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Admissions Document Verification

Policy

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Admissions Document Verification

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Admissions Document Verification

Table of Contents

1.	<i>Overview - Why do applicants need their documents verified?</i>	1
2.	<i>Admissions Document Verification Process</i>	1
2.1	Why do applicants need their documents verified?	1
2.2	What documents need to be verified?	1
2.3	Who can verify the documents?	2
2.3.1	Proof of documents	2
2.3.1.1	Proof of identification documents	2
2.3.1.2	Proof of qualification documents	2
2.4	Example of Professional occupations	3
2.5	What does the person verifying the documents need to write	4

Admissions Document Verification

1. Overview

To ensure that new students entering onto a programme at UCEM are capable to undertake their selected course, we must be satisfied that they hold qualifications at the required level and grades used in assessing their application. The Admissions Team therefore must undertake a verification exercise to ensure that applicants hold the qualifications used to gain entry onto the programme. Additionally, UCEM must be satisfied that the person applying and undertaking the programme is the person listed on the application through verification of an identity document.

Where many universities rely on the UCAS verification service that provides exam results for full-time undergraduate students or confirming authenticity at a physical registration, as an online institution with a predominately part-time student body, UCEM is unable to take full advantage of these options. Therefore, UCEM has had to consider alternative ways to confirm that students hold the qualifications claimed in an application, as well as confirming each students identify.

2. Admissions Document Verification Process

2.1 Why do applicants need their documents verified?

As UCEM is a supported online learning University College, the Admissions team are unable to view original copies of the qualifications or ID. Therefore, photocopies of official documentation included with applications need to be verified as a true and accurate copy. Having someone in a professional occupation verify documents allows UCEM to check the authenticity of the documents without seeing them in person.

2.2 What documents need to be verified?

UCEM require that the following documents are verified:

1. Proof of Identification (i.e., passport, driving licence);
2. Qualifications used to gain an offer (i.e., Maths/English GCSEs, University Transcript/Diploma).

Admissions Document Verification

2.3 Who can verify the documents?

2.3.1 Proof of documents

2.3.1.1 Proof of identification documents

1. Post Office Document Certification Service: Documents can be verified through the UK Post Office's [Document Certification Service](#). Where an applicant uses this service, they may send a scanned/photo image of the verified documents with the Post Office stamp clearly visible and legible to the Admissions team by uploading the documents to their application portal or via e-mail to admissions@ucem.ac.uk. For international students not in the UK, UCEM will also consider similar schemes of certifications (i.e., an apostille or a notary certification).
2. Certification by a professionally qualified person: Where a professionally qualified person has viewed the original documents and the photocopy made, they can provide a physical or digital signature to certify that it is a true copy by signing the photocopy with their information (as per our instructions below. Please see the '[What does the person verifying the documents need to write?](#)' section for more detail). Where UCEM is satisfied that the individual meets the requirement of professionally qualified person and all required information has been provided, then UCEM will accept those photocopies as verified documents. For a list of professions and job roles UCEM consider to be professionally qualified and able to certify documents, please see the '[Examples of Professional Occupations](#)' section.
3. **IMPORTANT NOTE:** The person verifying documents cannot be related to the applicant, living at the same address or in a relationship with them.
4. If an applicant is unable to provide documents verified by the above options, then they should contact the Admissions Team to discuss possible alternative arrangements.

2.3.1.2 Proof of qualification documents

1. UCAS: Where an applicant applies through UCAS, and their results are provided to us via UCAS through the exam board then these will be accepted by UCEM as verified qualifications.
2. Personal Learning Record (PLR)*: Where an applicant has a PLR record, any qualifications confirmed on the PLR will be accepted by UCEM as verified qualifications.
3. Awarding Body: Where an awarding body (Exam board or awarding institution) confirms directly to UCEM at admissions@ucem.ac.uk that the applicant has obtained the specified award by providing the award title, level, grade/classification, and date awarded/conferred then UCEM will accept this as a verified qualification.
4. Post Office Document Certification Service: Documents can be verified through the UK Post Office's [Document Certification Service](#). Where an applicant uses this service, they may send a scanned/photo image of the verified documents with the Post Office stamp clearly visible and legible to the Admissions team by uploading the documents to their application portal or via e-mail to admissions@ucem.ac.uk. For international students not in the UK, UCEM will also consider similar schemes of certifications (i.e., an apostille or a notary certification).

Admissions Document Verification

5. Certification by a professionally qualified person: Where a professionally qualified person has viewed the original documents and the photocopy made, they can provide a physical or digital signature to certify that it is a true copy by signing the photocopy with their information (as per our instructions below. Please see the [‘What does the person verifying the documents need to write?’](#) section for more detail). Where UCEM is satisfied that the individual meets the requirement of professionally qualified person and all required information has been provided, then UCEM will accept those photocopies as verified documents. For a list of professions and job roles UCEM consider to be professionally qualified and able to certify documents, please see the [‘Examples of Professional Occupations’](#) section. **IMPORTANT NOTE:** The person verifying documents cannot be related to the applicant, living at the same address or in a relationship with them.
6. If an applicant is unable to provide documents verified by the above options, then they should contact the Admissions Team to discuss possible alternative arrangements.

2.4 Example of Professional occupations

The following is a list of professions and job titles that UCEM have adapted from the HM Passport Office’s list of recognised professions and consider to be professional occupations:

- accountant (chartered);
- airline pilot;
- articled clerk of a limited company;
- assurance agent of recognised company;
- bank or building society official;
- barrister;
- chairman or director of a limited company;
- chiropodist;
- commissioner for oaths;
- councillor, for example local or county;
- civil servant (permanent);
- dentist;
- director, manager, or personnel officer of a legally registered company or corporation;
- doctor;
- engineer with professional qualifications;
- financial services intermediary, for example a stockbroker or insurance broker;
- fire service official;
- funeral director;
- insurance agent (full time) of a recognised company;
- journalist;
- Justice of the Peace;
- legal secretary (fellow or associate member of the Institute of Legal Secretaries and PAs);
- licensee of a public house;

Admissions Document Verification

- local government officer;
- manager or personnel officer of a limited company;
- member, associate, or fellow of a professional body;
- Member of Parliament;
- Merchant Navy officer;
- minister of a recognised religion (including Christian Science);
- nurse (RGN or RMN);
- officer of the armed services;
- optician;
- paralegal (certified paralegal, qualified paralegal, or associate member of the Institute of Paralegals);
- person with honours, for example an OBE or MBE;
- pharmacist;
- photographer (professional);
- police officer;
- Post Office official;
- president or secretary of a recognised organisation;
- Salvation Army officer;
- social worker;
- solicitor;
- surveyor;
- teacher or lecturer;
- trade union officer;
- travel agent (qualified);
- valuer or auctioneer (fellow or associate members of the incorporated society);
- Warrant Officers and Chief Petty Officers.

The person verifying documents cannot be related to the applicant, living at the same address or in a relationship with them.

2.5 What does the person verifying the documents need to write?

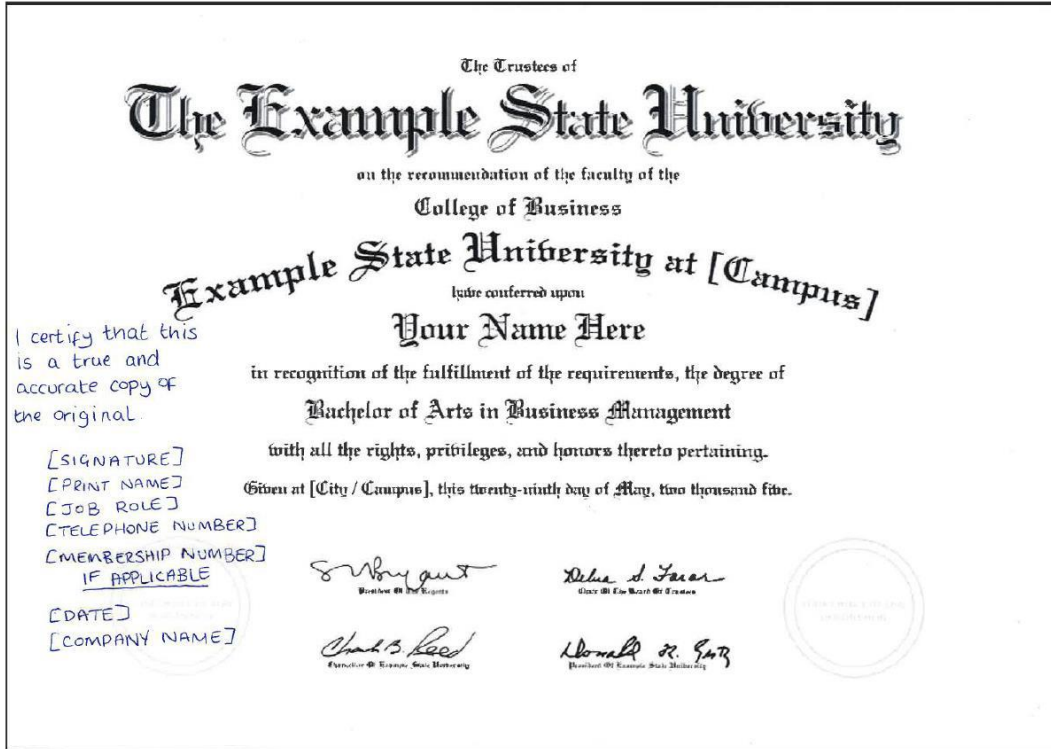
When getting documents verified the applicant will need to show the individual verifying their documents both the original document and the photocopy that they have provided as part of their application. If the person verifying documents is satisfied that they are genuine copies of the original, they will need to write on the copy physically or digitally on each document:

- 'I certify that this is a complete and accurate copy of the original'
- Sign and date the document
- Print their name clearly
- Provide their professional membership number if applicable (i.e., RICS member) or provide their job title, company name, email address and telephone number. Please note if they are providing a membership number that is not for RICS, we will also require their contact details.

Admissions Document Verification

Please note that this will need to be written on the front of every document that requires verification. We are unable to accept a piece of paper attached to a document, it will need to be written on the copy.

Example of a document with the required verification information listed:



* A personal learning record (PLR) is a permanent online record of qualifications and achievements held by the Education and Skills Funding Agency (ESFA), which is an executive agency of the Department for Education (DfE). A PLR records general and vocational qualifications such as QCF, A levels, GCSEs, BTEC, Diplomas and Functional Skills.

H Edwards

Signed by:

Helen Edwards

Chair of the Quality Standards and Enhancement Committee

Date: 04/03/2022