



2024 RTO obligations checklist

Keep track of key dates for your training provider this year

ASAP

Check that ASQA can contact you in 2024

- Do you know your asqanet login details? If you can't log in to 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.
- 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 2023 to NCVET— every RTO has to report, even if no training was provided. [Check your requirements.](#)



Annual Declaration on Compliance submission

Submit your 2024 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 1 February 2024.

Submissions close 29 February 2024.

Read more about the ADC [here](#).



Quality indicator submission

Submit your 2023 quality indicator data by using the Quality Indicator webform.

[Check your requirements.](#)



Prepare for Annual Registration Charge

Your Annual Registration Charge (ARC) is calculated at the start of the financial year.

Remember your scope items determine your ARC, so review your scope by COB 30 June 2024. [Check how your ARC is calculated.](#)



Pay your Annual Registration Charge invoice

Pay your ARC invoice by 31 July 2024.

Read [here](#) to find out more about the ARC.



Renew and keep up to date

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. Late applications may not be accepted.

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 2024. Visit 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.

