

RTO Reporting Requirements

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

As an RTO, you must collect and report a range of accurate and complete data about your business and operations, including:

- Total vocational education and training (VET) Activity; and
- Quality Indicators.

Overview

Total VET Activity

All RTOs must collect and report 'Total VET Activity' data. This includes full Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) data, in accordance with the [National VET Data Policy](#).

Report/System	What?	Frequency	Reporting Period	Due Date
Total VET Activity	Unique Student Identifier and Statistical information captured for national reporting	Annually	Previous calendar year January – December	28 February

Quality Indicators

Under the *Standards for Registered Training Organisations (RTOs) 2015*, RTOs are required to collect and use Quality Indicator data to conduct evidence-based and outcomes-focused continuous quality improvement, and assist the VET Regulator to assess the risk of an RTO's operations. The Quality Indicator report is the **Learner and Employer Survey data**.

Report/System	What?	Frequency	Reporting Period	Due Date
Learner and Employer Survey Data	Survey responses from students and employers	Annually	Previous calendar year January – December	30 June

Total VET Activity Reporting (AVETMISS & USI)

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

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 under the National VET Data Policy, further information is available on the [TAC Website](#).

What information do I need to collect?

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 Provider Collection Data Requirements Policy.

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.

FACT SHEET

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	
FAQ	https://www.ncver.edu.au/support/support/faq/avetmiss-faqs	
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 can be accessed by clicking on the links above.

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@dtwd.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)
1. Email the report to tac@dtwd.wa.gov.au.



If you have no data for the reporting period, please complete the following steps:

1. Email tac@dtwd.wa.gov.au advising that the RTO had no enrolments or completions for the reporting period.

Annual Declaration

Frequency:	Reporting Period:	Due Date:
Annually	Previous financial year July – June	30 September

Clause 8.4 of the *Standards for Registered Training Organisations (RTOs) 2015* 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 about the Annual Declaration on Compliance.