



Swim Wales Training and Development Learner Existence and Eligibility Checks (LEE) Policy

DOCUMENT STATUS

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DOCUMENT CONTROL INFORMATION

Change History		
Version	Date	Details of changes
V2	12/02/2019	Amendments to existing policy
V3	02/04/2020	Amendments to existing policy
V4	18/09/2020	Amendments to existing policy

Learner Existence and Eligibility Checks (LEE) Policy

Swim Wales Educators must check that the learners attending courses are who they say they are (Learner existence) and that they meet the entry requirements (Learner eligibility). The eligibility and existence of all learners on a course must be established at the start of their programme.

Learner Existence

Identification should be photographic, however it is acknowledged that sometimes this is not possible. Please refer to the list below which are examples of identification that Swim Wales deem acceptable:

- Passport
- Driving licence
- ID card or other form of national ID
- Bus Pass/Rail Card
- National Insurance Card
- Photographic security pass for current place of employment
- Armed Forces service ID
- Birth certificate (and corresponding marriage certificate if applicable)

If the learner is not able to produce appropriate photographic identification, they should make contact with Swim Wales to discuss options

Learner Eligibility

In order for a learner to be eligible to attend any Swim Wales course leading to certification of a Swim England qualification, they need to hold the relevant entry requirements as detailed in the qualification specification.

Learners must provide evidence of their prerequisite on the first face-to-face delivery day of their course. The course educator will verify the validity of the evidence, make a note on the LEE Audit document and, where appropriate and in accordance with GDPR, take a copy of the evidence as well.



Swim Wales, if called upon need to provide evidence to the Swim England Qualifications (SEQ) that they conduct check to ensure learners fulfil the pre requisites of the Swim England Qualification. Each Swim Wales course will be subject to a LEE Audit check.

Swim Wales reserve the right to withhold application to the Swim England Qualifications for certification until evidence that both existence and eligibility checks have taken place.

Please note: Swim England Qualifications do not need to see the evidence that the learners submit to fulfil the LEE audit requirements, just evidence that Swim Wales is undertaking the required checks on each course.

This policy will be reviewed annually to ensure it remains fit for purpose and complies with the requirements of Swim England available qualifications.

The next policy review will take place in March 2021

Swim Wales Training & Development

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