

## **IOSH Managing Safely/Working Safely Verification of identification Policy**

This policy is intended to provide guidance on the Identity Proofing and Verification (IPV) for an individual studying for an IOSH accredited qualification with the British Safety Council. The British Safety Council's intention is to enable a legitimate individual to prove their identity in a straightforward manner while creating significant barriers to those trying to claim to be someone they are not.

### **Definitions**

**Claimed identity** – the identity an individual is claiming in declaring the name, date of birth and address that they wish to be known as so that there is no ambiguity about who they are.

**Identity evidence** – evidence that the claimed identity exists. These must be original documents and not photocopies or electronic images or any other simulation.

- Accepted identity evidence must include a photograph/image/Biometric of the person to whom it relates.
- Accepted identity evidence showing the individual's name and address includes and is restricted to the following: a current passport, a UK or other nationally issued current driving licence, a National Authority issued visa or citizen identity card; current bank statements, current utility bills, current council tax statement.

**Verification** – comparison of the individual to the provided evidence and/or knowledge about the claimed identity to determine whether it relates to them.

**Assured identity** – the claimed identity proved to be owned by the individual as a result of the verification process.

### **1. Procedure for public courses**

- 1.1 On the first day of the face to face training course the individual will provide the tutor with two accepted form of identification evidence, one of which must include a photograph/image/Biometric of the individual.
- 1.2 If the tutor is satisfied that the identification evidence verifies the claimed identity of the individual, then it is an assured identity. The tutor will sign their initials in the assured identity verification column of the registration document on the same row as the individual's name and signature.
- 1.3 If the tutor is not satisfied that the identification evidence verifies the identity of the individual, the tutor will ask the individual to provide another acceptable form of identification evidence. Should the individual be unable or unwilling to provide another form of accepted identification evidence, then the tutor will give the original form of identification evidence provided by the individual to the Head of Operations.
- 1.4 The Head of Operations will investigate the evidence supplied to the tutor. If, in the opinion of the Head of Operations, the identity evidence is genuine, the Head of Operations will sign their initials in the assured identity verification column of the registration document on the same row as the individual's name and signature.

1.5 if, in the opinion of the Head of Operations, the identity evidence may be fraudulent, they will consult with the Qualifications Quality Assurance Manager (QQAM) at IOSH and ask for instruction. Additionally, the police will be contacted

1.6 If the individual does not provide the tutor with accepted identity evidence on the first day of the course, the tutor may accept it on a subsequent day. On the first and every subsequent failure to provide acceptable evidence, the tutor will inform the individual that:

- the individual cannot pass the course and be accredited without providing evidence that they have attended the guided learning hours. This can only be achieved through the British Safety Councils' verification of identification process.
- the individual will not be allowed to sit the assessment unless their identity evidence has been verified by the tutor

1.7 If the individual has not satisfied the British Safety Councils' verification of identification process, they will not be allowed to complete the assessment element of the course. Should an online assessment be submitted online, or a classroom examination paper be written, or a project submitted, it will not be marked. The Head of Operations will inform the Account Manager that the reason for assessment failure is 'Failure to verify identification'

## **2. Procedure for in-company courses**

2.1 It is the sole responsibility of the organisation purchasing and providing the IOSH accredited course to the individual to verify the identity of that individual prior to them receiving training from the British Safety Council tutor both during the guided learning hours, and when submitting assessments.

2.2 If the individual's identity cannot be verified as an assured identity to the satisfaction of the organisation, or is subsequently discovered not to be the claimed identity of the individual, it is the responsibility of the organisation purchasing the course to inform their Account Manager and the Head of Operations immediately.

- Should an online assessment have been submitted online, or a classroom examination paper been written, or a project submitted, it will not be marked. The Qualifications Quality Assurance Manager (QQAM) at IOSH will be informed and asked for instruction.
- If accreditation has already been received, the Qualifications Quality Assurance Manager (QQAM) at IOSH will be informed by the Head of Operations and asked for instruction.
- The Head of Operations will inform the Account Manager that the reason for assessment failure is 'Failure to verify identification'

## **3. Procedure for E-learning courses**

3.1 The individual must tick the verification check box at the beginning of the E-learning course to confirm they are stating that they can provide acceptable evidence to verify their claimed identity.

3.2 Before the individual takes the online assessment, the individual must tick the verification check box[es] to confirm that they can provide acceptable evidence to verify their claimed identity and have completed the online course