Candidate Identification Policy

1. Policy

Candidates are required to bring one form of original photographic identification, from the list below, photocopies/scans are not acceptable, with at least six months validity remaining.

This must be presented it to the Trainer/Assessor prior to commencement of the training or assessment:

- Any nationality passport
- UK Driving licence with photograph
- Non-UK Driving Licence
- Work ID Card
- EU Country ID Card
- ARCA Training Card
- CSCS Card
- Student ID Card
- Citizen Card
- Trade Union Card
- British Armed Forces Card
- Proof of Age Card
- Young Scots Card

A candidate without any of the above may phone 01283 505777 for more details before attending the training or assessment. Please note all candidates are required to sign in before training or assessments and agree to have their photograph taken. Failing to provide ID will result in any additional information requests from third parties not being processed, and associated certificates, funding, and grants will be withheld.

If a candidate fails to comply with the identification requirements, they may face delays or be denied access to certain services, certifications, and financial assistance programs. It is essential to cooperate with the identification procedures to ensure a smooth and successful experience.

2. What will happen on the day?

When the candidate arrives, the assessor/trainer/invigilator will ask them to show the photo ID. Assessors/trainers/invigilators will check candidate details against the candidate list. No copies will be kept by the assessor/trainer/invigilator or by ARCA/ATaC. Candidates will then complete their assessment/course/exam at the given time.

3. What happens if candidates forget their photo ID?

If candidates forget their photo ID for an assessment/course/exam taken in person, they will still be allowed to take their assessment/course/exam, and it will not affect the candidate. The assessors/trainers/invigilators will make a note that the candidate did not have a photo ID and record this against the register.

4. Why do I need to provide photo ID?

ARCA/ATaC are required by regulators and our awarding bodies to take all reasonable steps to ensure we identify the candidates who take our assessments/courses/exams at the time of the assessment. This is particularly important for qualifications which may be used to

enter for other qualifications or as part of an employment application or funding/grants are provided by third parties and verification is required.

5. Impersonating a candidate malpractice.

If anyone is found to be impersonating a candidate, to take the assessment/course/exam on the candidate's behalf, this will be investigated as potential malpractice in line with the ARCA/ATaC Malpractice and Maladministration Policy. This is considered a serious academic offence and penalties for a proven case can include disqualification of the candidate from ARCA/ATaC/RSPH/CITB assessments/courses/exams and being barred from entering future ARCA/ATaC/RSPH/CITB assessments/courses/exams for a specified period.

For further information, please refer to the ARCA/ATaC Malpractice and Maladministration Policy.