

AQF Certification Documentation Issuance Policy

Document Code / ID:	POL-DTECH-005
Target Qualification:	TLI41225 Certificate IV in Motor Vehicle Driver Training
Applicable Standards:	National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025 (Certification Documentation Standard), Student Identifiers Act 2014, and Schedule 4 (NRT Logo Specifications)
Owner / Approver:	Chief Executive Officer / Director
Release Date:	September 2026
Review Cycle:	Annual (Next Scheduled Review: September 2027)

1. Purpose & Scope

This policy ensures that D-Tech Instructor Training Pty Ltd issues AQF certification documentation (Testamurs, Records of Results, and Statements of Attainment) only to learners who have been fully assessed as meeting the requirements of the training product, in strict compliance with the Australian Qualifications Framework (AQF), the National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organizations and Fit and Proper Person Requirements) Instrument 2025 (Certification Documentation Standard), Schedule 4 (NRT Logo Specifications), and the Student Identifiers Act 2014.

This policy applies across all administrative operations and qualifications on scope delivered at 19 Bromus Street, Marsden Park NSW 2765.

2. 30-Calendar-Day Issuance Mandate & Operational Workflow

D-Tech Instructor Training enforces a structured 30-calendar-day issuing workflow from the date of final assessment decision:

- **Days 1–5 (Marking & Recording):** Trainers submit verified competency outcomes into the Student Management System (SMS).
- **Days 6–14 (Pre-Issuance File Audit):** Administration verifies completion of all 12 units of TLI41225, reconciles all student fees, and confirms the student's verified Unique Student Identifier (USI).
- **Days 15–20 (Generation & Authorisation):** Compliant Testamurs and Records of Results are generated and digitally signed by the CEO / Authorised Signatory.
- **Days 21–30 (Distribution & Archival):** Certification is securely emailed to the learner in high-resolution PDF format and/or dispatched via tracked post, with digital copies archived in the SMS for 30 years.

3. Mandatory Documentation Inclusions & Logo Compliance

- **Testamur Elements:** Must feature: RTO Legal Name (D-Tech Instructor Training Pty Ltd) and National Code, Student Full Legal Name, National Qualification Code and Title (TLI41225 Certificate IV in Motor Vehicle Driver Training), Date of Issue, Authorised Signatory, Unique Authenticating Certificate Identifier, Nationally Recognised Training (NRT) Logo, and AQF Logo.
- **Record of Results Elements:** Issued alongside testamurs detailing all national unit codes, exact unit titles, and competency outcomes achieved.



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- **Statement of Attainment Elements:** Issued when a student completes one or more accredited units but does not complete the full qualification, containing unit details and the NRT logo.

4. Verification & USI Lockout Rules

- **No USI, No Certification:** In accordance with the Student Identifiers Act 2014 and Section 12 of the Compliance Requirements, no testamur or Statement of Attainment will be issued without a verified USI, unless an official Registrar exemption applies.
- **30-Year Retention:** All AQF certification registers and records are maintained securely in cloud SMS archives for a minimum of 30 years to allow future re-issuance upon request.