

# Learner Identification Policy

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## Document Control

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## 1. Scope and Purpose

This policy applies to all learners enrolling onto a course with BSA.

The purpose of this policy is to:

- Ensure all learners have the right to live and work in the UK
- Ensure all learners are of the required age to meet the eligibility criteria for the various funding streams

## 2. Intent

BSA is committed to providing all learners with equal opportunities relating to eligibility for various funding streams and courses on offer.

BSA will check and confirm that all learners have a legal right to live and work in the UK.

Prior to any learner undertaking any course with BSA, member of the team will request to see evidence of nationality, age, and home address as follows:

### **Legal Right to Work in the UK**

- Valid passport
- Birth certificate

### **Evidence of Age**

- Valid passport
- Birth certificate
- Driving license (provisional or full) must be in date

### **Evidence of Home Address**

- Recent utility bill (dated within the last 3 months)
- Correspondence from bank/building society (dated within the last 3 months)
- Driving license (provisional or full) must be in date