated otherwise, 2 forms of the same type of document will not be accepted. For example, we will not accept 2 council tax statements. We will only accept 1 council tax statement and 1 document of a different type.

- A bank or building society statement from the last 3 months (we will accept 2 statements, but only if they are from different banks or building societies)
- A utility bill (for example: gas, electric, telephone, water, satellite TV or cable TV) from the last 3 months
- A credit card statement from the last 3 months (we will accept 2 statements, but only if they are from different credit-card providers)
- A council tax statement from the last 12 months
- A mortgage statement from the last 12 months
- A letter from the last 3 months from any of the following:
 - HM Revenue and Customs
 - the Department of Work and Pensions
 - a Jobcentre Plus – or any other employment service
 - a local authority
- A P45 or P60 tax statement from the last 12 months
- A paper version of a current UK driving licence (not the paper counterpart to a photocard)
- A driving licence photocard issued by the DVA in Northern Ireland (not the paper counterpart)
- A pension, endowment or ISA statement from the last 12 months
- A valid UK firearms licence with photo

5. Learner Verification

- 5.1 All documents from Group A and Group B must be originals and, in the learner's current name, unless accompanied by a deed poll document that confirms a change of name, or a valid adoption certificate.
- 5.2 If a Centre has any reason to suspect that a learner attempting to sit an examination is not the person they are purporting to be, or that the identification documents produced are suspect, then that person must not be allowed to sit the examination, and the matter must be reported to Highfield Qualifications immediately.
- 5.3 If you have any questions relating to the above identification requirements please call Highfield Qualifications on 01302 363277, or refer to the SIA website.