Memo

20 March 2026 **VET** Number: 017/26

School RTO — National VET Data Policy

Purpose

To inform school registered training organisations (RTO) of their requirements for recording vocational education and training (VET) student enrolments and results to maintain compliance with the National VET Data Policy.

Background

The QCAA holds delegated responsibility from the Australian Skills Quality Authority (ASQA) for registering school RTOs and assessing them for compliance with the VET Quality Framework (VQF).

As part of the conditions of RTO registration, all school RTOs must meet their data reporting requirements in line with the National VET Data Policy.

School RTOs must maintain accurate VET student enrolment and result data for any students in Years 10, 11 and 12 in the QCAA Student Management application (app), accessed through the QCAA Portal.

What you need to do

Please ensure all relevant school RTO staff are aware of the following process:

1. In the QCAA Portal **VET** app

    a. review all training products delivered by your school RTO

    b. ensure only delivered units of competency have the boxes checked on the scope of registration. (Adjust these boxes by checking and unchecking if required, e.g. if units are changed for a cohort)

    c. ensure alignment of the units of competency identified on the scope of registration match the qualification's training and assessment information, e.g. training and assessment strategies.

2. In the QCAA Portal **Student Management** app

    a. ensure that students are enrolled in the qualification and all of the units of competency that they will complete. Check that each student's learning account has recorded **both**

        i. title and code of the qualification

        ii. all units of competency linked to the qualification.

            (If a student's learning account shows a qualification but no units of competency, it will not meet compliance requirements as a condition of RTO registration.)

b. monitor and update VET enrolments and results, including the qualification status, during the calendar year. Update at least once per term and finalise, as stated on the QCAA website SEP calendar.

3. Undertake regular self-assurance of the school RTO data management systems, policies and practices to support compliance.

Finding out more

School RTOs can find information about:

- *Data management and USI policy and procedure*, to support RTOs in developing and maintaining compliant practice — in the QCAA Portal VET app

- Data management and USI procedures webpage — on the QCAA website

- National VET Data Policy — on the Department of Employment and Workplace Relations (DEWR) website

- Student Management app guides — in the Help section of the QCAA Portal.

For questions about:

- using the **VET** app, please complete a *Question activity* in the VET app or email vet@qcaa.qld.edu.au

- using the **Student Management** app, please email certification@qld.edu.au.

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