

	Training Schemes / Test Centres / Awarding Organisations	Apprentices
1. Please list the services that require users to verify their identity by sending in physical forms of documentation (e.g. a passport)?	The individuals are not required to send the documents for validation, they are used as a photo identification method at the site, where they will complete the training / test or exam. This will be a form of photo ID that is presented and verified with the Approved Training Organisation (ATO) staff member.	England - ID is verified with apprentices at sign up / induction so is seen by our team, not copied and not retained. Scotland - ID verification is not required. Wales - We verify ID as part of the ESF funding relating to the Welsh Government apprenticeship contract as follows; Learner has the legal right to live and work in the UK Learner DOB Learner Address Employers Welsh Address That the learner is employed by the employer Learner highest qualification The above is collected through a mixture of passport, NI letter, Driving Licence, Birth Certificate, letters from employers, general correspondence to the learner, Certificates/MIAP prints. Copies of all evidence are held on the learner file as per contract requirements.
1a) For each of these services, how many identities were verified in this way in your 2019/20 financial year, and what did it cost to process?	CITB does not carry out the checks we require the approved training centres to use the identification as proof of the person presenting for a test or course. Those checks that data is readily available for, that are conducted in non ATO based areas are: Course: Access - Scaffold training ID: Photographic identification. Can be passport, driving license, skills card. Visual checks only. Recorded as seen by the instructor – No copies taken. No digital identification required to be sent prior to the courses. Volume: 500 Course: CPCS technical test delivery ID: Photo ID normally driving licence or passport. Other forms of ID are permitted as detailed on the NOCN/CPCS scheme booklet for test centres. Volume: 300 Course: Pearson H&S test ID: Photo ID normally driving licence or passport. If these are not available Student CITB card and credit/Debit card are accepted. Volume: 7115 The other courses data is not readily available and it has been estimated that the collation of this additional data would exceed the costs allowable under a FOI request.	England - 1551 Cost - Not able to obtain as carried out of part of another activity funded by contract income Wales - 694 Cost - Not able to obtain as carried out of part of another activity funded by contract income
1b) Are these verifications performed by a third party or conducted by an in-house team?	No separate in house checks are carried out, they are completed by the ATO or Colleges.	In-House
2) Please list the services that allow users to use a digital method for proving their identity; and name the methods used (e.g. Gov.UK Verify or other equivalent digital biometric identity method)?	None, not applicable for the level of check used by training centres.	None
2a) For each of these services, how many identities were verified in this way in your 2019/20 financial year, and what did it cost to process?	N/A	N/A