

Authenticating the Identity of CiLCA Candidates

This model policy was adopted in January 2021 and will be reviewed in January 2023.

Purpose

The policy establishes guidelines for the process of validating candidate identity. The Society of Local Council Clerks (SLCC)¹ must be confident that a candidate registering for the Certificate in Local Council Administration (CiLCA) is correctly identified as the person submitting work for assessment and receiving the award of certificate. Similarly training providers must be confident that each learner is correctly identified as the person attending training. All candidates are affected by this policy. The aim is to prevent the impersonation of candidates and to protect the integrity of the CiLCA qualification. This also ensures compliance with the quality assurance requirements of Ascentis, the awarding body.

Procedures

The **SLCC** requires each candidate to apply for the qualification online providing all relevant contact details. When the candidate is registered with Ascentis and with the e-portfolio (known as EMMA), their first piece of work provides additional background details. It also contains an 'authenticity statement' where the candidate confirms that the evidence presented for the qualification is their own unique work and making it clear when council documents have been partially or wholly created by someone else. Each piece of work for the portfolio created by the candidate carries the candidate's name. Candidates are aware that, by naming a piece of work, they are confirming that the work is their own.

Details of identifying and dealing with instances of plagiarism are addressed in the **Malpractice and Maladministration Policy and Procedure**.

When signing the Service Level Agreement, **training providers** agree to "have a policy of confirming the identity of all potential candidates attending training". The trainer should always be confident that the person who attends a training session is the person that they claim to be. In many instances, the trainer will know a learner from previous contact but if not, confirmation of their identity should be sought; for example, the trainer is responsible for confirming a learner's identity by seeing a driving licence or checking a photograph on the website of their employing council. Training providers should keep a register for each cohort of learners and confirm on the register that they have validated each learner's identity (with date). This register should be made available to Ascentis on request.

¹ On behalf of the Improvement Development Board (IDB) for England and the National Training Advisory Group (NTAG) for Wales.