



## Process for Confirming Learner Identity

Vista Education will take all reasonable steps to confirm the identity of its learners

Therefore, to comply with Awarding Organisation requirements we will implement a robust process to check ID documents and will retain copies on file for internal and quality assurance purposes.

We will only use copy documents for audit checks and compliance with external bodies (including Ofqual).

We will accept photo ID such as a driving licence or passport.

If you do not have either of these documents we will seek to verify alternative ID such as work ID badges with photographs included.

We will implement video assessment policies and procedures which require all learners to identify themselves as part of the ID checking process (holding up their chosen ID at the start of the video). See our Video Submission guidance for more information

Review: this process document will be reviewed annually as a minimum.

Responsible Person: Sue Ward

Created: October 2021

Date of next review: August 2025