



National VET Provider Collection Data Requirements

FORM

Notification—accessing 12 month transition arrangement

Under the National VET Provider Collection Data Requirements Policy (the Policy), all registered training organisations (RTOs) must begin collecting full AVETMISS data from 1 January 2014 (subject to the exemptions in 'Section 4—Data reporting exemptions' of the Policy).

This requirement applies unless the RTO:

- considers it will be unable to comply with this requirement, and
- notifies the Australian Skills Quality Authority (ASQA) it is accessing a **12-month transition arrangement** (as per 'Section 3—Transition Arrangements' of the Policy), and
- receives written notification from ASQA that its 12-month transition arrangement has been acknowledged.

This form must be completed and provided to ASQA for an RTO to access a 12-month transition arrangement excluding itself:

- from the requirement to commence collecting full AVETMISS data from 1 January 2014 (paragraph 2.1 of the Policy), and
- from submitting that data from 1 January 2015 (paragraph 1.1 of the Policy).

ASQA must receive your complete form no later than 5.00 pm AEDST on **31 December 2013**. ASQA will not send acknowledgement notices for incomplete forms or for forms completed inaccurately.

RTOs that claim a 12-month transition arrangement must still report aggregated data of 2014 competency completions ASQA by 30 June 2015, in accordance with current national policy for the collection and reporting of quality indicator data.

ASQA's acknowledgement of receiving an RTO's 12-month transition arrangement form excluding itself from gathering and reporting 2014 data under the Policy does not in any way inhibit ASQA's authority to require an RTO to provide specified data for the purpose of managing regulatory risks, (in accordance with the *National Vocational Education and Training Regulator Act 2011*).

RTO details

RTO details	
Name of legal entity:	
ACN (or ABN if no ACN):	
RTO code:	



Notification and declaration

(Note: This notification must be completed by the chief executive who is listed on training.gov.au as at the date of submission of the form.)

I notify ASQA that:

- My RTO is unable to comply with the requirement in the Policy to collect full AVETMISS data from 1 January 2014 for submission in 2015.
- I acknowledge the requirements of the Policy will commence from 1 January 2015, with collection of data to occur from 1 January 2015 for submission in 2016.
- I commit to undertaking the necessary preparations to ensure full compliance with the Policy from 1 January 2015.
- I acknowledge that my RTO will still need to fulfil legislative and contractual reporting obligations, including reporting competency completion, learner engagement and employer satisfaction quality indicator data to ASQA, and reporting full AVETMISS data on all nationally recognised training required as a result of receiving government funding.
- I acknowledge that this transition arrangement does not inhibit ASQA's authority to require the provision of specified data in accordance with the *National Vocational Education and Training Regulator Act 2011*.
- I acknowledge that ASQA may inform Australian Government agencies, state and/or territory government agencies, other VET regulators and/or the National Centre for Vocational Education Research that it has acknowledged that my RTO's notification that my RTO will not be gathering or reporting data for the 2014 calendar year under the Policy.

Chief executive			
Name		Date	
Signature			

Submitting this form

Submit your completed form to ASQA by email or post.

Incomplete forms or forms completed incorrectly will be returned to you for completion.

ASQA must receive your completed form by 5.00 pm AEDST on 31 December 2013.

- Email: tvaexemption@asqa.gov.au
- Postal address: ASQA, GPO Box 9928, Melbourne, VIC, 3001