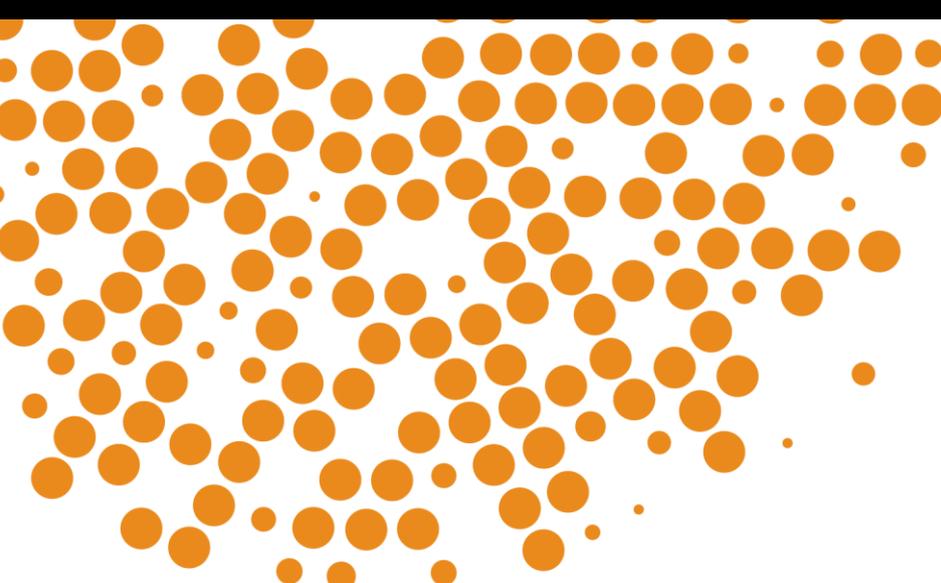


**Training Policy Administration  
System (TPAS) Power Apps**  
User manual for Principal Contractors



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# 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](http://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](mailto:TrainingPolicy@desbt.qld.gov.au).

## 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).

## 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](http://www.dsdsatsip.qld.gov.au/our-work/aboriginal-torres-strait-islander-partnerships/business-economic-development/building-construction-training-policy).

## 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.

# 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.

## 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 no 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

## Summary of TPAS workflow

### Step 1

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

### Step 2

- The 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.

# Accessing TPAS

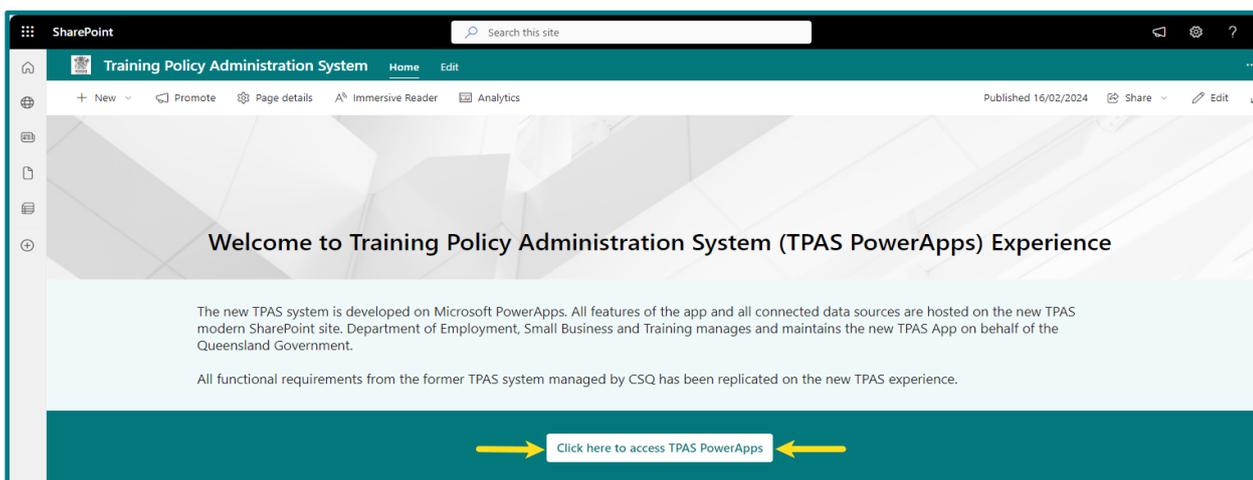
The new TPAS system is developed on Microsoft Power Apps. All features of the app and all connected data sources are hosted on the TPAS modern SharePoint site.

To access TPAS Power Apps for the first time, email DESBT at [TrainingPolicy@desbt.qld.gov.au](mailto:TrainingPolicy@desbt.qld.gov.au) and request a new user account be created in TPAS. Please use the table/s below in '[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.

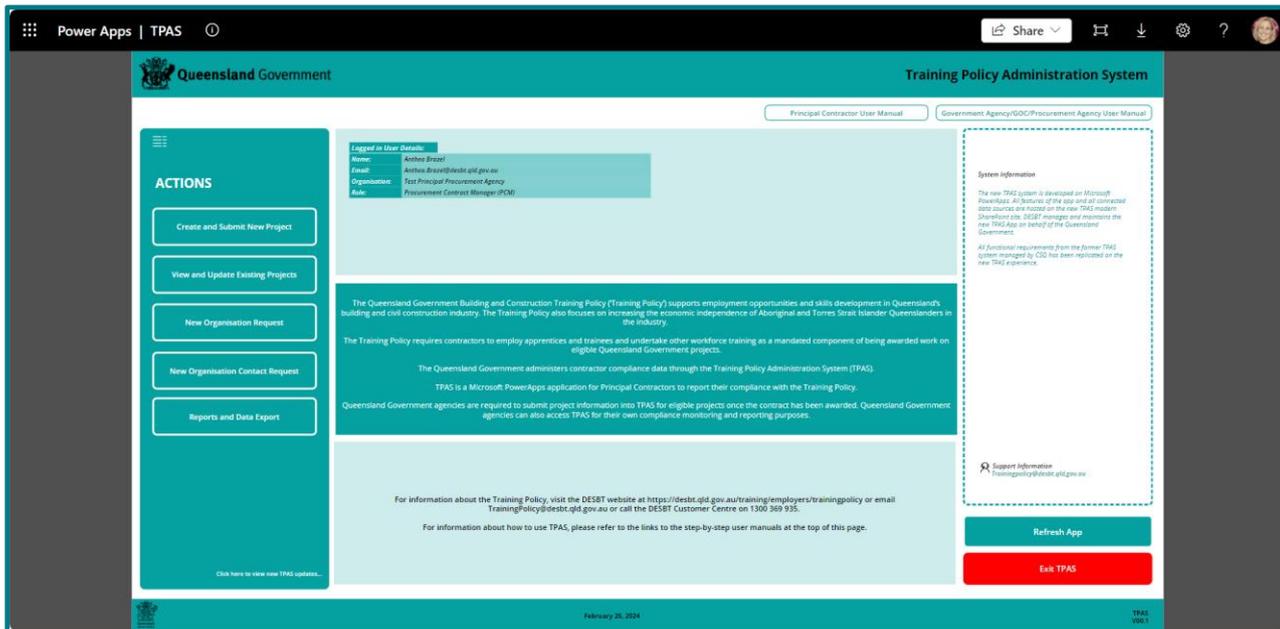
1. Open the TPAS link from a computer or laptop. The recommended browsers for TPAS are Edge or Google Chrome.
2. Once the app is launched, the below TPAS landing page will be available, Click on the button to access TPAS Power Apps

## TPAS Landing Page

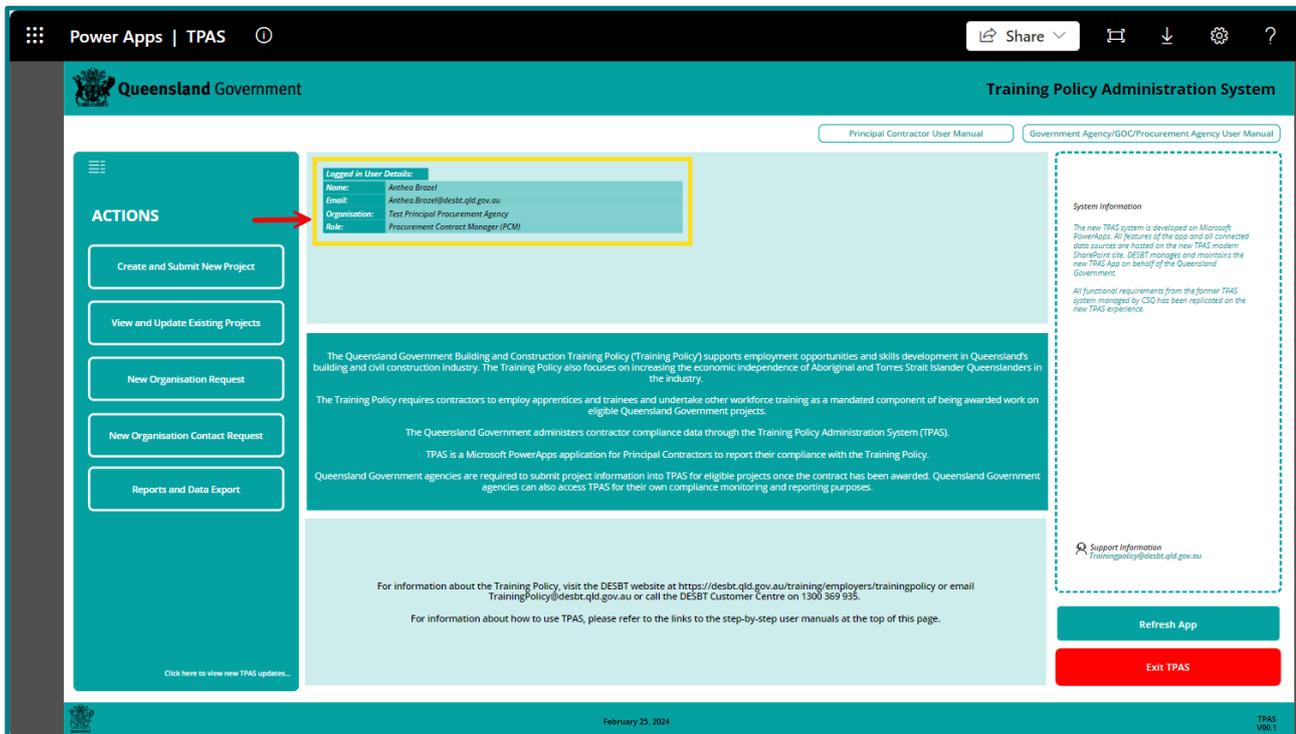


3. The TPAS Power Apps Home Page is now available for use. **Save as a favourite.**

# 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](mailto: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](http://www.desbt.qld.gov.au/training/employers/trainingpolicy)

## Organisation and user accounts

To create a 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](mailto: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.

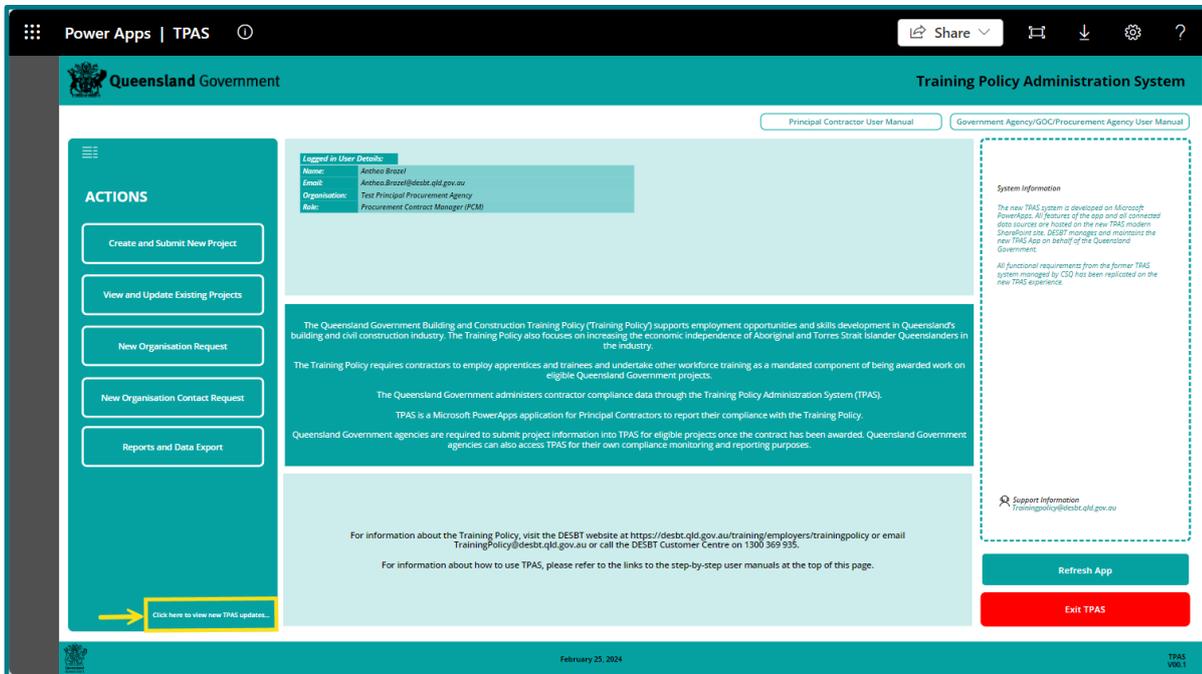
TPAS User Account Type	What can the user role do?	Who is assigned this user role?
Principal Contractor Contact Person (PCCP)	<ul style="list-style-type: none"> <li>• Read/write access to selected pages.</li> <li>• Submit the compliance plan electronically in TPAS.</li> <li>• Attached documents at any time.</li> <li>• Record labour and training hours.</li> <li>• Submit the Practical Completion Report electronically in TPAS.</li> <li>• Update the PCCP contact against the project record.</li> <li>• If selected as the contact person against the project record will receive TPAS generated email notifications.</li> </ul>	Principal Contractor employee who acts as the primary contact person.
Principal Contractor Project Reporting (PCPR)	<ul style="list-style-type: none"> <li>• Read/write access to selected pages.</li> <li>• Record labour and training hours.</li> <li>• If selected as the PCPR contact person against the project record will not receive TPAS generated email notifications.</li> </ul>	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)	<ul style="list-style-type: none"> <li>• Read/write access to selected pages.</li> <li>• Attached documents at any time.</li> <li>• Update the PCM PPA or PCM MPA contact against the project record.</li> <li>• If selected as the contact person against the project record will receive TPAS generated email notifications.</li> </ul>	Principal Procurement Agency and Management Procurement Agency employees

## 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)

# 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.



## Adding a Project to TPAS

It is the responsibility of the Principal Procurement Agency or Management Procurement Agency to add eligible projects in TPAS.

Principal Contractors do not have the capability to add projects.

If a project has not been added, contact the Principal Procurement Agency or Management Procurement Agency Procurement Contract Manager and request that the project be added to ensure the Compliance Plan is submitted electronically in the required timeframe, within 10 working days from the Tender Date of Acceptance for the project.

Refer to the Procurement and Compliance process requirements in the [Guidelines for contractors](#).

## Submitting the Compliance Plan

The Compliance Plan is available for the Principal Contractor to submit electronically in TPAS, ONLY after DESBT has confirmed the project. Projects awaiting DESBT's confirmation will show the project status of 'Awaiting DESBT Confirmation' (see red oval in below image).

Once DESBT confirms the project, the project status will change to 'Compliance Plan Due' (see blue oval in below image).

The Principal Contractor Contact Person nominated against the project will receive an automated notification email from TPAS to submit the Compliance Plan electronically.

example

Search by project name or TPAS ID

TPAS ID	Project Name	Contract Reference	Principal Contractor Organisation	Principal Procurement Agency	Management Procurement Agency	Contract Sum (Inc. GST)	Calculated Deemed Hours	Contract Agreed Hours	Status
3995	Example Civil Project submitted to DESBT	00-00000	Test Principal Contractor	Test Principal Procurement Age...	Test Management Procurement Agency	\$3,000,000.00	900	900	Awaiting DESBT Confir...
3094	Example Major Civil Project	00-222222	Test Principal Contractor	Test Principal Procurement Age...		\$100,000,000.00	30000	30000	Compliance Plan Due
2629	Example Project Indigenous Civil Construction	00-00000	Test Principal Contractor	Test Principal Procurement Age...		\$3,500,000.00	1050	1050	Report Progressive Ho...
2628	Example Project Indigenous Building	00-00000	Test Principal Contractor	Test Principal Procurement Age...		\$100,000,000.00	60000	60000	Report Progressive Ho...
2627	Example Project Civil Construction	00-00000	Test Principal Contractor	Test Principal Procurement Age...	Test Management Procurement Agency	\$3,500,000.00	1050	1050	Report Progressive Ho...
2626	Example Project Building	00-00000	Test Principal Contractor	Test Principal Procurement Age...	Test Management Procurement Agency	\$950,000.00	570	570	Compliance Plan Due

The Compliance Plan is not a written plan, it is a process in TPAS that requires entering the actual date of commencement of the project and agreeing to the Summary of Compliance hours identified in the table on the Compliance plan tab.

As per the *Guidelines for Contractors*, the Compliance Plan is required to be submitted electronically within 10 working days of the date of acceptance of tender.

To submit the Compliance Plan electronically:

1. From the home screen, click on the 'View and Update Existing Projects' button.

This will open the Projects page which lists all projects allocated to your Principal Contractor Organisation.

The screenshot shows the TPAS home screen. On the left, there is a sidebar with 'ACTIONS' and four buttons: 'View and Update Existing Projects' (highlighted with a red circle and the number 1), 'New Organisation Request', 'New Organisation Contact Request', and 'Reports and Data Export'. The main content area includes 'Logged in User Details' for Dianna Lee, a 'System Information' section, and a 'Support Information' section. At the bottom right, there are 'Refresh App' and 'Exit TPAS' buttons.

- Open the relevant project by clicking on the Project Name. You can also use the search field on the top right-hand side of the screen and add the project number or name.

This will open the Project Information page.

**Queensland Government** **Training Policy Administration System**

To search for a project  Search by project name or TPAS ID

TPAS ID	Project Name	Contract Reference	Principal Contractor Organisation	Principal Procurement Agency	Management Procurement Agency	Contract Sum (Inc. GST)	Calculated Deemed Hours	Contract Agreed Hours	Status
3995	Example Civil Project submitted to DESBT	00-00000	Test Principal Contractor	Test Principal Procurement Age...	Test Management Procurement Agency	\$3,000,000.00	900	900	Awaiting DESBT Confir...
3094	Example Major Civil Project	00-22222	Test Principal Contractor	Test Principal Procurement Age...		\$100,000,000.00	30000	30000	Compliance Plan Due
2629	Example Project Indigenous Civil Construction	00-00000	Test Principal Contractor	Test Principal Procurement Age...		\$3,500,000.00	1050	1050	Report Progressive Ho...
2628	Example Project Indigenous Building	00-00000	Test Principal Contractor	Test Principal Procurement Age...		\$100,000,000.00	60000	60000	Report Progressive Ho...
2627	Example Project Civil Construction	00-00000	Test Principal Contractor	Test Principal Procurement Age...	Test Management Procurement Agency	\$3,500,000.00	1050	1050	Report Progressive Ho...
2626	Example Project Building	00-00000	Test Principal Contractor	Test Principal Procurement Age...	Test Management Procurement Agency	\$950,000.00	570	570	Compliance Plan Due

- Click on the 'Compliance Plan' button

This will display Compliance Plan page.

**Queensland Government** **Training Policy Administration System**

**Project Information** Example Project Building TPAS ID: 2626

**Compliance Plan**

Project Name	Example Project Building	Project Type	Building	Contract Reference	00-00000	Principal Contractor Project Reference	00-00000
Project Address		Suburb/Town		Postcode		Training Policy Applied	
Contract Sum (GST Inc)	\$950,000.00	Tender Letter of Acceptance Attached	Yes <small>(Or equivalent)</small>	Date of Acceptance of Tender	11/10/2020		
Estimated Commencement Date	30/10/2020	Estimated Completion Date	30/10/2021	Actual Commencement Date	October 19, 2020	Actual Completion Date	
Principal Contractor Organisation	Test Principal Contractor	Principal Contractor Contact Person	Anthea Test	Principal Contractor Reporting Person			
Principal Procurement Agency	Test Principal Procurement Agency	Project/Contract Manager - PPA	DESBT Principal Procurement Agency	Management Procurement Agency	Test Management Procurement Agency <small>(If applicable)</small>	Project/Contract Manager - MPA	DESBT Management Procurement... More
Federal Electorate	Flynn	State Electorate	Gregory	Local Authority	Central Highlands Regional Council		
Indigenous Project	No	Indigenous Community		Selected Indigenous Project	No		

Attachments

- Example Attachment - Date of Practical Complete Certificate Letter.docx
- Example Letter of Acceptance.docx

Calculated Deemed Hours and Contract Agreed Hours			Progressive Achievement - Hours and Percentage		
	Calculated Deemed Hours	Contract Agreed Hours		Total Hours Achieved	Total Percentage Achieved
New Entrants	342	342	New Entrants	0	0%
Other Workforce	228	228	Other Workforce	0	0%
<b>Total</b>	<b>570 Hours</b>	<b>570 Hours</b>	<b>Project Total</b>	<b>0 Hours</b>	<b>0%</b>

**Edit** **Close**

February 19, 2024 TPAS V00.1

- Click on the 'Edit' button.

This will display the field to be populated and hours to be reviewed.

Queensland Government Training Policy Administration System

Example Project Building TPAS ID: 2626

	Summary of Compliance			
	Calculated Deemed Hours		Contract Agreed Hours	
	Hours	Percentage	Hours	Percentage
New Entrants	342	60.0%	342	60%
Other Workforce	228	40.0%	228	40.0%
<b>Total</b>	<b>570</b>	<b>100%</b>	<b>570</b>	<b>100%</b>

Compliance Method	
Contract Reference:	00-00000
Actual Commencement Date:	October 19, 2020
Project Identifier:	2626

Compliance and reporting arrangements for the Training Policy will be a condition of contract and the Contractor undertaking the project will be required to submit the Compliance Plan electronically within 10 working days of the Date of Acceptance of Tender or equivalent. The Compliance Plan is the plan submitted electronically by the Contractor after reviewing the Summary of Compliance table above.

The Training Policy requires that a minimum of 60 per cent of the deemed hours requirement be allocated toward the employment of apprentices and trainees (new entrants) with the remaining deemed hours to be allocated to other workforce training. An apprentice or trainee is defined as a new entrant under the Training Policy based on their National Training Contract and will remain a new entrant until they complete their apprenticeship or traineeship.

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? Yes

4 Edit

Close

February 19, 2024 TPAS V00.1

- Add the actual commencement date by clicking on the calendar icon and selecting the date from the calendar.

- Click the 'Submit Compliance Plan' button.

Queensland Government Training Policy Administration System

Example Project Building Project ID: 2626

Edit Compliance Plan Cancel

Actual Commencement Date 5

Contract Agreed Hours - Total 570

Contract Agreed Hours - New Entrants 342

Contract Agreed Hours - Other Workforce 228

Notice of Approved Variation Attached  No

Attachments

Example Letter of Acceptance.docx

Attach file

Update 6 Submit Compliance Plan

February 19, 2024 TPAS V00.1

This will display the completed 'Compliance Plan' screen with 'Actual Commencement Date'. Three additional pages will become available against the project record:

- Record Training New Entrants
- Record Training Other Workforce
- Practical Completion Report

**Queensland Government** **Training Policy Administration System**

**Example Project Building** TPAS ID: 2626

Summary of Compliance					Compliance Method	
	Calculated Deemed Hours		Contract Agreed Hours		Contract Reference:	00-00000
	Hours	Percentage	Hours	Percentage	Actual Commencement Date:	February 22, 2024
New Entrants	342	60.0%	342	60%	Project Identifier:	2626
Other Workforce	228	40.0%	228	40.0%		
<b>Total</b>	<b>570</b>	<b>100%</b>	<b>570</b>	<b>100%</b>		

Compliance and reporting arrangements for the Training Policy will be a condition of contract and the Contractor undertaking the project will be required to submit the Compliance Plan electronically within 10 working days of the Date of Acceptance of Tender or equivalent. The Compliance Plan is the plan submitted electronically by the Contractor after reviewing the Summary of Compliance table above.

The Training Policy requires that a minimum of 60 per cent of the deemed hours requirement be allocated toward the employment of apprentices and trainees (new entrants) with the remaining deemed hours to be allocated to other workforce training. An apprentice or trainee is defined as a 'new entrant' under the Training Policy based on their National Training Contract and will remain a new entrant until they complete their apprenticeship or traineeship.

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?  No

**Edit**  
**Close**

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7. Click 'Close' button.

This will return you to your Projects page listing all projects assigned to the Principal Contractor Organisation. The status of the project will be updated to 'Report Progressive Hours'.

**Queensland Government** **Training Policy Administration System**

**Projects**

TPAS ID	Project Name	Contract Reference	Principal Contractor Organisation	Principal Procurement Agency	Management Procurement Agency	Contract Sum (Inc. GST)	Calculated Deemed Hours	Contract Agreed Hours	Status
3995	Example Civil Project submitted to DESBT	00-00000	Test Principal Contractor	Test Principal Procurement Age...	Test Management Procurement Agency	\$3,000,000.00	900	900	Awaiting DESBT Confir...
3094	Example Major Civil Project	00-222222	Test Principal Contractor	Test Principal Procurement Age...		\$100,000,000.00	30000	30000	Compliance Plan Due
2629	Example Project Indigenous Civil Construction	00-00000	Test Principal Contractor	Test Principal Procurement Age...		\$3,500,000.00	1050	1050	Report Progressive Ho...
2628	Example Project Indigenous Building	00-00000	Test Principal Contractor	Test Principal Procurement Age...		\$100,000,000.00	60000	60000	Report Progressive Ho...
2627	Example Project Civil Construction	00-00000	Test Principal Contractor	Test Principal Procurement Age...	Test Management Procurement Agency	\$3,500,000.00	1050	1050	Report Progressive Ho...
2626	Example Project Building	00-00000	Test Principal Contractor	Test Principal Procurement Age...	Test Management Procurement Agency	\$950,000.00	570	570	Report Progressive Ho...

## Additional actions for Indigenous Projects

Where a project is located in an Indigenous community or has been selected as an Indigenous project, there is an additional requirement for the contractor to: attach the agreed IEO Plan when submitting the Compliance Plan electronically; and attach a second IEO Plan with outcomes and all signatures when submitting the Practical Completion Report electronically.

For a project that is located in an Indigenous community, the Principal Procurement Agency or Management Procurement Agency will add the project information to identify whether the project is located in an Indigenous Community or is a Selected Indigenous Project.

If the project is within an Indigenous Community, the Community name will be selected. This will then populate the additional fields for Indigenous projects on the Compliance Plan page.

If the project is a Selected Indigenous project, the Principal Procurement Agency or Management Procurement Agency will upload a copy of the DTATSIPCA approval letter. This will then populate the additional fields for Indigenous projects on the Compliance Plan page.

To attach the IEO Plan when submitting the Compliance Plan electronically:

Follow steps 1-4 for **Submitting the Compliance Plan**, then complete these additional steps:

5. Add the actual commencement date by selecting the date from the calendar.
6. Click the toggle button to 'Yes'.
7. Attach the signed IEO Plan.
8. Click the 'Submit Compliance Plan' button.

Queensland Government Training Policy Administration System

Example Project Indigenous Civil Construction Project ID: 2629

**Edit Compliance Plan** Cancel

Actual Commencement Date 5

Contract Agreed Hours - Total: 1050

Contract Agreed Hours - New Entrants: 630

Contract Agreed Hours - Other Workforce: 420

Notice of Approved Variation Attached:  No

Indigenous Economic Opportunities Plan (IEOP) Attached:  No 6

If no IEOP attached, please specify

Attachments

Example Letter of Acceptance.docx ×

Attach file 7

Update 8 Submit Compliance Plan

This will display the completed 'Compliance Plan' screen with 'Actual Commencement Date' and identify a document has been attached.

Three additional pages will become available against the project record:

- Record Training New Entrants
- Record Training Other Workforce
- Practical Completion Report

Queensland Government Training Policy Administration System

**Project Information**

Compliance Plan

**Record Training New Entrants**

Record Training Other Workforce

Practical Completion Report

Example Project Indigenous Civil Construction TPAS ID: 2629

	Calculated Deemed Hours		Contract Agreed Hours	
	Hours	Percentage	Hours	Percentage
New Entrants	630	60.0%	630	60%
Other Workforce	420	40.0%	420	40.0%
<b>Total</b>	<b>1050</b>	<b>100%</b>	<b>1050</b>	<b>100%</b>

Compliance Method	
Contract Reference:	00-00000
Actual Commencement Date:	February 20, 2024
Project Identifier:	2629

Compliance and reporting arrangements for the Training Policy will be a condition of contract and the Contractor undertaking the project will be required to submit the Compliance Plan electronically within 10 working days of the Date of Acceptance of Tender or equivalent. The Compliance Plan is the plan submitted electronically by the Contractor after reviewing the Summary of Compliance table above.

The Training Policy requires that a minimum of 60 per cent of the deemed hours requirement be allocated toward the employment of apprentices and trainees (new entrants) with the remaining deemed hours to be allocated to other workforce training. An apprentice or trainee is defined as a 'new entrant' under the Training Policy based on their National Training Contract and will remain a new entrant until they complete their apprenticeship or traineeship.

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.

For Indigenous Projects Only

Please attach the Indigenous Economic Opportunities Plan (IEOP).

Note: The Indigenous Economic Opportunities Plan is negotiated and agreed to by the relevant Indigenous council or authority, the principal and the contractor. Where there is no relevant Indigenous council or authority the plan is negotiated and agreed to by the principal, the contractor and Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts (ATSIP).

For projects in Aboriginal and Torres Strait Islander communities, the Township of Weipa, and those selected as Indigenous projects by Queensland Government agencies, the contractor will be required to submit:

- \*as part of the compliance plan, an agreed Indigenous Economic Opportunities Plan
- \*as part of the practical completion report, the achievement of outcomes against the agreed plan.

It is a requirement that the relevant Aboriginal and Torres Strait Islander council or authority, the principal and the contractor review and sign off on the achievement of outcomes against the agreed plan. Where there is no relevant Aboriginal and Torres Strait Islander council or authority the achievement of outcomes against the agreed plan is to be reviewed and signed off by ATSIIP, the principal and the contractor.

If no IEOP is attached please specify:

Edit

**9** Close

Attached?

No

Attached?

Yes

9. Click 'Close' button.

This will return you to your project screen listing all projects assigned to the Principal Contractor Organisation.

Queensland Government Training Policy Administration System

Search by project name or TPAS ID

TPAS ID	Project Name	Contract Reference	Principal Contractor Organisation	Principal Procurement Agency	Management Procurement Agency	Contract Sum (Inc. GST)	Calculated Deemed Hours	Contract Agreed Hours	Status
3995	Example Civil Project submitted to DESBT	00-00000	Test Principal Contractor	Test Principal Procurement Age...	Test Management Procurement Agency	\$3,000,000.00	900	900	Awaiting DESBT Confir...
3094	Example Major Civil Project	00-222222	Test Principal Contractor	Test Principal Procurement Age...		\$190,000,000.00	30000	30000	Compliance Plan Due
2629	Example Project Indigenous Civil Construction	00-00000	Test Principal Contractor	Test Principal Procurement Age...		\$3,500,000.00	1050	1050	Report Progressive Ho...
2628	Example Project Indigenous Building	00-00000	Test Principal Contractor	Test Principal Procurement Age...		\$190,000,000.00	60000	60000	Report Progressive Ho...
2627	Example Project Civil Construction	00-00000	Test Principal Contractor	Test Principal Procurement Age...	Test Management Procurement Agency	\$3,500,000.00	1050	1050	Report Progressive Ho...
2626	Example Project Building	00-00000	Test Principal Contractor	Test Principal Procurement Age...	Test Management Procurement Agency	\$950,000.00	570	570	Report Progressive Ho...

The status of the project will be updated to 'Report Progressive Hours'.

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

Projects in Indigenous Communities:

Petrina Villaflor, Ph: 07 4252 5115, Email: [Petrina.villaflor@dedsatsip.qld.gov.au](mailto:Petrina.villaflor@dedsatsip.qld.gov.au)

Selected Indigenous Projects:

Ph: 07 3003 6376, Email: [enterprise@dedsatsip.qld.gov.au](mailto:enterprise@dedsatsip.qld.gov.au)

For further information on the additional requirements specifically related to Indigenous projects, please refer to *Guidelines for Indigenous projects*.

## Additional Actions for 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.

The Principal Procurement Agency or Management Procurement Agency will enter the contract sum (including GST) on the Project Information tab. This will then populate the 15% calculated deemed hours in the Summary of Compliance table on the Compliance Plan tab.

To attach the Skills Development Plan when submitting the Compliance Plan electronically:

Follow steps 1-4 for **Submitting the Compliance Plan**, then complete these additional steps:

5. Add the actual commencement date by selecting the date from the calendar.
6. Click the toggle button to 'Yes'.
7. Enter the name of the Training Coordinator.
8. Attach the Skills Development Plan.
9. Click 'Submit Compliance Plan' button.

The screenshot shows the 'Edit Compliance Plan' interface in the Training Policy Administration System. The form is titled 'Example Major Civil Project' with Project ID: 3094. It contains the following fields and controls:

- Actual Commencement Date:** A date picker field with a red circle '5' next to it.
- Contract Agreed Hours - Total:** 30000
- Contract Agreed Hours - New Entrants:** 18000
- Contract Agreed Hours - Other Workforce:** 12000
- Notice of Approved Variation Attached:** A toggle switch set to 'No'.
- Skill Development Plan (SDP) Attached:** A toggle switch set to 'No' with a red circle '6' next to it. Below it is a text input field labeled 'If no SDP attached, please specify'.
- Training Coordinator:** A text input field with a red circle '7' next to it.
- Attachments:** A list of attachments, including 'Example Letter of Acceptance.docx' with a red circle '8' next to it. An 'Attach file' button is also visible.
- Buttons:** 'Update' and 'Submit Compliance Plan' (with a red circle '9' next to it) are at the bottom.

This will display the completed 'Compliance Plan' screen with 'Actual Commencement Date', identify a document has been attached and list the name of the Training Co-Ordinator. Three additional pages will become available against the project record:

- Record Training New Entrants
- Record Training Other Workforce
- Practical Completion Report

**Queensland Government** **Training Policy Administration System**

**Example Major Civil Project** TPAS ID: 3094

Summary of Compliance					Compliance Method	
	Calculated Deemed Hours		Contract Agreed Hours		Contract Reference:	00-222222
	Hours	Percentage	Hours	Percentage	Actual Commencement Date:	February 20, 2024
New Entrants	18000	60.0%	18000	60%	Project Identifier:	3094
Other Workforce	12000	40.0%	12000	40.0%		
<b>Total</b>	<b>30000</b>	<b>100%</b>	<b>30000</b>	<b>100%</b>		

Compliance and reporting arrangements for the Training Policy will be a condition of contract and the Contractor undertaking the project will be required to submit the Compliance Plan electronically within 10 working days of the Date of Acceptance of Tender or equivalent. The Compliance Plan is the plan submitted electronically by the Contractor after reviewing the Summary of Compliance table above.

The Training Policy requires that a minimum of 60 per cent of the deemed hours requirement be allocated toward the employment of apprentices and trainees (new entrants) with the remaining deemed hours to be allocated to other workforce training. An apprentice or trainee is defined as a 'new entrant' under the Training Policy based on their National Training Contract and will remain a new entrant until they complete their apprenticeship or traineeship.

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? No

Major projects with a contract sum of \$100 Million or greater (Inc. GST)  
Please attach the Skills Development Plan (SDP) and provide the name of the Training Coordinator.

If no SDP is attached please specify:  Name of Training Coordinator: Mrs Trainer Attached? Yes

**10** Edit Close

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10. Click 'Close' button.

This will return you to your project screen listing all projects assigned to the Principal Contractor Organisation.

**Queensland Government** **Training Policy Administration System**

**Projects**

TPAS ID	Project Name	Contract Reference	Principal Contractor Organisation	Principal Procurement Agency	Management Procurement Agency	Contract Sum (Inc. GST)	Calculated Deemed Hours	Contract Agreed Hours	Status
3995	Example Civil Project submitted to DESBT	00-00000	Test Principal Contractor	Test Principal Procurement Age...	Test Management Procurement Agency	\$3,000,000.00	900	900	Awaiting DESBT Confir...
3094	Example Major Civil Project	00-222222	Test Principal Contractor	Test Principal Procurement Age...		\$100,000,000.00	30000	30000	Report Progressive Ho...
2629	Example Project Indigenous Civil Construction	00-00000	Test Principal Contractor	Test Principal Procurement Age...		\$3,500,000.00	1050	1050	Report Progressive Ho...
2628	Example Project Indigenous Building	00-00000	Test Principal Contractor	Test Principal Procurement Age...		\$100,000,000.00	60000	60000	Report Progressive Ho...
2627	Example Project Civil Construction	00-00000	Test Principal Contractor	Test Principal Procurement Age...	Test Management Procurement Agency	\$3,500,000.00	1050	1050	Report Progressive Ho...
2626	Example Project Building	00-00000	Test Principal Contractor	Test Principal Procurement Age...	Test Management Procurement Agency	\$950,000.00	570	570	Report Progressive Ho...

The status of the project will be updated to 'Report Progressive Hours'.

# Recording labour and training hours

Once the Compliance Plan has been submitted electronically, the following additional tabs will appear next to the Compliance Plan tab (as shown below) at which time contractors can start recording labour and training hours:

1. Record Training New Entrants
2. Record Training Other Workforce
3. Practical Completion Report

The screenshot displays the TPAS interface for a project named 'Example Project Building' (TPAS ID: 2626). On the left, a navigation menu includes 'Project Information', 'Compliance Plan', and three numbered options: '1 Record Training New Entrants', '2 Record Training Other Workforce', and '3 Practical Completion Report'. The main area shows project details in a grid format, including contract reference, address, dates, and contact information. At the bottom, two summary tables are provided:

Calculated Deemed Hours and Contract Agreed Hours		
	Calculated Deemed Hours	Contract Agreed Hours
New Entrants	342	342
Other Workforce	228	228
<b>Total</b>	<b>570 Hours</b>	<b>570 Hours</b>

Progressive Achievement - Hours and Percentage		
	Total Hours Achieved	Total Percentage Achieved
New Entrants	350	102.3%
Other Workforce	410	179.8%
<b>Project Total</b>	<b>760 Hours</b>	<b>133.3%</b>

## New Entrant Apprentices and Trainees

Labour and training hours recorded against 'Record Training New Entrants' are for new entrant apprentices and trainees.

The new entrant status for an apprenticeship or trainee is determined at the time of sign-up when the National Training Contract is completed by the apprentice/trainee and their employer.

**The definition of a new entrant** as defined under the Queensland Government Building and Construction Training Policy is:

*'A new entrant is a person who enters into an apprenticeship or traineeship and who has NOT been employed by the applicant employer detailed on the training contract continuously for more than three months full-time or 12 months casual or part-time or a combination of both, immediately prior to the commencement date of the training contract. This person will remain a new entrant under the Training Policy until they complete their apprenticeship or traineeship.'*

Principal Contractors can record on-site labour hours and off-the-job training hours as compliant hours for new entrant apprentices and trainees under 'Record Training New Entrants' page.

Principal Contractors can only record off-the-job training hours as compliant hours for new entrant apprentices and trainees where the apprentice or trainee was on-site prior to attending off-the-job training and/or was intended to commence on site and/or be on-site for the duration of the project.

The Principal Contractor must have the apprentice/trainee's state registration number to conduct a search in TPAS. A state registration number contains nine digits and begins with the financial year the apprentice/trainee was signed up in (e.g. 202245780 was signed up in 2022-2023).

If the apprentice/trainee is indentured to a sub-contractor, the Principal Contractor should ensure they are provided with the registration number when the sub-contractor reports the eligible training hours.

If a Principal Contractor is not able to obtain the details from their sub-contractor email the [TrainingPolicy@desbt.qld.gov.au](mailto:TrainingPolicy@desbt.qld.gov.au) inbox with the person's full name, date of birth and employer details.

## To record training hours for New Entrants

1. From home screen, 'Click View and Update Existing Projects'.
2. Open the relevant project by clicking on the Project Name. You may also use the Search function at the top right and corner of the screen to quickly display the project.
3. Click on the 'Record Training New Entrants' button.
4. Click the 'Edit' button.

Queensland Government Training Policy Administration System

Example Project Building TPAS ID: 2626

Reg ID	First Name	Surname	Engaged As	Employer	Indigenous	Total Hrs	Modified	Modified By
We didn't find any data to show at this time								

Progressive Subtotal:	350 Hours
Contract Agreed Hours:	342 Hours
Progressive Percentage:	102.3%

5. Click the 'Add New Entrant Apprentice or Trainee (Reg ID required)' button.

Queensland Government Training Policy Administration System

Example Project Building TPAS ID: 2626

Record Training New Entrants

Search New Entrant (by last name) records that are related to this project. (The below list)

Add New Entrant Apprentice or Trainee (Reg ID required)

5

Reg ID	First Name	Surname	Engaged As	Employer	Indigenous	Total Hrs	Record Hours	Edit Hours
We didn't find any data to show at this time								

Done

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6. Enter the registration number
7. Click 'Search'

Queensland Government Training Policy Administration System

Record Training New Entrants

Search

7

Enter the registration number of the New Entrant apprentice/trainee and press search

Cancel

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8. Add hours in Progressive Hours field
9. Click Submit

Queensland Government Training Policy Administration System

Cancel

**Record Training New Entrants**

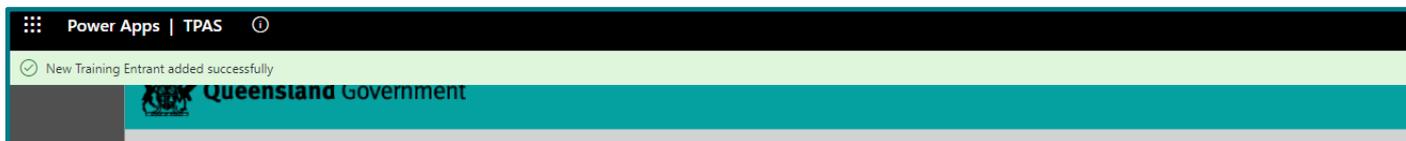
202245780  Enter the registration number of the New Entrant apprentice/trainee and press search

Registration Number 202245780	First Name ANTHEA	Surname BRAZEL
Engaged as Apprenticeship	Employer HSM CONTRACTING PTY LTD	Indigenous No
Progressive Hours 350 <b>8</b>		

**9**  
[Clear selection](#)

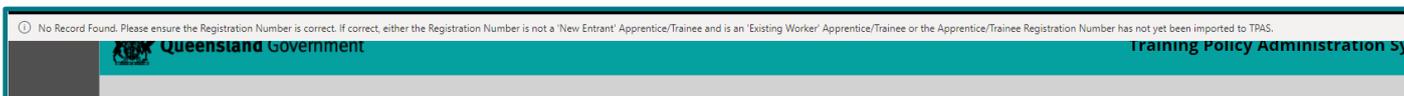
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If hours have been successfully added a message will appear at the top of the screen – *‘New Training Entrant added successfully’ and the entry will appear on the New Entrant page’.*



If the registration number is incorrect or does not relate to a New Entrant record a message will appear at the top of the screen –

*‘No Record Found. Please ensure Registration Number is correct. If correct, either the Registration Number is not a ‘New Entrant’ Apprentice/Trainee and is an “Existing Worker” Apprentice/Trainee or the Apprentice/Trainee Registration Number has not yet been imported to TPAS’.*



## Other Workforce Training

To comply with the deemed hours allocated towards Other Workforce Training, contractors can record onsite and/or offsite training hours undertaken to upskill existing workers through training (accredited, non-accredited, tertiary, in-house, industry based and recognised) that will improve the skills base of the building and construction industry.

Training is to be directly related to the project, delivered to an existing worker where upskilling is a requirement for them to be able to perform their role on the project and to effectively deliver the project.

## To record training hours for Other Workforce Training

1. From home screen, 'Click View and Update Existing Projects' button.
2. Open the relevant project by clicking on the Project Name. You may also use the Search function at the top right and corner of the screen to quickly display the project.
3. Click on the 'Record Training Other Workforce' button.
4. Click the 'Edit' button.

Queensland Government Training Policy Administration System

Example Project Building TPAS ID: 2626

Reg ID	First Name	Surname	Engaged As	Employer	Indigenous	Accredited Hrs	Non-Accre...	Total Hrs	Modified	Modified By
Keith	Yorkston	Non-Tradesperson	Torres Shire Council	Torres Strait...	72	100	172	22/02/2024	Dianna Lee	

3 Record Training Other Workforce

4 Edit

Progressive Subtotal:	410 Hours
Contract Agreed Hours:	228 Hours
Progressive Percentage:	179.8%

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## To add hours for Existing Worker Apprentices and Trainees

5. Click the 'Add Existing Worker, Apprentice or Trainee (Reg ID required)' button.

Queensland Government Training Policy Administration System

Example Project Building TPAS ID: 2626

Record Training Other Workforce

5 Add Existing Worker, Apprentice or Trainee (Reg ID required) Create New Other Workforce

Reg ID	First Name	Surname	Engaged As	Employer	Indigenous	Accredited Hrs	Non-Accredited Hrs	Total Hrs	Modified	Modified By
Keith	Yorkston	Non-Tradesperson	Torres Shire Council	Torres Strait L...	72	100	172	22/02/2024	Dianna Lee	

Done

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6. Enter the registration number in the required field.
7. Click the 'Search' button.

8. Add hours in 'Accredited Hours' field.
9. Click 'Submit'.

Registration Number	First Name	Surname
201824517	Andrew	Lythall
Engaged as	Employer	Indigenous
Traineeship	All Time Electrical	No

If hours have been successfully added a message will appear at the top of the screen – *'Other Workforce Participants added successfully'*.



If the registration number is incorrect or does not relate to an Existing Worker apprentice or trainee a message will appear at the top of the screen –

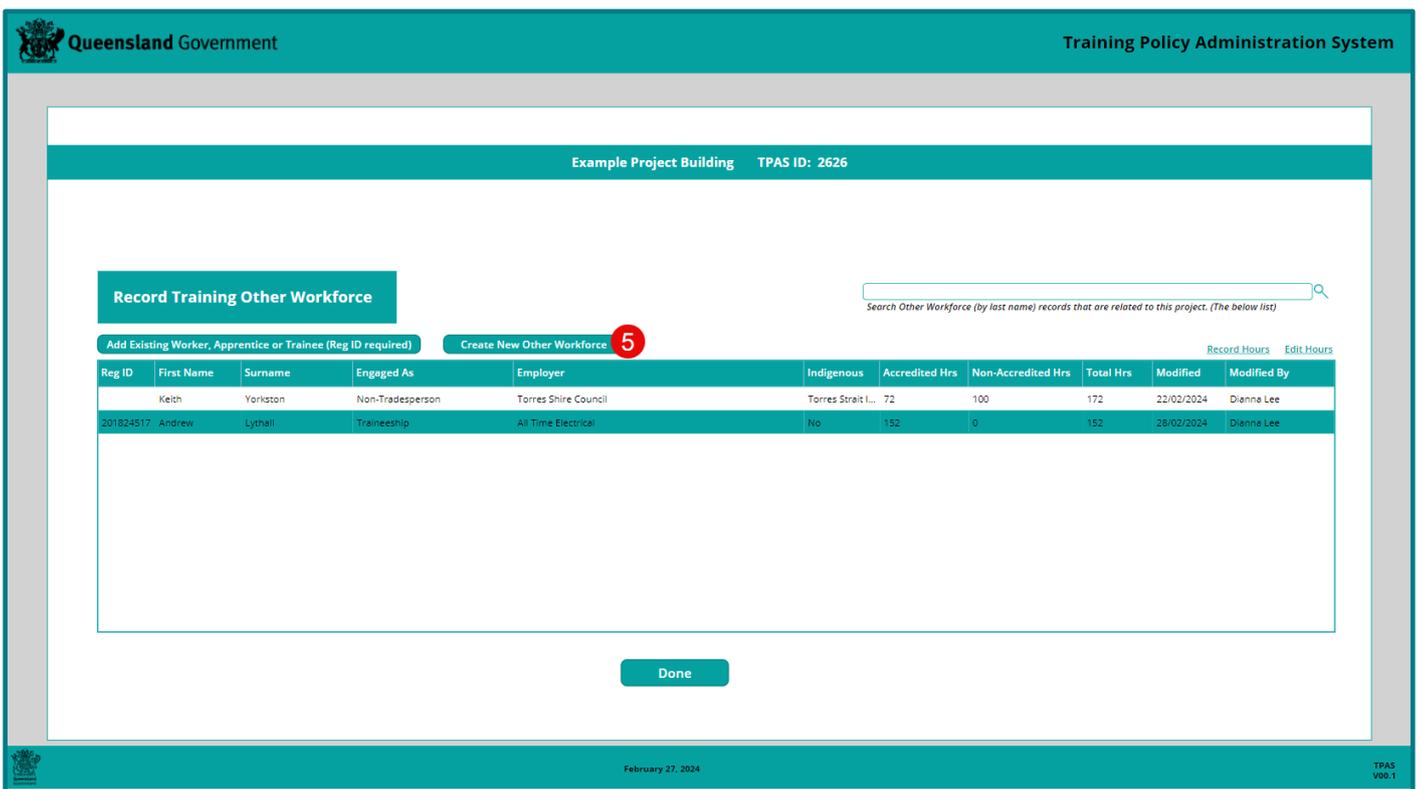
*'No Record Found. Please ensure Registration Number is correct. If correct, either the Registration Number is not an 'Existing Worker' Apprentice/Trainee and is a 'New Entrant' Apprentice/Trainee or the Apprentice/Trainee Registration Number has not yet been imported to TPAS'.*



## To add hours for Upskilling Existing Workers

Follow steps 1-4 above in the 'to record training for Other Workforce Training' section

5. Click the 'Create New Other Workforce' button.



6. Complete all fields.
7. Click 'Submit New Other Workforce' button.

Queensland Government Training Policy Administration System

Record Training Other Workforce
Cancel

<input type="text" value="Donna"/>	<input type="text" value="Griffin"/>	<input type="text" value="Tradesperson"/>
<input type="text" value="HSM Contracting Pty Ltd"/>	<input type="text" value="No"/>	<input type="text" value="86"/>
<input type="text" value="0"/>		

Submit New Other Workforce

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If hours have been successfully added a message will appear at the top of the screen – *'New other Workforce Added Successfully'*.



## Accredited and Non-accredited Hours

Other Workforce training hours are recorded as either 'Accredited' or 'Non-accredited' Hours under Record Training Other Workforce.

Upskilling existing workers through a vocational education and training (VET) course that is delivered by a registered training organisation (RTO) which leads to a VET qualification or a statement of attainment of individual units from a nationally recognised training package, are recorded as 'Accredited' hours.

Upskilling existing workers through industry recognised non-accredited training e.g. industry recognised sessions or short courses, in-house training delivered by the company or a third party in the company premises or online, are recorded as 'Non-accredited' hours.

Principal Contractors can record onsite labour hours and off-the-job training hours for existing worker apprentices and trainees as 'Accredited' hours.

A cadet's onsite labour hours can be recorded as 'Accredited' hours.

Individuals who have an Aboriginal or Torres Strait Islander status, who are not undertaking any training but are working onsite on the project, have onsite labour hours recorded as 'Non-accredited' hours.

For frequently asked questions on Other Workforce Training Hours, visit [Training Policy compliance for other workforce training](#)

## Adding additional hours to existing records

1. From home screen, 'Click View and Update Existing Projects'.
2. Open the relevant project by clicking on the Project Name. You may also use the Search function at the top right and corner of the screen to quickly display the project.
3. Click on the 'Record Training Other Workforce' button.
4. Click the 'Edit' button.
5. Click on the name of the individual you want to add hours to. The line will highlight green.
6. On the right-hand side of the table, click on 'Record Hours'.
7. Add the hours to 'Accredited Hours' field.
8. Click 'Submit' button.
9. Click 'Done' button.

Queensland Government Training Policy Administration System

Example Project Building TPAS ID: 2626

Record Training Other Workforce

Add Existing Worker, Apprentice or Trainee (Reg ID required)

Reg ID	First Name	Surname	Engaged As
	Keith	Yorkston	Non-Tracke
201824517	Andrew	Lythall	Trainee

Record Progressive Training Hours

First Name: Andrew Surname: Lythall

Accredited Hours: 10

Submit Cancel

Done

Search Other Workforce (by name) records that are related to this project. (The below list)

Accredited Hrs	Total Hrs	Modified	Modified By
	172	22/02/2024	Dianna Lee
	152	28/02/2024	Dianna Lee

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The hours will be updated as a progressive total in the 'Record Training Other Workforce' page.

## Correcting data entry errors to existing records

If you have entered hours incorrectly, you can edit the entry to correct the hours.

Follow the above steps 1-5

6. On the right-hand side of the table, click on 'Edit Hours'.
7. Enter the correct hours.
8. Click 'Update' button, the hours will be updated.
9. Click 'Done' button to return to the 'Record Training Other Workforce' page.

The screenshot displays the 'Record Training Other Workforce' page within the Queensland Government's Training Policy Administration System. The page header includes 'Queensland Government' and 'Training Policy Administration System'. Below the header, the project details are 'Example Project Building' and 'TPAS ID: 2626'. The main content area features a table titled 'Record Training Other Workforce' with columns for 'Reg ID', 'First Name', 'Surname', 'Hrs', 'Non-Accredited Hrs', 'Total Hrs', 'Modified', and 'Modified By'. A modal window titled 'Edit Progressive Training Hours' is open, showing fields for 'First Name', 'Surname', 'Engaged as', 'Traineeship', 'Indigenous', and 'Accredited Hours'. The 'Accredited Hours' field contains the value '152'. The modal has 'Update' and 'Cancel' buttons. A 'Done' button is located at the bottom of the main page. Red circles with numbers 6, 7, 8, and 9 highlight the 'Edit Hours' link, the 'Accredited Hours' input field, the 'Update' button, and the 'Done' button respectively.

Reg ID	First Name	Surname	Hrs	Non-Accredited Hrs	Total Hrs	Modified	Modified By
201824517	Andrew	Lythall	100	0	172	22/02/2024	Dianna Lee
	Donna	Griffin	0	0	162	28/02/2024	Dianna Lee
					86	28/02/2024	Dianna Lee

## Individual incorrectly added to project record

If you have incorrectly added an individual to a project record and need to remove the entry, you are unable to delete a complete entry - this can only be actioned by the TPAS Administrator.

Email [TrainingPolicy@desbt.qld.gov.au](mailto:TrainingPolicy@desbt.qld.gov.au) advising you need to delete an entry added in error. Provide the TPAS project ID number and project name and details of the incorrect entry. The Training Policy team will delete the entry and confirm when this has been actioned via email.

## Changing the Principal Contractor Contact Person and Principal Contractor Reporting Person

The individual nominated as the Principal Contractor Contact Person on a project record will receive automated emails issued at different stages of the project. If the person listed is incorrect, the Principal Contractor can update this field.

1. From home screen, 'Click View and Update Existing Projects' button.
2. Open the relevant project by clicking on the Project Name. You may also use the Search function at the top right and corner of the screen to quickly display the project.
3. Click the 'Edit' button.
4. Click on the drop-down box and select the correct person.
5. Click the 'Update' button.

The screenshot shows the 'Edit Project Information' form in the TPAS system. The form is titled 'Example Project Building' with TPAS ID: 2626. It contains several sections of fields:

- Project Name:** Example Project Building
- Project Address:** 150 Mary Street
- Federal Electorate:** Flynn
- Principal Contractor Project Reference:** 00-00000
- Estimated Commencement Date:** October 30, 2020
- Principal Contractor Organisation:** Test Principal Contractor
- Principal Procurement Agency:** Test Principal Procurement Agency
- Management Procurement Agency (If Applicable):** Test Management Procurement Agency
- Contract Sum (GST Inc):** \$950,000.00
- Calculated Deemed Hours - Total:** 570
- Indigenous Project:** No
- Attachments:** Example Letter of Acceptance.docx
- Contract Reference:** 00-00000
- Suburb/Town:** Brisbane
- State Electorate:** Gregory
- Training Policy Applied:** (dropdown)
- Estimated Completion Date:** October 30, 2021
- Principal Contractor Contact Person:** Anthea Test (highlighted with a yellow box and a red circle with '4')
- Project/Contract Manager - PPA:** DESBT Principal Procurement Agency
- Project/Contract Manager - MPA:** DESBT Management Procurement Agency
- Tender Letter of Acceptance Attached:** Yes
- Calculated Deemed Hours - New Entrants:** 342
- Calculated Deemed Hours - Other Workforce:** 228

At the bottom of the form, there is an 'Update' button with a red circle and the number '5' next to it.

Note – Principal Contractors can only select a contact person available in the drop-down list. If a person is not available in the drop-down list, email [TrainingPolicy@desbt.qld.gov.au](mailto:TrainingPolicy@desbt.qld.gov.au) requesting a TPAS user account be set up for the relevant category.

Refer to the 'Organisation and user accounts' section for details to be provided to set up a new user account.

## Submitting the Practical Completion Report

The Practical Completion Report is not a written report, it is a process in TPAS that requires entering the actual date of practical completion of the project and agreeing to the Summary of Compliance hours achieved in the table on the Practical Completion Report page.

As per the *Guidelines for contractors* the Practical Completion Report is required to be submitted electronically within 15 working days of the date of practical completion.

Once a contractor submits the Practical Completion Report electronically, labour and training hours cannot be edited or amended.

## To submit the Practical Completion Report

1. From home screen, 'Click View and Update Existing Projects' button.
2. Open the relevant project by clicking on the Project Name. You may also use the Search function at the top right and corner of the screen to quickly display the project.
3. Click on the 'Practical Completion Report' button.

The screenshot shows the 'Practical Completion Report Results' page for 'Example Project Building' (TPAS ID: 2626). On the left, a navigation menu has 'Practical Completion Report' highlighted with a red circle containing the number 3. Below the menu are 'Edit' and 'Close' buttons, with 'Edit' also highlighted with a red circle containing the number 4. The main content area features a table titled 'Summary of Compliance' with the following data:

Summary of Compliance	New Entrants	Other Workforce	Total
Calculated Deemed Hours	342	228	570
Contract Agreed Hours	342	228	570
Actual Achieved Hours	350	410	760
Actual Achieved Percentage	102.3%	179.8%	133.3%

Below the table is a 'Practical Completion Report Submittal' section with an 'Actual Completion date:' field. A light blue box contains the following text: 'Compliance and reporting arrangements for the Training Policy will be a condition of contract and the contractor undertaking the project will be required to submit the Practical Completion Report electronically within 15 working days of the Date of Practical Completion, or if there is more than one the last occurring date of practical completion. By submitting this Practical Completion Report the Contractor declares that the information entered is true, complete and accurate.'

Review the Summary of Compliance table and Progressive Achievements to check that the deemed hours required have been met. If so:

4. Click on the 'Edit' button.
5. Enter the 'Actual Completion Date' by clicking on the calendar button and selecting date.
6. Click on the 'Submit Practical Completion Report' button.

The screenshot shows the 'Practical Completion Report' submittal form. It includes an 'Actual Completion Date' field with a calendar icon, highlighted with a red circle containing the number 5. Below this is an 'Attachments' section with a file named 'Example Letter of Acceptance.docx' and an 'Attach File' button. At the bottom, there are two buttons: 'Update' (highlighted with a yellow box) and 'Submit Practical Completion Report' (highlighted with a red circle containing the number 6). The page footer includes the Queensland Government logo, 'February 26, 2024', and 'TPAS 000.1'.

**Important note:** If you click on the 'Update' button instead of the 'Submit Practical Completion Report' button, this does not complete the project, it only saves the actual completion date entered. The project status will still read 'Report Progressive Hours'

You will return to the 'Practical Completion Report' page and the 'Actual Completion Date' field will be populated.

7. Click the 'Close' button

**Queensland Government** **Training Policy Administration System**

**Example Project Building** TPAS ID: 2626

### Practical Completion Report Results

Summary of Compliance	New Entrants	Other Workforce	Total
Calculated Deemed Hours	342	228	570
Contract Agreed Hours	342	228	570
Actual Achieved Hours	350	410	760
Actual Achieved Percentage	102.3%	179.8%	133.3%

**Practical Completion Report Submittal**

Actual Completion date:

Compliance and reporting arrangements for the Training Policy will be a condition of contract and the contractor undertaking the project will be required to submit the Practical Completion Report electronically within 15 working days of the Date of Practical Completion, or if there is more than one the last occurring date of practical completion.

By submitting this Practical Completion Report the Contractor declares that the information entered is true, complete and accurate.

**Edit**  
**7 Close**

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You will return to the Project list home page and the Status will be updated to 'Practical Completion Report Submitted'.

**Queensland Government** **Training Policy Administration System**

**Projects** Search by project name or TPAS ID

TPAS ID	Project Name	Contract Reference	Principal Contractor Organisation	Principal Procurement Agency	Management Procurement Agency	Contract Sum (Inc. GST)	Calculated Deemed Hours	Contract Agreed Hours	Status
3995	Example Civil Project submitted to DESBT	00-00000	Test Principal Contractor	Test Principal Procurement Agen...	Test Management Procurement Agency	\$3,000,000.00	900	900	Awaiting DESBT Confirm...
3094	Example Major Civil Project	00-222222	Test Principal Contractor	Test Principal Procurement Agen...		\$100,000,000.00	30000	30000	Compliance Plan Due
2629	Example Project Indigenous Civil Construction	00-00000	Test Principal Contractor	Test Principal Procurement Agen...		\$3,500,000.00	1050	1050	Compliance Plan Due
2628	Example Project Indigenous Building	00-00000	Test Principal Contractor	Test Principal Procurement Agen...		\$100,000,000.00	60000	60000	Report Progressive Hours
2627	Example Project Civil Construction	00-00000	Test Principal Contractor	Test Principal Procurement Agen...	Test Management Procurement Agency	\$3,500,000.00	1050	1050	Report Progressive Hours
2626	Example Project Building	00-00000	Test Principal Contractor	Test Principal Procurement Agen...	Test Management Procurement Agency	\$950,000.00	570	570	Practical Completion Re...

## Additional requirement for Indigenous Projects

If the project is located in an Indigenous community or is a Selected Indigenous project, you will also need to upload the IEO Plan signed with outcomes.

Follow steps 1 – 4 for **To submit the Practical Completion Report**, then complete these additional steps:

5. Enter the 'Actual Completion Date' by clicking on the calendar button and selecting date.
6. Click the toggle button to change to 'Yes'.
7. Attach the IEO Plan with Outcomes document.
8. Click the 'Submit Practical Completion Report' button.

**Important note:** If you click on the 'Update' button instead of the 'Submit Practical Completion Report' button, this does not complete the project, it only saves the actual completion date entered. The project status will still read 'Report Progressive Hours'

## 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.

# 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 pre-tender (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 '[Adding a new project](#)') and attach the *Training Policy Variation Request* and *Notice of Approved Variation* against the project record

The screenshot displays the 'New Project' form in the Training Policy Administration System. The form is organized into a grid of input fields. Key fields include: Project Name (Example Building Project), Project Address (150 Mary Street), Contract Reference (00-00000), Project Type (Building), Estimated Commencement Date (20/03/2024), Estimated Completion Date (30/03/2025), and Contract Sum (950000). There are also dropdown menus for Federal and State Electorates, and checkboxes for 'Training Policy Applied' (Yes) and 'Indigenous Project' (No). At the bottom, there are calculated fields for 'Calculated Deemed Hours - Total' (570), 'Calculated Deemed Hours - New Entrants' (342), and 'Calculated Deemed Hours - Other Workforce' (228). A yellow box highlights the 'Attachments' section, which currently shows 'No files attached' and an 'Attach file' button.

2. Where the project is awarded and the contract sum including GST is different to what has been provided for 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](mailto: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.

## 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 send your enquiries to [TrainingPolicy@desbt.qld.gov.au](mailto:TrainingPolicy@desbt.qld.gov.au).