

Department of Trade, Employment and Training

# Contract Connector

## General information

### **Congratulations!**

Congratulations on your recent appointment as a Skills Assure Supplier (SAS) with approval to deliver under the Department's Career Start and Career Boost programs.

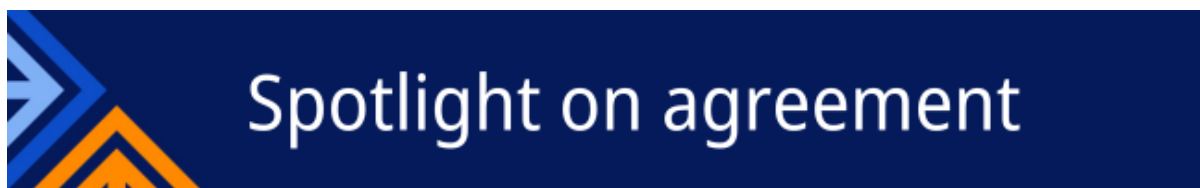
Your status as a SAS is a significant milestone, reflecting your organisation's ability to meet the rigorous standards and requirements set by the Department. The expression of interest process for this opportunity was highly competitive, and your success highlights our confidence in your ability to make a meaningful impact in the vocational education and training (VET) sector in Queensland.

As a SAS, you now play a vital role in supporting the delivery of the Career Start and Career Boost programs. These initiatives are designed to provide Queenslanders with the skills and qualifications they need to enter the workforce or advance their careers. By delivering training under these programs, you are helping individuals build brighter futures while contributing to the growth and prosperity of our state.

To support you in your important work, the Department is developing a **SAS Portal**, which will soon be accessible through your Partner Portal account. This new platform will consolidate essential information and resources, ensuring you have everything you need to administer your agreement in one convenient location.

To prepare for the SAS Portal, please ensure that all staff involved in the delivery of your funded programs have access to your Partner Portal account.

Once again, we would like to congratulate you on your significant achievement. We look forward to seeing the positive outcomes your organisation will achieve as you deliver training under the Career Start and Career Boost programs.



### **Spotlight on the Agreement**

The SAS Agreement has undergone significant updates, which will take effect from **1 July 2025** once it is signed by you and executed by the Department. Given this, it is essential for all employees and contractors within your organisation to be fully informed about the changes. Your SAS Agreement governs the delivery of the programs funded by the Department, outlining your obligations and responsibilities. Compliance with your agreement is not just a requirement – it is a critical part of maintaining your organisation's status as a SAS.

Each program you have been approved to deliver, is outlined in specific **Program Schedules** within the agreement. These schedules outline key details such as the program's start date, student eligibility criteria, third-party arrangements, reporting requirements, and key performance indicators (KPIs).

**Attachment A** of the agreement is also an important document as it specifies the approved qualifications, delivery locations and modes for each program. Reviewing this is essential to ensure your organisation operates within the agreed parameters.

It is vital that all personnel involved in program delivery are familiar with the terms of the agreement, including the **Program Schedules** and particulars contained in **Attachment A**, and comply with them. Any breach of the agreement by your personnel is considered a breach by your organisation, making it critical for you to foster a culture of compliance and accountability.

To prepare for these changes, the Department recommends that you distribute the new

agreement to all employees and contractors, ensuring they understand their obligations. Providing training sessions can also help to familiarise your team with the agreement's requirements, particularly around compliance and reporting.

Additionally, regular reviews of your organisation's practices will also help ensure alignment with the agreement's terms, including KPIs, evidence requirements and reporting obligations.

It is important to remember that non-compliance with your SAS Agreement can have serious consequences, such as suspension of funding, removal of programs, or termination of the agreement. By ensuring your team is well informed and compliant, you can protect your organisation's ability to maintain your status as a SAS.

If ever you require clarity on any element of the agreement or your obligations, please don't hesitate to reach out to your Contract Manager via email at [contractmanagement@desbt.qld.gov.au](mailto:contractmanagement@desbt.qld.gov.au).

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## Continuing Students

If you applied for qualifications and/or skill sets that are part of your current SAS agreement, and they are either not funded on the Queensland Subsidised Training List or were not included in your offer, we want to assure you that any of these products that have continuing students will still be included on your Delivery Schedule. This ensures that existing students are not disadvantaged and can continue their training without disruption.

To help you understand your obligations and requirements for this cohort, we encourage you to review the **2025-26 Continuing Students Policy**, which was provided to you as part of your offer.



The **Skills Assure Supplier Policy 2025–2028** introduces an important update for SAS; third party delivery of training or assessment services is no longer permitted for post-school

funded programs. This policy change reflects the Department's commitment to ensuring the highest standards of quality and accountability in VET across Queensland.

The only exception to this rule applies to **existing third-party arrangements** that have been disclosed to the Department. These arrangements may remain in place **for continuing students only** until:

- they complete their training under the discontinued program; or
- the prescribed timelines for completion or transition expire, whichever occurs first.

### **Key Responsibilities for SAS Providers**

If you have students currently being trained by a third party, it is essential to:

1. **Maintain Adequate Records:** Ensure you keep detailed documentation of these arrangements.
2. **Report Correctly:** Use the **Purchasing Contract Schedule Identifier** issued to you on your **Third-Party Reporting Schedule 2023–2025** to report these arrangements accurately.

It is important to note that **existing third-party arrangements will not apply to new students** engaged under the new funding programs. All future training and assessment services must be delivered directly by you.

This policy shift underscores the Department's focus on direct accountability and quality assurance in the delivery of training. SAS providers are encouraged to review their current arrangements and ensure compliance with the updated policy.

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### **Important Update: Retirement of the 'Keeping Course Structure Relevant' Policy**

As of 1 July 2025, the Australian Skills Quality Authority (ASQA) has officially retired the “Keeping Course Structure Relevant” policy following the release of the new [Standards for RTOs \(2025 Standards\)](#). This change marks a significant shift in how Registered Training Organisations (RTOs) manage course structures and maintain compliance with training package requirements.

#### **What has changed?**

The “Keeping Course Structure Relevant” policy previously allowed RTOs to substitute

superseded units within qualifications with updated versions when it was deemed to be in the best interests of the students. However, under the new [Standards for RTOs \(2025 Standards\)](#) this flexibility is no longer permitted.

As a result, the Department will not link the superseding version of the unit to a qualification.

### Next Steps

While the full implications of this change are still being considered by ASQA and the Department of Education and Workplace Relations, you must take immediate steps to comply with the updated requirements.

To do this, we encourage you to:

- Conduct a review of your qualification offerings to identify units which may be implicated by this change;
- Engage with your compliance team to ensure alignment with the standards; and
- Communicate these changes with staff and students to manage expectations and minimise disruptions.

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## Reporting

As part of your agreement, the Department provided you with an **Attachment A**. This document outlined the qualifications as well as the approved delivery locations, which are defined by [Statistical Area Level 4 \(SA4\)](#) – a geographic classification defined by the Australian Bureau of Statistics (ABS).

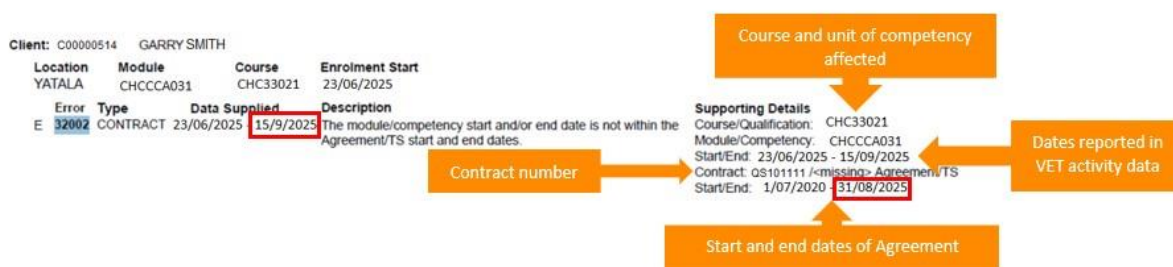
Please note, you are not required to make any changes or complete additional fields in your VET activity data to reflect the SA4 classification. Simply continue reporting your delivery locations as you normally would. The Department will assess your delivery in your reported locations based on the SA4 boundaries.

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## Error of the Month

This month we are going to breakdown contract error **32002 – The module/competency start and/or end date is not within the Agreement/TS start and end dates.**

This error predominantly occurs when the ‘**Activity End Date**’ reported in your VET activity data against the unit of competency is **after** the end date of your agreement.



As new agreement numbers are in the process of being issued, do not be concerned if you are currently receiving this error. It will resolve once your new agreement is executed and you are able to report your new number in the Purchasing Contract Identifier field.



## Eligibility

Since the release of the new program policies, the Department has received some questions to clarify eligibility.

### ***How is eligibility determined for qualifications completed more than 10 years ago under General Training Pathways?***

The calculation for determining if a student's qualification was completed more than 10 years ago is by using the issuance date of the qualification or statement of attainment as well as the date the student begins their first unit of competency in the new qualification. For example, if a student completed a certificate III level qualification on 30 August 2015, they would become eligible for a General Training Pathway place from 31 August 2025.

The Department is currently updating contract-related VET activity data validations to align with recent policy changes. In the meantime, if you encounter error **875 – State funding not approved – Previously held qualification** for a student who achieved a qualification more than 10 years ago, please email your supporting evidence to [contractmanagement@desbt.qld.gov.au](mailto:contractmanagement@desbt.qld.gov.au). This will allow the Department to assess your request and consider processing an exception for the error.

***If a student completes a certificate II level traineeship through Career Start, are they eligible to receive a subsidised place under the General Training Pathway?***

No. Students can access a General Training Pathway or an Apprenticeship or Traineeship Pathway. Once a student accesses an Apprenticeship or Traineeship Pathway, their eligibility for a subsidised place under the General Training Pathway is no longer available.

***Is eligibility for funding under Career Start or Career Boost based on date of enrolment?***

Yes, a student must enrol in training no earlier than 1 July 2025 to be eligible for Career Start or Career Boost.

For General Training Pathway, the minimum activity start date in the qualification or skill set must be 1 July 2025 or later.

Qualification	Unit of Competency	Activity Start Date	Activity End Date	Outcome Code
CHC33021	CHCCA031	4/07/2025	1/08/2025	20
CHC33021	CHCAGE012	1/08/2025	15/09/2025	70
CHC33021	CHCCCS042	3/09/2025	31/10/2025	70

*\*Note: The calculation of a Minimum Activity Start date does not include 85 (Not Yet Started) outcome codes but does include 60 (Credit Transfer).*

For apprentices/trainees, the commencement date of the training contract must be on or after **1 July 2025**.

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## Foundation Skills

The Career Start program now includes training in language, literacy, numeracy and digital (LLND) skills training for students enrolled in both General Training Pathways and Apprenticeship and Traineeship Pathways. This vital support is designed to help students successfully complete their qualifications.

Only SAS approved by the Department to provide foundation skills are authorised to deliver this training under the Career Start program.

If your organisation is not approved to deliver foundation skills training and you have a student requiring LLND support, you can partner with an approved foundation skills provider. To find a suitable partner, conduct a search through **Queensland Skills Gateway**. Partnering with an approved provider ensures your students receive the necessary support to achieve their learning goals. Please note that the Skills Assure Suppliers listed on the Queensland Skills Gateway will progressively be updated over the coming weeks as SAS Agreements are executed.

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### **Back to Work: Certificate 3 Guarantee Plus Update**

The Certificate 3 Guarantee Plus under the Back to Work program officially ended on 30 June 2025. As a result, referrals for second-chance funding under this program can no longer be made.

However, students who received a letter dated on or before 30 June 2025 remain eligible for funding under the program. You should continue to report the fund source code for these students until they complete the qualification specified in their referral letter.

Please note that Back to Work referral letters are valid for a maximum of 3 months from the date of issue. Additionally, while these referral letters provide an exemption to the previously held qualification exclusion, all other program eligibility criteria still apply. This includes eligibility restrictions published on the Queensland Subsidised Training List, which must be reviewed when determining a student's eligibility.

If you have any questions, please contact your Contract Manager.

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### **Contract Manager Team Member of the Month**

With over eight years of experience in government and private sectors, Yogdeep Kaur has joined the team as a Contract Manager.

She prides herself on her attention to detail, strong analytical skills, proactive communication, and identifying and implementing improvements in business systems.

Outside of work, Yogdeep enjoys winding down at the gym and maintaining an active, healthy lifestyle. She also has a curious mind and enjoys solving logic puzzles and brain teasers- a hobby that keeps her mentally sharp and fuels her love for problem-solving.

Yogdeep is thrilled to join the team and looks forward to making a meaningful contribution to Queensland's VET landscape.

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### **Build a clean energy, job-ready workforce**



As a SAS, you can help grow Queensland's clean energy workforce with the Clean Energy Training Matrix, available on MyPass—the new online portal for industry, employers, trade workers and training providers that tracks qualifications, safety training and compliance in one place.

The Training Matrix allows you to:

- view mainstream industry requirements for trade roles on solar, battery and onshore wind projects, including mandatory and desired qualifications.
- developed in collaboration with developers, EPCs, contractors, and RTOs.
- plan, recruit and train with confidence—customise the Matrix for your projects and training programs by adding your own requirements.
- stay aligned with evolving industry skills and workforce needs.

Students can also explore Career Pathways via MyPass to map their clean energy journey and identify any extra training needed to get job ready.

To learn more click this link [Clean energy, job ready | Building a safe and skilled clean energy workforce | Clean Energy Council](#)

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