

Training Policy Administration System (TPAS)

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

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The recommended internet browsers for use with TPAS are Internet Explorer 9 and above, Mozilla Firefox or Google Chrome. For information or queries about:

- The Queensland Government Building and Construction Training Policy (Training Policy) and application of the Policy, visit the Department of Employment, Small Business and Training (DESBT) website at <https://desbt.qld.gov.au/training/employers/trainingpolicy> or email TrainingPolicy@desbt.qld.gov.au.
- To register for access to the Training Policy Administration System, contact DESBT at TrainingPolicy@desbt.qld.gov.au.
- Contract or project requirements, contact the Principal Procurement Agency or Managing Procurement Agency.

Introduction

The Training Policy Administration System (TPAS) is an electronic reporting portal for Principal Contractors to report their compliance with the [Queensland Government Building and Construction Training Policy](#) (Training Policy).

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

Compliance and reporting arrangements for the Training Policy will be a condition of contract and TPAS allows the Principal Contractor to maintain a continuous record of compliance activity.

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 add project information in TPAS. For example, those delivered by shared services providers or under corporate partnership agreements however, the Queensland Government agency remains responsible for the application of the Training Policy and ensuring compliance.

In addition to contractual provisions, performance reports regarding a contractor's compliance with the Training Policy will be provided by the Department of Employment, Small Business and Training (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.

Eligible projects

Eligible projects are Queensland Government building 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 and/or civil construction projects with a contract sum above \$20 million (including GST) tendered or undertaken by GOCs.

From 1 September 2017, all building and/or civil construction projects with a contract sum of \$100 million or greater (including GST), will require a minimum of 15 per cent of the total labour hours to be undertaken by apprentices and/or trainees, and other workforce training.

Indigenous projects

The project is identified as an Indigenous project if it is:

- located in an Aboriginal and/or Torres Strait Islander community, and/or
- is in the Township of Weipa, or
- located in Queensland and has been selected as an Indigenous project by the Director-General of ATSIP.

A full list of Aboriginal and Torres Strait Islander communities is located in the [Queensland Government Building and Construction Training Policy](#) Appendix A.

Where the project has been selected as an Indigenous project, there is an agreement between the Director-General of the procuring agency and the Director-General of ATSIP and correspondence is issued.

Further information on the criteria and the process to be applied is available from the ATSIP website at <https://www.datsip.qld.gov.au/publications-governance-resources/policy-governance/building-construction-training-policy>.

Major Projects

On major Queensland Government and GOCs building 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 minimum of 15 per cent of the total labour hours to be undertaken by apprentices and/or trainees, and other workforce training
- develop, implement and upload in TPAS a Skills Development Plan
- record the name of the training coordinator employed to ensure the implementation of the Skills Development Plan in TPAS.

Grant Programs

The *Queensland Procurement Policy 2019* 'procurement' encompasses the whole process of obtaining goods and services in Queensland however, does not include 'grants' as defined in the *Financial Accountability Handbook* administered by Queensland Treasury.

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.

The Grant Recipient is entered as the Management Procurement Agency in TPAS.

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 Principal Procurement Agency is responsible to add all eligible projects 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 such as the ATSIP approval letter for selected Indigenous projects.

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

The PPA is responsible for:

1. adding the project on issuing of the contract unless otherwise agreed
2. attaching the Tender Letter of Acceptance or the equivalent i.e. Funding Agreement with applicable Annexures and other relevant documents such as the Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships (ATSIP) approval letter for selected Indigenous projects
3. updating the Estimated Completion Date
4. updating the PPA Procurement Contract Manager where required
5. viewing and monitoring the labour and training hours recorded by the Principal Contractor
6. ensuring that when a Management Procurement Agency (MPA) has been engaged to undertake the project contract management, the MPA monitors contractor compliance
7. ensuring 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:

1. adding the project on issuing of the contract unless otherwise agreed
2. attaching the Tender Letter of Acceptance or the equivalent i.e. Funding Agreement with applicable Annexures and other relevant documents such as the Department of

Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships (ATSIP) approval letter for selected Indigenous projects

3. updating the Estimated Completion Date
4. updating the MPA Procurement Contract Manager where required
5. viewing and monitoring the labour and training hours recorded by the Principal Contractor.

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:

1. submitting the Compliance Plan electronically
2. uploading the Indigenous Economic Opportunities Plan (IEO Plan) and/or Skills Development Plan where applicable
3. uploading required supporting documentation
4. updating the PC Contact Person where required
5. entering labour and training hours for apprentices/trainees and participants,
6. viewing and monitoring progress towards achieving the required labour and training hours
7. uploading the signed Indigenous Economic Opportunities Plan (IEO Plan) with outcomes
8. submitting the Practical Completion Report electronically to close the project out.

Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships

For the purpose of TPAS, Department of Seniors, Disability and Aboriginal and Torres Strait Islander Partnerships (ATSIP) is the Queensland Government agency that provides support to Principal Procurement Agencies, Management Procurement Agencies, Grant Recipients and Principal Contractors where there is a project awarded in an Aboriginal and Torres Strait Islander community or has been selected as an Indigenous project.

ATSIP is responsible for:

1. where there is no relevant Aboriginal or Torres Strait Islander community or authority taking part in the negotiations and agreement of the Indigenous Economic Opportunities Plan (IEO Plan)
2. viewing the labour and training hours recorded for Indigenous projects that are subject to the Training Policy
3. consulting with DESBT where a Variation has been submitted for a project that is located in an Indigenous community or has been selected as an Indigenous project
4. where there is no relevant Aboriginal or Torres Strait Islander community or authority taking part in the review and sign-off of the Indigenous Economic Opportunities Plan (IEO Plan) with outcomes when the project reaches practical completion.

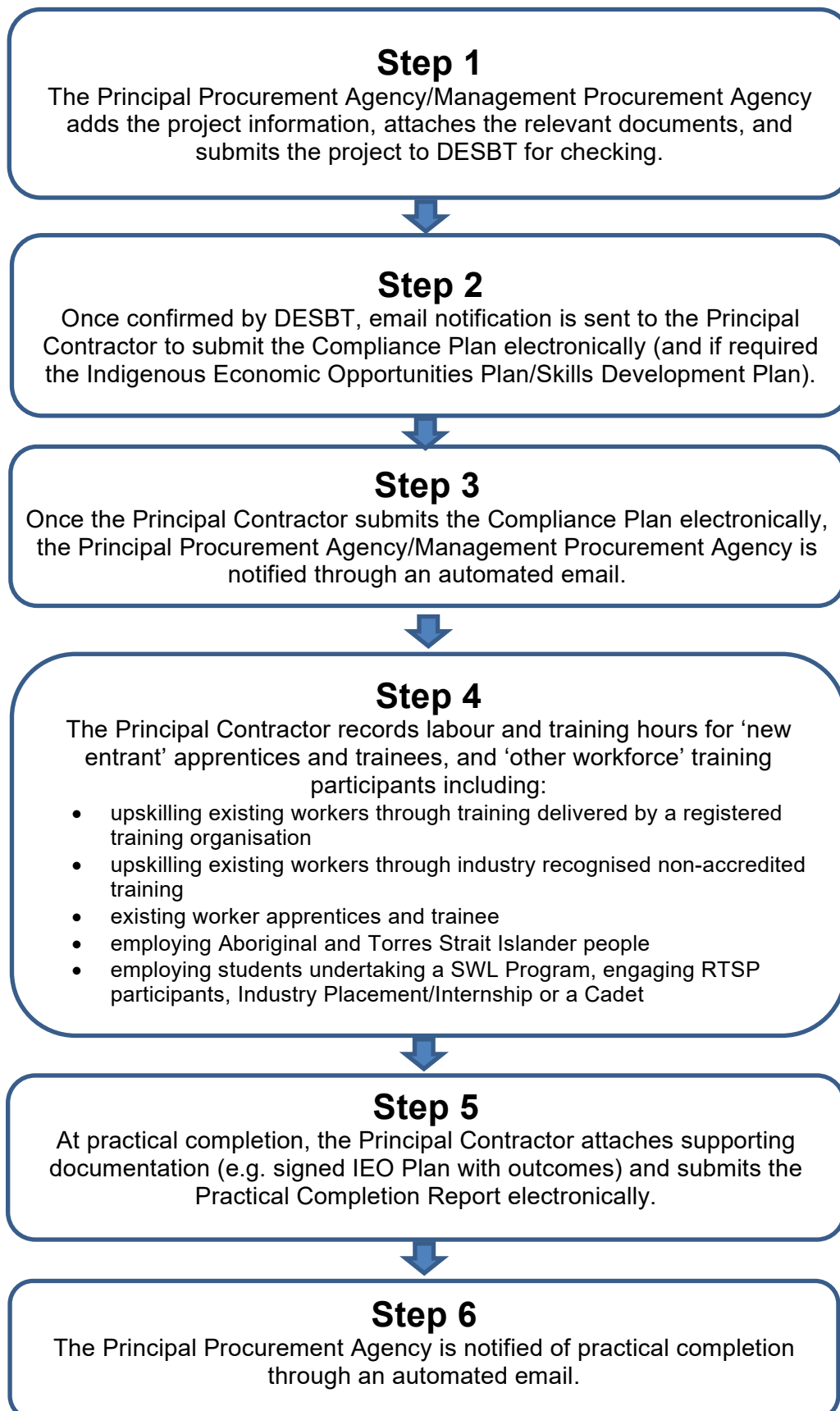
Department of Energy and Public Works

Department of Energy and Public Works (DEPW), Buy Queensland Audit Team (BQAT) is the Queensland Government agency that supports the Training Policy through audit, investigation, and education activities. The team will undertake compliance audits against the Training Policy to ensure that contractors meet their obligations under the 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 the Principal Contractor will be requested by the DEPW Buy Queensland Audit Team to provide evidence to support all labour and training hours that have been recorded in the portal.

Summary of TPAS workflow



Accessing TPAS

There are two ways to access TPAS portal:

1. Access via web browser from local PC (the standard way of accessing the System)
Steps:
 - a. open browser
 - b. enter URL; <https://www.csq.org.au/industry/>
2. TPAS portal can alternatively be accessed via the Department of Employment, Small Business and Training (DESBT) webpage by navigating to Training, For Employers and industry, Queensland Government Building and Construction Training Policy landing page <https://desbt.qld.gov.au/training/employers/trainingpolicy>

The screenshot shows the login page for the Training Policy Administration System. At the top left is the Queensland Government logo. Below it is a yellow banner with the text "The Queensland Government Building and Construction Training Policy". Underneath is another yellow banner with "Training Policy Administration System". To the right of these banners is a login form with fields for "User name:" and "Password:", a "Sign In" button, and a "Reset Password" button. Below the form is a text box containing information about the Training Policy, its purpose, and contact details for more information and user manuals.

Queensland Government

The Queensland Government Building and Construction Training Policy

Training Policy Administration System

User name:

Password:

The Queensland Government Building and Construction Training Policy ("Training Policy") supports employment opportunities and skills development in Queensland's building and civil construction industry. 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 longstanding partnership between the building and civil construction industry and the Queensland Government to develop the industry's skills base and future workforce capability. It requires contractors to employ apprentices and trainees and undertake other workforce training as a mandated component of being awarded work on eligible Queensland Government projects.

For information about:

- The Training Policy and application of the Policy, visit the DESBT website at <https://desbt.qld.gov.au/training/employers/trainingpolicy> or phone Training Queensland on 1300 369 935.
- Contract or project requirements, contact the Principal Procurement Agency.
- Compliance reporting or TPAS access, email DESBT support trainingpolicy@desbt.qld.gov.au

TPAS User Manuals:

Please log onto TPAS to download the comprehensive step-by-step user manuals on how to use the TPAS system. If you require a log in, please email trainingpolicy@desbt.qld.gov.au

Training Policy Administration System

The Queensland Government administers contractor compliance data through the Training Policy Administration System (TPAS). This is an electronic reporting system for contractors to report their compliance with the Training Policy.

Queensland Government agencies are required to submit project information into the TPAS for eligible projects once the contract has been awarded. This includes uploading a copy of the Letter of Acceptance. Government agencies can also access TPAS for their own compliance monitoring and reporting purposes.

Contractors are required to submit the Compliance Plan, report labour and training hours and submit the Practical Completion Report using TPAS. Contractors will be informed of their compliance performance based on the data that they have entered into TPAS.

[Log in](#) to the Training Policy Administration System.

Organisation and user accounts

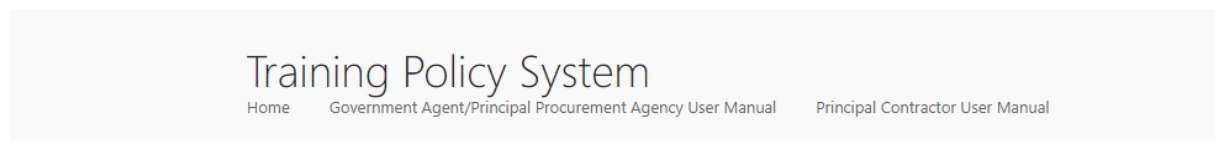
To be able to create an organisation or user account in TPAS for reporting requirements, relevant officers of the Principal Procurement Agency and Management Procurement Agency must email DESBT at TrainingPolicy@desbt.qld.gov.au prior to entering the project and provide the following information:

- **Organisation** - legal and trading name, ABN, office address and postal address, contact phone number.
- **Principal Contractor, Principal Procurement Agency and Management Procurement Contact Person** - full name, position, contact number/s and email.

Please ensure that contact details are kept up to date with DESBT to ensure that relevant officers continue to receive the automated email notifications throughout the lifetime of the project.

Portal updates

Principal Procurement Agencies and Management Procurement Agencies can find out about TPAS portal updates on the TPAS Procurement Contract Manager Home Page.



[Click here to find out about new TPAS updates](#)

Procurement Contract Manager - Home Page

[Add New Project](#)

Adding a new project

As per the [Guidelines for Queensland Government agencies](#) Government agencies or Management Procurement Agencies are required to add eligible projects once the contract has been awarded.

To add a new project log into TPAS:

1. On the TPAS Procurement Contract Manager Home Page select 'Add New Project'.

Click here to find out about new TPAS updates

Procurement Contract Manager - Home Page

Add New Project

CSQ ID	Project Name	Project/Contract Reference	Principal Contractor Organisation	Principal Procurement Agency	Contract Sum (GST Inc)	Calculated Deemed Hours	Contract Agreed Hours	Project Status
2631	Example Major Project	00-00000	Test Principal Contractor	Test Principal Procurement Agency	\$100,000,000.00	30,000	30,000	Awaiting DESBT Confirmation
2630	Example Project Building Selected Indigenous	00-00000	Test Principal Contractor	Test Principal Procurement Agency	\$950,000.00	570	570	Awaiting DESBT Confirmation
2629	Example Project Indigenous Civil Construction	00-00000	Test Principal Contractor	Test Principal Procurement Agency	\$3,500,000.00	1,050	1,050	Awaiting DESBT Confirmation
2628	Example Project Indigenous Building	00-00000	Test Principal Contractor	Test Principal Procurement Agency	\$950,000.00	570	570	Awaiting DESBT Confirmation
2627	Example Project Civil Construction	00-00000	Test Principal Contractor	Test Principal Procurement Agency	\$3,500,000.00	1,050	1,050	Compliance Plan Due
2626	Example Project Building	00-00000	Test Principal Contractor	Test Principal Procurement Agency	\$950,000.00	570	570	Compliance Plan Due

- Where DESBT has determined the applicability of the Training Policy to a grant program, see [Annexure A Registration of projects in TPAS funded through a Grant Program](#)
- Enter the project information using the details contained in the Tender Letter of Acceptance or the equivalent (for detailed information refer to [Project Information fields](#)).

- Ensure that:
 - All mandatory fields are completed,
 - 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 first job site,

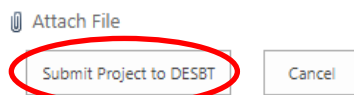
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- c. The Queensland Government agency who has allocated the capital expenditure for the project (funded it) is entered as the Principal Procurement Agency,
 - d. Where a Management Procurement Agency has been engaged by the Queensland Government agency 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 this agency is added to the project,
 - 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 [Organisation and user accounts](#):
 - i. Principal Contractor Organisation
 - ii. Principal Contractor Contact Person
 - iii. Principal Contractor Project Reporting
 - iv. Principal Procurement Agency
 - v. Procurement/Contract Manager (Principal Procurement Agency)
 - vi. Management Procurement Agency
 - vii. Procurement/Contract Manager (Management Procurement agency).
6. Upload the Tender Letter of Acceptance or the equivalent i.e. Funding Agreement with applicable Annexures and the ATSIP approval letter for selected Indigenous projects before submitting the project to DESBT. To attach a document, see [Attaching documents](#);

Important note: *The project cannot be submitted to DESBT without the relevant documentation attached.*

7. Check that all information is accurate and complete, click the *Submit Project to DESBT* button.

Attachments:



8. DESBT checks the project information against the Tender Letter of Acceptance or the equivalent and confirms the project.

9. To view a project, you can click on Project Name from the listed projects on the home screen, enter the project details in the Search field at the top of the screen or use the filter function at the bottom of the screen. If any changes are required to the project information, notify DESBT and if applicable, provide supporting documentation.

Indigenous projects

1. Follow steps 1-4 under [Adding a new project](#). If the project is an Indigenous project (within an Indigenous community), the Project Type is required to be selected as *Indigenous Building* or *Indigenous Civil*, and the Indigenous Project box must be ticked with the Indigenous Community selected, as show below.

Project Type: *

Traning Policy Applied: *

Indigenous Project:

Indigenous Community:

Badu	<input type="button" value="Add >"/> <input type="button" value=" < Remove"/>	Aurukun
Bamaga		
Boigu		
Cherbourg		
Coconut Island		
Coen		

Selected Indigenous projects

2. If the project is NOT within an Indigenous Community, but is selected by the Department Services, Disability Services and Aboriginal and Torres Strait Islander Partnerships (ATSIP) as a Selected Indigenous Project, tick only the Indigenous Project and Selected Indigenous Project check boxes. The Indigenous Community section must be **left blank** as shown below.

Project Type: *

Traning Policy Applied: *

Indigenous Project:

Indigenous Community:

Aurukun	<input type="button" value="Add >"/> <input type="button" value=" < Remove"/>	
Badu		
Bamaga		
Boigu		
Cherbourg		
Coconut Island		

Selected Indigenous Project:

3. Upload the ATSIP approval letter for selected Indigenous projects before submitting the project to DESBT. To attach a document, see [Attaching documents](#).

For questions and assistance with completing the IEO Plan, please contact ATSIP:

Projects in Indigenous Communities: Petrina Villaflor on 07 4252 5114

Selected Indigenous projects: Ricky Garbutt on 07 3003 6376

A full list of Aboriginal and Torres Strait Islander communities is located in the [Queensland Government Building and Construction Training Policy](#) Appendix A.

Project Information fields

Project Identifier (TPAS)	The unique project identifier allocated by the system.
Project Name <i>*this is a required field</i>	A description of the project.
Contract Name <i>*this is a required field</i>	The full name of the project contained in the Tender Letter of Acceptance or equivalent.
Project Address	The street address. If works are being undertaken at multiple sites, enter the Project Address of the first job site.
Suburb / Town	The suburb or town.
Postcode	The postcode.
Project Type <i>*this is a required field</i>	<p>The type of project, selected from list: Building, Civil, Indigenous Building or Indigenous Civil.</p> <p>For Indigenous projects and Selected Indigenous projects, select either Indigenous Building <u>or</u> Indigenous Civil.</p> <p>Note: Correct selection of project type is required to calculate deemed training hours.</p> <p>If you are unsure, contact DESBT for assistance.</p>
Training Policy Applied	<p>This field defaults to 'Yes', so please ensure projects meet the below contract sums:</p> <ul style="list-style-type: none"> • building projects with a contract sum of \$500,000 or above • civil projects with a contract sum of \$3 million or above • building and civil projects with a contract sum above \$20 million tenders or undertaken by GOCs • building and civil projects with a construction sum of \$100 million or above have core requirement of 15%.

Indigenous Projects	If the project is located in an Indigenous community select the check box to insert ✓, otherwise leave the box empty.
Indigenous Community	If the project is an Indigenous project, select the community/ies in which the project is being delivered from the list. Multiple communities can be selected. Use Add or Remove button to select the communities.
Selected Indigenous Project	If the Indigenous project is selected as an Indigenous project by the DG of ATSIP, select the check box to insert ✓ and upload a copy of the ATSIP approval letter. If not, leave the box empty.
Project Locality / Region *this is a required field	Select the project locality / regions for the project, based on the location of the project. Select the check box to insert ✓ for the applicable locality / region. Multiple localities / regions can be selected.
Region	Entered by DESBT.
Federal Electorate	Entered by DESBT.
State Electorate	Entered by DESBT.
Local Authority	Entered by DESBT.
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, see Organisations and user accounts .
Principal Contractor Contact Person *this is a required field	Select the contact person for the Principal Contractor from the drop-down list. Refer to the Tender Letter of Acceptance or the equivalent for details. If the person does not exist, see Organisations and user accounts This person is the recipient of any notifications pertaining to the project.
Principal Contractor Project Reporting *this is a required field	If required, select the project reporting person from the drop-down list, to record training hours only. Note: This person does not have the ability to submit the Compliance Plan or the Practical Completion Report electronically. If the contact person does not exist, see Organisations and user accounts .
Principal Procurement Agency *this is a required field	Select the Queensland Government agency or GOC from the drop-down list. If you are unsure, contact DESBT for assistance.
Procurement / Contract Manager *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, see Organisations and user accounts .

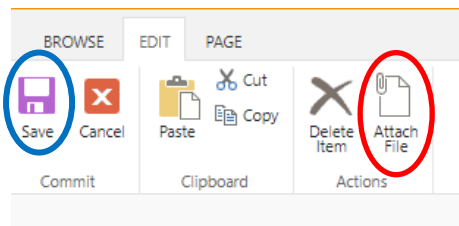
Management Procurement Agency (If Applicable) *this is a required field	Select the Management Procurement Agency if nominated in the Tender Letter of Acceptance or the equivalent, from the drop-down box list. If the organisation does not exist, see Organisations and user accounts . Note: Where DESBT has determined the applicability of the Training Policy to a grant program, the Grant Recipient is selected as the MPA in TPAS.
Procurement / Contract Manager (Management Procurement Agency) *this is a required field	Select the contact person for the Management Procurement Agency from the drop-down box. Refer to the Tender Letter of Acceptance or the equivalent for details. If the contact person does not exist, see Organisations and user accounts . 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 Reference *this is a required field	The reference identifier for the contract as detailed in the Tender Letter of Acceptance or the equivalent.
Principal Contractor Project Reference	The project or job reference identifier or description used by the Principal Contractor to identify the project (if provided).
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	If known, enter the actual commencement date when work commences on site. The actual date of commencement is recorded on the Compliance Plan tab when the Principal Contractor submits the Compliance Plan electronically.
Actual Completion Date	This field is not available when entering the project information on the Project Information tab until the Principal Contractor Contact Person has submitted the Compliance Plan electronically. When the project reaches practical completion the Principal Contractor Contact Person will enter the actual practical completion date on the Practical Completion tab when submitting the Practical Completion Report electronically.

	Note: Once the Practical Completion Report has been submitted electronically the project is closed out, no further labour and training hours can be entered by the Principal Contractor.
Contract Sum (GST Inc.) <i>*this is a required field</i>	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 and civil 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.
Tender Letter of Acceptance (Offer) Attached <i>*this is a required field</i>	The Tender Letter of Acceptance or the equivalent must be attached. Select the check box to insert ✓ and upload a copy of the LOA before submitting the project to DESBT. See Attaching documents . Note: If DESBT has approved a Training Policy Variation to the Calculated Deemed Hours for the project prior to tender, upload a copy of the <i>Training Policy Variation Request Form</i> and <i>Notice of Approved Variation</i> and email DESBT. Note: If the project has been funded through a grant program, upload the Funding Agreement with applicable Annexures.
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.

Attaching documents

To attach a document (i.e. Tender Letter of Acceptance or the equivalent) in TPAS:

4. Open the project by clicking on the Project Name, click on Edit Item at the top left hand corner of the screen.
5. Click *Attach File* (see red circle in the below image) then *Choose file* to open the browser. Select the attachment and click Open. Click OK then Save (see blue circle in the below image).



Projects

Use this page to add attachments to an item.

Name

- Alternatively, open the project by clicking on the Project Name, click on Edit Item at the top left-hand corner of the screen.
- Scroll down to the bottom of the Project Information tab and click on *Attach File* then *Choose file* to open the browser. Select the attachment and click Open. Click OK then Save.

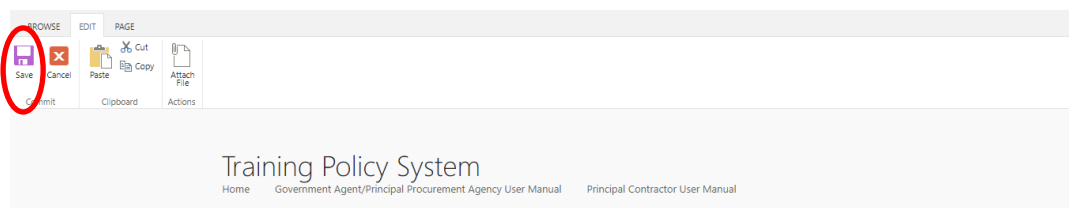


Important note - Principal Procurement Agencies, Management Procurement Agencies and Principal Contractors can upload and add attachments at any stage to a project, even after the project has been completed and the Practical Completion Report has been submitted electronically.

Changing estimated completion date

To change the estimated completion date:

- Open the project by clicking on the Project Name, click on Edit Item at the top left hand corner of the screen.
- On the Project Information tab enter the new estimated completion date and click on Save.



Projects

Project Name: *	Example Project Civil Construction	Project Identifier	2627
Contract Name: *	Example Project Civil Construction	Contract Reference: *	00-00000
	Contract Number: 00-00000	Principal Contractor Project Reference:	00000
	Project Number: 00000	Date of Acceptance of Tender: *	11 October 2020
Project Address:	763 Wyuna Road	Estimated Commencement Date: *	30 October 2020
Suburb / Town:	Wyuna	Estimated Completion Date: *	<input type="text" value="31/10/2021"/>

Changing the Procurement Contract Manager

To change the Procurement Contract Manager:

1. Open the project by clicking on the Project Name, click on Edit Item at the top left hand corner of the screen.
2. On the Project Information tab and select the new Procurement Contract Manager from the drop-down box and click on Save.

Important note – *Principal Procurement Agencies and Management Procurement Agencies can only select a contact person available in the drop-down list. If a person is not available in the drop-down list, follow the process to create a user account [Organisation and user accounts](#).*

The screenshot shows the 'EDIT PAGE' interface for a project. The 'Save' button is circled in red. The form contains various fields for project details. Two blue arrows point to the 'Procurement / Contract Manager' dropdown menus, which are currently set to 'DESBT Principal Procurement Agency' and 'DESBT Management Procurement Agency'.

Calculated Deemed Hours	
Total:	1050
New Entrants:	630
Other Workforce:	420

Contract Agreed Hours	
Total:	1050
New Entrants:	630
Other Workforce:	420

Progressive Achievements	
In Hours:	0
In Percentage:	0%

Monitoring projects

Procurement/Contract Managers within the Principal Procurement Agency and Management Procurement Agency will be able to log on to TPAS to view all projects against that agency.

The Procurement/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.

Principal Contractors, Principal Procurement Agencies and Management Procurement Agencies will receive automated notification emails from TPAS over the life time of the project.

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.

Automated notification emails

TPAS sends various automated notification emails to the nominated contact people on the Project Information tab over the lifetime of a project:

- When the registration of a project is confirmed by DESBT, an email is sent to the Principal Contractor Contact Person advising them that the project has been recorded and that the Compliance Plan is due to be submitted electronically.
- When the Compliance Plan is submitted electronically, an email is sent to the Principal Procurement Agency Procurement/Contract Manager and Management Procurement Agency Procurement/Contract Manager (if applicable) and the Principal Contract Contact Person.
- A weekly reminder email is sent to the Principal Contractor Contact Person when the Compliance Plan has not been submitted electronically,
- A monthly reminder email is sent to the Principal Contractor Contact Person to log on and ensure that training hours are being progressively recorded. The Management Procurement Agency Procurement/Contract Manager also receives these emails.
- When the Principal Contractor Contact Person submits the Practical Completion Report electronically, an email is sent to Principal Procurement Agency Procurement Contract/Manager and Management Procurement Agency Procurement/Contract Manager (if applicable).
- A weekly reminder email is sent to the Principal Contractor Contact Person when the Practical Completion Report has not been submitted electronically and 21 days has lapsed from the estimated completion date.

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 Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships (ATSIP) 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 pre-tender (wholly or partially), the Queensland Government Agency, GOC or Management Procurement Agency must:

1. Once the contract is awarded, add the project (follow steps 1-4 under [Adding a new project](#)) and attach the *Training Policy Variation Request* and *Notice of Approved Variation* against the project record,

If DESBT has approved a Training Policy Variation to the Calculated Deemed Hours for this project, upload a copy of the Notice of Approved Variation and email DESBT.

Attached:

Attachments:

 Attach File	Attachments	Example Letter of Acceptance.docx	Delete
		C:\fakepath\Example Training Policy Variation Request Form.docx	Delete
		C:\fakepath\Example Notice of Approved Variation.docx	Delete

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 uploaded against 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 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 login to TPAS to submit the Compliance Plan electronically and encourage any hours the can be achieved for new entrant and other workforce hours be recorded.

Where a Variation has been approved (wholly or partially) or declined once the contract has been awarded DESBT will:

1. Upload 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*, and

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

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 <https://desbt.qld.gov.au/training/employers/trainingpolicy> or email your enquiries to TrainingPolicy@desbt.qld.gov.au.

Annexure A

Registration of projects in the Training Policy Administration System (TPAS) funded through a Grant Program

Only projects where the Department of Employment Small Business and Training (DESBT) has determined the applicability of the Queensland Government Building and Construction Training Policy (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 <https://desbt.qld.gov.au/training/employers/trainingpolicy>.

For the purposes of TPAS the following applies:

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

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

Management Procurement Agency (MPA): Grant Recipient

MPA Procurement Contract Manager: 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.

Registering Projects

Process One – 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 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 or the Grant Recipient is required to upload 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 Department of Employment, Small Business and Training (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.

Process Two – Grant Recipient has awarded the total project scope of works to one Principal Contractor:

1. The Queensland Government agency 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 or the Grant Recipient is required to upload 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, the Department of Employment, Small Business and Training (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 uploaded Project Funding Agreement with applicable Annexures from the project record,
 - b. Confirm the registration of the project in TPAS.