

STUDENT ID

ACCREDITED COURSES

The Australian Skills Quality Authority (ASQA) requires us to correctly identify students in accredited programs. We must use a student's full name on certificates and statements of attainment, and we must check the name and identity using a drivers licence, passport, Medicare card or other ID (preferably photo ID).

We ask trainers to do this in the first session of a course. For every accredited course you teach, you will get a form called a CPI with your roll which lists the student's name as it appears on our system and has room for you to write the ID number.

- 1. Explain to students that we must see photo ID and that we must use their full name on certificates and statements. Direct them to the Student Handbook for more information.**
- 2. Ask each student to present ID.**
- 3. Check each student's name as written on the CPI against the name on the identification.**
- 4. Make any corrections on the CPI in clear handwriting. Write down the type and number of the ID used.**
- 5. Sign and date the document.**
- 6. Place the document in the envelope that comes with it, and return it to the College office.**

If you have to hold onto the form because a student doesn't have appropriate ID to hand, keep it secure.

NEVER GIVE THE FORM TO STUDENTS TO COMPLETE.