

RTO obligations checklist **2019**

Keep track of key dates for your training provider this year

ASAP

Check that ASQA can contact you in 2019

- 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

COB
28 FEB
2019

Report your RTO's Total VET Activity AVETMISS data for 2018 to NCVET—every RTO has to report, even if no training was provided. [Check your requirements](#)

COB
31 MAR
2019

Submit your 2019 declaration on compliance with the *Standards for Registered Training Organisations (RTOs) 2015*

COB
30 JUNE
2019

Submit your 2018 quality indicator data to qidata@asqa.gov.au

31 JULY
2019

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 2019. Visit www.asqa.gov.au for more information.



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Australian Skills Quality Authority