

Policy No. 24

Participant Identification

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. This Policy and Procedure version is effective as of 1 November 2017.
2. Enrolled Participants will:
 - ▶ Provide current and accurate details on enrolment which will be reflected on certification;
 - ▶ Sign an Integrity Pledge prior to completing any online work;
 - ▶ Meet the requirements outlined in the Integrity Pledge when completing online work;
 - ▶ Provide identification documentation prior to undertaking any face-to-face assessments; and
 - ▶ Inform St John if inaccurate information is displayed on certificate within 2 working days.
3. St John RTO will verify that the person enrolled, trained and assessed is the same person that will be issued with a Qualification Testamur or Statement of Attainment.
4. St John RTO will identify course participants using the St John RTO Learning Management System (LMS) by:
 - ▶ Providing enrolment information and log on details to St John RTO LMS, via email upon enrolment; and
 - ▶ Providing the participant with a log on link and password to St John RTO LMS.
5. St John RTO will identify course participants during a face-to-face and prior to the assessment by:
 - ▶ Sighting participant Identification Documents as outlined in the List of Acceptable Participant Identification Documents.
6. This Policy and Procedure is to be read in conjunction with:
 - ▶ St John RTO Policy and Procedure No. 15 Pre-enrolment and Enrolment; and
 - ▶ St John RTO Policy and Procedure No. 30 Plagiarism.

Policy Administration		
Directorate:		Responsible Manager:
Community Services		Executive Manager Education Services
Risk Rating:	Review Cycle:	Review Next Due:
High	Annual	July 2018
Compliance References:		
Statutory:	Standards for RTOs 2015	
Industry	Vocational Education and Training	
St John Ambulance:	RTO	
Quality Management System:		
Document Location	G:\25 RTO Policies and Procedures\Word Documents - Policies Procedures\24 Participant Identification\Policy and Procedure No. 24 Participant Identification V5 (Draft).docx	
Version:	Decision Reference:	Synopsis:
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 to this Policy	Following Review of Compliance Documentation
4	Updated Spelling/Formatting and Included References to LMS	Introduction of St John LMS
5	Annual review by RTO Stakeholders	<ol style="list-style-type: none"> 1. New format 2. Section 5 reduced 3. Section 6 added 4. Effective as of 1.11.2017