



Internal Policy: Authenticating Student Work and Identification

1.0 Purpose

1.1 This Policy establishes guidelines for the process of validating Student identity, and authenticating Student work. The process begins with initial provision of approved forms of identification for the purpose of enrolment on the course of study, progresses through stages of validating assessment, and concludes with submission of authentic Student work.

2.0 Persons Affected

2.1 All Learners

3.0 Policy

3.1 Authenticating student identity is integral:

3.1.1 to prevent impersonation of Learners on the course of study and to protect and uphold the integrity and reliability of the accreditation

3.1.2 to ensure compliance to quality procedures. Career Hounds are required by the awarding body to have strict systems in place to authenticate all student work and their identity.

3.1.3 to maintain credibility: Through certificates Career Hounds declare that a Student named on these documents has personally achieved all relevant course requirements.

3.1.4 to ensure student achievement. Career Hounds have a responsibility to their students to facilitate learning and prepare individuals for their future careers in the grooming industry. This can only occur if the student has successfully completed the course and achieved learning at the relevant standard of achievement.

3.2 Areas of concern

There are two main areas of concern where authentication of student identification needs to be addressed:

3.2.1 Plagiarism and cheating - it is necessary to determine if the work a student's work is authentic and unique.

3.2.2 Impersonation – it is necessary to determine if the students receiving the credit for the course of study is the person completing the work.

4.0 Definitions

4.1 Identity fraud: Any student who allows another person to impersonate them or in any other way commit identity fraud in any course, exam or other academic exercise will be dismissed from the course. This also applies to a student who is found to impersonate another.

5.0 Responsibilities

5.1 Learners have responsibility to provide appropriate evidence of identity and adhere to Career Hounds rules relating to assessment of work.

5.2 Career Hounds has responsibility for upholding the validity of the course of study

6.0 Procedures

6.1 Career Hounds implements a number of procedures to ensure that a student who gains a certificate for academic achievement is the person who actually completes the work.

Authentication is demonstrated by the following:

6.1.1 All learners must provide supporting evidence of personal identification prior to the commencement of study in the form of photographic ID. Valid examples are current Passport or Photo ID driving licence.

In the event of a student not holding a current Passport or Photo ID driving licence, they must provide a photograph of themselves countersigned by a professional person. Counter signatories cannot be a close members of the Learner's family and must work in (or be retired from) a recognised profession, or be 'a person of good standing in their community' i.e. Teacher, Member of the police, Doctor, Company Director Etc.

6.1.2 Each assignment submission has to include a signed declaration confirming that all the work being submitted is the student's own work. This signature will be compared to ID signatures.

6.1.3 Career Hounds implement a variety of assessment methods and Tutors have a right to question the content or meaning of any submitted assignments with the learner, to verify that a verbal level of understanding reflects the written content.