



RTO obligations checklist 2021

Keep track of key dates for your training provider this year

ASAP

Check that ASQA can contact you in 2021

- 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.



Report your RTO's Total VET Activity AVETMISS data for 2020 to NCVER—every RTO has to report, even if no training was provided. [Check your requirements.](#)



Submit your 2021 declaration on compliance with the *Standards for Registered Training Organisations (RTOs) 2015*.



Submit your 2020 quality indicator data to qidata@asqa.gov.au.

To support the sector dealing with and recovering from the COVID-19 pandemic, RTOs who are unable to submit their quality indicator data will not face regulatory action for the current reporting period.



Pay ASQA your annual registration charge.



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 ►