



**Policy for
Mistaken or Fraudulent Claims
for Certification**

Updated: June, 2013

To reduce the risk of mistaken or fraudulent claims for certification of completion of units. Sanjari International College (SIC) should make sure that the registrations and certifications are accurate and the acknowledgement of appropriate learner.

Aim of the Policy

- To register individual learners to the correct programme within agreed timescales
- To claim valid learner certificates within agreed timescales.
- To construct a secure, accurate and accessible audit trail to ensure that individual learner registration and certification claims can be tracked to the certificate which is issued for each learner.

In order to comply with the above aims the college will:

- Register each learner within the awarding body requirements
- Provide a mechanism for programme teams to check the accuracy of learner registrations
- Make each learner aware of their registration status
- Inform the awarding body of withdrawals, transfers or changes to learner details
- Ensure that certificate claims are timely and based solely on internally verified assessment records
- Audit certificate claims made to the awarding body
- Audit the certificates received from the awarding body to ensure accuracy and completeness
- Keep all records safely and securely for three years post certification.

This policy will be reviewed every three months by the Academic Committee.