

Fraud Prevention Policy V2.0

Policy Applies to	All
ASQA Standard Reference	Standards for RTO 2015 Clauses 3.1 – 3.4
Date Policy is effective from	23/12/2016
Authorised by	Helen Lechte CEO

Fraud Prevention

Cove Training confirms its responsibility for authentication and verification of a student’s certification and statement of attainment documentation.

Cove Training has mechanisms in place to reduce fraudulent reproduction of its certification. All Cove Training documentation includes the Cove Training seal, logo and unique watermark. Additional fraud prevention measures implemented include:

- Printing documentation on commercially printed shells that make it clear when a document is not the original;
- Using document numbers for verification purposes; and
- Including information about what security measures are used on Cove Training’s website (with references to this information on the documents).

Third Parties

Cove Training does not allow third parties to create qualifications or statements of attainment on behalf of Cove Training.

Cove Training may include additional relevant information on AQF certification documentation, including the name and/or logo of a third party involved in the training and assessment. Whenever used, Cove Training ensures such information is accurate and does not introduce confusion about which organisation is issuing the certification.

Testamur Register

Cove Training:

- Retain registers of AQF qualifications they are authorised to issue and of all AQF qualifications issued; and
- Provide reports of Records of qualifications issued to ASQA on a regular basis as determined by ASQA.

Cove Training retains records of qualifications and statements of attainment issued for 30 years. Please refer to the Records Management section of this manual for further information.