

SkillsProfile Registered Verifiers Code of Conduct

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

The object of verification is to verify beyond reasonable doubt, a.) the individuals identification and b.) that an individual who has successfully acquired a SkillsProfile has the skills, qualifications and/or achievements listed on their SkillsProfile. 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 SkillsProfile to build up a valuable record of verified skills, qualifications and achievements to benefit them in 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 sight of substantive evidence relating to the individuals ID, skills, qualifications or achievement. The definition of Substantive Evidence is set out below:

Substantive Evidence for verifying an individuals ID:

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.

Substantive Evidence for verifying skills, qualifications and achievements:

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 photo copy 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).

Informal skills & achievements: means irrefutable first hand evidence obtained by the Registered Verifier of an individuals 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 also the trainer for the informal skill being verified then this is also acceptable.

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.

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

The Registered Verifier acknowledges that SkillsProfile, The Hosts 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 SkillsProfile, The Hosts 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 24 hours prior to the requested time of the audit.

Penalties for non-compliance:

In circumstances where, either following a random audit or in response to evidence otherwise procured, The Hosts 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.

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| 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) |

Right to appeal:

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

Appeals should be addressed to:
The Registered Verifier Adjudicator
iProfile Ltd
3rd Floor
4 Royal Mint Court
London
EC3N 4HJ