

School Key Dates	2026
26th January 2026	Classes set up by RTO based on 2025 classes ready for enrolments
2nd February 2026	Schools to advise RTO of qualifications expected to be delivered for 2026 (and any NEW TRAINERS)
2nd February 2026	Enrolment of students continuing from 2025 can commence (use instructions for returning participants)
2nd February 2026	ALL Trainers sent Trainer Refresher
2nd March 2026 *	Enrolment of students continuing from 2026 to be completed (use instructions for returning participants)
2nd March 2026	Schools to advise RTO of NEW TRAINERS to be set up with New Trainer Induction
31st March 2026	Training and Assessment Documents (TAS & TLP) completed and sent to RTO for qualifications being delivered
31st March 2026	ALL Trainers to have completed the New Trainer Induction or Trainer Refresher
31st March 2026	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 2026	Remaining classes set up by RTO for 2026
31th March 2026 *	Reminder - all Students to be enrolled prior to starting training
31th March 2026 Reporting	Any completed unit results to be entered in Staff Login for Reporting purposes
April-May-June 2026	Continuous entry of any student results & any completed students competency maps to the RTO for certificates to be issued
30th June 2026 *	Reminder - all Students to be enrolled prior to starting training
30th June 2026 Reporting	Any completed unit results to be entered in Staff Login for Reporting purposes
July-August-September 2026	Continuous entry of any student results & any completed students competency maps to the RTO for certificates to be issued
30th September 2026 *	FINAL DATE FOR ENROLMENTS - NO ENROLMENTS WILL BE ACCEPTED AFTER THIS DATE UNLESS AUTHORISED BY RTO
30th September 2026 Reporting	Any completed unit results to be entered in Staff Login for Reporting purposes
October-November 2026	Continuous entry of any student results & any completed students competency maps to the RTO for certificates to be issued
13th November 2026 Reporting	Qld QCE students - final date for student results for QCE for RTO upload
20th November 2026	FINAL DATE FOR VET SUBMISSIONS ALL Remaining competency maps with units completed to be submitted to RTO
20th November 2026	RTO to be notified of withdrawal for any students with no results recorded
15th December 2026 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.