

Triton Training Limited	System of Work	PAGE ISSUE DATE REVIEW	Page 1 of 3 Four 01/01/2022 01/01/2023
TITLE: LEE Policy		APPROVED BY: Directors	

## 1. Learner Existence and Eligibility Checks (LEE) Policy

Triton Training must check that the learners attending courses are who they say they are (Learner existence) and that they meet the entry requirements (Learner eligibility) in accordance with regulations set in place by the relevant awarding body for the qualification being taken. The eligibility and existence of all learners on a course must be established at the start of their programme. Learner Existence Identification should be photographic, however sometimes this is not possible. Please refer to the list below which are examples of identification Triton Training deem acceptable:

- Passport
- Driving license
- ID card or other form of national ID
- National Insurance Card
- Photographic security pass for current place of employment
- Armed Forces service ID
- Birth certificate (and corresponding marriage certificate if applicable)

Triton Training will accept all of the above forms of identification as acceptable, the above list is examples and not exhaustive. The request to use any other forms of Learner Existence Identification should be submitted in writing to The Triton Training Quality Manager by email at [Info@tritontraining.co.uk](mailto:Info@tritontraining.co.uk) and by the learner requesting acceptance of another form of Learner Existence Identification.

## 2. Learner Eligibility

In order for a learner to be eligible to attend any Triton Training course or qualification they need to hold the relevant entry requirements detailed in the qualification specification. If Triton Training is called upon they will need to provide evidence to the relevant awarding body that they conduct check to ensure learners fulfil the pre requisites of the qualification being delivered. The relevant awarding body may reserve the right to withhold certification until evidence that both existence and eligibility checks have taken place.

## 3. Learner Checks

- This policy is applicable to all learners attending a course, training or activity delivered by Triton Training.

- All learners will be informed of this policy and its specific requirements that must be fulfilled to be able to attend any course, training or activity delivered by Triton Training.
- Learner Existence Identification should be photographic and produced on day one of any course, training or activity delivered by Triton Training.
- Should the learner be unable to produce their own photographic Learner Existence Identification on day one of any course, training or activity delivered by Triton Training, this should be brought to the attention of The Triton Training Quality Manager by email at [Info@tritontraining.co.uk](mailto:Info@tritontraining.co.uk) and by the learner who cannot supply Learner Existence Identification.
- Key details and reasons why identification cannot be supplied at this time should be provided, the Triton Training Quality Manager will then investigate whether alternative identification would be acceptable, if an extension can be granted to supply the required identification or if the learner is ineligible to attend.
- Upon receipt of this information the Triton Training Quality Manager will make a fair and reasonable decision on the course of action and will inform the learner of the course of action or outcome of their decision within 10 working days of the request being received.
- If the learner remains dissatisfied after receiving the outcome of the decision, they can pursue a formal appeal against the decision by following the Triton Training Appeals Policy.

#### 4. Updates of Procedure

Issue	Written, Checked and Approved	Issue Date	Action by
1	Written, Checked and Approved	09/05/2019	Krystal Buckley
2	Written, Checked and Approved	01/01/2020	Krystal Buckley
3	Written, Checked and Approved	01/01/2021	Krystal Buckley
4	Written, Checked and Approved	01/01/2022	Krystal Buckley

#### 5. Internal Documents & Forms

1. Triton Training Learner Checks Form
2. Triton Training Appeals Policy

**6. Sources of Information**

3. RLSS Guidance Documents.
4. Swim England Guidance Documents.
5. STA Guidance Documents.

