

Training Provider Completion

Training provider to confirm the two forms of identification presented:

1: _____

2: _____

Candidate's Signature

Signature of Trainer

Venue

Date

Training provider staff are authorised to and reserve the right to verify or refuse this document if they are not satisfied as to its authenticity or if the letterhead is a photocopy. Photos must be recent, passport size and colour, with the candidate's signature on the back. This waiver form is valid for a single course and will be retained by the training provider in line with the requirements as set out by CITB.

Workforce Skills Support
Mansfield Business Centre
Ashfield Avenue
Mansfield
NG18 2AE
01623 287 830

Dear Delegate,

Identification waiver form - Valid from XX/XX/2024

Guidance Notes: You have recently booked a WSS internally accredited course. As you have confirmed that you do not possess the photographic identification required, please see overleaf the WSS waiver form for you to complete and offer as identification when attending the course.

You must nominate a person in a position of responsibility to whom you are known (your sponsor), from the following list of acceptable sponsors:

doctor	probation officer	job centre employee	Site Manager
magistrate	fire service officer	teacher / lecturer	Contracts Manager
solicitor	officer of armed services	trade union officer	Senior Manager
police officer	chairman / director of ltd company	support worker	

Your sponsor must be independent from and not connected with the training provider at which you are taking your course. The waiver form must be copied onto the original headed notepaper of your sponsor, or with an original compliment slip or an official stamp (photocopies are not acceptable). Your sponsor must sign and date the waiver form, and state clearly their position and title (doctor, magistrate etc.).

Sign on the back of a recent, colour passport sized photograph of yourself, in the presence of your sponsor, who must also sign the photograph as witness to your signature. Attach the photograph to the waiver form in such a way that training provider staff can check that the signatures are present. Complete the form and sign where indicated.

Take the form with you to the training provider where you will be asked to sign the form again, in the presence of the trainer.

In addition to the waiver form, candidates must also present **TWO** additional valid forms of identification at the training centre prior to taking a course, from the list below:

recent utility bill (less than 3 months old) bank statement (less than 3 months old) credit/debit card
building society passbook
national insurance card / addressed pay slip or official HMRC letter including NI number
Inland Revenue card
paper driving licence
B79 prisoners notification of discharge letter
Birth Certificate
Young scots card

Please note: It is the responsibility of the sponsor and the candidate to complete the waiver form correctly. Training provider staff has discretion to turn away any candidate who has not completed the waiver form correctly. The waiver form is valid for one course only. It is the candidate's responsibility to ensure that their sponsor is available by telephone to corroborate the form.

Yours Sincerely,

Workforce Skills Support