

Construction Helpline

31 – Learner identification Policy

Version 4

Learner Identification

CHL Identification Policy ensures that there is a system in place to check the identification and have a verification arrangement for all candidates who request to undertake an NVQ qualification offered by CHL.

Identification

Candidates will be asked for formal Identification in the form of photo ID prior to registration. Examples of types of ID accepted by CHL include:

- Passport
- ID Card
- Driver licence

Photocopies of all supplied identifications must be taken and kept in the candidate portfolio at the end of Section 1.

Verification

On induction, for all qualifications offered by CHL, candidates are required to provide a portrait photo with a white background as a verification of identification. This photo of the candidate is taken by the inductor / assessor on the day of induction. The candidate photo is used on the registration form to verify that the photo of the candidate taken on induction matches the photo on any provided ID.

Where relevant a check is made for an existing Unique Learner Number (ULN) to ensure qualifications are correctly attributed to Candidates.

Change of Name

It is the responsibility of the Candidates and staff to ensure that there is consistency between their records and their form of ID. CHL will comply with requests for changes, initially on production of formal documents (passport; drivers licence; marriage, civil partnership, divorce, dissolution certificate) prepared by a solicitor, Deed Poll or other documents approved by funding agencies.

Adult education budget funding – refer to delivery handbook or funding rules

ESFA will fund:

- individuals resident in areas of England outside of devolved authority areas undertaking ESFA funded AEB
- continuing learners who are resident in devolved authority areas, who have not completed their learning by 31 July 2023, but started their learning before the authorities' devolution date with providers who have an Education and Skills Funding agreement (grant) only

- continuing learners who are resident in ESFA and devolved authority areas, who have not completed their 16 to 24 traineeship by 31 July 2023 but started their learning before this date and have an Education and Skills Funding agreement or contract

CHL will check the eligibility of a learner, including where in England they are resident, at the start of each learning aim and only claim funding for ESFA funded AEB for eligible learners. Please refer to the [glossary](#) definition of 'learner residency' and the devolution [postcode checker data set](#).

In addition to the criteria in the who we fund section, to be ESFA funded, on the first day of learning a learner must be aged 19 or older on 31 August within the 2023 to 2024 funding year.