# Memo

Queensland Curriculum and Assessment Authority

5 November 2026 **Senior secondary** Number: 054/26

# School RTOs — timelines for reporting VET data in the Student Management application

## Purpose

To remind schools that are registered training organisations (RTOs) of the required timelines for reporting vocational education and training (VET) data in the QCAA's Student Management application (app), in the QCAA Portal, to meet compliance requirements.

## 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.

School RTOs must maintain accurate VET student enrolment and results data in the QCAA's Student Management app, accessed through the QCAA Portal. They must also report Unique Student Identifiers (USIs) for students undertaking VET.

The QCAA reports this information on behalf of school RTOs to:

- the Department of Trade, Employment, and Training (DTET)
- the National Centre for Vocational Education Research (NCVER).

VET data is reported using the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS). This process is crucial to ensure individual students' VET data is reported correctly to the USI Registry System.

## Reporting timeframe

To meet AVETMISS timelines, school RTOs must report all VET enrolment and results data in the Student Management app **during the calendar year in which the activity occurs**.

Each year, the QCAA publishes the final date for reporting in the Senior Education Profile (SEP) calendar. In 2026, the final date is **Thursday 26 November**.

If any data is reported after that date:

- the QCAA cannot include the data in its AVETMISS submissions, even if the data is backdated in the Student Management app
- the data will not appear on students' USI transcripts in the USI Registry System

- it becomes the school RTO's responsibility to report the data directly to the USI Registry System using the USI Transcript Update Tool. If this data is not reported to the USI Registry System, the school RTO risks non-compliance with the VET Quality Framework.

# What you need to do

Please ensure all relevant school staff associated with reporting VET data in the Student Management app are aware that:

- school RTOs must report all VET enrolment and results for school students during the calendar year in which the activity occurs
- the final date for reporting 2026 VET enrolment and results data for **all school students** (not just those exiting school) is **Thursday 26 November 2026**, as published in the SEP calendar
- if any VET enrolment and results data is not reported to the QCAA in the Student Management app during the correct calendar year, the data must be reported directly to the USI Registry System using the USI Transcript Update Tool
- VET data reported directly to the USI Registry System must also be reported to the QCAA in the Student Management app so students receive Queensland Certificate of Education (QCE) credit
- when a school RTO does not report any VET activity in the Student Management app during a calendar year, they are required to submit a 'Nil return' to the NCVER during the reporting collection period (January – February each year). Refer to the QCAA Memo 047/24: Changes to the National Vocational and Training Regulator (NVR) Act 2011.

# Finding out more

For questions about:

- using the Student Management app, please email certification@qcaa.qld.edu.au
- school RTOs and VET, please email vet@qcaa.qld.edu.au.

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