



2022 RTO obligations checklist

Keep track of key dates for your training provider this year

ASAP

Check that ASQA can contact you in 2022

- 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 2021 to NCVER— every RTO has to report, even if no training was provided. [Check your requirements.](#) ☐



Submit your 2022 declaration on compliance with the *Standards for Registered Training Organisations (RTOs) 2015*.
Note: Your CEO will receive an email with the submission link in February. ☐



Submit your 2021 quality indicator data to qidata@asqa.gov.au.
[Check your requirements.](#) ☐



Pay ASQA your annual registration charge. ☐



CLOSE 90 DAYS BEFORE

Keep your registration up to date by checking when it expires at asqanet.asqa.gov.au or training.gov.au. ☐

Renewal applications open 12 months prior to registration expiry and close 90 days before expiry. Get in early to avoid delays.

MORE DETAILS ►