

Training Policy Administration System (TPAS)

User manual for Principal Contractors

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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 Services 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) at the commencement of the project
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.

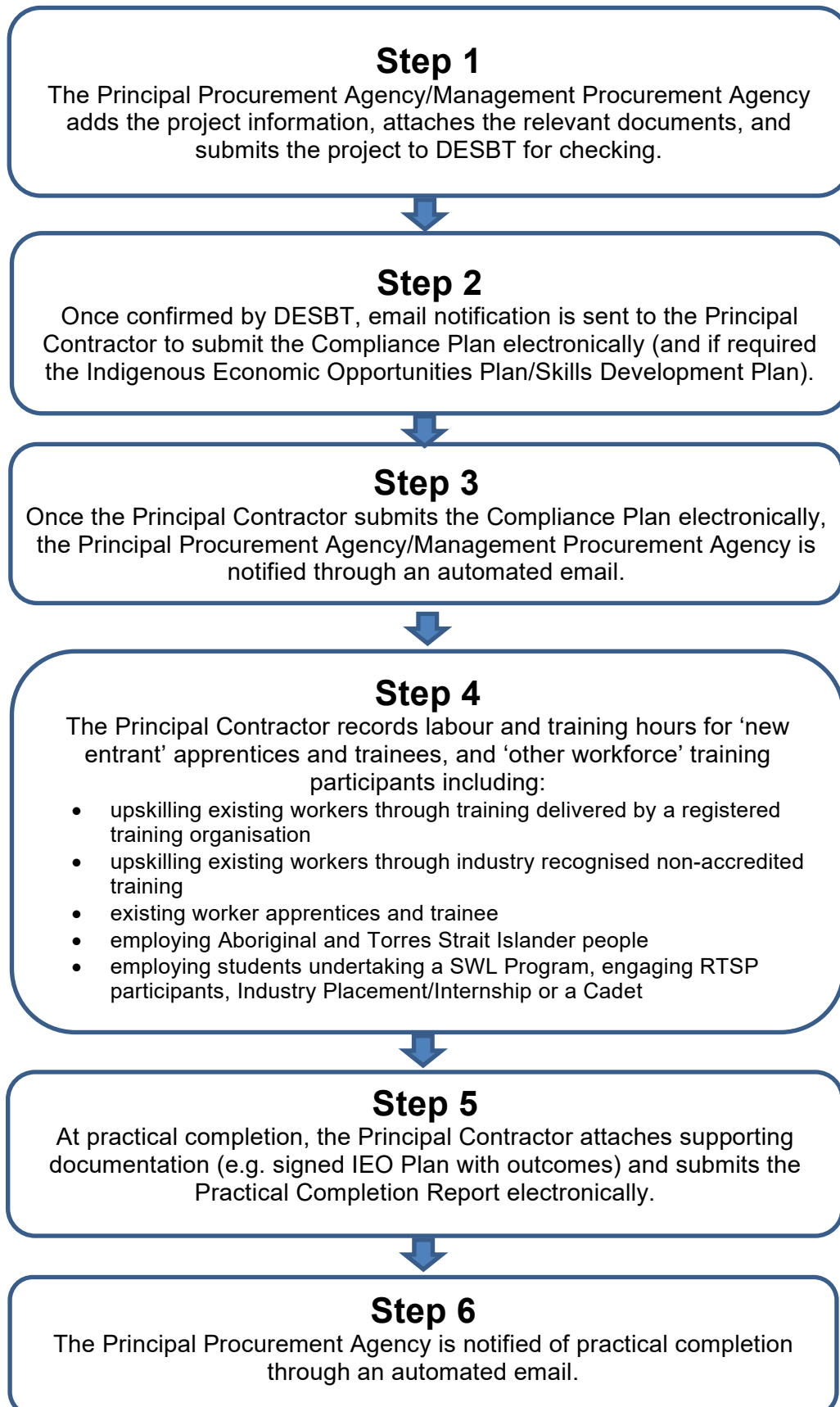
Department of Energy and Public Works

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/>

1. 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
<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, including its purpose and contact details. At the bottom, there are links to "TPAS User Manuals" and instructions on how to log in.

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

If not already registered, relevant officers of the Principal Contractor must email DESBT at TrainingPolicy@desbt.qld.gov.au to gain access to the TPAS for reporting requirements against the Training Policy.

To be able to create an organisation or user account, the following information is required:

- **Organisation** - legal and trading name, ABN, office address and postal address, contact phone number.
- **Principal Contractor 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.

Adding a project in 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](#).

Portal updates

Principal contractors can find out about TPAS portal updates on the TPAS Principal Contractor Home Page.



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

Principal Contractor - Home Page

Submitting the Compliance Plan

The Compliance Plan is available for the 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 circle in below image).

Once DESBT confirms the project, the project status will change to 'Compliance Plan Due' (see blue circle 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.

Principal Contractor - Home Page

Show entries

Search:

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
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	Compliance Plan Due
2631	Example Major Project	00-00000	Test Principal Contractor	Test Principal Procurement Agency	\$100,000,000.00	30,000	30,000	Report Progressive Hours
2627	Example Project Civil Construction	00-00000	Test Principal Contractor	Test Principal Procurement Agency	\$3,500,000.00	1,050	1,050	Report Progressive Hours
2626	Example Project Building	00-00000	Test Principal Contractor	Test Principal Procurement Agency	\$950,000.00	570	570	Report Progressive Hours

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.

A per the to 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. Open the relevant project by clicking on the Project Name (see red circle in the above image). You may wish to utilise the Search field at the top of the screen, or use the filter functions, as indicated by arrows below to display all projects with the status of 'Compliance Plan Due'.

Principal Contractor - Home Page

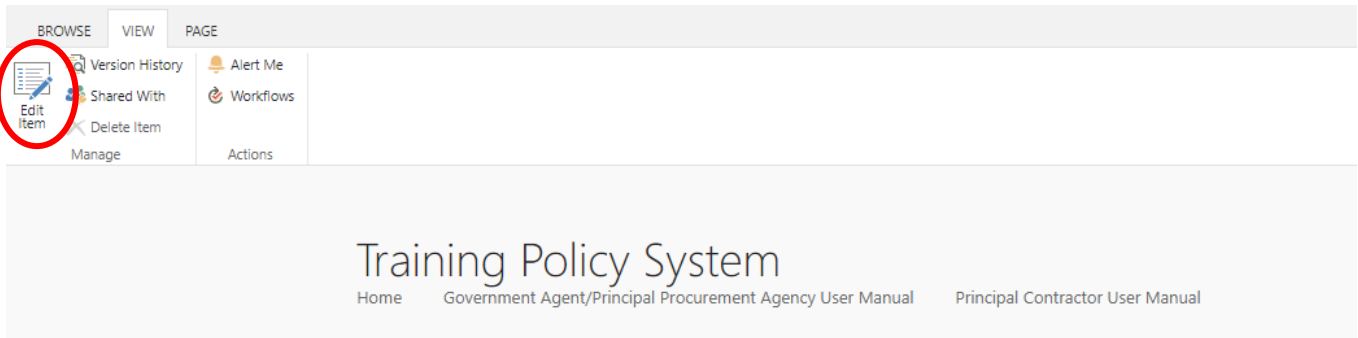
Show entries

Search:

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
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- Click on Edit Item at the top left-hand corner of the screen then click on the Compliance Plan tab.



Projects



- Enter the Actual Commencement Date, (date when work commenced on site) review the Summary of Compliance then click on *Submit Compliance Plan*.



Project Information **Compliance Plan**

Compliance Method

Submit Compliance Plan

Project Identifier: 2628

Principal Contractor Project Reference: 00000

Actual Commencement Date:  

Summary of Compliance

Summary of Compliance	Total		New Entrants		Other Workforce	
	Hours	%	Hours	%	Hours	%
Calculated Deemed Hours	570	100%	342	60%	228	40%
Contract Agreed Hours	570	100%	342	60.0%	228	40.0%

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.

Indigenous projects

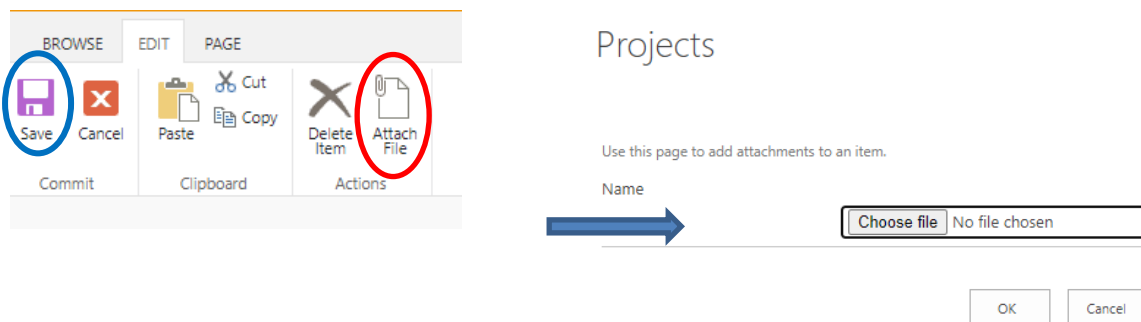
Where a project is located in an Indigenous community or has been selected as an Indigenous project, there is an additional requirement for the contractor to attach the agreed IEO Plan when submitting the Compliance Plan electronically and attach a second IEO Plan with outcomes and all signatures when 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 and tick the *Indigenous Project* box on the Project Information tab. This will then populate the For Indigenous Projects Only text box on the Compliance Plan tab.

If the project is a Selected Indigenous project, the Principal Procurement Agency or Management Procurement Agency adds the project information, tick the *Indigenous Project* box and the *Selected Indigenous Project* box and will upload a copy of the ATSIP approval letter. This will then populate the For Indigenous Projects Only text box on the Compliance Plan tab.

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

1. Open the relevant project and click on Edit Item at the top left-hand corner of the screen and click on the Compliance Plan tab.
2. Follow steps 1-3 of [Submitting the Compliance Plan](#).
3. 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). Also see [Attaching documents](#).



4. Insert ✓ in the Attached check box For Indigenous Projects Only before submitting the Compliance Plan electronically. The attachment is listed at the bottom of the screen as shown below. Then click on *Submit Compliance Plan*.

For Indigenous Projects Only

Please attach the Indigenous Economic Opportunities Plan.

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 Aboriginal and Torres Strait Islander Partnerships.

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 DATSIP, the principal and the contractor.

Attached:

If No please specify:

Submit Compliance Plan

Attachments:

Attach File

Attachments

Example Letter of Acceptance.docx

Delete

C:\fakepath\Example Indigenous Opportunities Plan signed.docx

Delete

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

For further information on the additional requirements specifically related to Indigenous projects, please refer to [Guidelines for Indigenous projects](#).

Major Projects

Where a project has a contract sum of \$100 million or greater (including GST), the contractor is required to achieve a calculated deemed hours requirement of 15%, enter the name of the contractor Training Coordinator for the project and attach a Skills Development Plan.

For a Major project, 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 for projects with a contract sum of \$100 million or greater (including GST) in the Summary of Compliance table on the Compliance Plan tab.

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

1. Open the relevant project and click on Edit Item at the top left-hand corner of the screen and click on the Compliance Plan tab.
2. Follow steps 1-3 of [Submitting the Compliance Plan](#).

3. Click *Attach File* then *Choose file* to open the browser. Select the attachment and click Open. Click OK then Save. Also see [Attaching documents](#).
4. Insert ✓ in the Attached check box For Projects with a contract sum of \$100 million or greater (including GST) and enter the Name of the Training Coordinator before submitting the Compliance Plan electronically. The attachment is listed at the bottom of the screen as shown below. Then click on *Submit Compliance Plan*.

For projects with a contract sum of \$100 million or greater (including GST):
Skills Development Plan.
Please attach the Skills Development Plan and provide the name of the Training Coordinator.

Attached:

If No please specify:

Name of Training Coordinator:

Submit Compliance Plan

Attachments:

Attach File Attachments Example Letter of Acceptance.docx Delete
C:\fakepath\Example Skills Development Plan.docx Delete

For further information on the additional requirements specifically related to Major projects, please refer to [Guidelines for contractors – skills development plan for major projects](#).

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

Training Policy System
Home Government Agent/Principal Procurement Agency User Manual Principal Contractor User Manual

Projects

Close

Project Information Compliance Plan **Record Training New Entrants** **Record Training Other Workforce** **Practical Completion Report**

Project Name:	Example Project Indigenous Civil Construction	Project Identifier:	2629
Contract Name:	Example Project Indigenous 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
		Estimated Commencement Date:	30 October 2020
		Estimated Completion Date:	30 October 2021

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 apprentice 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 complaint hours for new entrant apprentices and trainees under 'Record Training New Entrants' tab.

Principal Contractors can on 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 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. 201765147 was signed up in 2017-2018).

If the contractor does not have the state registration number for one of their apprentices/trainees, contact Apprenticeships Info on 1800 210 210. If the apprentice/trainee is indentured to a sub-contractor, the sub-contractor needs to contact Apprenticeships Info to obtain the state registration number.

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

To record an apprentice/trainee's on-site labour hours and off-the-job training hours against Record Training New Entrants:

1. Open the relevant project by clicking on the Project Name. A contractor may wish to utilise the Search function at the top right-hand corner of the screen to quickly display the project.
2. Click on Edit Item at the top left-hand corner of your screen, and click on Record Training New Entrants tab.

3. Enter the apprentice/trainee's state registration number into the search field and click Search.

Project Information | Compliance Plan | Record Training New Entrants | Record Training Other Workforce | Practical Completion Report

202245780 Search Enter the registration number for the Apprentice/trainee and press search.

There are no items to show in this view.

Progressive Subtotal: **0 Hours**
Contract Agreed Hours: **630 Hours**
Progressive Percentage: **0%**

4. The apprentice/trainee's details will appear in the Progressive Training – New Items text box. Enter the apprentice/trainee's onsite labour hours and click on Save.

Progressive Training - New Item

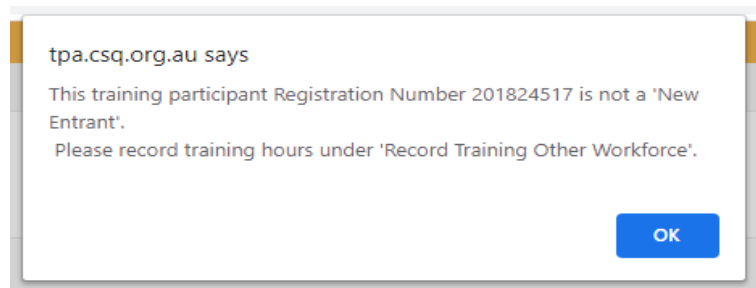
Save Cancel

Registration Number: * 202245780
First Name: * Anthea
Surname: * Brazel
Engaged as: * Apprenticeship
Employer: * HSM Contracting Pty Ltd
Indigenous: * No
Hours: *

Save Cancel

5. If a contractor enters the apprentice/trainee's state registration number and the individual is considered to be an 'existing worker' apprentice/trainee, a pop up box will appear stating – This training participant Registration Number is not a 'New Entrant'.

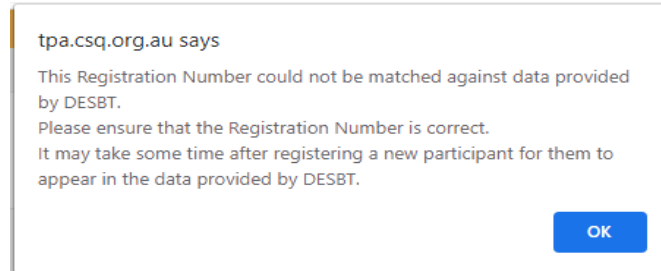
Follow the process to record labour hours under [Existing Worker Apprentices and Trainees](#).



6. If a contractor enters the apprentice/trainee's state registration number and the registration number could not be matched, a pop-up box will appear stating – This Registration Number could not be matched against data provided by DESBT.

Email the apprentice/trainee's full name, registration number, their employer's trading name, the project name TrainingPolicy@desbt.qld.gov.au and the department will manually add the apprentice/trainee in the portal.

Once the apprentice/trainee's record has been added in TPAS, DESBT will notify the contractor by email to proceed with recording the apprentice/trainee's hours.



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.

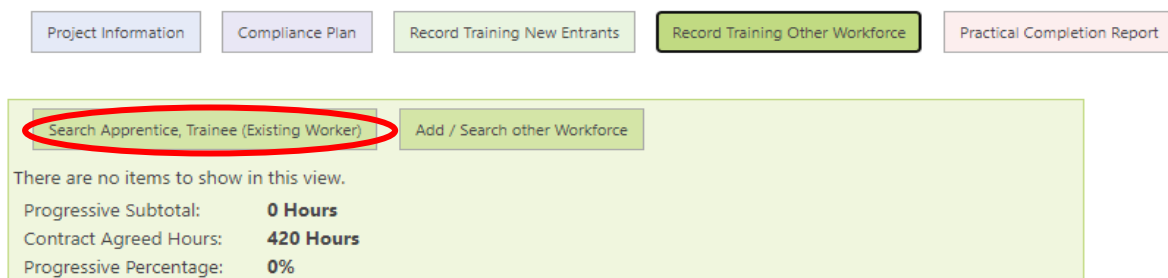
Training is to be directly related to the project, delivered to an existing worker where upskilling is a requirement for them to be able to perform their role on the project and to effectively deliver the project.

To record labour and training hours under Record Training Other Workforce:

1. Open the relevant project by clicking on the Project Name. A contractor may wish to utilise the Search function at the top right-hand corner of the screen to quickly display the project.
2. Click on Edit Item at the top left-hand corner of your screen, and click on Record Training Other Workforce tab.

Existing Worker Apprentices and Trainees

1. Click on *Search Apprentice, Trainee (Existing Worker)* and follow steps 3 and 4 under [New Entrant Apprentices and Trainees](#).



202245780 Search Back

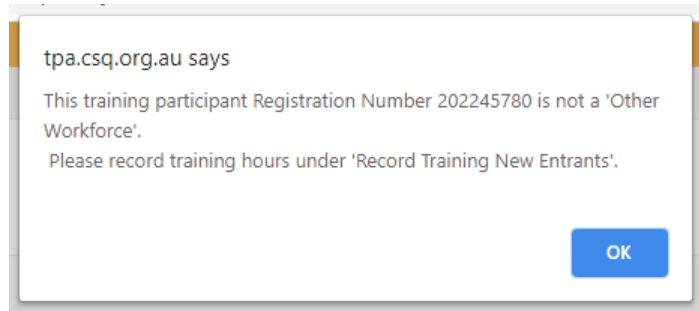
Enter the registration number for the Apprentice/trainee and press search.

There are no items to show in this view.

Progressive Subtotal: **0 Hours**
 Contract Agreed Hours: **420 Hours**
 Progressive Percentage: **0%**

2. If a contractor enters the apprentice/trainees state registration number and the individual is considered to be a 'new entrant' apprentice/trainee, a pop-up box will appear stating – This training participant Registration Number is not a 'Other Workforce'.

Follow the process to record labour hours under [New Entrant Apprentices and Trainees](#).



Upskilling existing workers

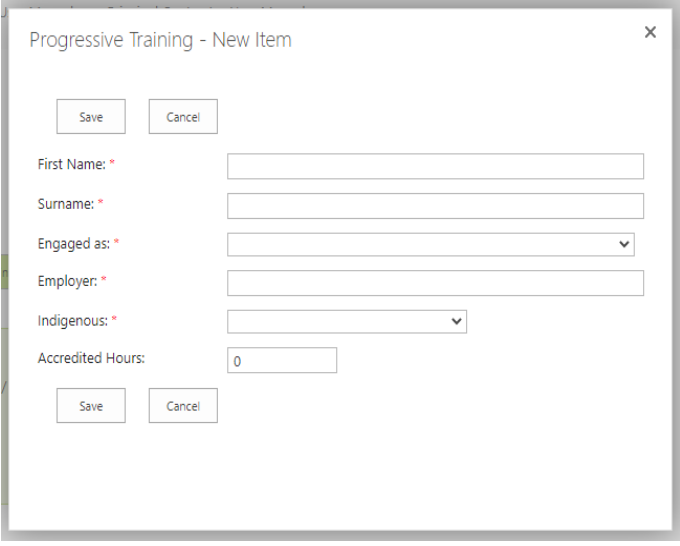
1. Click on *Add/Search other Workforce* and search by surname or to add a new training participant leave blank and press button *Add/Search other Workforce* a second time.

Search Apprentice, Trainee (Existing Worker) **Add / Search other Workforce**

There are no items to show in this view.

Progressive Subtotal: **0 Hours**
 Contract Agreed Hours: **420 Hours**
 Progressive Percentage: **0%**

2. A Progressive Training – New Item text box will appear to allow you to enter the existing workers details and hours.



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, training hours are recorded as 'Accredited' hours.

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

For frequently asked questions on **Other Workforce Training Hours**, please click on the following link: [Training Policy compliance for other workforce training](#).

Adding additional hours to existing records



1. To add additional hours onto an existing record, click on Edit Item at the top left-hand corner of the screen, then click on the relevant tab against which the additional hours are to be recorded – Record Training New Entrants or Record Training Other Workforce.

Against the recorded name/s, there will be a pencil and clock   symbol.

Project Information | Compliance Plan | **Record Training New Entrants** | Record Training Other Workforce | Practical Completion Report

Search

Enter the registration number for the Apprentice/trainee and press search.

Reg ID	First Name	Surname	Engaged As	Employer	Indigenous	Total Hours	Modified on	Modified by	
 	202245780	Anthea	Brazel	Apprenticeship	HSM Contracting Pty Ltd	No	120	15/10/2020 2:31 PM	<input type="checkbox"/> Donna Griffin

Progressive Subtotal: **120 Hours**
Contract Agreed Hours: **18000 Hours**
Progressive Percentage: **0.7%**

2. Click on the clock symbol and a Progressive Training text will appear. Enter additional hours to be recorded and click Save. The new hours will automatically be added to the previous hours entered.

Progressive Training

Save Cancel

Anthea Brazel

Hours:

Version: 1.0
Created at 15/10/2020 2:31 PM by Donna Griffin
Last modified at 15/10/2020 2:31 PM by Donna Griffin

Save Cancel

3. Alternatively you can click on the pencil symbol and a Progressive Training text box will appear. Here you can add the total hours and click Save.

Progressive Training

Save Cancel

Registration Number: * 202245780
First Name: * Anthea
Surname: * Brazel
Engaged as: * Apprenticeship
Employer: * HSM Contracting Pty Ltd
Indigenous: * No
Total Hours:



Version: 1.0
Created at 15/10/2020 2:31 PM by Donna Griffin
Last modified at 15/10/2020 2:31 PM by Donna Griffin

Save Cancel

Correcting data entry errors to exiting records

1. TPAS does not have the functionality to remove an entry where incorrect hours have been recorded. To correct a data entry errors to an existing record, click on Edit Item

at the top left-hand corner of the screen, then click on the relevant tab against which there is an error with the data entry – Record Training New Entrants or Record Training Other Workforce.

Against the recorded name/s, there will be a pencil and a clock   symbol.

Project Information Compliance Plan **Record Training New Entrants** Record Training Other Workforce Practical Completion Report

Search

Enter the registration number for the Apprentice/trainee and press search.

Reg ID	First Name	Surname	Engaged As	Employer	Indigenous	Total Hours	Modified on	Modified by
202245780	Anthea	Brazel	Apprenticeship	HSM Contracting Pty Ltd	No	120	15/10/2020 2:31 PM	<input type="checkbox"/> Donna Griffin

Progressive Subtotal: **120 Hours**
 Contract Agreed Hours: **18000 Hours**
 Progressive Percentage: **0.7%**

2. Click on the pencil symbol and a Progressive Training text will appear. Enter the correct number of hours or if there are no compliant hours enter zero (0). The new hours will automatically be added to the previous hours entered.

Progressive Training

Save Cancel

Registration Number: * 202245780
 First Name: * Anthea
 Surname: * Brazel
 Engaged as: * Apprenticeship
 Employer: * HSM Contracting Pty Ltd
 Indigenous: * Aboriginal
 Total Hours:

Version: 2.0
 Created at 29/04/2021 3:26 PM by Donna Griffin
 Last modified at 29/04/2021 3:26 PM by DESBT Principal Contractor Contact Person

Save Cancel

Project Information Compliance Plan **Record Training New Entrants** Record Training Other Workforce Practical Completion Report

Search

Enter the registration number for the Apprentice/trainee and press search.

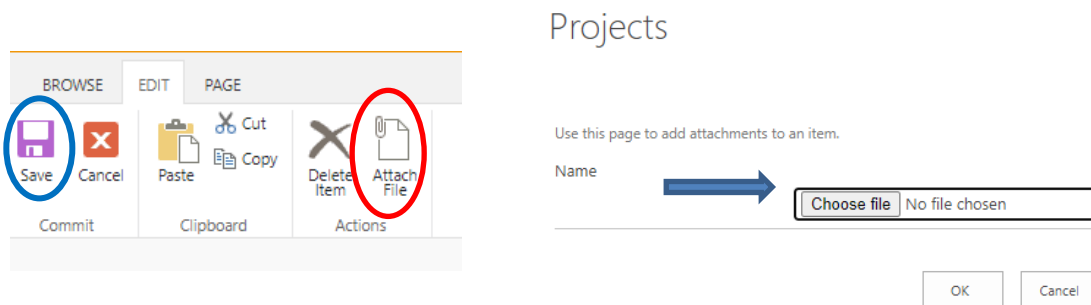
Reg ID	First Name	Surname	Engaged As	Employer	Indigenous	Total Hours	Modified on	Modified by
202245780	Anthea	Brazel	Apprenticeship	HSM Contracting Pty Ltd	Aboriginal	0	10/05/2021 2:26 PM	<input type="checkbox"/> Donna Griffin

Progressive Subtotal: **0 Hours**
 Contract Agreed Hours: **36000 Hours**
 Progressive Percentage: **0%**

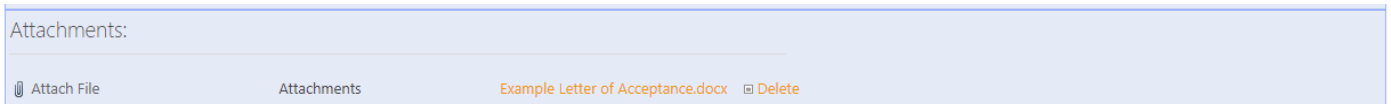
Attaching documents

To attach a document (i.e. IEO Plan or Skills Development Plan):

1. Open the project by clicking on the Project Name, click on Edit Item at the top left-hand corner of the screen.
2. 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).



3. Alternatively, open the project by clicking on the Project Name, click on Edit Item at the top left-hand corner of the screen.
4. 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 the Principal Contractor Contact Person

To change the Principal Contactor contact person:

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

Important 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, follow the process to create a user account Organisation and user accounts.

		Calculated Deemed Hours	
Indigenous Project:	No	Total: 30000	
Project Locality / Region: *	The Central West	New Entrants: 18000	
Region:	Central	Other Workforce: 12000	
Federal Electorate:	Flynn	Contract Agreed Hours	
State Electorate:	Gregory	Total: 30000	
Local Authority:	Central Highlands Regional Council	New Entrants: 18000	
Principal Contractor Organisation: *	Test Principal Contractor	Other Workforce: 12000	
Principal Contractor Contact Person: *	DESBT Principal Contractor Contact Person	Progressive Achievements	
Principal Contractor Project Reporting:		In Hours: 314	
		In Percentage: 1.0%	
Principal Procurement Agency: *	Test Principal Procurement Agency		
Procurement / Contract Manager:	DESBT Principal Procurement Agency		
Management Procurement Agency (if Applicable):			
Procurement / Contract Manager: (Management Procurement Agency)			

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 tab.

As per the to 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 electronically:



1. Open the relevant project by clicking on the Project Name. You may wish to utilise the Search function at the top right-hand corner of the screen to quickly display the project.
2. Click on Edit Item at the top left-hand corner of the screen then click on the Practical Completion Report tab.
3. Review the Summary of Compliance table located here as well as the Progressive Achievements on the Project Information tab to check that the deemed hours required have been met. If so, enter the Actual Practical Completion Date, Submit Practical Completion Report to Close Project – **CLICK HERE TO SUBMIT**.

Project Information Compliance Plan Record Training New Entrants Record Training Other Workforce **Practical Completion Report**

Practical Completion Report

Summary of Compliance	New Entrants	Other Workforce
Calculated Deemed Hours	18000	12000
Contract Agreed Hours	18000	12000
Actual Achieved Hours	120	194
Actual Achieved Percentage	0.7%	1.6%

Practical Completion Report Submittal




1- Enter 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.

2- Submit Practical Completion Report and Close Project **CLICK HERE TO SUBMIT**

Attachments:

 Attach File Attachments [Example Letter of Acceptance.docx](#)  Delete
[Example Skills Development Plan.docx](#)  Delete

If the project is located in an Indigenous community or has been selected as an Indigenous project:

1. Upload the IEO Plan signed with outcomes by clicking on *Attach File* then *Choose file* to open the browser. Select the attachment and click Open. Click OK then Save. See [Attaching documents](#).
2. Insert ✓ in the Indigenous Economic Opportunities Plan (Completion Report) tick box before clicking on Submit Practical Completion Report to Close Project – **CLICK HERE TO SUBMIT**.

For Indigenous Project only.
Indigenous Economic Opportunities Plan (Completion Report)
 Please attach the achievement of outcomes against the agreed Indigenous Economic Opportunities Plan.
Note: It is a requirement that the relevant Indigenous 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 Indigenous council or authority the achievement of outcomes against the agreed plan is to be reviewed and signed off by DATSIP, the principal and the contractor.

Indigenous Economic Opportunities Plan (Completion Report):





If No please specify:

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.

2- Submit Practical Completion Report and Close Project **CLICK HERE TO SUBMIT**

Attachments:

 Attach File Attachments [Example Indigenous Opportunities Plan signed.docx](#)  Delete
[Example Letter of Acceptance.docx](#)  Delete
 C:\fakepath\Example Indigenous Opportunities Plan signed with outcomes.docx  Delete

Important note: *If you do not click on 'CLICK HERE TO SUBMIT' and only click on 'Save', this does not complete the project but only saves the actual completion date entered. The project status will still read 'Report Progressive Hours'. Once the Practical Completion Report is submitted electronically, the project status will read 'Practical Completion Report Submitted'.*

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 tender 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:

Attachments		
 Attach File	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 for the project record in TPAS 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 that 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 *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 send your enquiries to TrainingPolicy@desbt.qld.gov.au.