

Skills Passport

Registered Verifiers Code of Conduct

Your acknowledgement of the terms of this code of conduct by clicking 'I Agree' forms an agreement between you (The Registered Verifier) verifying this skill, qualification, achievement or other detail contained herein and PurplePassport Ltd who are the administrators of the Skills Passport Scheme hereinafter referred to as PPL.

It is the requirement of a Registered Verifier to verify as far as reasonably practicable, that an individual who has successfully acquired a Skills Passport has the skills, qualifications and/or achievements that they have entered onto their Skills Passport skills record hosted on the Skills Passport web site or otherwise have acquired skills, qualifications and/or achievements and requires them to be to be entered onto their skills record by the Registered Verifier.

The object of verification is to verify as far as reasonably practicable and within the demands of the scheme a.) the individual's identification and b.) that an individual who has successfully acquired a Skills Passport has the skills, qualifications and/or achievements listed on their Skills Passport skills record. This must only be done if the Registered Verifier has site of substantive evidence relating to the identification or skill, qualification or achievement in question. The essence of verification is to enable the holders of Skills Passports to build up a valuable record of verified skills, qualifications and achievements to benefit them their current and future employment and provide current and future employers with a trusted record of their skills and achievements.

SUBSTANTIVE EVIDENCE:

All verification requires the Registered Verifier to have site of substantive evidence relating to the individuals ID or skills or qualification or achievement. The definition of Substantive Evidence is set out below:

1. Substantive Evidence for verifying an individuals ID:

a. *Personal identification:* means a current UK or other national passport, photographic driving licence or visa/work permit with a photograph. Date of birth MUST be visible on the document used to verify the ID and must match the date of birth entered on the skills passport. It is recommended that a photo copy or scanned copy of the document provided as substantive evidence by the Registered Verifier be retained by the Registered Verifier.

2. Substantive Evidence for verifying skills, qualifications and achievements:

a. *Formal qualification or skill:* means a top copy certificate relating to a qualification or other original copy documentation from the appropriate awarding body with the correct skills passport holders details clearly visible. It is recommended that a photocopy or scanned copy of the document provided as substantive evidence by the Registered Verifier be retained by the Registered Verifier.

Example: GCSE Certificate or Health & Safety Certificate (original only).

b. *Informal skills & achievements:* means irrefutable first hand evidence obtained by the Registered Verifier of an individual's skill or otherwise the Registered Verifier must have personal knowledge of an achievement.

Example: Company Training Certificate (which is checkable) or letter from previous/present employer stating training has occurred and has a checkable Company telephone or mail contact. If as a verifier you are the also the trainer for the informal skill being verified then this is also acceptable.

3. Sub verifiers:

Registered Verifiers can appoint Sub-verifiers within The Company to carry out the process of verification on their behalf. It is the direct responsibility of a Registered Verifier to oversee the conduct of Sub-Verifiers set up by the registered verifier to ensure their compliance to this code.

4. Access to training records pertaining to the verification process undertaken by the Registered Verifier:

The Registered Verifier acknowledges that PPL and their appointed agents, reserve the right to undertake random audits (although not more than twice per year per Registered Verifier) of Registered Verifiers records pertaining to their Registered Verifier activity and therefore shall ensure that appointed representatives of [insert Sector Skills Council name], PPL and their appointed agents shall be allowed access at all reasonable times, to examine the training and records of the Company in relation to the verifier activities providing only that the request for such access is provided to the Registered Verifier in writing or by email at least 5 working days prior to the requested time of the audit.

5. Penalties for non-compliance:

In circumstances where, either following a random audit or in response to evidence otherwise procured, PPL or their appointed agents, consider that the Registered Verifier or any Sub Verifiers of the Registered Verifier have not complied fully with this code of conduct they may, at their discretion, take the following action.

Suspension of Verifier Status pending investigation.	(Initial phase)
Downgrading of verifiers star rating.	(Minor non-compliance issues)
Disqualification of verifier status.	(Major non-compliance issues)

6. Right to appeal:

In the event that PPL impose any of the penalties set out in Clause 5, the Registered Verifier has the right to appeal by applying in writing to PPL. PPL will grant the right to appeal at the next available forum of PPL. The Registered Verifier will be required to present their appeal on behalf of The Company at the said forum, which will be considered by PPL. Following the appeal PPL's decision will be final.

Appeals should go to:
The Registered Verifier Adjudicator
PurplePassport Ltd
Broadway House
The Broadway
Wickford
Essex
SS11 7AD

As an authorised officer of The Company, I have read and understood this code of conduct and, on behalf of The Company, agree to abide by its terms and conditions.