

School Key Dates

1st February 2023

1st March 2023

1st March 2023

31st March 2023

31st March 2023

31st March 2023

30th April 2023

30th April 2023

30th May 2023

30th May 2023

30th June 2023

30th June 2023

31st July 2023

31st July 2023

31st August 2023

31st August 2023

31st August 2023

30th September 2023

NOTE - NO ENROLMENTS WILL BE ACCEPTED AFTER THIS DATE UNLESS AUTHORISED BY RTO

30th September 2023

30th September 2023

31st October 2023

1st to 31st October 2023

1st to 30th November 2023

10th November 2023

30th November 2023

30th November 2023

30th November 2023

2023

Classes set up by RTO for any enrolments continuing from 2021 ready for enrolments

Schools to advise RTO of qualifications expected to be delivered for 2023

Enrolment of students continuing from 2021 to be completed (use instructions for returning participants for ease of entry)

Training and Assessment Documents (TAS) completed and sent to RTO for qualifications being delivered

Trainer profiles completed and sent to RTO along with a copy of all qualifications for all trainers listed on TAS

Remaining classes set up by RTO for 2023

NEW TRAINER inductions to be completed and signed off

1st round of enrolments for students who have started VET certificates (refer to instructions)

Any completed unit results to be entered in Staff Login (refer to instructions for correct entry)

Send any completed student competency maps to the RTO for certificates to be issued

Any completed unit results to be entered in Staff Login (refer to instructions for correct entry)

Send any completed student competency maps to the RTO for certificates to be issued

Any completed unit results to be entered in Staff Login

Send any completed student competency maps to the RTO for certificates to be issued

2nd round of enrolments for students who have started VET certificates

Any completed unit results to be entered in Staff Login

Send any completed student competency maps to the RTO for certificates to be issued

FINAL DATE FOR ENROLMENTS

Any completed unit results to be entered in Staff Login

Send any completed student competency maps to the RTO for certificates to be issued

Any completed unit results to be entered in Staff Login

Send any completed student competency maps to the RTO for certificates to be issued

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Qld QCE students Final date for RTO upload QCE points

FINAL DATE FOR VET SUBMISSIONS

Remaining competency maps with units completed this year to be submitted to RTO

Any students with no results recorded RTO to be notified of withdrawal

Students enrolled must supply a valid USI number upon enrolment or within 30 day of enrolment.

**Please forward Competency maps to the RTO for issuing of Certificates as soon as the student is completed.
The RTO has a obligation to issue certificates within 30 days of the student completion.**