



DPN IDENTIFICATION CHECKS PROCEDURE

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PURPOSE

The purpose of this procedure is to establish a standardised process for verifying the identity of all learners enrolled in training programs, ensuring compliance with regulatory requirements and maintaining the integrity of assessments.

INTENDED AUDIENCE

This procedure is intended for:

- All learners registering for training programs.
- Administrative staff responsible for the registration and verification process.
- Invigilators involved in the examination process.

OWNERSHIP

This procedure is owned by Digital Peninsula Network Ltd., which is responsible for its implementation and adherence across all training programs.

REVIEW SCHEDULE

This procedure will be reviewed annually to ensure its effectiveness and compliance with current regulations. Updates will be made as necessary based on feedback, changes in regulations, or internal policy adjustments.

IDENTIFICATION CHECKS PROCEDURE

1. Identification Requirement

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- All learners must provide suitable identification during the registration process and immediately prior to an examination.

2. Acceptable Forms of Identification Learners may provide one of the following forms of photograph identification:

- Passport
- Driving licence
- Military identification
- Staff identification
- National identification card
- EEA member state identification card
- UK/EU photo card

3. Verification Process

- During Registration:
 - Learners must supply a clear copy of their chosen identification form during the online registration process.
 - Administrative staff will review the documents to ensure they are valid and meet the specified criteria.
- Prior to Examination:
 - Learners must present the original identification document at the examination for verification.
 - Staff will compare the original ID against the registration details to ensure consistency.

4. Discrepancies and Issues

- If there is a mismatch or if the identification is deemed unacceptable, the learner will be notified immediately.
- Learners will be given the opportunity to provide alternative identification or additional documentation if required.
- If identity cannot be verified, the learner will not be permitted to attend the examination.

5. Data Protection and Privacy

- All identification documents and personal data will be stored securely in compliance with relevant data protection laws (e.g., GDPR).

- Access to sensitive information will be limited to authorised personnel only.

6. Training and Awareness

- All administrative staff will receive training on the identification verification process to ensure consistency and compliance.

7. Documentation and Record Keeping

- Records of identification checks will be maintained for audit purposes and compliance verification.
- These records will be kept securely and in line with government guidance.

This procedure reflects Digital Peninsula Network Ltd.'s commitment to maintaining the integrity of its programs through rigorous identity verification practices.