Training Policy Administration System (TPAS) Power Apps

User manual for Government Agencies, Government Owned Corporations and Management Procurement Agencies
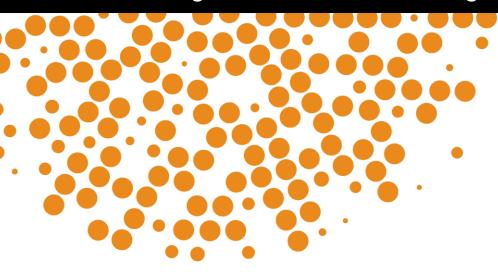
Queensland
Government

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1. Introduction

The *Queensland Government Building and Construction Training Policy* (the 'Training Policy') supports employment opportunities and skills development in Queensland's building and construction industry, with particular emphasis on apprenticeship and traineeship opportunities. The Training Policy also focuses on increasing the economic independence of Aboriginal and Torres Strait Islander Queenslanders in the industry.

The Training Policy is one element in a long-standing partnership between the building and construction industry and the Queensland Government to develop the industry's skills base and future workforce capability. It requires contractors to employ Queensland apprentices and trainees and undertake other workforce training as a mandated component of being awarded work on eligible Queensland Government projects.

The Queensland Government administers and reports compliance data through the Training Policy Administration System (TPAS). The Department of Employment Small Business and Training (DESBT) manages and maintains TPAS on behalf of the Queensland Government.

TPAS is a Microsoft Power Apps application for Principal Contractors to report their compliance with the Training Policy. Data entered in TPAS must be true, complete and accurate.

Queensland Government agencies and government owned corporations (GOCs) are required to submit project information into TPAS for eligible projects once a contract has been awarded. Queensland Government agencies and GOCs can then access TPAS for their own compliance monitoring and reporting purposes.

A third party, external consultant or service provider engaged by the Queensland Government agency or GOC, to undertake the project procurement and/or contract management is also able to submit project information in TPAS. For example, those delivered by shared services providers or under corporate partnership agreements however, the Queensland Government agency or GOC remains responsible for the application of the Training Policy and ensuring compliance.

Contractor compliance and reporting requirements for the Training Policy will be a condition of contract and compliance is measured using the data recorded in TPAS. Ensuring contractor compliance with the Training Policy and the enforcement of appropriate contractual obligations in the event of non-compliance is the responsibility of the relevant Queensland Government agency or GOC. Failure to comply with the Training Policy requirements may constitute a breach of contract which may lead to an adverse decision against the contractor under the Ethical Supplier Mandate.

In addition to contractual provisions, performance reports regarding a contractor's compliance with the Training Policy will be provided by DESBT to the Directors-General and Chief Executive Officers of Queensland Government agencies and GOCs as required. These reports are generated from the data recorded in TPAS.

Contractor compliance is assessed by the *Buy Queensland* Audit Unit (BQAU), who form part of the Queensland Government Procurement Compliance (QGPC) Branch. The Unit will review and verify the contractor's TPAS data and supporting evidence at practical completion of the project to determine contractual compliance.

Further information regarding the Training Policy is available at:
www.desbt.qld.gov.au/training/employers/trainingpolicy.

Any questions regarding the Training Policy, or requests for TPAS access, should be emailed to TrainingPolicy@desbt.qld.gov.au.

2. Eligible projects

Eligible projects are Queensland Government building construction projects with a contract sum of $500,000 or greater (including GST) and civil construction projects with a contract sum of $3 million or greater (including GST). Eligible projects include:

- Projects throughout Queensland, including projects in Aboriginal and Torres Strait Islander communities
- Projects that are selected as Indigenous projects by Queensland Government agencies
- Public private partnerships
- All building construction projects and/or civil construction projects with a contract sum above $20 million (including GST) tendered or undertaken by GOCs.

From 1 September 2017, additional requirements apply to eligible major building construction projects and/or civil construction projects with a contract sum of $100 million or greater (including GST).

3. Indigenous projects

There are two categories of Indigenous projects under the Training Policy, which are:

- Eligible projects located in an Aboriginal or Torres Strait Islander community and the Township of Weipa (specified in the Training Policy in Appendix A)

- Eligible projects located throughout the rest of Queensland that are selected as Indigenous projects through a written agreement between the Director-General or Chief Executive Officer of the Queensland Government agency or GOC and the Director-General of the Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts (DTATSIPCA).

Where an eligible project has been selected as an Indigenous project through this agreement, Director-General to Director-General correspondence is issued by DTATSIPCA to the procuring agency and is to be attached to the project record in TPAS.

A full list of Aboriginal and Torres Strait Islander communities is located in the *Queensland Government Building and Construction Training Policy* Appendix A.

Further information on the criteria and the process to be applied is available from the DTATSIPCA website at www.dsdsatsip.qld.gov.au/our-work/aboriginal-torres-strait-islander-partnerships/business-economic-development/building-construction-training-policy.

4. Major Projects

On major Queensland Government and GOC building construction projects and/or civil construction projects with a contract sum of $100 million or greater (including GST), the following requirements are to be met by the Principal Contractor:

- A core requirement that a minimum of 15 per cent of the total labour hours on eligible projects to be undertaken by Queensland apprentices and/or trainees, and through other workforce training.
- Develop and implement a Skills Development Plan and attach to the project record in TPAS.
- Employ a training coordinator to ensure the implementation of the Skills Development Plan and record the name in TPAS against the project record.

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5. Grant Programs

Under *Queensland Procurement Policy 2023*, procurement encompasses the whole process of obtaining 'goods and/or services'. Arrangements or transactions typically classified as grants however are not considered to be 'procurement'.

Where a Queensland Government Agency administering a grant program wishes to apply the requirements of the Training Policy, applicability of the Training Policy to the grant program will be at the discretion of the Department of Employment Small Business and Training (DESBT) and determined on a case by case basis.

Where DESBT has determined the applicability of the Training Policy to a grant program, the Queensland Government agency who administers the grant program remains responsible for ensuring the grant recipient's compliance with the Training Policy, even in circumstances where a third party is engaged to procure and/or project manage the project.

For the purpose of TPAS, the Grant Recipient is entered as the Management Procurement Agency in TPAS.

6. Responsibilities

Principal Procurement Agency

For the purpose of TPAS, the Principal Procurement Agency (PPA) is the Queensland Government agency or GOC, which allocated the capital expenditure for the project (i.e. funded the project). This includes projects funded using public private partnerships or jointly funded investment models.

The PPA is responsible for adding all eligible projects in TPAS upon issuing of the contract.

Where a Management Procurement Agency (MPA) has been engaged to undertake the project procurement and/or contract management, the PPA should contact the MPA to agree on who will add the project in TPAS.

The PPA is responsible for:
- Adding the eligible project in TPAS using the details contained in the Tender Letter of Acceptance or the equivalent i.e. Funding Agreement with applicable Annexures and other relevant documents.
- Attaching the Tender Letter of Acceptance or the equivalent and other relevant documents.
- Attaching the DTATSIPCA approval letter where the project has been selected as an Indigenous project.
- Updating the Estimated Completion Date.
- Updating the PPA Project/Contract Manager where required.
- Viewing and monitoring the labour and training hours recorded by the Principal Contractor
- Applying the Training Policy and ensuring contractor compliance.
- Ensuring that when a Management Procurement Agency (MPA) has been engaged to undertake the project/contract management, the MPA monitors contractor compliance with the Training Policy.
- Ensuring that where DESBT has determined the applicability of the Training Policy to a grant program, the Grant Recipient is entered as the MPA, however the Queensland Government agency who administers the grant program remains responsible for the application of the Training Policy and ensuring compliance.

Management Procurement Agency

The Management Procurement Agency (MPA) is the public or private agency, engaged by the Queensland Government agency or GOC, to undertake the project procurement and/or contract management.

The MPA is responsible for the following, where agreed with the PPA:
- Adding the eligible project in TPAS on issuing of the contract using the details contained in the Tender Letter of Acceptance or the equivalent i.e. Funding Agreement with applicable Annexures and other relevant documents.
- Attaching the Tender Letter of Acceptance or the equivalent i.e. Funding Agreement with applicable Annexures and other relevant documents.
- Attaching the DTATSIPCA approval letter where the project has been selected as an Indigenous project.
- Updating the Estimated Completion Date.
- Updating the MPA Project/Contract Manager where required.
- Viewing and monitoring the labour and training hours recorded by the Principal Contractor.
- Monitoring contractor compliance with the Training Policy.

Principal Contractors

The Principal Contractor Organisation (PC) is the lead contractor who has been awarded the Queensland Government project works.

The PC is responsible for:
- Submitting the Compliance Plan electronically in TPAS.
- Attaching the fully signed agreed Indigenous Economic Opportunities Plan (IEO Plan), where applicable.
- Attaching the Skills Development Plan, where applicable
- Attaching required supporting documentation.
- Updating the PC Contact Person where required.
- Entering labour and training hours for apprentices/trainees and other workforce training.
- Viewing and monitoring progress towards achieving the required labour and training hours.
- Maintaining evidence to support all labour and training hours that have been recorded in TPAS, in the event the project is audited.
- Attaching the fully signed Indigenous Economic Opportunities Plan (IEO Plan) with outcomes.
- Submitting the Practical Completion Report electronically in TPAS to close the project out.

Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts

Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts (DTATSIPCA) provides support to Principal Procurement Agencies, Management Procurement Agencies, Grant Recipients and Principal Contractors where the eligible project is located in an Aboriginal and Torres Strait Islander community or has been selected as an Indigenous project.

DTATSIPCA is responsible for:

- Issuing the Director-General to Director-General correspondence to the procuring agency to be attached to the project record in TPAS, for selected Indigenous projects.

- Supporting the negotiations and agreement of the IEO Plan and reviewing the achievement of outcomes prior to sign-off.

- Where there is <u>no</u> relevant Aboriginal or Torres Strait Islander community or authority, taking part in the review and sign-off of the agreed and achieved IEO Plan.

- Contributing to the DESBT Training Policy Variation request process, where a variation request has been submitted for an Indigenous project.

Department of Energy and Climate

Department of Energy and Climate (DEC), *Buy Queensland* Audit Unit (BQAU) supports the Training Policy through audit, investigation, and education activities. The team will undertake compliance audits to ensure that contractors meet their obligations under the Training Policy.

An annual program of audit is undertaken, as well as investigations into complaints or referrals that allege non-compliance with the Training Policy.

If a project is selected for audit by the DEC *Buy Queensland* Audit Unit, a Principal Contractor will be requested to provide evidence to support all labour and training hours that have been recorded in TPAS.

In consultation with DESBT and industry, the BQAU have developed Evidence Guidance documents and tools which are intended to assist contractors to understand the records they are required to provide as evidence to support their New Entrant and Other Workforce Training hours entries into TPAS.

For information about the compliance and audit requirements, visit the BQAU website https://www.epw.qld.gov.au/about/strategy/buy-qld/compliance-complaints or phone the Buy Queensland Audit Unit 1300 10 50 30

7. Summary of TPAS workflow

Step 1
- Prior to adding the project in TPAS, the Principal Principal Procurement Agency/Management Procurement Agency emails TrainingPolicy@desbt.qld.gov.au to request that a new organisation account and new user account be created in TPAS.

Step 2
- The Principal Principal Procurement Agency/Management Procurement Agency adds the project information in TPAS, attaches the relevant documents, and submits the project to DESBT for confirmation.

Step 3
- DESBT is notified through a TPAS generated email that the project registration has been submitted in TPAS for confirmation and processing.
- DESBT reviews the project information and confirms the project in TPAS.

Step 4
- The Principal Contractor is notified through a TPAS generated email to submit the Compliance Plan electronically in TPAS, this includes attaching any required compliance documents, e.g. the agreed IEO Plan and/or Skills Development Plan. The Principal Procurement Agency/Management Procurement Agency is copied into this email.

Step 5
- The Principal Contractor is notified weekly through a TPAS generated email as a reminder, until the Compliance Plan is submitted electronically in TPAS.

Step 6
- Once the Principal Contractor submits the Compliance Plan electronically in TPAS, the Principal Contractor, Principal Procurement Agency/Management Procurement Agency is notified through a TPAS generated email, acknowledging that the Compliance Plan has been submitted.

Step 7
- The Principal Contractor records labour and training hours for 'new entrant' apprentices and trainees and 'other workforce training' throughout the duration of the project.
- The Principal Contractor is notified monthly through a TPAS generated email as a reminder.

Step 8
- At practical completion, the Principal Contractor attaches supporting documentation (e.g. fully signed IEO Plan with outcomes, if applicable) and submits the Practical Completion Report electronically in TPAS.

Step 9
- The Principal Contractor is notified weekly through a TPAS generated email as a reminder, until the Practical Completion Report is submitted electronically in TPAS.

Step 10
- Once the Principal Contractor submits the Practical Completion Report electronically in TPAS, the Principal Contractor, Principal Procurement Agency/Management Procurement Agency is notified through a TPAS generated email acknowledging that the Practical Completion Report has been submitted.
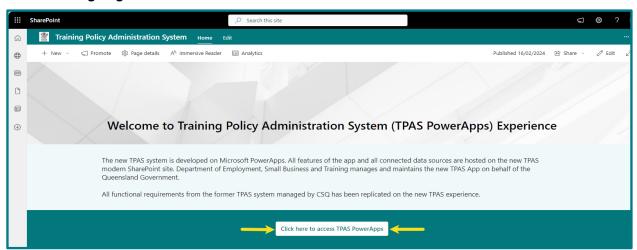
8. Accessing TPAS

The new TPAS system is developed on Microsoft Power Apps. All features of the app and all connected data sources are hosted on the TPAS modern SharePoint site.

To access TPAS Power Apps for the first time, email DESBT at TrainingPolicy@desbt.qld.gov.au and request a new user account be created in TPAS. Please use the table/s below in 'Section 9 - Organisations and user accounts' and provide all details.

When the user account has been created, the new user will receive a SharePoint Online generated email notifying that the Training Policy Team wants to share TPAS. A link to TPAS is provided in this email.
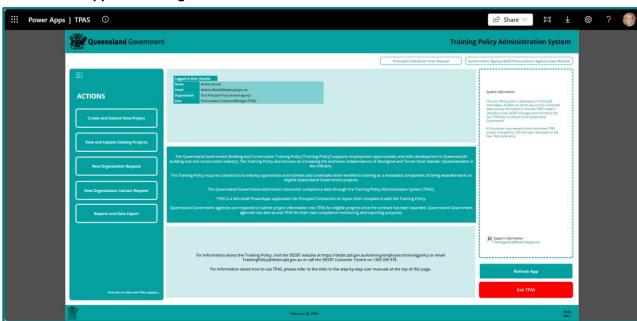
1. Open the TPAS link from a computer or laptop. The recommended browsers for TPAS are Edge or Google Chrome.

2. Once the app is launched, the below TPAS landing page will be available, Click on the button to access TPAS Power Apps
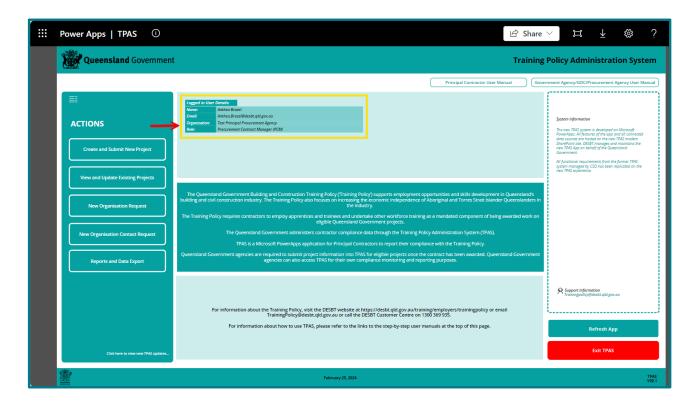
TPAS Landing Page

3. The TPAS Power Apps Home Page is now available for use. **Save as a favourite.**

TPAS Power Apps Home Page

4. Logged in user details including name, email, organisation and role are displayed in the top section. The role relates to the TPAS user access role.

5. If the organisation and role details are blank, there is a TPAS user access issue. Please email DESBT at TrainingPolicy@desbt.qld.gov.au so that user access can be rectified.

6. Once the new user has successfully accessed TPAS for the first time, subsequent access will be via TPAS Power Apps.

7. Alternatively, click on this Link to TPAS Power Apps

8. TPAS Power Apps can also be accessed via a link on the Training Policy webpage at www.desbt.qld.gov.au/training/employers/trainingpolicy

9. Organisation and user accounts

To create an new organisation or new user account in TPAS, relevant officers of the Principal Procurement Agency and/or Management Procurement Agency (if applicable) must email DESBT at TrainingPolicy@desbt.qld.gov.au prior to entering the project in TPAS and provide the details in the tables below:

Table 1: New Organisation Details

New Organisation Details	
Legal Name:	
Trading Name:	
Organisation Type: (e.g. Principal Contractor, Principal Procurement Agency, Management Procurement Agency)	
ABN:	
Office Address:	
Office Suburb:	
Office Postcode:	
Office State:	
Phone Number:	
Email:	

Table 2: New User Account Details

New User Account Details	
Full Name:	
Organisation:	
Position:	
Mobile:	
Email:	
TPAS Account Type: (PCCP, PCPR, PCM PPA, PCM MPA)	

Please ensure that contact details are kept up to date with DESBT to ensure that relevant officers continue to receive the TPAS generated email notifications throughout the lifetime of the project.
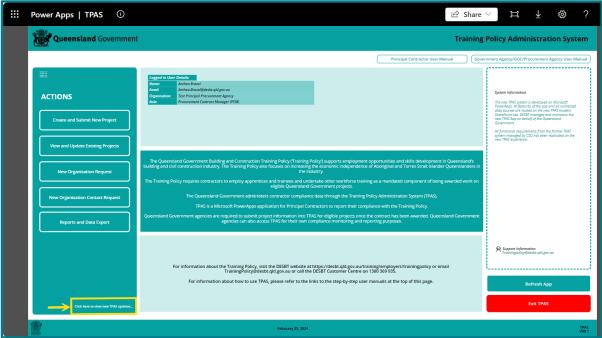
TPAS User Account and Roles Types:

- PCM PPA – Procurement Contract Manager (PCM) Principal Procurement Agency (PPA)
- PCM MPA – Procurement Contract Manager (PCM) Principal Procurement Agency (MPA)
- PCCP – Principal Contractor Contact Person (PCCP)
- PCPR – Principal Contractor Project Reporting (PCPR)

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Table 3: TPAS User Accounts and Roles

TPAS User Account Type	What can the user role do?	Who is assigned this user role?
Principal Contractor Contact Person (PCCP)	• Read/write access to selected pages. • Submit the compliance plan electronically in TPAS. • Attached documents at any time. • Record labour and training hours. • Submit the Practical Completion Report electronically in TPAS. • Update the PCCP contact against the project record. • If selected as the contact person against the project record will receive TPAS generated email notifications.	Principal Contractor employee who acts as the primary contact person.
Principal Contractor Project Reporting (PCPR)	• Read/write access to selected pages. • Record labour and training hours. • If selected as the PCPR contact person against the project record will not receive TPAS generated email notifications.	Principal Contractor employees who record labour and training hours only. Not all Principal contractors require this role as the recording of labour and training hours can be done by the PCCP user.
Procurement Contact Manager (PCM)	• Read/write access to selected pages. • Attached documents at any time. • Update the PCM PPA or PCM MPA contact against the project record. • If selected as the contact person against the project record will receive TPAS generated email notifications.	Principal Procurement Agency and Management Procurement Agency employees

10. Portal updates

Principal Contractors, Principal Procurement Agencies and Management Procurement Agencies can find out about TPAS portal updates on the TPAS Home Page by clicking the section indicated in the bottom left of the screen below.

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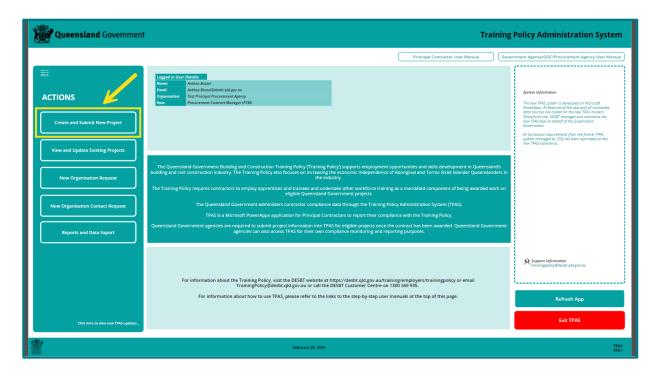
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11. Adding a new project

The Principal Procurement Agency (PPA) is responsible for adding all eligible projects in TPAS upon issuing of the contract.
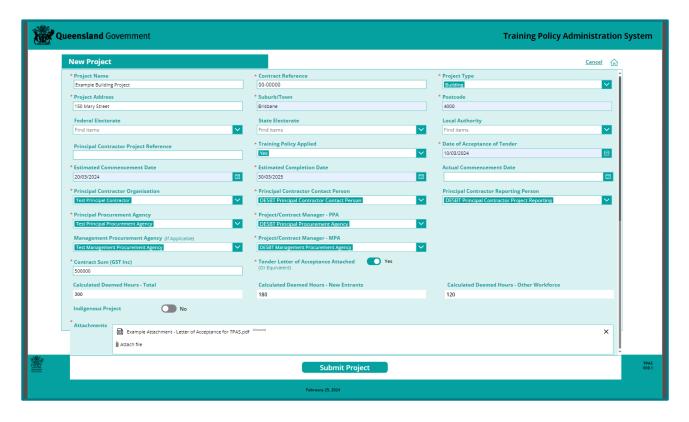
Where a Management Procurement Agency (MPA) has been engaged by the PPA to undertake the project procurement and/or contract management, the PPA should contact the MPA to agree on who will add the project in TPAS.

Only TPAS Users with PCM user access have the App permissions to add projects in TPAS. Principal Contractors do not have access to add projects in TPAS.

1. To add a new project, go to the TPAS Power Apps Home Page and select 'Create and Submit New Project':
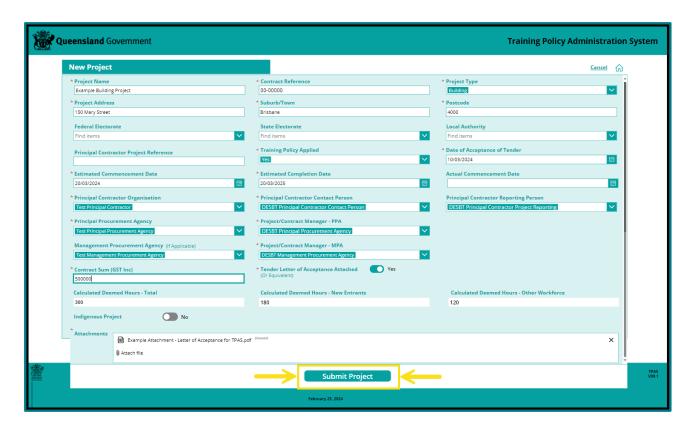

2. Where DESBT has determined the applicability of the Training Policy to a grant program, refer to 'Section 21 - Annexure A - Registration of projects in TPAS funded through a Grant Program'.

3. Enter the project information using the details contained in the Tender Letter of Acceptance or the equivalent (for detailed information refer to 'Section 13 - Project Information Fields').

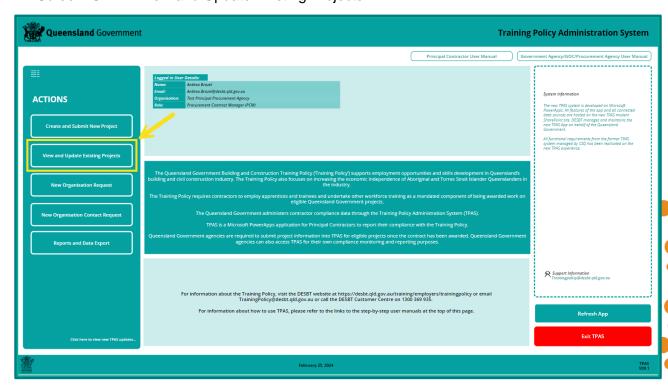4. The fields marked with a red Asterix are mandatory fields.

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5. When entering the new project details, ensure that:

   a) All mandatory fields are completed.

   b) Where a project has been awarded and the works are being undertaken at multiple job sites, enter the project address including suburb/town and postcode of the <u>first job site</u>.

   c) The Queensland Government agency who has allocated the capital expenditure for the project (funded it) is entered as the PPA.

   d) Where an MPA has been engaged by the Queensland Government agency or GOC to undertake the project procurement and/or contract management and is nominated on the Tender Letter of Acceptance or the equivalent, ensure that the MPA and the MPA contact person is added to the project details.

   e) If an organisation or contact person nominated on the Tender Letter of Acceptance or the equivalent is not available to select in any following the drop-down boxes, email DESBT to request that the organisation and or user account is created as per 'Section 9 - Organisations and user accounts' above.

   f) If the project is an Indigenous project also refer to additional instructions in 'Section 12 – Adding an Indigenous Project'

6. Attach the Tender Letter of Acceptance or equivalent. For instructions on how to attach a document, refer to 'Section 14 Attaching documents'.

   Important note: The project cannot be submitted in TPAS without attaching the relevant documentation.
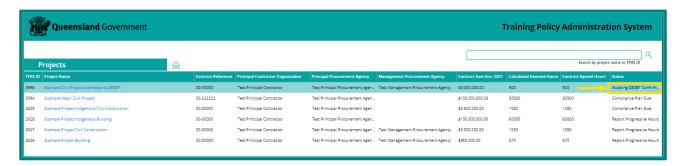
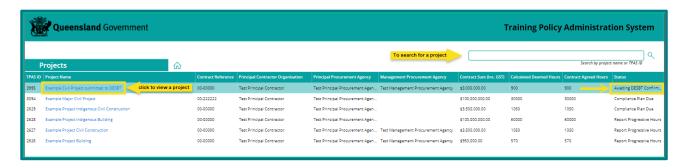7. Check that all information is accurate and complete, click the **'Submit Project'** button.

8. DESBT is notified through a TPAS generated email that the project registration has been submitted in TPAS for confirmation and processing.

9. To check that the project has been successfully submitted in TPAS, return to the TPAS Home Screen. Select 'View and Update Existing Projects'.

10. A project list will be displayed with a summary of the project details. The project submitted will display in the project list with a status of 'Awaiting DESBT Confirmation'.

11. To view a project, click on project name from the listed projects on the TPAS home screen, or enter the project name or TPAS ID number in the Search field at the top right-hand corner of the screen. If any changes are required to the project information, notify DESBT and if applicable, provide supporting documentation.

12. DESBT will review the project information and cross check details against the Tender Letter of Acceptance or the equivalent and confirm the project in TPAS. Once confirmed, the project will display in the project list with a status of 'Compliance Plan Due'.

13. The Principal Contractor is notified through a TPAS generated email to submit the Compliance Plan electronically in TPAS. The Principal Procurement Agency/Management Procurement Agency is copied into this email.
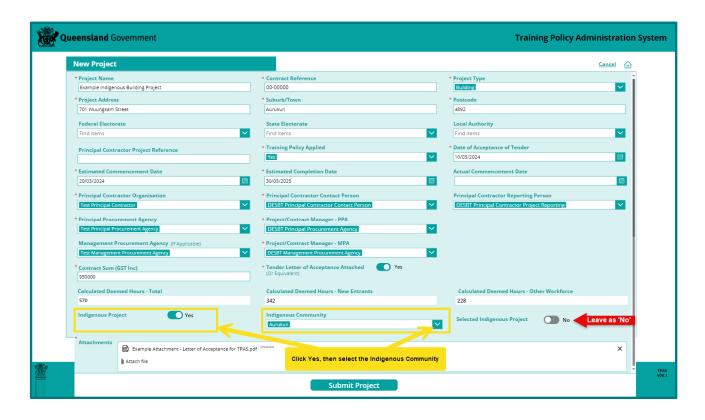
12. Adding an Indigenous project

There are two categories of Indigenous projects under the Training Policy, which are:

- Indigenous Project - Eligible projects located in an Aboriginal or Torres Strait Islander community and the Township of Weipa (specified in the Training Policy in Appendix A)

- Selected Indigenous Project - Eligible projects located throughout the rest of Queensland that are selected as Indigenous projects through a written agreement between the Director-General or Chief Executive Officer of the Queensland Government agency or GOC and the Director-General of the Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts (DTATSIPCA).

To add a new Indigenous project in TPAS follow steps 1-5 under Section 11 - Adding a new project and then follow the additional steps below based on the category of Indigenous project.
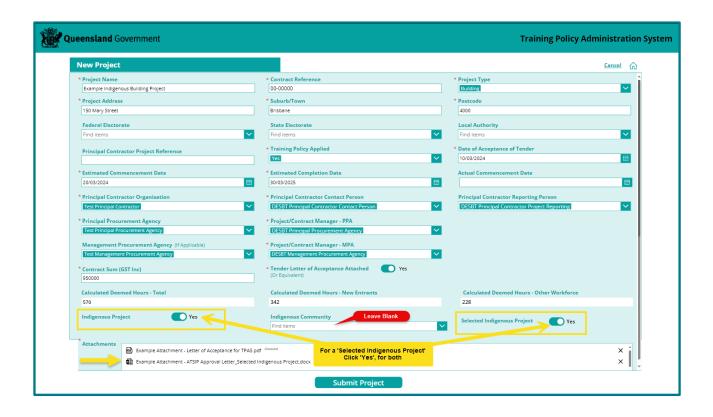
Adding a project located in an Indigenous Community

1. If the project is located in an Aboriginal or Torres Strait Islander community or the Township of Weipa as specified in the Training Policy Appendix A, follow the additional steps below:

    a) The 'Indigenous Project' button **must be** set as 'Yes'

    b) The Indigenous Community where the project is located must be selected.

    c) If the project is located in more than one Indigenous Community, multiple communities can be selected.

    d) To select an Indigenous Community click on the 'Indigenous Community' field and type the community and select, or scroll and select.

    e) To remove an Indigenous Community click on the 'Indigenous Community' field, select the community to be removed and click on the 'X'.

    f) The 'Selected Indigenous Project' button is **must not be** selected and set as 'No'

Adding a selected Indigenous project

2. If the project is NOT located in an Indigenous Community, i.e. is located throughout the rest of Queensland and is selected by DTATSIPCA as a selected Indigenous project, follow the additional steps below:

    a) The 'Indigenous Project' button **must be** set as 'Yes'

    b) The 'Indigenous Community' field **must be left blank**.

    c) The 'Selected Indigenous Project' button **must be** set as 'Yes'.

    d) The DTATSIPCA approval letter for selected Indigenous projects must be attached in TPAS. To attach a document, refer to Section 14 Attaching documents

13. Project Information fields

Project Identifier (TPAS)	The unique project identifier allocated by the system when a project is submitted in TPAS.
Project Name *this is a required field	The full name of the project as contained in the Tender Letter of Acceptance or equivalent.
Contract Reference *this is a required field	The reference identifier for the contract as detailed in the Tender Letter of Acceptance or the equivalent.
Project Type *this is a required field	The type of project selected from the dropdown list, either Building or Civil. Refer to the definitions section of the *Training Policy* for the definition of a Building Construction project and a Civil Construction Project. If unsure, contact DESBT for assistance at TrainingPolicy@desbt.qld.gov.au
Project Address *this is a required field	The street address. If project works are being undertaken at multiple sites, enter the Project Address of the first job site.
Suburb / Town *this is a required field	The suburb or town. If project works are being undertaken at multiple sites, enter the suburb or town of the first job site
Postcode *this is a required field	The postcode. If project works are being undertaken at multiple sites, enter the postcode of the first job site
Federal Electorate	Entered by DESBT.
State Electorate	Entered by DESBT.
Local Authority	Entered by DESBT.
Principal Contractor Project Reference	The project or job reference identifier or description used by the Principal Contractor to identify the project (if provided).
Training Policy Applied *this is a required field	The Training Policy applies to eligible Queensland Government and GOC building construction projects and/or civil construction projects throughout Queensland. Refer to the 'Eligible projects' section of the *Training Policy* Only eligible projects under the *Training Policy* are to be entered in TPAS. For eligible projects this field is to be selected as 'Yes'.

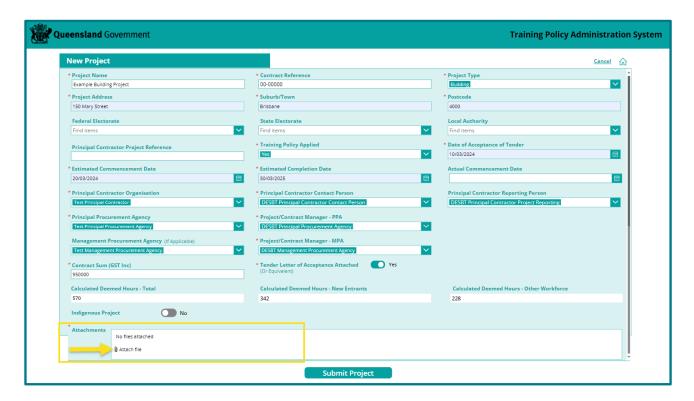|	
Date of Acceptance of Tender *this is a required field	The date of acceptance of tender, as contained in the Tender Letter of Acceptance or the equivalent.
Estimated Commencement Date *this is a required field	The estimated date that the project will commence as detailed in the Tender Letter of Acceptance or the equivalent.
Estimated Completion Date *this is a required field	The estimated date that the project will be completed as detailed in the Tender Letter of Acceptance or the equivalent.
Actual Commencement Date	The actual commencement date is entered by the Principal Contractor Contact Person on the Compliance Plan page when submitting the Compliance Plan electronically in TPAS.
Actual Completion Date	This field is not available when entering the project in TPAS. The actual completion date is the date of practical completion. When the project reaches practical completion the Principal Contractor Contact Person will enter the actual practical completion date on the Practical Completion page when submitting the Practical Completion Report electronically in TPAS. Note: Once the Practical Completion Report has been submitted electronically in TPAS the project is closed out and no further labour and training hours can be entered by the Principal Contractor.
Principal Contractor Organisation *this is a required field	Select the Principal Contractor nominated in the Tender Letter of Acceptance or the equivalent, from the drop-down list. If the organisation name does not exist a new organisation account and user account will need to be created in TPAS, refer to 'Section 9 - Organisations and user accounts'.
Principal Contractor Contact Person *this is a required field	Select the Principal Contractor Contact Person from the drop-down list. Refer to the Tender Letter of Acceptance or the equivalent for details. If the person does not exist, a new user account will need to be created in TPAS, refer to 'Section 9 - Organisations and user accounts' The person selected is the recipient of any TPAS generated email notifications pertaining to the project. Refer to Table 3 in 'Section 9 - Organisations and user accounts' for information on TPAS account role permissions.
Principal Contractor Reporting Person *this is a required field	If required, select the Principal Contractor Reporting Person from the drop-down list. If the person does not exist, a new user account will need to be created in TPAS, refer to 'Section 9 - Organisations and user accounts'. The person selected does not receive any TPAS generated email notifications pertaining to the project. Refer to Table 3 in 'Section 9 - Organisations and user accounts' for information on TPAS account role permissions.
Principal Procurement Agency *this is a required field	Select the Queensland Government agency or GOC from the drop-down list. If the organisation name does not exist a new organisation account and user account will need to be created in TPAS, refer to 'Section 9 - Organisations and user accounts'.
Project / Contract Manager - PPA *this is a required field	Select the contact person for the Principal Procurement Agency from the drop-down list. Refer to the Tender Letter of Acceptance or the equivalent for details. If the contact person does not exist, a new user account will need to be created in TPAS, refer to 'Section 9 - Organisations and user accounts'. The person selected is the recipient of any TPAS generated email notifications pertaining to the project. Refer to Table 3 in 'Section 9 - Organisations and user accounts' for information on TPAS account role permissions.
Management Procurement Agency (If Applicable) *this is a required field	Select the Management Procurement Agency if nominated in the Tender Letter of Acceptance or the equivalent, from the drop-down list. If the organisation name does not exist a new organisation account and user account will need to be created in TPAS, refer to 'Section 9 - Organisations and user accounts'. The person selected does not receive any TPAS generated email notifications pertaining to the project. Refer to Table 3 in 'Section 9 - Organisations and user accounts' for information on TPAS account role permissions.

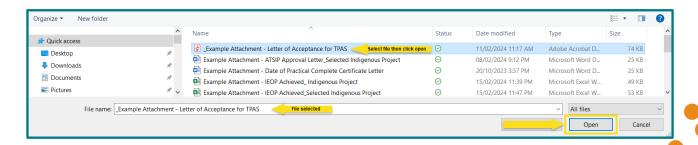|	**Note:** Where DESBT has determined the applicability of the Training Policy to a grant program, the Grant Recipient is selected as the MPA in TPAS.
Project / Contract Manager MPA *this is a required field	Select the contact person for the Management Procurement Agency from the drop-down list. Refer to the Tender Letter of Acceptance or the equivalent for details. If the contact person does not exist, a new user account will need to be created in TPAS, refer to 'Section 9 - Organisations and user accounts'. The person selected is the recipient of any TPAS generated email notifications pertaining to the project. Refer to Table 3 in 'Section 9 - Organisations and user accounts' for information on TPAS account role permissions. **Note:** Where DESBT has determined the applicability of the Training Policy to a grant program, the contact person for the Grant Recipient is selected from the drop-down list.
Contract Sum (GST Inc.) *this is a required field	The accepted amount for the contract, including GST as detailed in the Tender Letter of Acceptance or the equivalent. This value is used to calculate the deemed hours requirement for the project, based on the formula applicable to building construction projects and civil construction projects. Note: Where DESBT has determined the applicability of the Training Policy to a grant program, the contract sum referred to in the Training Policy is to be the Total Project Cost plus GST as detailed in the executed Project Funding Agreement and applicable Annexures. Projects under the Training Policy thresholds for building construction projects and civil construction projects cannot be entered in TPAS.
Tender Letter of Acceptance (Or Equivalent) Attached *this is a required field	The Tender Letter of Acceptance (LOA) or the equivalent must be attached. Move the 'Tender Letter of Acceptance (Or Equivalent) Attached' toggle button to 'Yes' and attach a copy of the LOA or the equivalent before submitting the project to DESBT. Refer to Section 14 - Attaching documents. Note: The project cannot be submitted in TPAS without attaching the relevant documentation.
Calculated Deemed Hours - Total	The deemed hours requirement for the project, based on the contract sum including GST and the project type, is automatically calculated.
Calculated Deemed Hours – New Entrants	The number of new entrant apprentice and trainee hours, calculated as 60% of the deemed hours is displayed and is automatically calculated.
Calculated Deemed Hours – Other Workforce	The number of other workforce training hours calculated as 40% of the deemed hours as displayed and is automatically calculated.
Indigenous Project	If the project is located in an Indigenous Community or is a 'Selected Indigenous Project' move the 'Indigenous Project' toggle button to 'Yes'.
Indigenous Community	This field is completed only if the project is located in an Indigenous community. A full list of Indigenous communities is located in the *Training Policy* Appendix A Select the community/ies in which the project is being delivered from the drop-down list. Multiple communities can be selected. To select an Indigenous community, click on the 'Indigenous Community' field and type the community and select, or scroll and select. To remove a community, click on the 'Indigenous Community' field, select the community to be removed and click on the 'X'.
Selected Indigenous Project	If the Indigenous project is selected by DTATSIPCA as a selected Indigenous project, move the 'Selected Indigenous Project' toggle button to 'Yes'. Attach a copy of the DTATSIPCA approval letter
Attachments	Note: If DESBT has approved a Training Policy Variation to the Calculated Deemed Hours for the project prior to tender, attach a copy of the *Training Policy Variation Request Form* and *Notice of Approved Variation* and email DESBT at TrainingPolicy@desbt.qld.gov.au

14. Attaching documents

A Principal Contractor Contact Person, Project/Contract Manager – PPA, or a Project/Contract Manager - MPA (if applicable) can attach a document in TPAS at any stage regardless of the status of the project record, even after the Practical Completion Report has been submitted electronically in TPAS.

To attach a document in TPAS when adding a new project follow the steps below:

1. On the New Project Page, scroll to the bottom of the page to the Attachments section and click on 'Attach file'

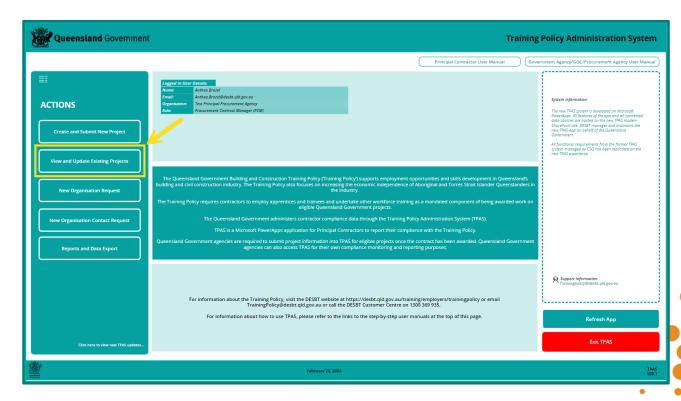2. Locate and select the file name to be attached and click on the 'Open' button.

3. The file will now appear in the Attachment section on the New Project Page as *'Unsaved'*. The file will save to the project record when the project is submitted in TPAS.

   Note: A project cannot be submitted in TPAS without attaching the relevant documentation.

To attach a document after a project has been submitted in TPAS follow the steps below:

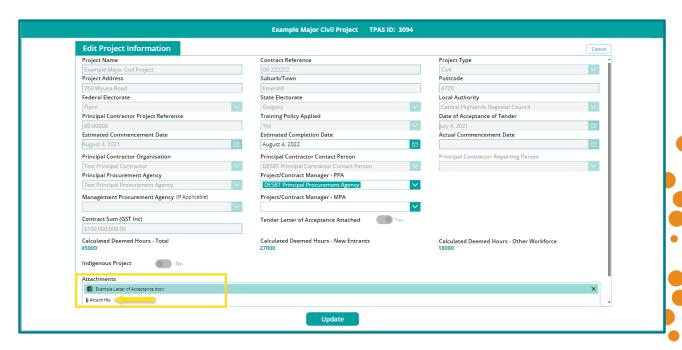1. On the TPAS Home Page select 'View and Update Existing Projects'.

2. On the 'Projects' page, open the project record by clicking on the project name from the listed projects or enter the project name or TPAS ID number in the Search field at the top right-hand corner of the screen.

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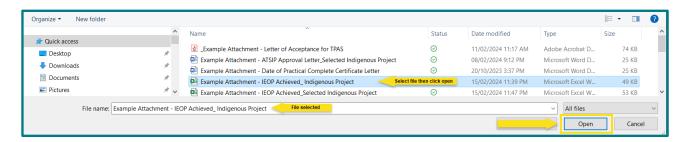
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3. Click on the 'Project Information' Page and then click 'Edit' at the bottom left-hand corner of the screen.
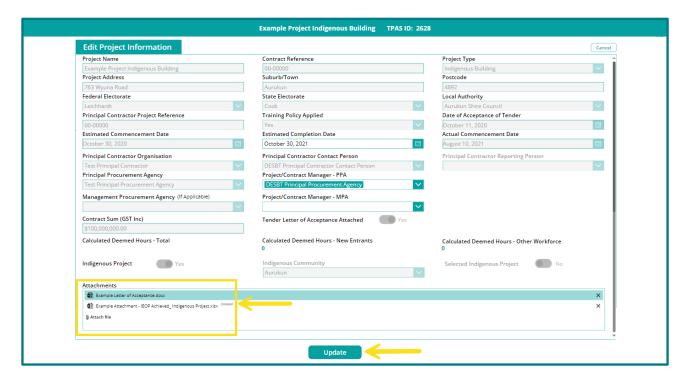

4. On the 'Edit Project Information' Page scroll to the bottom of the page to the Attachments section and click on 'Attach file'

5. Locate and select the file name to be attached and click on the 'Open' button.

6. The file will now appear in the Attachment section on the 'Edit Project Information' Page as *'Unsaved'*.

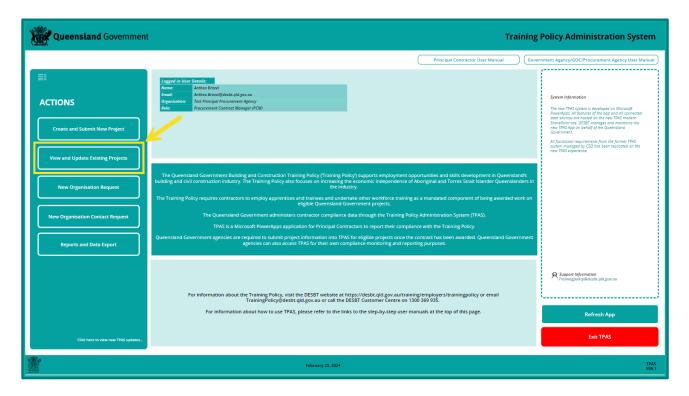7. Click on the 'Update' button and the file will save to the project record.

15. Changing estimated completion date

The PPA or the MPA (if applicable) is responsible for changing the estimated completion date for a project record in TPAS. Principal Contractors do not have access to change this date.
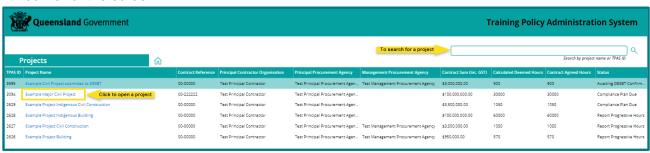
The estimated completion date is a mandatory field and triggers the reminder email for the Practical Completion Report to be submitted in TPAS.

To change the estimated completion date for a project record, follow the steps below:
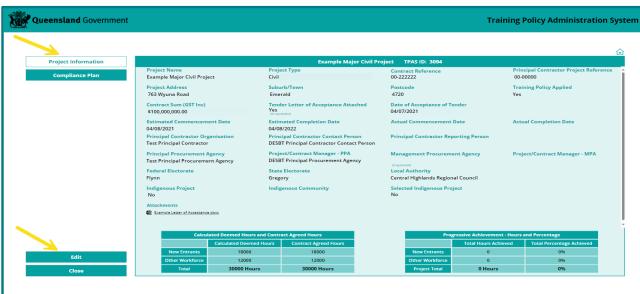
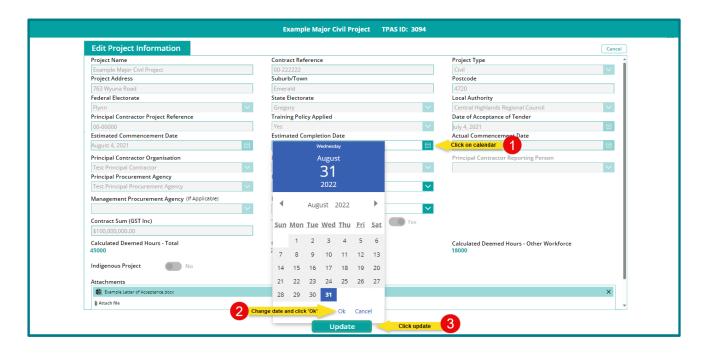1. On the TPAS Home Page select 'View and Update Existing Projects'.

2. On the 'Projects' page, open the project record by clicking on the project name from the listed projects or enter the project name or TPAS ID number in the Search field at the top right-hand corner of the screen.

3. Click on the 'Project Information' page and then click 'Edit' at the bottom left-hand corner of the screen.

4. On the 'Edit Project information' page, click on the calendar icon for the 'Estimated Completion Date' field, select new date and click 'Ok'.

5. Click 'Update' to save the change.

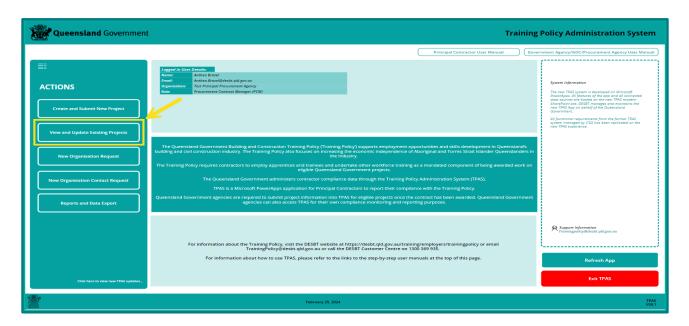# 16. Changing the Project/Contract Manager

The PPA or the MPA (if applicable) is responsible for changing the Project/Contract Manager contact for a project record in TPAS. Principal Contractors do not have access to change this date.

The Project/Contract Manager – PPA is a mandatory field. If an MPA Organisation is selected, the Project/Contract Manager – MPA will also become a mandatory field.
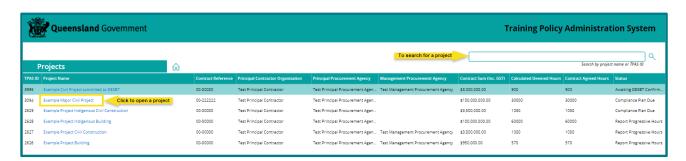
The Project/Contract Manager – PPA or Project/Contract Manager – MPA (if applicable) selected will receive the TPAS generated email notifications pertaining to the project.

To change the Project/Contract Manager – PPA or Project/Contract Manager – MPA contact, follow the steps below:

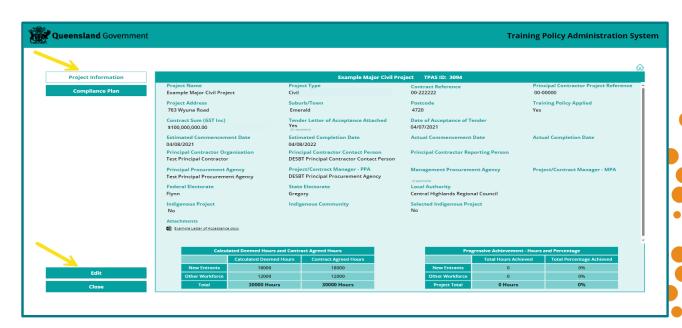1. On the TPAS Home Page select 'View and Update Existing Projects'.

2. On the 'Projects' page, open the project record by clicking on the project name from the listed projects or enter the project name or TPAS ID number in the Search field at the top right-hand corner of the screen.
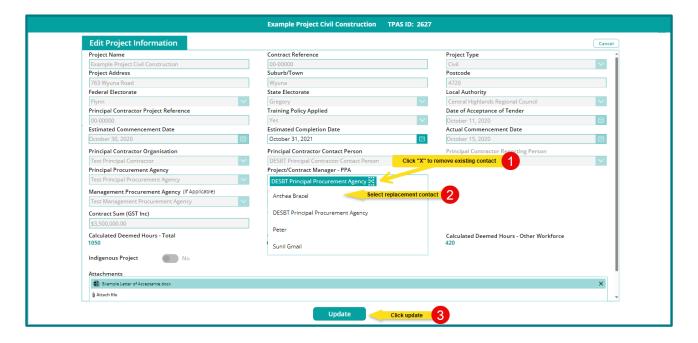

3. Click on the 'Project Information' page and then click 'Edit' at the bottom left-hand corner of the screen.

4. On the 'Edit Project Information page', click on the Project/Contract Manager -PPA or Project/Contract Manager -MPA to be changed and remove the existing contact by clicking on the 'X'. Then select the replacement contact person from the drop-down list.

5. Click 'Update'

   Important note –If the contact person does not exist in the drop-down list, a new user account will need to be created in TPAS, refer to 'Section 9 - Organisations and user accounts'. The person selected is the recipient of any TPAS generated email notifications pertaining to the project. Refer to Table 3 in 'Section 9 - Organisations and user accounts' for information on TPAS account role permissions.

17. Monitoring projects

Project/Contract Managers for a PPA or an MPA who have a TPAS user account linked to their agency will be to view all projects related to their respective agency regardless of whether or not they have been selected as the contact against a project record.

The Project/Contract Manager can select the project from the projects listed on the Home Page or use the Search and Filter functions to open a project to display the relevant projects where they may be required to review compliance activity.

The Principal Contractor Contact Person, Project/Contract Manager -PPA and or the Project/Contract Manager -MPA (if applicable) selected as the contact against a project record will receive TPAS generated email notifications pertaining to the project and the TPAS workflow.

These emails provide information in relation to the project status, compliance hours achieved to date as well as a reminder to complete compliance reporting. The email updates are set to each respective contact person entered against the project in TPAS.

18. TPAS generated email notifications

TPAS generates various email notifications pertaining to a project that are sent to the nominated contact people entered on the Project Information page over the lifetime of a project:

1) When a project is submitted in TPAS by the PPA or MPA, DESBT is notified through a TPAS generated email that the project registration has been submitted in TPAS for confirmation and processing. DESBT reviews the project information and confirms the project in TPAS.

2) When the project registration is confirmed by DESBT in TPAS, the Principal Contractor Contact Person (PCCP) nominated on the project record is notified through a TPAS generated email that the project has been registered and to submit the Compliance Plan electronically in TPAS. This includes attaching any required compliance documents, e.g. the agreed IEO Plan and/or Skills Development Plan. The Project/Contract Manager - PPA and the Project/Contract Manager - MPA (if applicable), nominated on the project record are copied into this email.

3) When the PCCP submits the Compliance Plan electronically in TPAS, the PCCP, the Project/Contract Manager - PPA and the Project/Contract Manager - MPA (if applicable), nominated on the project record, are notified through a TPAS generated email, acknowledging that the Compliance Plan has been submitted.

4) A weekly reminder email is sent to the PCCP nominated on the project record when the Compliance Plan has not been submitted electronically and 14 days has elapsed from the estimated commencement date.

5) A monthly reminder email is sent to the PCCP nominated on the project record, to log on and ensure that training hours are being progressively recorded. The Project/Contract Manager - PPA and the Project/Contract Manager - MPA (if applicable) also receives these emails.

6) When the PCCP submits the Practical Completion Report electronically in TPAS, the PCCP, the Project/Contract Manager - PPA and the Project/Contract Manager - MPA (if applicable), nominated on the project record, are notified through a TPAS generated email, acknowledging that the Practical Completion Report has been submitted.

7) A weekly reminder email is sent to the PCCP nominated on the project record when the Practical Completion Report has not been submitted electronically in TPAS and 21 days has elapsed from the estimated completion date. The Project/Contract Manager - PPA and the Project/Contract Manager - MPA (if applicable) also receives these emails.

8) When a Training Policy variation request is approved by DESBT and the contract agreed hours have been amended, the PCCP, the Project/Contract Manager - PPA and the Project/Contract Manager - MPA (if applicable) nominated on the project record, are notified of the changes through a TPAS generated email.

19. Training Policy Variations

Variations to the deemed hours requirement of the Training Policy are approved by the Department of Employment, Small Business and Training (DESBT), Queensland Apprenticeship and Traineeship Office with the recommendation of the relevant Queensland Government agency or GOC and Management Procurement Agency (if applicable).

Prior to advertising the tender, each Queensland Government agency or GOC is responsible for assessing a project's capability to comply with the deemed hours requirement. If a project is assessed as unable to meet the deemed hours requirement, a revised deemed hours requirement must be approved by DESBT.

Variations following contract acceptance will only be considered in extenuating circumstances. Contractors must firstly negotiate and gain support for the variation with the Queensland Government agency or GOC who has funded the project and the Management Procurement Agency (if applicable), who will then recommend the variation to DESBT for assessment.
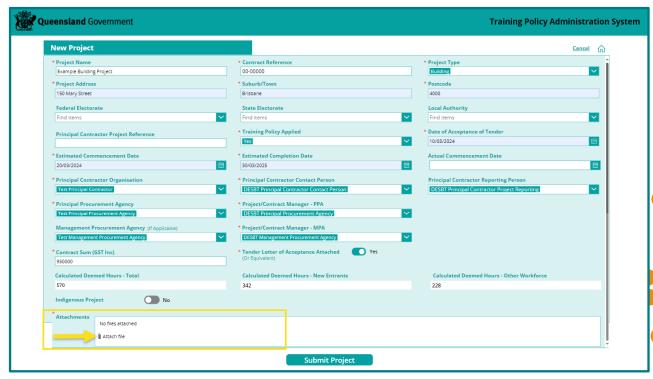
Where a project is located in an Indigenous Community or has been selected as an Indigenous project, in assessing any request to vary the deemed hours requirement, DESBT will consult with DTATSIPCA as part of the process.

Variation requests will be considered on a case-by-case basis and any variation to the deemed hours must not compromise the intent of the Training Policy.

The *Training Policy Variation Process* and *Training Policy Variation Request Form* are available to Queensland Government agencies, GOCs and Management Procurement Agencies upon request to DESBT.

Where DESBT has approved to vary the deemed hours' requirement of the Training Policy for a project <u>pre-tender</u> (wholly or partially), the Queensland Government Agency, GOC or Management Procurement Agency must:

1. Once the contract is awarded, add the project in TPAS (refer to Section 11 'Adding a new project') and attach the *Training Policy Variation Request* and *Notice of Approved Variation* against the project record.

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2. Where the project is awarded and the contract sum including GST is different to what has been provided for the in the Training Policy Variation Request, please email the department with revised figures so that we are able to determine the hours for the actual contract sum including GST.

3. Email DESBT at TrainingPolicy@desbt.qld.gov.au to inform us that the *Notice of Approved Variation* has been attached to the project record in TPAS and request that we amend the Contract Agreed Hours in the Summary of Compliance table to reflect the hours in the *Notice of Approved Variation*. (NOTE: DESBT will not vary the 'Contract Agreed Hours' unless the variation approval documentation has been attached in TPAS).

4. Once the Contract Agreed Hours have been amended, please contact the successful tenderer and request that they access TPAS to submit the Compliance Plan electronically and commence recording hours.

Where a Variation has been approved post contract award (wholly or partially) DESBT will:

1. Attach the Training Policy Variation Request Form and Notice of Approved Variation against the project record.

2. Amend the Contract Agreed Hours in the Summary of Compliance table to reflect the hours in the Notice of Approved Variation.

3. Email the Principal Contractor, Principal Procurement Agency and Management Procurement Agency (if applicable) to confirm.

20. Policy document toolkit

The Training Policy statement, fact sheet and guidelines are available on the DESBT website.

For more information about the Training Policy, visit the DESBT website at www.desbt.qld.gov.au/training/employers/trainingpolicy or email your enquiries to TrainingPolicy@desbt.qld.gov.au.

21. Annexure A - Registration of projects in TPAS funded through a Grant Program

Only projects where the DESBT has determined the applicability of the *Training Policy* to a grant program are to be added in TPAS.

For more detailed information on Grant Programs please refer to the Training Policy and related guidelines located on the DESBT website at www.desbt.qld.gov.au/training/employers/trainingpolicy.

For the purposes of TPAS the following applies when adding a project in TPAS funded through a grant program

Principal Procurement Agency (PPA): Queensland Government agency administering the Grant Program

Project/Contract Manager - PPA: Queensland Government agency administering the Grant Program Project Officer/Manager

Management Procurement Agency (MPA): Grant Recipient

Project/Contract Manager - MPA: Grant Recipient contact person

Principal Contractor (PC): Grant Recipient or contractor

PC Contact Person: Grant Recipient or contractor contact person

Contract Sum (GST Inc): For the purposes of the Training Policy, the Project Funding Agreement and applicable Annexures would be considered the equivalent of a contract. The contract sum referred to in the Training Policy is to be the Total Project Cost plus GST as detailed in the executed Project Funding Agreement and applicable Annexures. The Training Policy threshold applies to the 'Total Project Cost' plus GST.

Scenario One

Where the Grant Recipient is delivering all or some of the project scope of works, or has awarded the project to multiple contractors, the Grant Recipient is entered as the Principal Contractor and will be responsible for collating the compliance hours and entering them in TPAS:

1. The Queensland Government agency administering the Grant Program must add an eligible project in TPAS or seek agreement with the Grant Recipient as the MPA to add the project.
2. The Queensland Government agency administering the Grant Program, or the Grant Recipient is required to attach a copy of the Funding Agreement with applicable Annexures.
3. Where the Grant Recipient has engaged a third party to procure and/or project manage the project on their behalf, the Project Manager will require a TPAS user account and be aligned to the Grant Recipient as the MPA.
4. The contract sum including GST must be entered as the Total Project Cost plus GST as outlined in the Project Funding Agreement with applicable Annexures.
5. The Grant Program acronym must be added as a prefix to the Project Name field. This provides a Grant Program identifier and is required for reporting purposes.
6. The DESBT will verify the project information and the contract sum including GST entered in TPAS equals the Total Project Cost as outlined in the Project Funding Agreement with applicable Annexures and confirm the registration of the project in TPAS.

Scenario Two

Where the Grant Recipient has awarded the total project scope of works to one Principal Contractor:

1. The Queensland Government agency administering the Grant Program must add an eligible project in TPAS or seek agreement with the Grant Recipient as the MPA to add the project.
2. The Queensland Government agency administering the Grant Program, or the Grant Recipient is required to attach a copy of the Funding Agreement and applicable Annexures and the Letter of Acceptance issued to the Principal Contractor.
3. Where the Grant Recipient has engaged a third party to procure and/or project manage the project on their behalf, the Project Manager will require a TPAS user account and be aligned to the Grant Recipient as the MPA.
4. The contract sum including GST must be entered as the Total Project Cost plus GST as outlined in the Project Funding Agreement with applicable Annexures.
5. The Grant Program acronym must be added as a prefix to the Project Name field. This provides a Grant Program identifier and is required for reporting purposes.
6. As the Principal Contractor entered in TPAS is not the Grant Recipient and is not party to the Funding Agreement, DESBT will verify the project information and the contract sum including GST entered in TPAS equals the Total Project Cost as outlined in the Project Funding Agreement with applicable Annexures and:
   a) Remove the attached Project Funding Agreement with applicable Annexures from the project record,
   b) Confirm the registration of the project in TPAS.