1.0 Confirmation of Qualifications/ID and Fraudulent applications

1.1 Confirmation of Qualifications and Identification (ID)

This is documentary evidence that the applicant has achieved the qualification as claimed (including date, grade of award etc) and that they are the person stated on the application form. Evidence of qualifications can be demonstrated via the production of the original certificate or confirmation from the awarding body or a third party agency such as UCAS. (See appendix 1)

Evidence of ID can be shown on production of original photographic evidence, such as driving licence or passport.

1.2 Fraudulent applications

An application is only considered fraudulent when there is proof that the information supplied on the application form is contradictory to the truth. Where the information supplied cannot be verified, but there is no proof of an intention to deceive, the application cannot be considered fraudulent.

2.0 Procedure

This procedure forms part of SETA Training & Advisory Services Admissions Procedure:

2.1 Original copies of qualifications and original photographic ID (such as passport/driving licence) must be produced and checked on or before enrolment/Job offer. Original documentation does not need to be produced where qualifications are verified direct from the Awarding body or an agency such as UCAS.

N.B. Proof of GCSE qualifications are only required when they are included in the conditions of the offer for the course.
2.2 Where an applicant is unable to produce the documentation by the final interview, and verification has not been provided direct from the Awarding body or agency the following procedure must be followed by staff:

- Indicate on the top of the application form that documentary evidence is incomplete
- Issue the applicant with Standard letter 1 (see Appendix 2) requesting that documentation be provided to the Personnel Manager (or designated person) within 7 days
- Insert an alert into the applicants file
- After 7 days, if the member of staff has still not provided their documentation, send a further letter warning that their application/employment will be cancelled if the required documents are not produced within a further seven days (see Appendix 3).
- After a further 7 days, if the delegate/member of staff has still not produced their documentation, suspend the member of staff and amend any other records accordingly. Issue a letter to the member of staff notifying them that their application/employment has been cancelled (see Appendix 4)
- The only exception to application cancellation will be where a member of staff can provide proof that they are actively trying to obtain a replacement certificate (e.g. a copy of their letter to the awarding body) or where the University is able to verify the information with the awarding body direct.

3.0 Fraudulent Applications

Members of staff who are discovered to be fraudulent in their application (whether in respect of proof of qualifications or any other reason) will not be allowed to re-apply.

Future Applications

4.1 Applications will not be accepted in subsequent years from applicants/staff who have previously submitted a fraudulent application.
Appendix 1
Documentation verification

<table>
<thead>
<tr>
<th>Applicant</th>
<th>GCSE’s</th>
<th>GCE/VCE/BTEC Nationals A-Levels/Scottish Quals/Irish Leaving certificate</th>
<th>Non-standard UK qualifications and Overseas</th>
<th>All other qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate UCAS applicants (normal cycle and clearing, Home/EU/Overseas):</td>
<td>Original documentation must be checked for offer requirement GCSE’s at or before enrolment.</td>
<td>UCAS website or confirmation reports can be checked, if any results not showing then original documentation must be checked at or before enrolment.</td>
<td>Original documentation must be checked at or before enrolment</td>
<td>Original documentation must be checked at or before enrolment</td>
</tr>
<tr>
<td>Undergraduate/Postgraduate Direct applicants (Home/EU/Overseas)</td>
<td>Original documentation for offer requirement GCSE’s must be checked at or before enrolment.</td>
<td>Original documentation must be checked at or before enrolment.</td>
<td>Original documentation must be checked at or before enrolment</td>
<td>Original documentation must be checked at or before enrolment</td>
</tr>
</tbody>
</table>
Appendix 2

Standard enrolment letter where Proof of Qualifications or ID or not provided:

April 2012

Dear Delegate/Member of staff,

Proof of Qualifications/Identification – First Reminder

It is a condition of your employment that you provide photographic ID and your original educational certificates. Please note that photocopies are not acceptable. You have not yet provided the following documentation which is now required:

Photographic Identification

Proof of Qualifications

Details:____________________________________________________________________________________________________

____________________________________________________________________________________________________

Please present this information to the Personnel Manager within 7 days. Failure to do so, without good reason, will lead to your application/employment being cancelled and you will not be permitted to continue with your employment.

If your qualification certificates are lost you must contact the Examining Board for a replacement - please provide your Programmes Administrator with a copy of your letter. If possible, you should also provide a letter from your school or college confirming your results.

If you are unable to produce your certificates for any other reason, or you have any queries please contact the Personnel Manager who will be able to advise.

Yours sincerely,

Julie Burns
Human Resources Manager
Appendix 3

Standard letter to be issued one week after enrolment/Start Date if Proof of Qualifications and/or ID still not forthcoming:

Title
name
Tel:
Ref:
Date:

Address
Address
Address
Post Code

Dear (delegate/employee name),

Proof of Qualifications/Identification – Final Reminder

According to our records you have still not provided the following documentation which is now overdue:

Photographic Identification

Proof of Qualifications

Details:________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

This letter is a final reminder that this information is required now. Failure to produce this information within 7 days from the date of this letter, without good reason, will lead to your application being cancelled and you not being permitted to continue your employment.

I would remind you that if your qualification certificates are lost you must contact the Examining Board for a replacement - please provide us with a copy of your letter as well as a letter from your school, college or university confirming your results (if possible).

Please do not hesitate to contact me if you have any queries

Yours sincerely,

Human Resources Manager

Printed copies are for information purposes only and are not maintained.
Appendix 4

‘Withdrawal’ letter

Title
name
email:
Direct line +44 (0) 161

Ref:
Date:

Address
Address
Address
Address
Post Code

Dear (applicants/ member of staffs name),

Failure to provide Proof of Qualifications/Identification

Application cancelled (insert programme name)

You will be aware that the offer on the above programme/position was made on the grounds that you had the appropriate qualifications for entry. Despite two reminders you have failed to provide proof of this and/or photographic evidence of your ID.

This letter is to confirm that as of today your application has been cancelled and you are not permitted to continue your employment with SETA Ltd.

The Local Education Authority plus any other relevant funding bodies will be informed that you are no longer at SETA Ltd and you will be contacted by our Finance Department in due course with regards to any monies outstanding or repayable.

Please do not hesitate to contact me if you have any queries.

Yours sincerely,

Programmes Administrator or Human Resources Manager