



# 2023 RTO obligations checklist

Keep track of key dates for your training provider this year

**ASAP**

## Check that ASQA can contact you in 2023

- Do you know your asqanet login details? If you can't log in to [asqanet.asqa.gov.au](https://asqanet.asqa.gov.au), please visit our [website](#) for assistance.
- Make sure your Chief Executive Officer's email address is up to date at [asqanet.asqa.gov.au](https://asqanet.asqa.gov.au).
- Provide a mobile phone number for your Chief Executive Officer so you can receive SMS reminders for urgent matters.



## RTO activity reporting

Report your RTO's Total VET Activity AVETMISS data for 2022 to NCVER— every RTO has to report, even if no training was provided. [Check your requirements.](#)



## Annual Declaration on Compliance submission

Submit your 2023 annual declaration on compliance with the *Standards for Registered Training Organisations (RTOs) 2015*.

Note: Your CEO will receive an email with the submission link on 17 April 2023. Submissions are to be received by 17 May 2023.



## Quality indicator submission

Submit your 2022 quality indicator data to [qidata@asqa.gov.au](mailto:qidata@asqa.gov.au).   
[Check your requirements.](#)



## Annual Registration Charge - payment

Pay ASQA your Annual Registration Charge (ARC). Remember to review your scope of registration prior to the calculation of the ARC. [Check how your ARC is calculated.](#)



**CLOSE 90 DAYS BEFORE**

## Renew and keep up to date

Keep your registration up to date by checking when it expires at [asqanet.asqa.gov.au](https://asqanet.asqa.gov.au) or [training.gov.au](https://training.gov.au).

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

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 2023. Visit [www.asqa.gov.au](https://www.asqa.gov.au) for more information.

Our social media accounts are the best place to keep up to date with the latest information from ASQA.

