

Introduction

Prior to any learner undertaking a course with LA Training evidence will be obtained by a member of the team to confirm the learner's legal right to live and work in the UK, evidence of age and evidence of home address. Please see below for accepted evidence, all information will be safely stored in accordance with the Data Protection Act.

Legal Right to Live & Work in UK

- Valid EU Passport
- Birth Certificate
- National Insurance Card
- Correspondence from HMRC with national insurance number

Evidence of Age

- Valid EU Passport
- Driving Licence (Provisional or Full) **must be in date*
- Birth Certificate

Evidence of Home Address

- Recent Utility Bill (within 3 months)
- Correspondence from Bank/building society
- Driving Licence (Provisional or Full) **must be in date*

There may be instances where other forms of evidence will be accepted, this will be at the discretion of the senior management team.

Reviewed: 20/08/2018