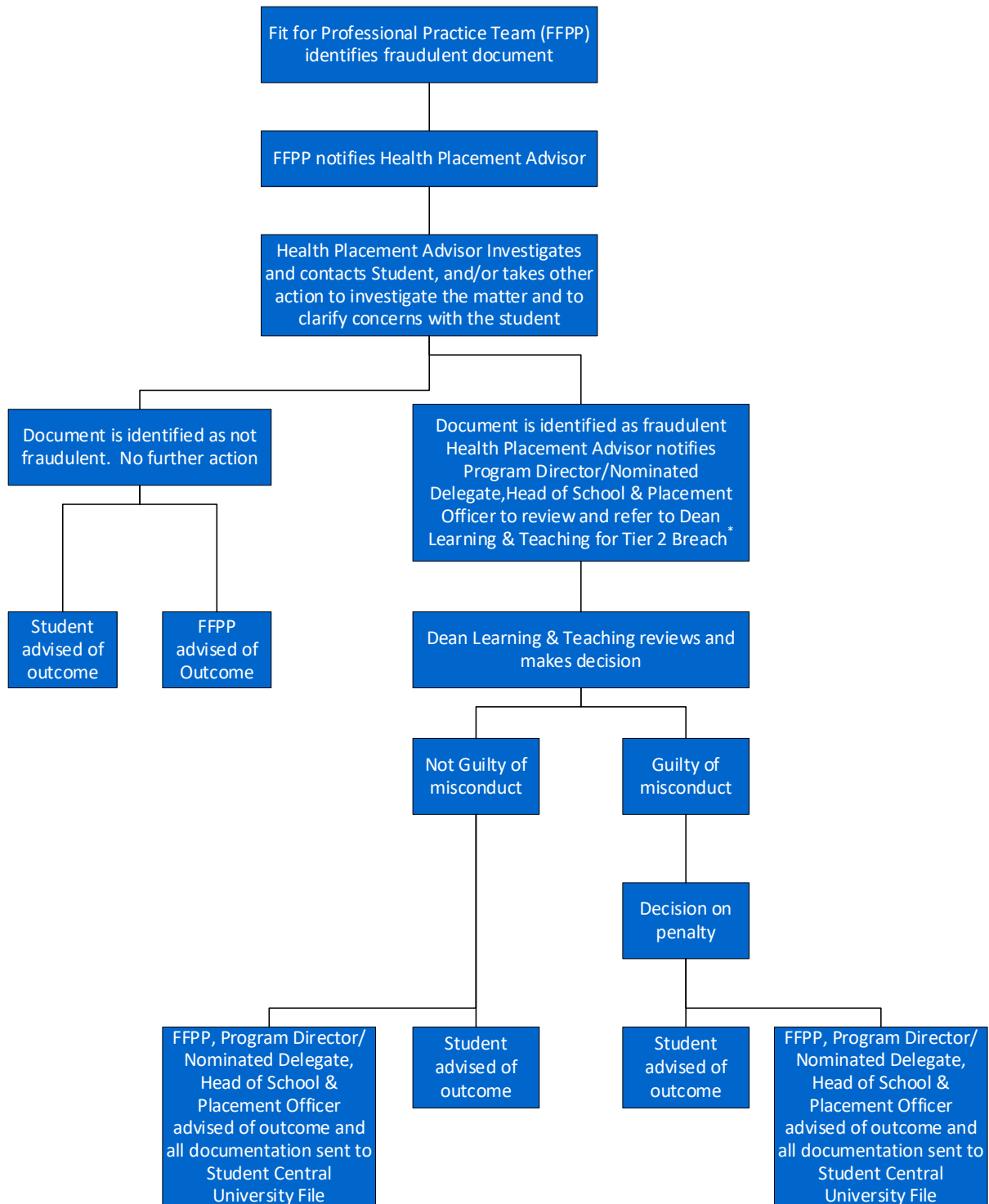


# Fraudulent Document Process



\* [Griffith Health Local Protocol – Fit for Professional Practice](#)

## **Guidelines for Investigation**

1. The Health Placement Advisor will evaluate if the document in question is potentially fraudulent eg: First Aid Certificate – Health Placement Advisor will contact the training provider to confirm if the student has attended the training course as stated on the certificate.
2. If the document is identified as not fraudulent the Health Placement Advisor will notify the FFPP team and clear the check in Sonia.
3. If the document is deemed to be potentially fraudulent, the Health Placement Advisor will contact the student to discuss the document and provide the student an opportunity to provide feedback and/or to clarify the concerns.
4. If the document is determined to be fraudulent, the Health Placement Advisor will notify the Program Director/Nominated Delegate and Head of School for them to review and refer to the Dean of Learning & Teaching for a Tier 2 notice and review. A copy will also be sent to the Placement Officer for noting.
5. Fraudulent Document Process to be followed.