

Learner Existence and Eligibility (LEE) Checks Policy

Document Number: IOSPOL015	Date of Issue: 1 st August 2014	Version: 5	
Owner: Quality Intervention Officer (QIO)	Manager: Quality Manager (QM)	Date of previous review: 7 th November 2019	Date of next review: 1 st October 2020

The Institute of Swimming is accountable for ensuring that each learner fulfils the prerequisites of the course they are attending and for confirming their identity. The Institute of Swimming reserves the right to withhold certification until both existence and eligibility evidence have been submitted and accepted.

Learner Existence

Learners must provide photographic identification on the first face-to-face delivery day of their course. The course tutor will verify the identity of the learner and make a note on the LEE Audit document but will not take a copy of the identification document. Examples of acceptable forms of identification include:

- Passport
- Driving licence
- ID card or other form of national ID
- Bus Pass/Rail Card
- Photographic security pass for current place of employment
- Armed Forces service ID
- Birth certificate (and corresponding marriage certificate if applicable)

If the learner is not able to produce appropriate photographic identification, they should make contact with the Institute of Swimming to discuss options.

Learner Eligibility

Each qualification/certificate delivered by the Institute of Swimming has individual prerequisites. Exact information for each qualification/certificate is available on the relevant booking page of the Institute of Swimming website.

Learners must provide evidence of their prerequisite on the first face-to-face delivery day of their course. The course tutor will verify the validity of the evidence, make a note on the LEE Audit document and, where appropriate and in accordance with GDPR, take a copy of the evidence as well.