

## Skills Assure Supplier

### Conflict of Interest Management Plan Details

#### Skills Assure Supplier Conflict of Interest Management Plan

Clause 14 of your 2021-22 Skills Assure Supplier (SAS) Agreement requires you to disclose any conflict of interest (**COI**), or risk of a conflict of interest to the Department immediately.

**“Conflict of Interest”** means having an interest, affiliation, or relationship, or owing an obligation (whether personal, financial, professional or otherwise) which conflicts, may reasonably have the potential conflict, or may reasonably be perceived as conflicting, with the ability of the Supplier or its Personnel to perform its obligations under the Skills Assure Supplier Agreement/s fairly or objectively.

Where a COI has been identified and declared to the Department, a COI Management Plan must be developed. This includes instances where the following direct conflicts exist:

1. Any financial or beneficial interest held by yourself, your partner or dependents in a recruitment agency or labour hire company;
2. Any arrangement between the RTO or any directors, shareholders, key personnel or related entities of the RTO and a recruitment agency or labour hire company, or any directors, shareholders, key personnel or consultants of a recruitment agency or labour hire company, involving the referral of students;
3. Any arrangement offering valuable consideration with a view to securing the enrolment of a student under the Agreements. Valuable consideration includes, but is not limited to, a financial payment, the offer of a gift, reward, tangible or non-tangible benefit.

In all instances it will be necessary to implement a plan to manage your conflict.

It is important to have a clear understanding of what a COI Management Plan is designed to achieve and who will be affected by it.

The plan needs to be tailored to your needs and can be identified by examining the functions of your organisation, the activities performed by staff and external affiliations that may pose a conflict with your obligations as a Skills Assure Supplier.

Please use this reporting document to provide further details of the COI identified, and the methods implemented to manage them. **Please submit one form for each COI identified.**

#### Submitting this Document

This completed document and any supporting documentation can be submitted to the Department by email to [contractmanagement@desbt.qld.gov.au](mailto:contractmanagement@desbt.qld.gov.au) or alternatively, you may post your completed reporting document, along with any supporting documentation to:

Contract Management, Investment Division  
Department of Employment, Small Business and Training  
PO BOX 15483  
CITY EAST, QLD, 4002



## More information

The attached *2021/22 Skills Assure Supplier Guide to Conflict of Interest Management Plans (Guide)* provides an overview of the ways in which a COI can be effectively managed – whether actual, perceived or potential. This can range from registration of any potential or perceived conflict with the SAS, to removal of the individuals concerned from any relevant decision making relating in the case of a direct conflict.

**\*\*\* IMPORTANT \*\*\***

## Prohibited Subcontracts

**Prohibited Subcontracts cannot be managed through a COI Management Plan.**

Clause 18.7 of the 2021-22 Skills Assure Supplier Agreement defines a Prohibited Subcontract as:

- a) any subcontract or arrangement under which the counterparty (other than the Supplier) undertakes any one of the following activities:
  - i. Promoting, marketing, or advertising;
    - A. The Program; or
    - B. The Supplier's status as a SAS for the program;
  - ii. Training or business development in respect of activities listed in paragraph a);
  - iii. Recruiting or enrolling Students into Qualifications on the Supplier's Delivery Schedule; or
  - iv. Under which a third party is subcontracted to deliver more than 50% of the Services associated with any Qualification listed in the Delivery Schedule; and
- b) Is any subcontract or arrangement between the Supplier and a Related Party, without the express written consent of the Department (which may or may not be given subject to conditions), acting reasonably; and
- c) Does not include school TPAs.

## Skilling Queenslanders for Work

Where the conflict of interest is noted as relating exclusively to delivery under the Skilling Queenslanders for Work (SQW) program, you will be required to complete parts 1, 2, 3 and 7 of this reporting document only.

**Please note:** You will not be required to provide details of any conflict management strategies or supporting documentation at this stage. The Department will review and confirm your SQW arrangements to ensure the details are consistent with the delivery approved under your agreement. If this is confirmed, the Department will not require any further documentation from you.

<b>Part 1 – Skills Assure Supplier Details</b>	
Legal Name of Skills Assure Supplier	
ACN (if applicable)	
ABN	
RTO Number	

 *this symbol indicates you need to attach further documents to this reporting document*

**Part 2 – Details of the Organisation and/or Individuals with Conflict of Interest**

Please provide details of the parties involved in the conflict of interest

**Organisation:**

ACN:		ABN	
Legal Name:			
Relationship/s with SAS:			
Details/comments:			

**Individual:**

First Name:		Surname:	
Relationship/s with SAS:			

First Name:		Surname:	
Relationship/s with SAS:			

First Name:		Surname:	
Relationship/s with SAS:			

**Details/comments:**

If required, please duplicate this section to include multiple individuals related to the conflict.

**Part 3 – Identify the program the Conflict of Interest relates to**

<b>Program/s conflict is related to:</b>	User Choice		VETiS	<input type="checkbox"/>
	Queensland VET Investment	<input type="checkbox"/>	Other (please specify below)	<input type="checkbox"/>
	Skilling Queenslanders for Work*	<input type="checkbox"/>		

If your conflict relates to SQW delivery only, please provide details below and then proceed to part 6, Declaration.

**Part 4 – Identify the type of Conflict of interest**

Please provide full details of the conflict of interest identified including details about what the conflict relates to, and whether the conflict is Actual, Perceived or Potential.

*For further information refer to Guide, Stage1, pages 3-5.*

<b>Type of conflict:</b>	Actual	<input type="checkbox"/>
	Perceived	<input type="checkbox"/>
	Potential	<input type="checkbox"/>

Click or tap here to enter text.

**Part 5 – Management Strategies**

Please select the relevant checkboxes which apply to the strategy chosen to manage the conflict. In the free text section, provide detailed information regarding how this strategy will be implemented.

*For further information refer to Guide, Stage 2 pages 6-7.*










**Please attach a copy of your Conflict of Interest Management Plan detailing your conflict of interest management strategy**

Register	<input type="checkbox"/>	Click or tap here to enter text.
Restrict	<input type="checkbox"/>	
Recruit	<input type="checkbox"/>	
Remove or Relinquish	<input type="checkbox"/>	
Resign	<input type="checkbox"/>	
Other	<input type="checkbox"/>	

**Part 6 – Supporting Documentation**

Identify and attach all relevant supporting documentation to accompany your submission.

(\* required)

*Current and historical ASIC extract of the conflicted party (where a party to the conflict is a Company other than the SAS)	<input type="checkbox"/>	
*Your Conflict of Interest Policy	<input type="checkbox"/>	
*Conflict of Interest Management Plan	<input type="checkbox"/>	
*Your Conflict of Interest Register	<input type="checkbox"/>	
Any written agreements/contract/s associated with conflicted party	<input type="checkbox"/>	
Copies of company resolution/s adopting conflict of interest policy	<input type="checkbox"/>	
Company constitution	<input type="checkbox"/>	
Other (specify below)	<input type="checkbox"/>	
Click here to add text		

**Part 7 – Declaration by Skills Assure Supplier**

(this section must be signed by the person with the declared conflict as well as a Director of your organisation or Chief Executive Officer as currently listed on [www.training.gov.au](http://www.training.gov.au))

**\*\*\*\*IMPORTANT\*\*\*\***

- ➔ **Completion and submission of this form does not constitute the Department’s consent to the conflict of interest management plan.**
- ➔ **In the event the Department does not consider your conflict of interest management plan satisfactory, the Department will communicate with you separately.**
- ➔ **This form must be accompanied with the required attachments. Incomplete or incorrect forms will be returned to you for completion.**
- ➔ **This form may be executed in counterparts, each of which, taken together, will constitute one form.**
- ➔ **The witness in this form must not be related to the declaring individual, which is taken to mean any spouse or relative**

**I, person declaring the conflict of interest, certify that all information provided on this form is complete, true and correct:**

<b>Name:</b>	<b>Position:</b>
<b>Signature:</b>	<b>Date:</b>
<b>Witness Name:</b>	
<b>Signature:</b>	<b>Date:</b>

**I, Director or Chief Executive Officer as listed on [www.training.gov.au](http://www.training.gov.au) certify that all information provided to you is complete, true and correct:**

<b>Name:</b>	<b>Position:</b>
<b>Signature:</b>	<b>Date:</b>
<b>Witness Name:</b>	
<b>Signature:</b>	<b>Date:</b>