



Driver Academy
AUSTRALIA

RTO 46350

AQF Certification Policy and Procedures

Version 2.1 – February 2026

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Version Control

Item	Summary of update	Version	Review date
1	New comprehensive Policy and Procedures document created to replace old, outdated policy suite.	V2.0	20/02/2026
2	Changes to pre-requisites following client clarification	V2.1	24/02/2026
2			

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Copyright

Copyright, Intellectual Property, Professional Lien and Moral Rights

1. Ownership of Intellectual Property

All intellectual property rights, including copyright and any other proprietary or statutory rights, in all documents, materials, works, deliverables, methodologies, templates, frameworks, training and assessment materials, reports, data, and other content created, authored, developed, or supplied by AIS (the *Works*), whether in draft or final form, remain the sole and exclusive property of AIS, unless expressly agreed otherwise in writing.

No right, title, or interest in the Works is transferred to the Client except as expressly set out in the Client Services Agreement and this copyright notice.

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The licence:

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- must not be assigned, transferred, sublicensed, novated, shared, or otherwise made available to any other entity, including (without limitation) related bodies corporate, partners, shareholders, directors, officers, contractors, affiliates, successors, stakeholders, joint venture participants, or any other third party, whether now or at any time in the future, without the prior written consent of AIS, which may be granted or withheld in AIS's absolute discretion.

Any unauthorised transfer, sharing, or use of the Works by another entity constitutes a material breach of the Client Services Agreement and an infringement of AIS's intellectual property rights.

3. Professional Lien

AIS retains a professional lien over all Works created or supplied under the Client Services Agreement and this copyright notice.

Notwithstanding any other provision of the Client Services Agreement:

- AIS is not required to release, licence, assign, or provide final or editable versions of any Works; and
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This lien survives termination or expiry of the Agreement.

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Subject to full payment of all amounts owing, AIS may grant the Client a non-exclusive, non-transferable, non-sublicensable, revocable licence to use the Works solely for the purpose expressly agreed in writing and only for the benefit of the Client entity named in the Client Services Agreement.

Any use outside that agreed purpose or by any other entity constitutes an infringement of AIS's intellectual property rights.

5. Moral Rights and Integrity of Works

AIS does not waive and expressly reserves all moral rights (as defined in the *Copyright Amendment (Moral Rights) Act 2000 (Cth)*) in respect of all Works created by AIS under the Client Services Agreement and this copyright notice.

Without limiting the foregoing, the Client must not, without the prior written consent of AIS (which may be granted or withheld in AIS's absolute discretion):

- a) fail to attribute AIS as the author of the Works, or falsely attribute the Works to another person;
- b) amend, adapt, edit, alter, distort, crop, reformat, translate, excerpt, or otherwise modify the Works; or
- c) (c) do, or omit to do, any act in relation to the Works that would, or may reasonably be expected to, be prejudicial to AIS's honour, professional reputation, or standing.

6. Conditions on Consent

Where AIS provides consent under this notice, such consent may be subject to **reasonable conditions**, including but not limited to:

- mandatory attribution wording;
- quality control and audit requirements;
- version control and approval processes;
- restrictions on context, audience, format, or medium of use; and
- immediate withdrawal of consent if conditions are breached.
-

7. No Implied Consent

Nothing in this Agreement, any Client Services Contract, Statement of Work, or related document operates as a consent by AIS to any act or omission that would infringe AIS's moral rights or intellectual property rights, except to the extent expressly agreed in writing by AIS.

8. Survival

This clause survives termination or expiry of any Agreement and continues in full force and effect.

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Purpose

This policy and procedure clearly defines the policy approach that Driver Academy Australia (The Academy) has adopted in relation to the issuing of AQF certification documentation. It also outlines the process that Driver Academy Australia adheres to when issuing AQF certification documentation, including key requirements that must be met prior to issuance.

The roles and responsibilities for the various processes at The Academy are also identified.

Definitions

- **AQF** means Australian Qualification Framework which can be accessed at <http://www.aqf.edu.au/>
- **AQF Qualifications Issuance Policy** means the national policy outlined in the AQF and available at https://www.aqf.edu.au/sites/aqf/files/aqf_issuance_jan2013.pdf
- **ASQA** means Australian Skills Quality Authority, which is the national VET regulator and the RTO's registering body
- **Certification document** means a Certificate (Testamur), Statement of Attainment or Record of Results.
- **Compliance Standards** refers to the Compliance Standards for National Vocational Education and Training Regulator (NVR) Registered Training Organisations (RTOs) Instrument 2025.
- **Course** means any nationally recognised qualification, unit of competency, skill set or short course in which a student is enrolled with the Academy.
- **Credit Transfer (CT)** refers to a process that provides learners with recognition for units of competency previously completed with another RTO or within the same RTO, without the need for further assessment. Units may be superseded, but deemed equivalent and the competency requirements map.
- **Outcome Standards** refers to the Outcome Standards for National Vocational Education and Training Regulator (NVR) Registered Training Organisations (RTOs) Instrument 2025.
- **Recognition of Prior Learning (RPL)** refers to the process that involves the assessment of an individual's relevant prior learning (formal, informal, and non-formal) to determine the extent to which that individual meets the requirements specified in the training package or accredited course.
- **Statement of Attainment (SOA)** confirms that one or more nationally recognised units or modules has been successfully completed by an individual and is also used where there has been partial completion of a qualification or VET accredited course.
- **Unique Student Identifier (USI)** is a unique reference number issued to an individual by the Australian Government, in accordance with the Student Identifiers Act 2014. It is made up of numbers and letters and enables an individual to look up and track their training achievements in an online database.

Scope

This policy and procedure document applies to all nationally recognised training products offered by The Academy where AQF certification documentation, including qualifications (Testamur), record of results and statements of attainment (SOA), are to be issued under the Australian Qualifications Framework.

Responsibilities

The policy and procedures document applies all learners enrolling in a nationally-recognised qualification or course at The Academy.

- Chief Executive Officer / Training Manager
- RTO Manager
- Trainers and Assessors
- Student Liaison team

Alignment

Outcome Standards, Compliance Standards and Credential Policy for National Vocational Education and Training Regulator (NVR) Registered Training Organisations (RTOs) Instruments 2025*

**Please note: the information below, including number formatting, while inconsistent, is a direct reflection of the regulatory instruments and number formatting as endorsed by the regulator ASQA.*

Outcome Standards:

Standard 1.4

The assessment system ensures assessment is conducted in a way that is fair and appropriate and enables accurate assessment judgement of VET student competency.

Performance indicator:

An RTO demonstrates:

- a. the assessment system facilitates assessment which must be conducted in accordance with the following principles:
 - i. fairness – assessment accommodates the needs of the VET student, including implementing reasonable adjustments where appropriate and enabling reassessment where necessary;
 - ii. flexibility – assessment is appropriate to the context, training product and VET student, and assesses the VET student’s skills and knowledge that are relevant to the training product, regardless of how or where the VET student has acquired those skills or that knowledge;
 - iii. validity – assessment includes practical application components that enable the VET student to demonstrate the relevant skills and knowledge in a practical setting; and
 - iv. reliability – assessment evidence is interpreted consistently by assessors and the outcomes of assessment are comparable irrespective of which assessor is conducting the assessment.
- b. assessors make individual assessment judgements that are justified based on the following rules of evidence:
 - i. validity – assessment evidence is adequate, such that the assessor can be reasonably assured that the VET student possesses the skills and knowledge described in the training product;
 - ii. sufficiency – the quality, quantity and relevance of the assessment evidence enables the assessor to make an informed judgement of the VET student’s competency in the skills and knowledge described in the training product;
 - iii. authenticity – the assessor is assured that a VET student’s assessment evidence is the original and genuine work of that VET student; and
 - iv. currency – the assessment evidence presented to the assessor documents and demonstrates the VET student’s current skills and knowledge.

Standard 1.6

VET students with prior skills, knowledge and competencies are supported to seek recognition of prior learning to progress through the relevant training product. (RPL)

Performance indicator:

The RTO demonstrates:

- a. VET students are offered opportunities to seek recognition of prior learning and are made aware of the organisation's policies for seeking recognition of prior learning;
- b. decisions relating to recognition of prior learning are based on evidence of prior skills, learning and experience, and are undertaken in accordance with the organisation's assessment system; and
- c. decisions relating to recognition of prior learning are documented and decided in a way that is fair, transparent, consistent amongst VET students, and maintains the integrity of the training product.

Standard 1.7

VET students who have previously completed an equivalent training product are supported to have their training recognised. (CT)

Performance indicator:

The RTO demonstrates:

1. VET students are offered opportunities to seek credit transfer and are made aware of the RTO's policies for this
2. credit transfer is based on evidence of prior completion of an equivalent training product demonstrated by AQF certification documentation or an authenticated VET transcript (unless prevented by licensing or regulatory requirements or the training product)
3. decisions about credit transfer are fair, consistent and transparent, and are documented.

Compliance Standards – Integrity of nationally recognised training products:

9. Issuance of AQF certification documentation

1. A registered training organisation must not issue AQF certification documentation to any person unless the person is a VET student who the organisation has assessed as meeting the requirements of the training product.
2. Where a registered training organisation has assessed a VET student as meeting the requirements of the training product in accordance with subsection (1), the organisation must ensure the AQF certification documentation is issued to the VET student within 30 calendar days from the completion of the assessment, provided the VET student:
 - a. has completed the AQF qualification or completed one or more units of an AQF qualification which they have subsequently withdrawn from; and
 - b. has paid to the organisation all agreed fees associated with the training product.

10. Records of AQF certification documentation and assessments

A registered training organisation must:

- a. maintain a register in accordance with the AQF Qualifications Register Policy of all:
 - i. AQF qualifications it is authorised to issue; and
 - ii. AQF qualifications and VET statements of attainment the organisation has issued to VET students;
- b. retain records, in accordance with the AQF Qualifications Register Policy, of all AQF certification documentation issued to VET students for a period of **thirty years**;
- c. retain records of all assessments submitted by a VET student to the organisation or a third party for a period of **2 years** after the student has completed the training product;

- d. ensure VET students – including those previously enrolled with the organisation – are able to access copies of their AQF certification documentation retained under paragraph (b); and
- e. upon request from the VET Regulator, provide a report of all AQF qualifications and VET statements of attainment the organisation has issued during the period specified in the Regulator’s request.

11. Issue of VET qualifications and VET statements of attainment

1. All VET qualifications issued by a registered training organisation must comply with the AQF Qualifications Issuance Policy and must include:
 - a. the name, registration code and logo of the organisation;
 - b. the code and title of the AQF qualification;
 - c. the NRT logo – in accordance with the requirements of the NRT Logo Conditions of Use policy;
 - d. the signature of an individual who the organisation has authorised to sign the AQF qualification;
 - e. the organisation’s seal, corporate identifier or unique watermark;
 - f. the following statement: “The qualification is recognised within the Australian Qualifications Framework”, or any Australian Qualifications Framework logo authorised by the Conditions for the use of the Australian Qualifications Framework Logo policy;
 - g. where the AQF qualification has an industry descriptor as listed on the National Register in the corresponding training product – the industry descriptor;
 - h. where the AQF qualification has an occupational or functional stream listed on the National Register under the corresponding training product – the title of the stream in brackets after the code and title of the AQF qualification;
 - i. where the AQF qualification has been obtained by a VET student in the course of undertaking an Australian apprenticeship – the statement: “Achieved through Australian Apprenticeship arrangements”; and
 - j. where any part of the AQF qualification has been delivered in another language – the statement: “these units of competency/modules have been delivered and assessed in [insert relevant language]” followed by a list of all units of competency or modules that have been delivered in the relevant language.
2. All VET statements of attainment issued by a registered training organisation must comply with the AQF Qualifications Issuance Policy and must include:
 - a. the name, registration code and logo of the organisation;
 - b. the full title and national code, as set out on the National Register, of:
 - i. each unit of competency to which the statement relates; or
 - ii. if no units of competency exist – each module to which the statement relates;
 - c. the NRT logo – in accordance with the requirements of the NRT Logo Conditions of Use policy;
 - d. the signature of an individual who the organisation has authorised to sign the statement;
 - e. the organisation’s seal, corporate identifier or unique watermark;
 - f. the statement: “A VET statement of attainment is issued by a registered training organisation when an individual has completed one or more accredited units or modules”;
 - g. where the units of competency form part of a VET course or qualification – the following statement: “These competencies form part of [code and full title of the relevant VET course or qualification]”;
 - h. where the units of competency have been attained in the course of completing a VET course – the following statement: “These competencies were attained in completion of [VET course code] course in [full title of the VET course]”; and
 - i. where any of the units of competency or modules listed on the statement have been delivered in another language – the statement: “these units of competency/modules have

been delivered and assessed in [insert relevant language]” followed by a list of all units of competency or modules that have been delivered in the relevant language.

13. Nationally Recognised Training logo

A registered training organisation must ensure that it uses the NRT logo in accordance with the requirements specified in the NRT Logo Conditions of Use policy.

Compliance Requirements:

Schedule 2: Nationally Recognised Training Logo Conditions Of Use Policy

1. The Nationally Recognised Training Logo:
 1. The Nationally Recognised Training (NRT) Logo is a distinguishable mark of quality for promoting and certifying national vocational education and training leading to Australian Qualifications Framework (AQF) certification documentation.
 2. The NRT Logo is a registered trademark.
2. Authorisation to use the NRT Logo:

Registered training organisations are authorised to use the NRT Logo in accordance with this policy.
3. Overarching principles:
 1. The NRT Logo may only be used by registered training organisations in accordance with this policy and any requirements imposed in an instrument made under section 185 of the *National Vocational Education and Training Regulator Act 2011*.
 2. The NRT Logo may only be used in association with nationally recognised training which may include:
 - a. training package qualifications
 - b. accredited qualifications
 - c. accredited courses
 - d. training package skill sets
 - e. units of competency and accredited modules.
 3. All nationally recognised training is listed on the National Register (at training.gov.au).
 4. The NRT Logo must not be used in a way that creates misleading impressions.
4. Use of the NRT Logo on AQF certification documentation:
 1. The NRT Logo must be depicted on all AQF certification documentation issued by a registered training organisation.
 2. The NRT Logo must not be depicted on other testamurs or transcripts of results.
5. Use of the NRT Logo in other circumstances:
 1. The NRT Logo may be used in some other circumstances as detailed below.
Advertisements and promotional information in any medium (including but not limited to print, television, radio, banners, and internet)
 2. Registered training organisations may use the NRT Logo to promote nationally recognised training provided that training is within the organisation’s scope of registration.
 3. In using the NRT Logo for this purpose, the organisation must not create the impression that the NRT Logo applies to, or is associated with all training provided by the organisation, if this is not the case.
 4. The NRT Logo cannot be used by an organisation where the training is accredited, but is outside the scope of the organisation’s registration. Where training is being promoted and does not meet the requirements stipulated in the VET Quality Framework or is outside the organisation’s scope of registration, it must be made clear the NRT Logo is not associated with that training.
 5. Use of the NRT Logo is only permitted where there is a direct relationship to an AQF qualification and/or unit of competency as specified within training packages or VET accredited courses.

Student information

6. Where a registered training organisation uses the NRT Logo in promotional material such as brochures, handbooks or prospectuses that also refers to training offered by the organisation, the promotional material must clearly distinguish between nationally recognised training within the scope of the organisation's registration and any other type of training offered by the organisation.
Corporate stationery, business cards, buildings, training resources and merchandise
 7. The NRT Logo must not be used on products such as corporate stationery, business cards, building signage, merchandise and marketing products (e.g. mouse pads, pens, satchels, or packaging around products), or learning resources supporting training.
6. Standards for the use of the NRT Logo:
- Format for reproduction*
1. The NRT Logo can only be reproduced from hard or electronic copies provided by the VET Regulator.
 2. The NRT logo consists of both the triangular shape and the descriptor. The triangle is not to be used without the descriptor. The typeface is Fritz Quadrata. Under no circumstances is the descriptor to be typeset in any other typeface.
 3. The complete NRT Logo may be varied in size. The size and position of the NRT Logo on the final product is at the discretion of the product designer. Although the size of the logo may be varied, the proportions of the triangle and the descriptor in relation to each other may not be varied. Under no circumstance is the logo to be reproduced in mirror image or be rotated.
- Two colour reproduction*
4. Where the NRT Logo is reproduced in colour, it must comply with the following colour requirements. Deviation from these colours is not permitted, nor are colours to be swapped around or stippled. The only colours to be used are:
GREEN PMS 343
RED PMS 192
- One colour reproduction*
5. Where the NRT Logo is reproduced in one colour, it should preferably be in GREEN PMS 343 or, where this is not suitable, it may be reproduced in black. In some situations the background colour may clash or the logo may not be prominent. In those situations, the black logo may be reversed out to display in white.

Policy

Principles

The Academy will only issue secure AQF certification documentation to a learner who has been assessed as meeting the requirements of the training product as specified in the relevant training package or VET accredited course. All AQF certification documents will meet the requirements of this policy and the relevant Outcome Standards, Compliance Standards and Requirements noted above.

While currently **not** the case, in the event that The Academy engages Third-Party Providers, The Academy will ensure that any third-party providers for the delivery of training and assessment services on behalf of The Academy will be informed that they are **not permitted** to issue qualifications or statements of attainment using their own name or branding. AQF certification documentation must only be issued by the RTO, this being Driver Academy Australia.

The Academy will be responsible for issuing all AQF certification documentation including Certificates, Records of Results and Statements of Attainment (SOA) and only when all requirements are met by third-party providers and the RTO is satisfied that the requirements for issuing AQF certification has been satisfied in full.

The Academy has the required quality assurance systems in place to ensure that each learner has completed all required assessment to demonstrate competency and there are no fees outstanding prior to any AQF certification documentation being issued.

All AQF certification documentation at The Academy is generated and distributed electronically via email.

Learners may be required to pay an additional fee if they wish to receive a printed copy (Hard Copy) of their relevant AQF certification documentation. There may also be additional charges based on the delivery method selected by the learner such as via certified mail or express postage. All fees and charges are provided to learners at enrolment and agreed to as part of the conditions of the enrolment process.

Prevention of Fraudulent AQF Certification Documentation

The Academy has mechanisms in place to reduce fraudulent reproduction of its AQF certification documentation, including but not limited to the following:

- The Academy uses a SMS (aXcelerate) to generate certification documentation that cannot be printed as they are encrypted for security purposes;
- The Academy has a corporate identifier on each certificate; and
- The Academy does not allow third parties to create/issue certification documentation on its behalf.

The Academy uses documents that:

- Include a logo and watermark, RTO number, ABN number, nationally-recognised training and Australian Qualifications Framework logos and contact information.
- Have all important details (learner name, qualification / units of competency, date of competency achieved, date of issue etc.).
- Uses a QR code that is unique to each Record of Results or Statement of Attainment and learner, and corresponds with learner records in the SMS and cannot be duplicated.

Verification of certification can be done by contacting The Academy via email to enquiries@driveracademyaustralia.com.au with the consent of the certificate owner or via the USI portal with the learner's authority and consent.

USI Portal Information

The Academy has the necessary systems in place to ensure accuracy when uploading qualification, unit of competency and course parameters into The Academy's aXcelerate SMS. This data is then uploaded to the AVETMISS reporting system which automatically updates the USI Portal from which USI Transcripts can be generated for each learner.

The Academy is committed to adhering to the regulatory requirements and ensure consistency of information is implemented across all key systems and certification processes, including but not limited to

- aXcelerate SMS records;
- Issued Certificates, Records of Results and / or Statements of Attainment; and
- Learner USI portal and Transcripts.

The Academy will ensure that all units of competency are issued in line with the **Packaging Rules** of the nationally recognised qualification as reflected on www.training.gov.au (TGA) and as per the learner's enrolment. An individual cannot be issued with a superseding unit when completed as part of the qualification and its Packaging Rules, so The Academy will ensure that the correct unit code and title is accurately recorded and issued across all learner documentation and reporting systems.

The Academy places a strong emphasis on accurately recording the correct outcome designations and enrolment periods across all systems to reflect the training and assessment and the volume of learning undertaken by each learner and the agreed Training Plan.

A Competency Achieved (CA) outcome must only be issued for learners who have successfully completed all training and assessment activities and requirements of a unit of competency in full. This designation reflects the highest level of competency as the learner has acquired and demonstrated skills and knowledge for that particular unit as per the competency requirements.

CA must **not** be used as an outcome for units obtained through Credit Transfer (CT) or Recognition of Prior Learning (RPL). Providing a CA outcome for RPL and CT is tantamount to fraud as the individual has instead been assessed based on their prior learning (RPL) or recognised for previously completed units (CT) that may have been superseded but deemed equivalent and can be adequately mapped to the current unit.

Qualification Rules

Qualifications are issued to learners who have been deemed competent in the units of competency identified in the Packaging Rules, thus enabling the award of an AQF Qualification. When a qualification is issued by The Academy there are two (2) documents that will be issued as part of the completion, that being a Certificate (Testamur) and a Record of Results.

To ensure that the Academy's AQF certification documentation is always compliant, it must comply with the sample document from the Australian Qualifications Framework, Second Edition, January 2013, Certification Documentation.

A Testamur (Certificate) issued by The Academy includes the following information:

- The Academy's name, RTO number and logo;
- Learner's full name and student number (NOT USI);
- Authorised signatory;
- Certificate number;
- Completion date the qualification was issued.
- The Academy's organisational corporate identifier (logo, watermark, ABN, contact information);

- NRT Logo in accordance with the current conditions of use as per Schedule 2 of the Compliance Requirements;
- The words <Insert Learner Name> ‘Has fulfilled requirements for’ <Insert Qualification Code and Title>’; Completion date the qualification was issued;
- The words ‘The qualification is recognised within the Australian Qualifications Framework’; and
- The Academy has chosen to select the NRT logo with the statement ‘Nationally Recognised Training’ along with the Australian Qualifications Framework logo.

The Testamur is followed by a Record of Results.

A Record of Results issued by The Academy includes the following information:

- The Academy’s name, RTO number and logo;
- Learner’s full name and student number;
- Authorised signatory;
- Certificate number;
- The Academy’s organisational corporate identifier (logo, watermark, ABN, contact information);
- The words <Insert Learner Name> ‘Has fulfilled completed the requirements for the following qualification:’ <Insert Qualification Code and Title>’; and
- ‘Name of qualification:’ <Insert Qualification Code and Title>’ as shown on TGA;
- The unit(s) of competency showing the national code and full title of the unit of competency achieved, as shown on www.training.gov.au (TGA);
- Competency outcome and year of completion for each unit;
- Completion date the qualification was issued; and
- QR code for security purposes.

A sample copy of The Academy Testamur and Record of Results is located at [Appendix A](#) and [Appendix B](#) respectively of this document.

Statement of Attainment Rules

Statements of Attainment are issued to learners who have been deemed competent in a unit of competency or a number of units of competency (including skill sets), which are insufficient to enable the award of a full AQF Qualification.

A Statement of Attainment issued by The Academy includes the following information:

- The Academy’s name, RTO number and logo;
- Learner’s full name and student number;
- Authorised signatory;
- Certificate number;
- The words <Insert Learner Name> ‘Has attained’ <Insert Code and Title of each unit>’; and
- The unit(s) of competency showing the national code and full title of the unit of competency achieved, as shown on www.training.gov.au (TGA);
- The words ‘A statement of attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units’;

- Where the units of competency form part of a VET course or qualification the following statement is included: “These competencies form part of [**code and full title of the relevant VET course or qualification**]”;
- Where the units of competency have been attained in the course of completing a VET course the following statement is included: “These competencies were attained in completion of [**VET course code**] course in [**full title of the VET course**]”;
- Completion date the units were issued;
- NRT Logo in accordance with the current conditions of use as per Schedule 2; and
- QR code for security purposes.

A sample copy of The Academy’s Statement of Attainment (SOA) is located at [Appendix C](#) of this document.

All AQF certification documentation templates at the Academy have been approved by the CEO / Training Manager and RTO Manager and are featured as samples as part of this policy.

Note - The learner's USI **MUST NOT** be included on any AQF certification documentation, consistent with the Student Identifiers Act 2014.

Procedures

Prerequisites

Before initiating the Testamur and Record of Results / Statement of Attainment (SOA) issuance process, the Student Liaison team will ensure the learner has:

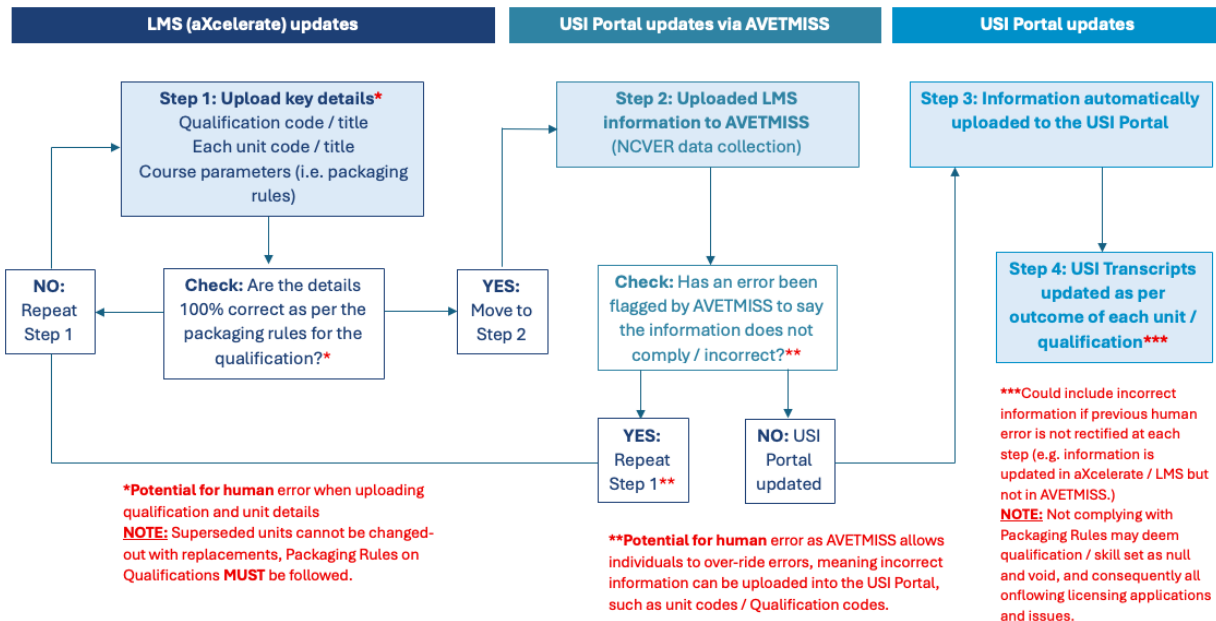
- Met all requirements of the qualification or unit of competency, including completed all necessary assessment activities and tools, duly signed off as required;
- USI has been verified;
- Passed all units of competency; and
- Paid all fees and charges in full.

USI Portal Uploads

The Academy’s Student Liaison team is responsible for uploading the correct course and unit of competency information for new courses added to the Academy scope or superseded / updated qualifications replacing a superseded qualification on scope into all relevant systems and student management systems (SMS). All information **must** be added as per the Packaging Rules for each nationally-recognised qualification.

The following flowchart outlines the process and areas where issues may arise if not actioned correctly.

USI Portal Flowchart – New course / updated courses on scope



Training Package Updates

All Academy management, trainers and assessors, and Student Liaison staff are required to subscribe to the relevant training packages that The Academy delivers and has on their scope of registration on training.gov.au

All subscribers will be automatically notified of any new releases and updated versions of training packages which will allow The Academy team to ascertain the parameters of the changes and ensure a consistent and compliant application of the Packaging Rules for the qualification and / or unit(s) of competency with each enrolment.

Changes may initiate the implementation of changes such as but not limited to:

- Update aXcelerate SMS to reflect the changes and date of effect (i.e. superseded equivalent units, additional elective unit options);
- Upload SMS changes to AVETMISS data collection platform and automatically update the USI Portal used to issue USI Transcripts;
- Review and adapt assessment tools – including learner assessments, marking guides and resources – for the affected unit(s) of competency;

As an additional quality control measure, The Academy’s CEO / Training Manager, RTO Manager and /or Compliance Manager will conduct regular and random quality assurance checks of issued AQF Certification documentation and SMS systems to ensure any changes have been accurately applied.

Completion Check

The Student Liaison team will ensure completion checks are carried out, including:

- Review the learner's academic record;
- Check to ensure that no assessments or assessment activities are outstanding; and
- Verify all required units of competency are completed and the assessor has deemed the learner Competent (C), all assessor summary documentation has been completed and signed off, and communicate with the accounts department to get clearance.

Financial Clearance

The RTO Manager will complete the following actions:

- Confirm all fees and charges have been paid in full;
- Verify no outstanding debts to The Academy; and
- Communicate with the student liaison / administration team on fee status.

Documentation Preparation

The Student Liaison team will generate the Certificate (testamur) and Record of Results, or Statement of Attainment via aXcelerate.

Quality Assurance

The Student Liaison team will complete the following quality assurance tasks:

- Cross-check all details on the Certificate (testamur) and Record of Results, or Statement of Attainment, for accuracy and completeness.
- Ensure compliance with AQF certification documentation guidelines.
- Verify the qualification / unit code(s) and title(s) are correct and current and as per the Packaging Rules on TGA.

Authorisation

The Student Liaison team will review all prepared certification documentation and submit documents for review by RTO Manager and the authorised signatory (CEO), and obtain necessary signatures on the Certificate (Testamur) and Record of Results, or Statement of Attainment (this may be digital).

Each week, all documentation generated for that week will be submitted for final approval by Thursday and all approved Certificates and Record of Results, or Statements of Attainment will be issued by the Academy and sent to learners on Friday.

AQF Certification Issuance

The Academy shall ensure AQF certification documentation is issued to a learner within 30 calendar days of the learner being assessed as meeting the requirements of the training product and **all due diligence and quality assurance checks have been completed.**

The Student Liaison team will complete the *Issuance of AQF Certification Checklist* in [Appendix E](#) as a quality assurance check to ensure compliance, including but not limited to:

- All outstanding fees are paid in full;
- VET details are complete and full;
- The Learner's USI verification is complete and accurate;
- The correct unit code and title has been applied for all units of competency per the Packaging Rules of the qualification on TGA;
- The correct outcome designation has been applied to each unit of competency (e.g. CA, CT, RPL);
- Assessment samples have been moderated and recorded in accordance with the Academy's *Validation and Moderation Policy and Procedures*; and
- Confirm type of certification to be issued – Certificate (Testamur), Record of Results and / or Statement of Attainment.

The Student Liaison team is responsible for ensuring that the Academy:

- Notifies the learner that their Qualification and Record of Results or Statement of Attainment is ready;
- Provides options for collection or delivery of the documents;
- If mailing, uses registered post or a secure courier service; and
- Records the date of issuance and method of delivery.

The Academy must ensure compliance with the *Student Identifiers Act 2014* and MUST NOT include the learner's USI on any AQF certification documentation.

AQF Certification Record Keeping

The Academy maintains a *Certificate Issuance Register* of all AQF certification documentation issued – such as including Certificates (testamur), Records of Results and / or Statements of Attainment – with issuance details including but not limited to

- Certificate number;
- Qualification type – Certificate (Testamur) / Record of Results OR Statement of Attainment;
- Qualification / unit(s) (code and title);
- Learner name;
- Learner number (NOT USI); and
- Date of qualification issue

All records will be maintained for a period of 30 years. The Academy will also store a digital copy of the issued document in the learner's file as well as aXcelerate.

AQF Certification Reporting

The Academy reports all AQF certification documentation issued in accordance with its registration requirements as outlined in the Compliance Standards, along with requirements of the state licensing authorities (e.g. SA Registrar of Vehicles for the Department of Infrastructure and Transport). The RTO will also update completion data, as required, for regulatory reporting purposes.

Policy Governance

All systems and materials in relation to privacy must be reviewed and approved by the CEO / Training Manager and / or RTO Manager before publication to ensure compliance with RTO standards and regulatory requirements.

The Academy will regularly monitor its privacy-related processes to ensure ongoing compliance and will promptly address any non-compliant practices or areas of improvement identified, and document this in the *Continuous Improvement Register* accordingly.

Appendix A – Example Certificate / Testamur



Driver Academy
AUSTRALIA

RTO 46350

This is to certify that

**Learner
Name**

has fulfilled the requirements for

**TLI41225 Certificate
IV in Motor Vehicle
Training
(Car)**

Paul Tanner, CEO
Driver Academy Australia

Date of issue: XX/XX/2026

Certificate Number: ABC-C000-00

Student Number: XXXXXXX

The qualification is recognised within the Australian Qualifications Framework

Australian
Qualifications
Framework



Appendix B – Example Record of Results



RTO 46350

Record of Results

Learner Name

has been assessed as having successfully completed the qualification:

TLI41225 Certificate IV in Motor Vehicle Training (Car)

Year	Unit of Competency	Outcome
2026	TLI10005 Apply customer service skills	TBC
2026	TLIF0025 Follow work health and safety procedures	TBC
2026	TLIG2007 Work in a socially diverse environment	TBC
2026	BSBINS309 Maintain business records	TBC
2026	TLIL4009 Manage personal work priorities and professional development	TBC
2026	TLIL2060 Complete induction to the transport industry	TBC
2026	TLIC0031 Apply low risk car driving behaviours	TBC
2026	TLIC1051 Operate commercial vehicle	TBC
2026	TLIM0016 Develop low risk car driving behaviours in others	TBC
2026	TAEASS311 Contribute to assessment	TBC
2026	TAEDEL311 Provide work skill instruction	TBC
2026	TLIM0008 Conduct car driver training	TBC

Outcome Key:

CA: Competency Achieved
 CT: Credit Transfer granted
 RPL: Recognition of Priority Learning granted
 NYC: Not yet competent
 Cont: Continuing enrolment
 W: Withdraw

Paul Tanner, CEO
 Driver Academy Australia

Date of Issue: XX/XX/2026

Certificate Number: ABC-C000-00

Student Number: XXXXXXXX



Driver Academy Australia Pty Ltd - RTO 46350 - ABN 22 669 138 041 - www.driveracademyaustralia.com.au
 20 Elizabeth Street, Tanunda, South Australia 5352 - PH: 0415 059 019 - enquiries@driveracademyaustralia.com.au

Appendix C – Example Statement of Attainment



RTO 46350

Statement of Attainment

A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units.

This is a statement that

Learner Name

has attained these competencies that form part of the

TLI41225 Certificate IV in Motor Vehicle Training (Car)

Unit(s) of Competency:

- TLII0005** Apply customer service skills
- TLIF0025** Follow work health and safety procedures
- TLIG2007** Work in a socially diverse environment
- BSBINS309** Maintain business records
- TLIL4009** Manage personal work priorities and professional development
- TLIL2060** Complete induction to the transport industry
- TLIC0031** Apply low risk car driving behaviours
- TLIC1051** Operate commercial vehicle
- TLIM0016** Develop low risk car driving behaviours in others
- TAEASS311** Contribute to assessment
- TAEDEL311** Provide work skill instruction
- TLIM0008** Conduct car driver training

Paul Tanner, CEO
Driver Academy Australia

Date of Issue: xx/xx/2026

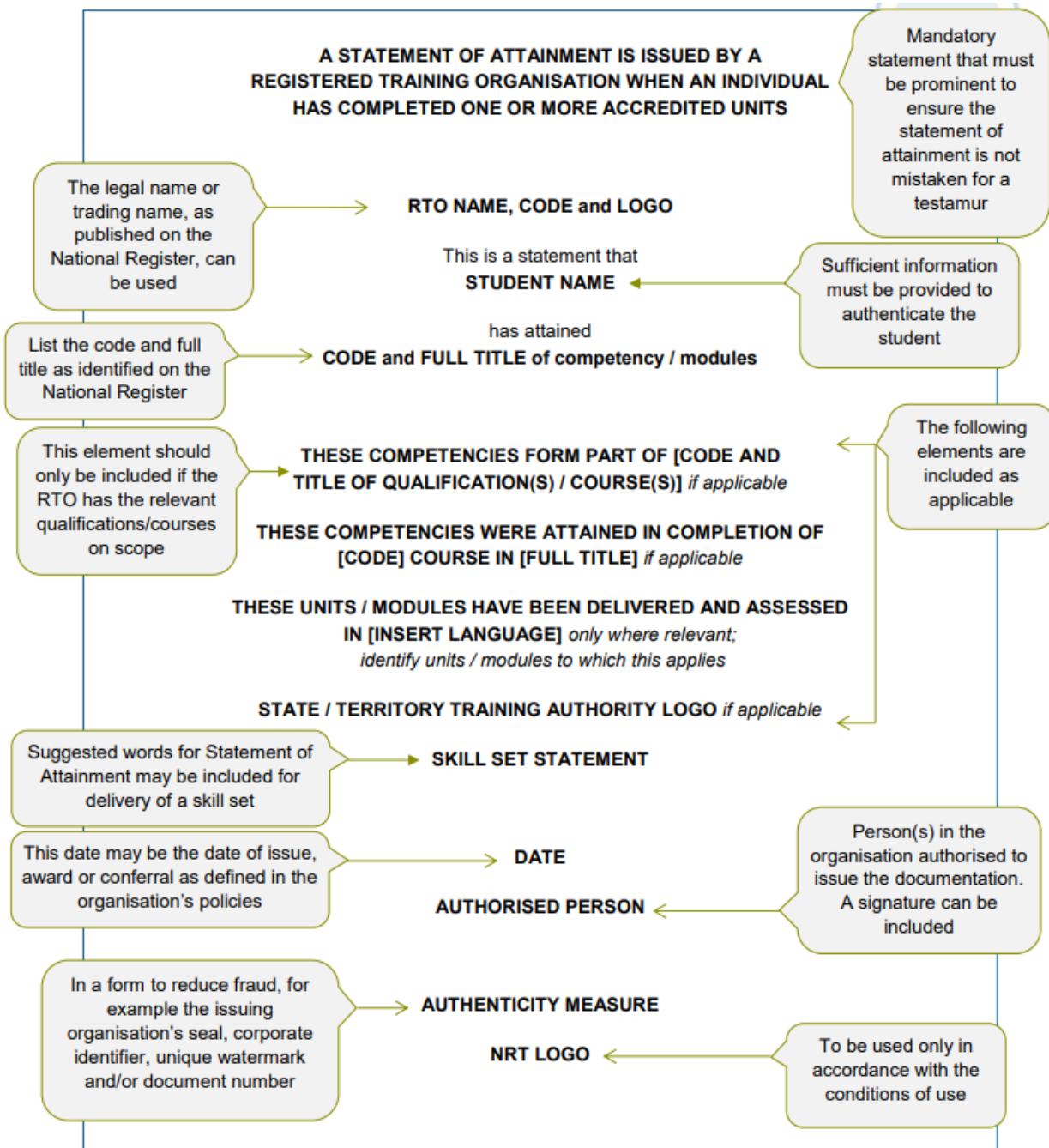
Certificate Number: ABC-C000-00

Student Number: XXXXXXX



Driver Academy Australia Pty Ltd - RTO 46350 - ABN 22 669 138 041 - www.driveracademyaustralia.com.au
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Appendix D – ASQA’s suggested Statement of Attainment



Appendix E – Issuance of AQF Certification Checklist

The following checklist must be completed for each learner *prior* to the Academy issuing a Certificate (Testamur), Record of Results or Statement of Attainment. A copy of the checklist should be added to the learner file for record keeping and quality assurance purposes.

Learner name		Learner number	
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- VET details have been completed in full (if applicable).
- Student USI has been verified (if applicable).
- Corresponding enrolment documentation, RPL application and CT application forms are on file and align.
- All required unit(s) are completed – All assessment tools and activities have been completed and have been marked as competent by the Assessor – assessor notes and comments are adequate and complete as per the *Assessor Code of Practice* (moderate if necessary).
- Assessment summary sheets have been completed and the results for each assessment activity are clearly indicated, and appropriate summary notes have been included.
- Any reasonable adjustments, challenge assessments or partial recognition has been duly documented on the assessment tools.
- The correct outcome designation has been applied to each unit of competency (e.g. CA, CT, RPL).
- Correct unit code and title has been applied for all units of competency per the course’s Packaging Rules.
- All documentation, data systems (SMS/aXcelerate) and files correspond with correct unit / qualification codes and names as per the most recent training package release for the training product.
- Assessment samples have been moderated and recorded in the *Moderation Schedule* and the file.
- All outstanding fees on the enrolment have been paid in full.
- Confirm type of certification – Certificate (Testamur), Record of Results and / or Statement of Attainment.

Is the certification documentation issued (Staff to select appropriate options):

- Certificate (Testamur)
- Record of Results
- Statement of Attainment

Staff member		Position	
Signature		Date	

Quality Assurance Checks

The RTO Manager and/or Compliance Manager will conduct periodic checks to ensure the checklist has been completed and aligns with all issued and reported certification documentation.

Manager		Position	
Signature		Date	

A completed copy of this checklist must be stored on the learner’s file. Please refer to the *AQF Certification Issuance Policy and Procedures* for further information.