

RTO Reporting Requirements

This Fact Sheet provides an overview of the reporting obligations of Registered Training Organisations (RTOs).

Overview

RTOs are obliged to report Total VET activity (AVETMISS and USI), quality indicator data and an annual declaration on compliance. The following table provides an overview of the requirements. The remainder of this Fact Sheet provides detailed information regarding the requirements to assist RTOs meet their data reporting obligations.

| Report/System | What? | Frequency | Reporting Period | Due Date |
|--|---|-----------|---|----------|
| Total VET Activity (AVETMISS & USI) | Unique Student Identifier and Statistical information captured for national reporting | Annually* | Previous calendar year January – December | 28 Feb |
| <i>*Quarterly reporting is now available for RTO's, however the annual report is still a requirement</i> | | | | |
| Learner and Employer Survey Data | Survey responses from students and employers | Annually | Previous calendar year January – December | 30 June |
| Annual Declaration | Annual declaration on compliance | Annually | Previous financial year July-June | 30 Sep |

Total VET Activity Reporting (AVETMISS & USI)

| Frequency: | Reporting Period: | Due Date: |
|------------|---|-------------|
| Annually | Previous calendar year January – December | 28 February |

Quarterly reporting is now available for RTOs, however the annual report is still a requirement. Please see the [NCVER fact sheet](#) for more information.

Total VET Activity (TVA) is a mandatory national reporting requirement for RTOs. TVA refers to the collection and reporting of data that complies with the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS). AVETMISS is a national data standard that ensures consistent and accurate capture and reporting of vocational education and training (VET) information about students.

The Unique Student Identifier (USI) forms part of an RTO's AVETMISS data and must be included in its TVA submission.

The National Centre for Vocational Education Research (NCVER) is the custodian of the Standard.

Certain exemptions from AVETMISS reporting may apply. Information regarding exemptions can be found in TAC's Implementation of Total VET Activity document, available from the [TAC website](#).

What information do I need to collect?

In accordance with the [National VET Data Policy](#), RTOs are required to collect full AVETMISS data from their clients. The recommended standard enrolment questions can be found on the [NCVER website](#).

RTOs must submit AVETMISS compliant data on all nationally recognised training where there is a responsibility for issuing a Statement of Attainment or Qualification.

TVA reports for the previous calendar year are required to be submitted by the end of February, unless a full exemption applies under the National VET Data Policy.

RTOs accessing an exemption to TVA reporting will instead need to submit aggregated competency commencement and completion data to NCVER.

All RTOs now have the opportunity to submit their AVETMISS data quarterly if they wish to do so. RTOs that choose to submit their data quarterly must continue to provide a submission to the annual collection on all of the nationally recognised training activity they delivered in the calendar year.

Instructions for reporting:

All publicly funded data reporting is submitted directly to the Department of Training and Workforce Development (DTWD), the State Training Authority (STA) in WA via current RAPT reporting requirements.

RTOs accessing state funding should contact DTWD with further enquiries regarding submission of AVETMISS data, as the requirements differ for training delivered under funding agreements.

| | | |
|-----------------|-----------------|---|
| Contact: | T: 08 6551 5281 | E: Avetmiss@dtwd.wa.gov.au |
|-----------------|-----------------|---|

All other data is reported directly to NCVER via the [AVETMISS validation software](#).

For assistance with the AVETMISS validation software RTOs should contact NCVER.

| | | |
|-----------------|-----------------|---------------------------------------|
| Contact: | T: 08 8230 8400 | E: NCVER Contact Form |
|-----------------|-----------------|---------------------------------------|

Additional information:

Please refer to NCVER's [Where, when & how do I report my AVETMISS data](#) fact sheet to determine how to report your data.

Further information and resources to assist with AVETMISS reporting and validation are available from the [NCVER website](#).

Troubleshooting:

| | | |
|--|--|--|
| Latest AVETMISS Standard for VET Providers | www.ncver.edu.au/avetmiss/21055.html | |
| FAQs | www.ncver.edu.au/support/support/faq | |
| Example enrolment form | www.ncver.edu.au/content/Standard_Enrolment_Questions.pdf | |
| Validation Software and user guide | www.ncver.edu.au/avetmiss/21058.html | |
| Validation Software and AVETMISS support | NCVER: | P: (08) 8230 8400 E: support@ncver.edu.au |
| Subscribe to AVETMISS emails | www.ncver.edu.au/subscribe.html | |

Learner and Employer Survey Results

| Frequency: | Reporting Period: | Due Date: |
|------------|---|-----------|
| Annually | Previous calendar year January – December | 30 June |

The Learner Engagement and Employer Satisfaction survey data forms part of the Quality Indicators. The RTO administers surveys (either electronically or in hard copy) to students and employers then collects and reports on the data. The surveys and survey guides can be accessed by clicking on the links below found at www.education.gov.au:

- [Learner Engagement Survey Form](#)
- [Employer Satisfaction Survey Form](#)

The RTO can report the findings to TAC by either:

- generating the “Registering Body Report” (pdf) through the SMART software;
OR
- submitting a Summary Report directly to TAC.

Instructions for reporting with SMART:

1. Enter the survey results into the SMART system.
2. Produce the ‘Registering body report’ (pdf) and email to tac@des.wa.gov.au.

Please note for those RTOs who wish to continue using the SMART system, the help desk service may be available under a fee-for-service arrangement negotiated between ACER and individual RTOs. However, ACER is no longer centrally funded to provide support services for the SMART system.

Instructions for submitting a Summary Report:

1. Create a summary report (there is no prescribed template), which should include:
 - the total number of each questionnaire distributed
 - the total number of each survey received back
 - how the learner engagement data has been used to continuously improve the RTO’s services
 - how the employer satisfaction data has been used to continuously improve the RTO’s services (if applicable)
2. Email the report to tac@des.wa.gov.au.



If you have no data for the reporting period, please email tac@des.wa.gov.au advising that the RTO has had no enrolments or completions for the reporting period.

Annual Declaration on Compliance

| Frequency: | Reporting Period: | Due Date: |
|------------|-------------------------------------|-----------|
| Annually | Previous financial year July – June | 30 Sep |

Clause 8.4 of the Standards requires RTOs to provide the Training Accreditation Council (TAC) with an Annual Declaration on Compliance.

The declaration is in relation to whether the RTO:

1. currently meets the requirements of the Standards across all its scope of registration and if not, action taken or planned to address the non-compliance, and
2. has met the requirements of the Standards for all Australian Qualifications Framework (AQF) certification documentation issued in the last financial year.

By submitting the annual declaration, the RTO's Legally Responsible Person is confirming that:

- the RTO systematically monitors and evaluates training and assessment strategies and practices; and
- uses the outcomes of monitoring and evaluation to inform improvements in business and educational practice.

Systematic evaluation should be based on evidence from a range of sources, including outcomes of validation, complaints and appeal processes, feedback from learners, clients, trainers and assessors and quality/performance indicator data collected under the Data Provision Requirements.

The annual declaration covers the RTO's entire scope of operations, including all services provided on its behalf by other organisations under third party arrangements, and for all locations where the RTO operates in Western Australia, Victoria or overseas.

Completing the Declaration

The Annual Declaration on Compliance for RTOs registered with TAC is due by **30 September** for the previous financial year.

RTOs that do not submit an annual declaration by the due date may be deemed to be non-compliant with Clause 8.4 of the *Standards for RTOs*.

[Click here](#) to view FAQs and access the link to complete the declaration.