
Learner Identification Policy

Policy statement

Prior to any learner undertaking a course with PEAK CONSULTANTS LTD evidence will be obtained during the onboarding process by a member of the team to confirm the learner's legal right to live and work in the UK, evidence of age and evidence of home address.

Please see below for accepted evidence, all information will be safely stored in accordance with the Data Protection Act and only used as per Peak Consultants Ltd policies.

Legal Right to Live & Work in UK

- Valid EU Passport
- Birth Certificate
- National Insurance Card
- Correspondence from HMRC with national insurance number

Evidence of Age

- Valid EU Passport
- Driving Licence (Provisional or Full) *must be in date
- Birth Certificate

Evidence of Home Address

- Recent Utility Bill (within 3 months)
- Correspondence from Bank/building society
- Driving Licence (Provisional or Full) *must be in date

The verification of learners will be in conjunction with representation within the onboarding process from the learner's employer and in the instance where other forms of identification may be acceptable, this will be at the discretion of Peak Consultants Ltd senior management team before signing up to any programs.