



## **Learner Existence and Eligibility Policy**

LTC North East Ltd is accountable for ensuring that each learner fulfils the prerequisites of the course they are attending and for confirming their identity. LTC north East Ltd reserves the right to withhold certification until both existence and eligibility evidence have been submitted and accepted.

**Learner Existence** - Learners must provide photographic identification on the first face-to-face delivery day of their course. The course tutor will verify the identity of the learner and make a note on the LEE Audit document but will not take a copy of the identification document. Examples of acceptable forms of identification include:

Passport / Driving licence / ID card or other form of national ID / Photographic security pass for current place of employment / Police or Armed Forces service ID / School/College/University ID card / Photographic bus pass

If the learner is not able to produce appropriate photographic identification, they should make contact with the LTC North East Ltd office to discuss options.

**Learner Eligibility** - Each qualification/certificate delivered by LTC North East Ltd has individual prerequisites. Exact information for each qualification/certificate is available on the relevant booking information and on our website.

Learners must provide evidence of their pre-requisites on the first face-to-face delivery day of their course. The course tutor will verify the validity of the evidence, make a note on the LEE Audit document and, where appropriate, take a copy of the evidence as well.