

RTO Transition Journey | Checklist

The VET Information Standard establishes how VET data is structured, collected and reported, replacing and extending existing arrangements to enable more timely access to information and deeper sector insights.



Plan

Understand the requirements, assess impacts, and develop your RTO's transition approach.

Understanding VET Reporting Changes

- ☐ Visit the [VET Information Standard](#) and the [legislative changes](#) to Data Provision Requirements (DPRs) pages to learn more about the changes to the reporting requirements
- ☐ Visit the [When can RTOs transition](#) page to confirm your transition timing and journey
- ☐ Visit the [Exemption from submitting VET Information Standard data](#) page if your RTO has a regulator reporting exemption
- ☐ Review the information on new [Technology and systems](#)
Note: if you currently use the NCVER Data Entry Tool (DET), please wait for further information

Engage with your Student Management System (SMS) Supplier

- ☐ Have early and proactive conversations with your SMS supplier. To help support these discussions, review the [Questions to ask your SMS supplier](#)
- ☐ Ensure you have confirmed your SMS supplier's transition timelines and understand how it impacts your transition journey

Assess impacts to your business

- ☐ Consider the [changes required of your organisation](#), including the intended [reporting frequency](#) and potential changes to people, processes and technology
- ☐ Consider when your [RTO intends to transition](#)
- ☐ Review and access the [sample enrolment form](#)

Inform NCVER of your intent to transition

- ☐ Notify NCVER of your [Intent to Transition](#) once you have planned your VET Information Standard transition
We recommend that you notify NCVER at least 3 months before the beginning of the quarter you intend to transition

Prepare

Complete readiness activities, update systems and processes, and confirm your RTO is ready to transition.

Set up your system and access

- ☐ Discuss with your SMS supplier their readiness to implement the changes required for VET Information Standard reporting
- ☐ Confirm any business requirements and changes the SMS supplier has for you
- ☐ Review and understand the NCVER [system security roles for staff](#)

Update your data collection processes and enrolment form

- ☐ Implement the enrolment form changes. Access the [sample enrolment form](#)
- ☐ Confirm and understand the changes to [VET Information Standard reporting](#)

Inform NCVER of your readiness to commence

- ☐ Notify NCVER of your [Readiness to transition](#)
Note: as part of this process your CEO (via email listed on training.gov.au) will receive an invite to set up access to relevant NCVER systems and products
- ☐ [Set up access to NCVER systems](#) for all relevant staff
- ☐ Set up credentials (machine-to-machine) to enable your RTO to report to STARS
Note: your SMS supplier may be able to assist you with requesting and configuring your credentials in your SMS
- ☐ [Contact us](#) if you do not have an SMS supplier that help you set up machine-to-machine credentials and require additional support

Commence

Begin reporting under the VET Information Standard and monitor early reporting to ensure a smooth transition.

Collect and prepare data in VET Information Standard format

- ☐ Begin collecting and recording student activity information in accordance with the VET Information Standard [enrolment form](#)
- ☐ Check your data readiness by provisionally validating VET Information Standard data and resolving any data or business process issues
- ☐ [Contact us](#) if you need assistance

Confirm your final AVETMISS Submission has been completed

- ☐ Complete final AVETMISS submission activities
Note: you should retain your summary PDF from your successful file submission email as it will be requested by NCVER
- ☐ [Advise NCVER](#) all requirements have been completed, and your RTO is ready to commence VET Information Standard reporting
- ☐ Receive confirmation and next steps advice from NCVER

Commence VET Information Standard reporting

- ☐ Ensure your continuing AVETMISS student records are ready to be transitioned to the VET Information Standard
- ☐ Commence submitting your VET Information Standard data