

School Key Dates	2025
1st February 2025	Classes set up by RTO based on 2024 classes ready for enrolments
1st February 2025	Schools to advise RTO of qualifications expected to be delivered for 2025 (and any NEW TRAINERS)
1st February 2025	Enrolment of students continuing from 2024 can commence (use instructions for returning participants)
1st February 2025	ALL Trainers sent Trainer Refresher
1st March 2025 *	Enrolment of students continuing from 2024 to be completed (use instructions for returning participants)
1st March 2025	Schools to advise RTO of NEW TRAINERS to be set up with New Trainer Induction
31st March 2025	Training and Assessment Documents (TAS & TLP) completed and sent to RTO for qualifications being delivered
31st March 2025	ALL Trainers to have completed the New Trainer Induction or Trainer Refresher
31st March 2025	Trainer profiles completed and sent to RTO (along with a copy of all qualifications for new Trainers) for all trainers listed on TAS
31st March 2025	Remaining classes set up by RTO for 2025
31th March 2025 *	Reminder - all Students to be enrolled prior to starting training
31th March 2025 Reporting	Any completed unit results to be entered in Staff Login for Reporting purposes
April-May-June 2025	Continuous entry of any student results & any completed students competency maps to the RTO for certificates to be issued
30th June 2025 *	Reminder - all Students to be enrolled prior to starting training
30th June 2025 Reporting	Any completed unit results to be entered in Staff Login for Reporting purposes
July-August-September 2025	Continuous entry of any student results & any completed students competency maps to the RTO for certificates to be issued
30th September 2025 *	FINAL DATE FOR ENROLMENTS - NO ENROLMENTS WILL BE ACCEPTED AFTER THIS DATE UNLESS AUTHORISED BY RTO
30th September 2025 Reporting	Any completed unit results to be entered in Staff Login for Reporting purposes
October-November 2025	Continuous entry of any student results & any completed students competency maps to the RTO for certificates to be issued
15th November 2025 Reporting	Qld QCE students - final date for student results for QCE for RTO upload
30th November 2025	FINAL DATE FOR VET SUBMISSIONS ALL Remaining competency maps with units completed this year to be submitted to RTO
30th November 2025	RTO to be notified of withdrawal for any students with no results recorded
15th December 2025 Reporting	All final Reporting done by the RTO

* These dates are reminders only, ALL Students should be enrolled prior to the commencement of training

Reporting - results should be entered continuously for students so the RTO can meet the quarterly reporting requirements

Students may enrol with out a USI.

Students must a provide a valid USI number upon enrolment or within 30 days of enrolment, no certification can be issued without a valid USI.

Please forward Competency maps to the RTO for issuing of Certificates as soon as the student is completed.

The RTO has an obligation to issue certificates within 30 days of the student completion.