

## Identity Verification Guidelines

MIAP Learner Registration Service (LRS) includes the functionality to record the type of identification used to verify a learner's identity.

Where possible, a learner's identity should be verified at enrolment, although a lack of proof of identity should not prevent enrolment. Where a learner's identity cannot be verified at enrolment, it must be verified at a later date. MIAP also recommends verifying each learner's identity before accepting them for credit or award based examinations.

The facility for recording verification is provided by two fields: 'verification type' and 'other verification description'. The 'verification type' field is a controlled list whilst the 'other verification description' is a free text entry field.

### Verification Type

Select from the following verification type:

- None provided
- Relationship with school
- Passport
- Driving licence
- ID Card or other form of national ID
- National Insurance Card
- Certificate of Entitlement to Funding
- Bank Credit\Debit\Card
- Other

The verification type value 'relationship with school' should be used by pre-16 schools, where the identity checking processes typically involve verifying the identity of the learner with the parents or guardians.

## Other Verification Description

Where the 'Other' value is assigned to the 'verification type' field, the verification document must be issued by a trusted third party. Any documentation that does not conform to the standard verification types or 'other' trusted documentation should result in the learner being registered with the verification type value 'none'.

Examples of trusted document types are:

- Photographic security pass for current place of employment
- Armed Forces service ID
- Re-enrolment of known student (record as 'returning student')
- Exam Certificates

It should be noted that where no ID has been provided and therefore the identity of the individual has not been positively identified, learners will not be able to access their Personal Learning Record online. This is to ensure the security and protection of personal data. MIAP must be confident that the identity of an individual is checked before access can be given to their Personal Learning Record.