

School Key Dates

1st February 2024

1st March 2024

1st March 2024

31st March 2024

31st March 2024

31st March 2024

30th April 2024

30th April 2024

30th May 2024

30th May 2024

30th June 2024

30th June 2024

31st July 2024

31st July 2024

31st July 2024

31st August 2024

31st August 2024

30th September 2024

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

30th September 2024

30th September 2024

31st October 2024

1st to 31st October 2024

1st to 30th November 2024

15th November 2024

30th November 2024

30th November 2024

30th November 2024

2024

Classes set up by RTO for any enrolments continuing from 2023 ready for enrolments

Schools to advise RTO of qualifications expected to be delivered for 2024

Enrolment of students continuing from 2023 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 2024

NEW TRAINER inductions to be completed

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

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

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 may enroll with out a USI but must 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.