

RTO Reporting Requirements

This Fact Sheet 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, in line with following clauses from the *Standards for Registered Training Organisations (RTOs) 2015*:

- Clause 7.5 - The RTO provides accurate and current information as required by the *Data Provision Requirements* as updated from time to time.
- Clause 8.1c - The RTO cooperates with the VET Regulator by providing quality/performance indicator data.
- Clause 8.4 - The RTO provides an annual declaration on compliance with these Standards to the VET Regulator and in particular whether it:
 - a) currently meets the requirements of the Standards across all its scope of registration and has met the requirements of the Standards for all AQF certification documentation it has issued in the previous 12 months; and
 - b) has training and assessment strategies and practices in place that ensure that all current and prospective learners will be trained and assessed in accordance with the requirements of the Standards.

The list of reports an RTO is required to provide is as follows:

Report	Frequency	Reporting Period	Due Date
Total VET Activity Reporting	At least annually	Previous calendar year January – December	28 Feb
Learner and Employer Surveys	Annually	Previous calendar year January – December	30 June
Annual Declaration on Compliance	Annually	Previous financial year July – June	30 Sept

Total VET Activity Reporting (AVETMISS & USI)

Frequency	Reporting Period	Due Date
At least annually	Previous calendar year January – December	28 February

Total VET Activity (TVA) is a mandatory national reporting requirement for RTOs to the [National Centre for Vocational Education Research \(NCVER\)](#).

TVA is 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 VET information about students including who they are, where they study, and what they study in accordance with the [National VET Data Policy](#).

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

Exemptions from submitting data compliant with the AVETMISS for the National VET Provider Collection may apply in some cases. RTOs must consult with TAC for an exemption and will need to provide evidence to support their claim for an exemption against the training products on their scope of registration.

More information on current exemptions and the full list of TAC RTOs accessing exemptions is available on the [TAC Website](#).

What information do I need to collect?

RTOs are required to collect and submit full AVETMISS data on all nationally recognised training where there is a responsibility for issuing a statement of attainment or qualification. The [AVETMISS VET provider collection specifications](#) and [data element definitions](#) provide more information on what is expected to be collected and reported.

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:

Publicly funded data

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 Resource Allocation Program for Training (RAPT) reporting requirements.

RTOs accessing state funding should contact DTWD via training.markets@dtwd.wa.gov.au with further enquiries regarding submission of AVETMISS data, as the requirements differ for training delivered under funding agreements.

Non-publicly funded data

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

For assistance with the AVETMISS validation software, RTOs should contact [NCVER](#) directly.

Additional information:

More information on National VET Data including Frequently Asked Questions, the National Data Policy and VET Data Legislation and Privacy Notice, is available from the [Department of Education, Skills and Employment's website](#).

NCVER has developed an RTO hub which provides [Fact Sheets](#), an [AVETMISS data entry tool](#) for RTOs with less than 100 students, [AVETMISS validation software](#) for RTOs to validate their data before submission as well as a range of other resources on their [website](#).

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.

RTOs 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)
2. 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 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.