

CWLC

Learner Identity and Eligibility Policy

1st January 2019 to 31st December 2019



Introduction

CWLC Ltd consists of the following companies.

- *Bona Fide Site Services Ltd (Trading as CWLC)*
- *Yeti Partnerships Ltd (Trading as CWLC)*

The company is a private Training Provider who deliver a range of apprenticeships, nationally accredited qualifications and a selection of short accredited courses. The company are committed to providing a curriculum to develop a learner's skills, increase their knowledge and in return become a great asset to an organisation.

The company is committed to being an Equal Opportunities Employer and Provider of Training in accordance with the Equality Act 2010 – *'legally protects people from discrimination in the workplace and in wider society. It replaces previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in certain situations.*

Policy Statement

This policy covers the arrangements for identifying the learner's identity and eligibility to be enrolled on the course and establish if they qualify for funding where applicable from Skills Funding Agency or LEP.

Every student taking a course at CWLC must provide proof of identity to the CWLC representative carrying out enrolment; this must be approved photo ID and the procedure is as follows;

- Learner completes CWLC enrolment form to allow CWLC to register for EDRS eligibility checks to be carried out.
- When Eligibility is confirmed enrolment pack for funding partner is completed and Learners ID is checked and confirmed by the CWLC representative, Copies of Learners ID are not taken be the ID reference number is logged on the form.
- Enrolment pack is processed and forwarded to the funding partner to register for funding.
- With all these checks in place learners are then registered with the awarding body and proof of registration is provided to the Learner and Tutor/Assessor.

Signature:	<i>A Keating</i>
Name:	Alan Keating
Position in Company:	Centre Manager
Date:	1 st January 2019 (updated)
Due for Review:	31 st December 2019