

# Policy No.24

## Participant Identification

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### 1. Policy Objective

The objective of the Participant Identification Policy and Procedure for St John Ambulance Western Australia Ltd (St John) Registered Training Organisation (RTO) No. 0392 (St John RTO) is to ensure that St John RTO identifies its participants who are enrolled, trained and assessed in order to meet RTO regulatory, compliance and quality requirements.

This Policy and Procedure supports the following Standards for Registered Training Organisations 2015:

- ▶ Standard 1.8 (Rules of Evidence).

### 2. Policy

1. St John RTO will verify that the person enrolled, trained and assessed is the same person that will be issued with a Qualification or Statement of Attainment.
2. St John RTO will identify course participants using the St John RTO Learning Management System (LMS) and in the classroom.
  - ▶ St John RTO course participants are required to provide a current personal email address and create a password when initially logging on to the St John RTO LMS.
3. St John RTO will identify course participants in online assessments by:
  - ▶ Providing enrolment information and log on details to St John RTO LMS, via email upon enrolment;
  - ▶ Providing the participant with a log on link and password to St John RTO LMS; and
  - ▶ Signing a declaration.
4. St John RTO will advise course participants of:
  - ▶ Acceptable identification requirements; and
  - ▶ Consequences of failing to produce acceptable identification.
5. St John RTO will verify the course participant in the classroom by the provided acceptable identification.
6. This Policy and Procedure is to be read in conjunction with:
  - ▶ St John RTO Policy and Procedure No. 15 Pre-enrolment and Enrolment.
7. St John RTO Stakeholders may have written Workplace Instructions in place to supplement this Policy and Procedure.

<b>List of Acceptable Participant Identification</b>			
<b>Document</b>	<b>Type of Document</b>	<b>Required Details</b>	<b>Restrictions</b>
<b>Primary Identification – Only 1 Required to Confirm Identification</b>			
Drivers Licence	Primary	Name, Address and Date of Birth Licence Number and Date of Expiry	
Western Australian Photo Card	Primary	Name and Date of Birth Photo Card Number and Expiry Date	
Passport	Primary	Name and Date of Birth Date and Country of Issue Passport Number	
Evidence of Immigration Status (Immicard)	Primary	Name and Date of Birth Card Number Issue and Expiry Date	
Birth Certificate	Primary	Name and Date of Birth Date and Office of Issue	Only if NO photo identification available
Citizenship Certificate	Primary	Name and Date of Birth Date of Issue and Name of Person who issued the document	Only if NO photo identification available
Written Reference or Identification Letter	Primary	1 Written Reference or Letter from an acceptable Referee	Isolated Area Indigenous ONLY
Student Photo ID Card	Primary	Name and Date of Birth Student Number Expiry Date	
Prisoners in Corrective Services Custody Photo ID Card	Primary	Photo and Name	For correctional facilities ONLY
<b>Secondary Identification – 2 Required to Confirm Identification</b>			
Unique Student Identifier	Secondary	On Enrolment	
Working with Children Check	Secondary	Name and Date of Birth Notice Number and Expiry Date	Combined with one other form of secondary identification
Worksafe High Risk Licence	Secondary	Name and Date of Birth Licence Number and Expiry Date	Combined with one other form of secondary identification
Credit Card, Debit Card	Secondary	Name on Card and Issuing Institution	Combined with two other forms of secondary identification
Medicare Card	Secondary	Name and Date Card Valid to	Combined with two other forms of secondary identification
Utility Account	Secondary	Name and Address Utility Company	Combined with two other forms of secondary identification
Rental Lease Agreement	Secondary	Name and Address of Leasing Agent	Combined with two other forms of secondary identification

<b>Policy Administration</b>		
<b>Directorate:</b>		<b>Responsible Manager:</b>
Community Services		Executive Manager Education Services
<b>Risk Rating:</b>	<b>Review Cycle:</b>	<b>Review Next Due:</b>
High	Annual	July 2017
<b>Compliance References:</b>		
<b>Statutory:</b>	Standards for RTOs 2015	
<b>Industry</b>	Vocational Education and Training	
<b>St John Ambulance:</b>	RTO	
<b>Quality Management System:</b>		
<b>Version:</b>	<b>Decision Reference:</b>	<b>Synopsis:</b>
1	Document Created	VET Reform and Standards for RTOs 2015
2	Document Amended	St John RTO Stakeholder Feedback provided on 30/6/2015
3	Changes to Numbers in Documents Related Updated Spelling/Formatting and Included References to LMS	Following Review of Compliance Documentation Introduction of St John LMS