

		Ref No.	6 - 16
		Version No.	5
		Date Issued	4 Feb 2010
Title	STUDENT ID CARDS		
Responsibility	Director		

1. PURPOSE

To provide guidelines for the issue, administration and use of identification cards issued to Telford students.

2. APPLICATION

This policy and procedure applies to all students enrolled in a programme of study where funding is received for ≥ 0.25 EFTS (≥ 30 credits).

This policy also applies to students enrolled in Telford programmes (>0.5 EFTS) delivered by a sub-contracted provider.

3. DEFINITIONS

Nil.

4. STATUTORY OBLIGATIONS

Nil.

5. POLICY

- 5.1 All students who are enrolled in a programme of study greater than 0.25 EFTS and longer are entitled to an Identification Card.
- 5.2 The IT Manager will issue ID cards on notification of student details.
- 5.3 The IT Manager is responsible for security systems associated with ID cards.
- 5.4 ID Cards will be in a format approved by the Management Team.
- 5.5 The expiry date on the ID card will be aligned with the programme completion date.
- 5.6 ID cards for courses of longer than 0.5 EFTS on campus will be issued free of charge. ID cards for courses shorter than 0.5 EFTS must be paid for at the time of the application for an ID card. A fee will be charged for a replacement card.
- 5.7 Cards will be issued within six weeks of enrolment into the course of study, where all information including photograph has been accurately provided.
- 5.8 Students receiving support services at other institutions may require an ID card issued by that institution. The responsibility for that ID card remains with the issuing institution.

6. PROCEDURE

Nil.

7. RECORD MANAGEMENT

Nil.

8. ASSOCIATED DOCUMENTS

Nil

REVISION HISTORY			
Version	Description of Change	Author	Effective Date
1	New Document	External Consultant	April 2004
2	Triennial Review	QMS Team	April 2006
3	Alignment of the QMS with actual practices at Telford in response to the ITPQuality Audit Report, April 2007. Complete revision.	QMS Policy Review Committee	16 May 2008
4	Triennial Review – no changes	QMS Policy Review Committee	17 September 2009
5	Change limits to EFTS/weeks	QMS Policy Review Committee	4 February 2010