SAMPLE. This is a specimen document built to show a company what it receives. It is not issued to anyone, the learner and the company named here are fictional, and it carries no value as a record.

What the auditor sees

A read-only view of the same records, for the person checking a claim. Every row shows who wrote it and when. Nothing in this view can be edited by the company or by us.

Record	What it proves	Written by	Date written	Changed since
Learner identity	Who attended	The learner, checked by the assessor	6 Jan 2027	No
Attendance, 4 sessions	They were there, dated	Session system, per session	6–15 Jan 2027	No
Work produced	The session produced something real	The learner	Per session	No
Assessment, part by part	They can do it, not just attended	ACTA-certified assessor	15 Jan 2027	No
Certificate	Course name, training date, learner name	Printed from the record	15 Jan 2027	No

Three things this view is built to prevent

1. **A certificate nobody earned.** It prints only from a completed record; there is no separate button.
2. **A record edited after the fact.** Every opening of a record is logged with the time and the person, and a change is visible as a change.
3. **A claim for someone who did not attend.** Hours come from attended, dated sessions, not from an invoice.

What a company should ask any provider for

The same three rows: the dated session list, the per-person assessment with the assessor's name, and the record the certificate was printed from. A provider who cannot produce all three on request is selling attendance, not skill.