



Authentic Documentation Policy and Procedure

1 Background

Menzies Institute of Technology (hereinafter known as “the Institute”) recognises that documentation authenticity is important for training and assessment work, legal matters, regulatory requirements, government information and financial transactions. The Institute is dedicated to gathering documents that are authentic, that is, genuine and not falsified or copied. In the digital world, documents must be whole and not changed and the Institute must maintain proper records. Authentic documentation and procedures are to ensure that falsification of documents is avoided within the Institute. It is a priority to ensure records are correct. An effective strategy to define, identify and enforce occurrences of falsification is vital to protect the Institute from unwanted risks, exposures, liabilities and inefficiencies and fall within the ambit of the *MITP92 Fraud and Corruption Policy and Procedure*. Strict governance of the Institute policies is absolutely necessary to protect the security (and integrity) of all documentation produced and maintained within the Institute.

2 Purpose

The purpose of this document is to maintain strategically coordinated and consistent practices across the Institute when falsification incidents occur for documents that contain:

- factually incorrect information;
- misrepresented information; and
- omitted information that is required by the Institute.

3 Audience

This policy applies to any official documents provided by potential learners, current students and active or former Institute graduates.

4 Definitions

Authentic: refers to something of undisputed origin and not a copy; conforming to fact and worthy of trust, reliance or belief; genuine, accurate and reliable; being so in fact and not fraudulent and whole and unchanged.

Factually Inaccurate Information: personal details provided in documents maintained and controlled by the Institute. This information can be verified from other existing documentation to prove its authenticity and accuracy.

Misrepresented Information: personal details provided in documents maintained and controlled by the Institute are purposely designed to mislead and misrepresent, to gain an unfair advantage through admission, or in respect of enrolment.

5 Policy

All enrolment applicants to the Institute are required to provide authorisation declaring that the information supplied in their application for enrolment during the admission process is correct and complete to the best of their knowledge. They are also informed that the provision of factually inaccurate or incomplete information may result in the withdrawal, termination or denial of admission to the Institute at any point during the enrolment process (including potential forfeiture of awards).

Document falsification is a criminal offence prosecutable by the full extent of the law. The Institute may report (and is obligated to report) proven falsification incidents to the appropriate law enforcement officials. The Institute may report specific confirmed cases of falsification to relevant regulatory authorities.

Marketing and Admissions Department is responsible for the collection and maintenance of all admission records, including documentation for credit transfers and recognition of prior learning. Completion of training products may depend upon the accuracy of any or all submitted documentation (including documentation submitted for credit transfers and recognition of prior learning) because many other aspects depend upon the accuracy of that information, which could lead the Institute and document provider up to liability issues.

6 Procedures

Initial reporting of suspicious information

- Enrolment applications (and indeed all formal documents maintained and owned by the Institute) must be vigilantly scrutinised.
- When factually inaccurate, misrepresented or omitted documentation is suspected, the document should be immediately reported to the Compliance Manager.
- The Compliance Manager will ensure the situation is investigated and for this purpose, further information may be obtained from any relevant parties.
- If an investigation confirms existence of fraudulent or misleading documentation, the Vocational Management Team will be notified.

Management of confirmed suspicious information

- If the Vocational Management Team determines that follow up is required with the party completing the document, Vocational Management Team will write to that person through the Compliance Manager asking for clarification and/or substantiation.
- The person is required to respond in writing, within five (5) business days of the date of the request from the Compliance Manager.
- If the documentation (or the detail) in question cannot be substantiated, the document will be filed as invalid and the person will be informed in writing.
- The person may be excluded from any future submissions and enrolment cancelled.
- Any related awards or fees paid by the person may be forfeited.
- In all cases in which documentation becomes invalid, the Institution will:
 - advise any organisations involved in the falsification by providing a copy of the document as well as any relevant details;
 - report the finding and a copy of the document to the relevant regulatory authority for inclusion on its register; and/or
 - advise appropriate authorities (if warranted) and include a copy of the document.
- This policy and its related procedures apply to potential learners, current students and active or former Institute graduates.

7 Review

This policy will be subjected to a review and update at intervals of three years from the approval date. Exceptions to frequency of review can be made if necessary. Any person who wishes to enter a complaint concerning this policy may do so in accordance with the appropriate policies.

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