

RTO obligations checklist **2020**

Keep track of key dates for your training provider this year

ASAP

Check that ASQA can contact you in 2020

- Do you know your asqanet login details? If you can't log in to asqanet.asqa.gov.au, email enquiries@asqa.gov.au.
- Make sure your Chief Executive Officer's email address is up to date at asqanet.asqa.gov.au.
- Provide a mobile phone number for your Chief Executive Officer so you can receive SMS reminders for urgent matters.

28 FEB
2020

COB

Report your RTO's Total VET Activity AVETMISS data for 2019 to NCVER—every RTO has to report, even if no training was provided. [Check your requirements](#)

31 MAR
2020

COB

Submit your 2020 declaration on compliance with the *Standards for Registered Training Organisations (RTOs) 2015*

30 JUNE
2020

COB

Submit your 2019 quality indicator data to qidata@asqa.gov.au

31 JULY
2020

COB

Pay ASQA your annual registration charge

AT LEAST

90 DAYS
BEFORE

Submit a complete application and pay the lodgement fee to renew your RTO registration at least 90 days before the end of your RTO's registration period

(Check when your RTO registration expires at asqanet.asqa.gov.au or training.gov.au)

MORE DETAILS ▶

This list is provided as a reminder only—RTOs need to meet other obligations and deadlines to comply with the requirements of ongoing registration in 2020. Visit www.asqa.gov.au for more information.



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Australian Skills Quality Authority