

## Registrations procedure

(including identity checks, checking for criminal records and ULN procedures)

- When an apprentice embarks upon their apprenticeship, we will download their Learner Record and obtain their ULN number.
- Where required we will assess their eligibility in the form of either of the following:
  - Copy Driving Licence
  - British Passport
  - Other Passport (including Right to remain etc)
  - Identification Card
  - Birth Certificate
  - Share Save Code (If not a British National)
- Where required we will work with the employer in requesting a DBS check.
- When registering a learner for either a regulated qualification and/or with an End Point Assessment Organisation (EPAO), we will check all their details match against eligibility submitted, including the ULN.
- Apprentices will be registered with the Awarding Body for regulated qualifications (where required) within 8 weeks of starting the programme.
- Apprentices will be registered with the End Point Assessment Organisation (EPAO) as soon as they start the programme.
- In all registrations, all personal details will be checked, and we shall ensure that we registered the said apprentice with the correct details.
- In the event of any changes such as change of address, employer, gender, email and contact details the relevant platforms will be updated in a timely manner.
- Prior to End Point Assessment and or certification, we shall check details again and update as necessary.