

# Skills Assure Supplier contact information

Please provide the names and contact information for officers within your organisation that meet the “Contact Types” as identified below. Skills Assure Suppliers (SAS) can nominate up to 3 contacts in addition to the CEO.

**Responsible Officer:** This information is the CEO as recorded on [www.training.gov.au](http://www.training.gov.au).

**Data Manager:** Officer within the SAS who is responsible for the submission of AVETMISS compliant data.

**Compliance/Contract Manager:** Officer within the SAS who is the everyday contact for compliance or agreement issues.

**Finance Manager:** Officer within the SAS who is responsible for the financial matters (e.g. payment of invoices, reconciliation of payments etc.).

**SAS Payment Reports:** Please nominate by placing a “Y” into the column “SAS Payment Reports” against the contacts who should receive the reports pertaining to a payment (please note this is not the remittance advice).

RTO ID		SAS Name						
*Title	* First Name	* Surname	*Position	*Contact Type	*Phone	Mobile	*Email	*SAS Payment Reports Y/N
				Responsible Officer				
				Data Manager				
				Compliance/ Contract Manager				
				Finance Manager				

**TO SUBMIT:** This form **must** be submitted by or CC from the Chief Executive as listed on [www.training.gov.au](http://www.training.gov.au) by email to [ContractManagement@desbt.qld.gov.au](mailto:ContractManagement@desbt.qld.gov.au). Forms received from other officers will **not** be accepted. \* Denotes mandatory fields

\*To utilise this form in its full capacity, it will need to first be downloaded and locally saved allowing your PC's Adobe Software to host the completion and submission of this form.

The Department’s acceptance of this Contact Information Form with updated details does not constitute consent for the purposes of clause 28.1 of the Skills Assure Supplier Agreement.