

Purchasing Online (POL)

User Manual



Contents

Introduction	3
Useful Links and Contacts.....	3
Accessing POL	4
Navigating POL.....	4
Agreement Variation Requests	7
Who can create Agreement Variation Request?.....	7
When can Agreement Variation Request be created?.....	7
How to find Agreement?.....	8
Create Agreement Variation Request	9
Add Qualification	11
Remove Qualification	13
Unpublish Qualification.....	16
Submit Agreement Variation Request	16
Request for Information	18
Other processes	21
Request for Information – Lapsed	21
Withdraw Agreement Variation Request	22
Add Notes and Attachments	23
Agreement Variation Status references	24

Introduction

Welcome to the Purchasing Online (POL)!

Developed by the Department of Employment, Small Business, and Training (DESBT), POL marks an advancement in streamlining processes for registered training organisations (RTOs) in Queensland. Launched on the DESBT's Partner Portal platform in May 2024, POL replaced Variations Online (VOL) system and the previous format of the Purchasing Online web-based application, decommissioned in 2023.

Designed to provide a secure and confidential platform, POL serves as the central access point for Skills Assure Suppliers (SAS) and other organisations to efficiently manage their funded program applications and variations to agreements.

This User Manual is focussed on Agreement Variation Request (AVRs) processes available under the provision of the SAS Agreement. Variations to agreements may include requests for addition of new and superseding qualifications, deactivation or unpublishing of existing qualifications where SAS wishes to cease training delivery.

Note – the information displayed in this manual including POL screen examples and program information is instructional only on how to use the POL system. It is not to be used for actual program or variation application content.

Useful Links and Contacts

POL Help Desk Team - (on email purchasingonline@desbt.qld.gov.au) - supports POL Users by providing assistance on how to use POL Application and answering questions regarding AVR process.

VET Programs & Investment Team – (on email VPI@desbt.qld.gov.au) – supports SAS agreement establishment and variations and maintenance of funded programs policies and related price lists such as User Choice Price List or Priority Skills List.

Partner Portal Team – supports RTOs to gain access to the Partner Portal and its applications. Assistance is accessible through website <https://portal.desbt.qld.gov.au/contact-us/> or email PartnerPortal@desbt.qld.gov.au

Minimum requirements for SAS agreement variations and important information: <https://desbt.qld.gov.au/training/providers/sas/contract/variations>.

[User Choice Price List](#)

[Priority Skills List](#) (for Queensland VET Investment Programs)

[QTIS - Queensland Training Information Service](#)

[Queensland Skills Gateway](#)

Accessing POL

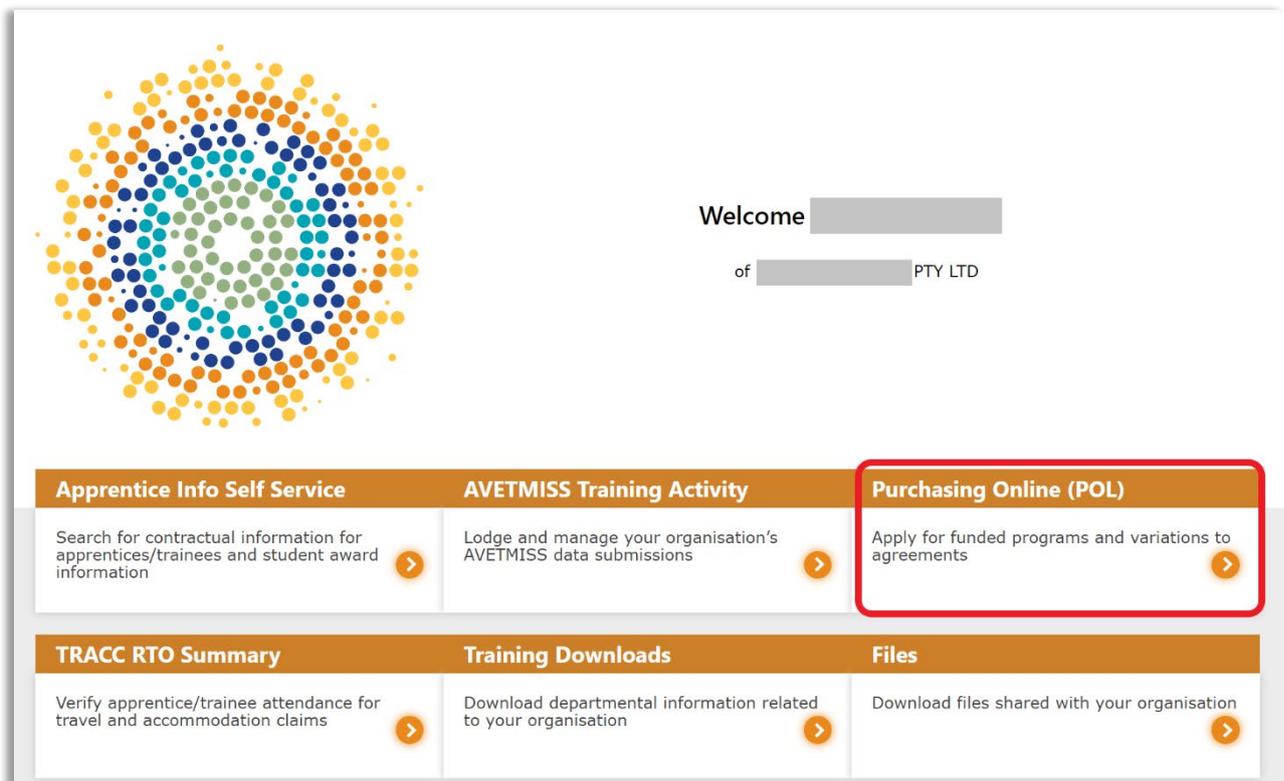
Pre-requisite:

To be able to access Purchasing Online Application (POL App), the POL User must be authorised by your RTO's management to access Partner Portal <https://portal.desbt.qld.gov.au/> and have access to the POL App enabled by the Partner Portal Administrator.

If you currently do not have access to the POL App, please contact your RTO's Partner Portal Administrator to discuss your requirements. DESBT staff cannot enable your access to Partner Portal or POL App on behalf of your organisation.

Navigating POL

When you enter the Partner Portal, please select the **Purchasing Online (POL)** tile.



Read the **POL Access Statement** and select **I Accept** if you wish to continue.

Terminology

In these Terms of Use:

- **Application** means applications to the department for funding and requests to deliver services or funded training and assessment services
- **Closing Time**, for an application, means the time specified by the department by which the application must be lodged through POL in order to be considered by the department
- **Department** means the State of Queensland acting through the Department of Employment, Small Business and Training
- **Funding Program** means a funding program of the department for the delivery of services and/or training and assessment services
- **You** and related parts of speech or other grammatical forms means:
 - you as an individual
 - and
 - the organisation you act on behalf of
- **POL** and **Purchasing Online** means the department's web-based system for Applications and Variations.
- **RTO** has the meaning given to 'Registered Training Organisation', in the National Vocational Education and Training Regulator Act 2011, and means the RTO you act on behalf of as part of your Partner Portal Account and logon credential.
- **Organisation** means the entity you act on behalf of as part of your Partner Portal Account and logon credential who is not an RTO.

Terms of Use

1. You acknowledge that you may be required to submit information and documentation additional to that contained in your application, as required by the department.
2. You acknowledge that applications must conform with the requirements of the specific funding program to be accepted through POL.
3. You acknowledge that if Your Application does not conform with the requirements of the system, on-screen messages or messages displayed in POL as validation issues will alert you to non-conforming sections of your application.
4. You acknowledge that the lodgement of your application or variation will be confirmed when a message stating that the application was successfully lodged is displayed on POL. You acknowledge that if you do not receive this message You will not have successfully lodged your application.
5. The department will not be responsible for, and you release the department from any liability for, system delays, failures or outages. You acknowledge that this may include any failure of hardware, software or services related to POL.
6. The department may monitor and analyse POL usage for evidence of misuse or attempted or actual security breaches.
7. The department may, at its absolute discretion, suspend or terminate at any time your access to POL.
8. You acknowledge that information on POL is subject to change without notice.
9. You acknowledge that the accessibility and operation of POL relies on internet technologies outside of the department's control and that internet communications may be susceptible to interference or interception by third parties. The department does not guarantee continuous accessibility or uninterrupted operation of POL, or the security, authenticity, integrity or confidentiality of any transactions and other communications made through POL.
10. The department may vary these terms of use. The variations will take effect from the date they are posted on the POL website and your continued use of POL will constitute Your acceptance of the varied terms of use.
11. Where applicable for applications with an advertised closing time:
 - you acknowledge that an application cannot be lodged on POL after the closing time
 - you acknowledge that the closing time for an application will be based on the clock within POL
 - you acknowledge that you can only make changes to an application after it has been submitted by making a request in writing to the department.

Within the POL App you will see the following sections:

- a. **Available Programs** (Funded Program application rounds may be displayed when released)
- b. **Applications in Progress** and their status
- c. **Agreements** (current and previous agreements, if any)
- d. **Variations** created in the POL App and may include:
 - saved draft
 - variation in progress
 - finalised variations



Historical SAS variations created in the former VOL system are not displayed in the POL App.

POL

Welcome to POL. Below are your current applications.

a.

Available Programs		Search	Q
Program ID	Description	Close Date ▲	
2020-2024 Queensland VET Investment		29/06/2024 08:00 AM	Apply
User Choice 2020 - 2024		29/06/2024 08:00 AM	Apply

Applications in Progress

b.

ID	Program	Status	Created By	Created On
114915	2020-2024 Queensland VET Investment	Draft	Kimberli Dupont	05/05/2024 06:36 PM

Agreements

c.

Agreement Number	Program	Status	Start Date	End Date	Current Variation
QS1006	2020-2024 Queensland VET Investment Programs	Active	01/07/2020	30/06/2024	QS1006-1
PS1080	2020-2024 User Choice Program	Active	01/07/2020	30/06/2024	PS1080-1

Variations

d.

Name	Status	Received	Schedule A Name (RFO)	Created On
PS1000-1	Lodged	04/05/2024	2020-2024 User Choice Program	04/05/2024 10:04
QS1006-1	Draft		2020-2024 Queensland VET Investment Programs	04/05/2024 11:24

i [Hyperlinked items](#) – can be used to navigate to the main POL page, Partner Portal page, etc. via the hyperlinks at the top of the page (this also shows in which section of the POL App you are currently in).

[Home](#) > [Applications](#) > [POL](#) > **Agreement Variation Details**

Agreement Variation Requests

The VET SAS Agreement Delivery Schedules can only be amended by agreement between the Department and the Supplier.

SAS Variations can include adding qualifications/skill sets, removing expired or un-publishing existing Delivery Schedule items. It is the responsibility of the supplier to ensure that their Delivery Schedule and information published on [Queensland Skills Gateway](#) or [Queensland Training Information Service \(QTIS\)](#) is correct and up to date.

More information on SAS variations and minimum requirements can be found on DESBT's website [Variations to Agreements](#).

Who can create Agreement Variation Request?

A Partner Portal user who is authorised by Supplier's Partner Portal Administrator to access POL can create AVRs.

It is essential that the authorised POL User is familiar with the SAS agreement variation requirements and relevant funded program policies and related documents. The POL variation process creates an amendment to SAS delivery schedule agreement when approved by DESBT. The RTO's legally responsible person is ultimately responsible for the actions of the staff approved to use the POL App on behalf of the organisation.

When can Agreement Variation Request be created?

An AVR can be created when:

- the Agreement has an Active status and the Agreement does not expire in less than 7 days;
- there is no AVR currently in progress for the Agreement;
- SAS has no conditions or sanctions in place preventing agreement variations.

SAS agreements in Active-Locked status cannot be varied by the Supplier.

Active-Locked status may be applied due to Supplier's compliance issues, directive to cease enrolments or condition of no variations as part of a change in control process.

Occasionally, Active-Locked status may appear for a short period while a system maintenance is performed or during payment cycles.

New SAS cannot vary their delivery schedules in the first 6 months from agreement execution date.

If you have any concerns in relation to the Active-Locked status please contact VET Programs & Investment on email purchasingonline@desbt.qld.gov.au.



How to find Agreement?

The Agreement section of the POL App reflects current information about the Agreements held by the Supplier.

If the list of Agreements held by the organisation is extensive, a specific Agreement can be searched by its agreement number.

Agreements Status, Agreement Number, Start or End date can be used as filters.

Any of the hyperlinked column names can be used to sort in descending or ascending order.



The screenshot shows a table titled "Agreements" with the following columns: Agreement Number, Program, Status, Start Date, End Date, and Current Variation. A red box highlights the header row. The table contains five rows of data.

Agreement Number	Program	Status	Start Date	End Date	Current Variation
QS1000	2020-2024 Queensland VET Investment Programs	Active	01/07/2020	30/06/2024	QS1000-1
PS1007	2020-2024 User Choice Program	Active	01/07/2020	30/06/2024	PS1007-3
QS1009	2016-2020 Queensland VET Investment	Completed	22/12/2016	30/06/2020	
QS1004	2016-2020 Queensland VET Investment		02/08/2016	30/06/2017	
PS1007	2016-2020 User Choice	Completed	19/05/2017	30/06/2020	

To find an agreement by the number or status, enter all or part of the key information in the search box and click on the magnifying glass.



The screenshot shows the same "Agreements" table as above, but with a search box in the top right corner containing the text "active". A red box highlights the "Status" column header. The table is filtered to show only two rows where the status is "Active".

Agreement Number	Program	Status	Start Date ↓	End Date	Current Variation
QS1000	2020-2024 Queensland VET Investment Programs	Active	01/07/2020	30/06/2024	QS1000-1
PS1007	2020-2024 User Choice Program	Active	01/07/2020	30/06/2024	PS1007-3

Create Agreement Variation Request

To create a new AVR, identify the Agreement to be varied and **click** on the hyperlinked Agreement number.

If the Current Variation column is populated, this could indicate there is a current AVR (Draft or Lodged) or the most recent AVR is finalised. You can review the status of that AVR in the Variation Section.

Agreement Number	Program	Status	Start Date	End Date	Current Variation
QS10-0	2020-2024 Queensland VET Investment Programs	Active	01/07/2020	30/06/2024	QS10-0-1 Current Variation
PS10-2	2020-2024 User Choice Program	Active	01/07/2020	30/06/2024	No Variation

If you already have a draft AVR against an Agreement, you will need to continue with the Draft AVR or delete (Cancel) Draft AVR and start a new AVR.

Variations

Name	Status	Received	Schedule A Name (RFO)	Created On
PS10-1	Draft		2020-2024 User Choice Program	10/05/2024 07:52 AM

Portal Submission Status

Select
Select
Draft
Submit
Cancel

Submit

Edit

The **Agreement Details** page is displayed.

Check that this is the agreement you wish to vary and click **Create**.

Agreement Details

Agreement Number
QS-04

Status
Active

Start Date
01/07/2020

End Date
30/06/2024

Legal Name
[Redacted]

Business Name
[Redacted]

Program *
2020-2024 Queensland VET Investment Programs

Agreement File
[Redacted]

Letter of Authority
[Redacted]

Delivery Schedule
[Redacted]

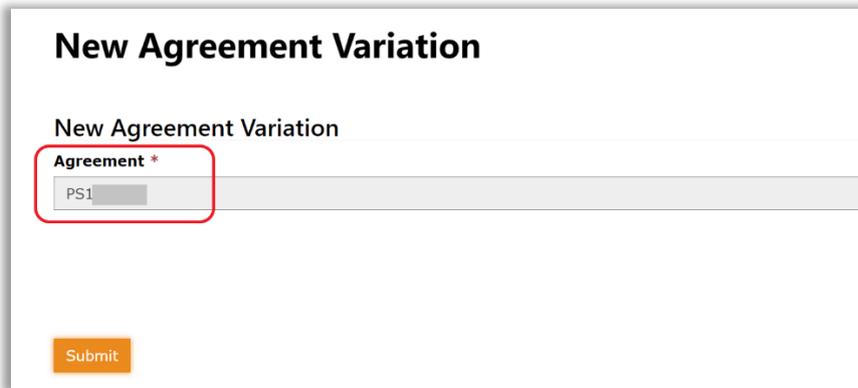
Note Text
There are no notes to display.

Variations

Create

i The **Agreement File** and **Letter of Authority** are not available for the Supplier Agreements executed prior to May 2024.

The New Agreement Variation field will have the Agreement number prepopulated. Confirm this is correct number and click **Submit**. This creates a **Draft AVR**.



New Agreement Variation

New Agreement Variation

Agreement *
PS1

Submit

The **Agreement Variation Details** page is displayed.

Ensure the correct agreement is selected for the AVR. You can verify the correct Agreement by the Agreement Number and Program Type in the Variation Request Details header. The following type of variations can be performed:

- **Add Qualifications** (in Variation Items)
- **Remove Qualifications** (in Variation Items)
- **Unpublish Qualifications** (in Publish Status)

i If you are unable to complete the AVR in one session and you wish to save it to continue later, ensure the Portal Submission status is set to '**Draft**' and click **Submit**.

Home > Applications > POL > Agreement Variation Details

Agreement Variation Details

Agreement *
PE10

Portal Status
Draft

Date Submitted
-

Notes
-

Variation Items

Agreement Variation Qualification Items

Search

Name	Request	Status Reason	Created On
There are no records to display.			

Publish Status

Training Catalog Items for Agreements (Agreement Variation)

Search

Code	Training Catalog Item	Publish	Publish Status Changed
21651	HLT33015 - Certificate III in Allied Health Assistance	Yes	No <input type="checkbox"/>
21652	HLT33115 - Certificate III in Health Services Assistance	Yes	No <input type="checkbox"/>
22921	HLT33021 - Certificate III in Allied Health Assistance	Yes	No <input type="checkbox"/>

Notes

Note Text

There are no notes to display.

The purpose of this form is to supply current employer and industry contacts for the qualification/s nominated in your SAS application. The contacts you provide must be able to confirm your RTO's connection with industry, has engaged your services for training delivery and employed participants who completed training with your RTO. The employer and industry links must be independent from your organisation.

Provide at least three relevant Queensland employers and/or industry connections which can support your training history in Queensland. If you nominate different industries in your SAS application, you will need to provide at least three employers/or industry connections for each industry area.

NOTE: contact details MUST be direct phone numbers and email address details not general details.

The Department will contact the organisations provided to ascertain the quality of your RTO's training delivery and the support you provide to both students and industry.

Provide the trading name or names of your RTO that the industry and employers nominated will know you by

Trading name(s) of RTO

Employer/Industry Contacts (Agreement Variation)

Search

Qualification Code	Qualification Title	Employer or Industry Organisation Name	Contact Name	Position Title	Phone	Email	RTO's relationship with contact person	Relationship Length	Number of employees/apprentices/trainees
There are no records to display.									

Instructions for completing this form

- RTO Trading name/s - the trading name or names of your RTO, the industry and employers nominated will know you by
- Qualification - the qualification name and code you delivered for the employer, or are liaising with to deliver in the future
- Employer or Industry Organisation - the trading name of the Queensland employer or organisation you delivered training for
- Contact name and position - the name and position of the person in the employer organisation you liaise with regarding training needs
- Contact phone and email - the above person's contact details. Provide mobile number and land line if possible.
- RTO's relationship with contact person - provide your relationship with this person and how long you have known them

Portal Submission Status

Draft

Add Qualification

In the **Agreement Details** section scroll down to **Variations** and click **Create**.



If the Create button is not visible, this could indicate there is already an active variation in place. Please locate it and action as required.

On the **Agreement Variations Details** page, you will see the **Variation Items** section.

Click **Create** to continue to add or remove a qualification.

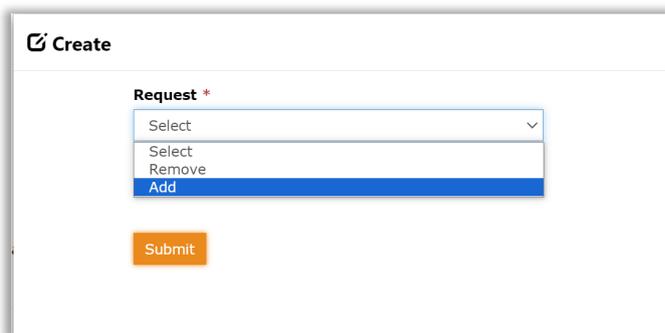
Variation Items

Agreement Variation Qualification Items

Search

Name	Request	Status Reason	Created On
There are no records to display.			

In the **Request** dropdown select **Add** and then click **Submit**.

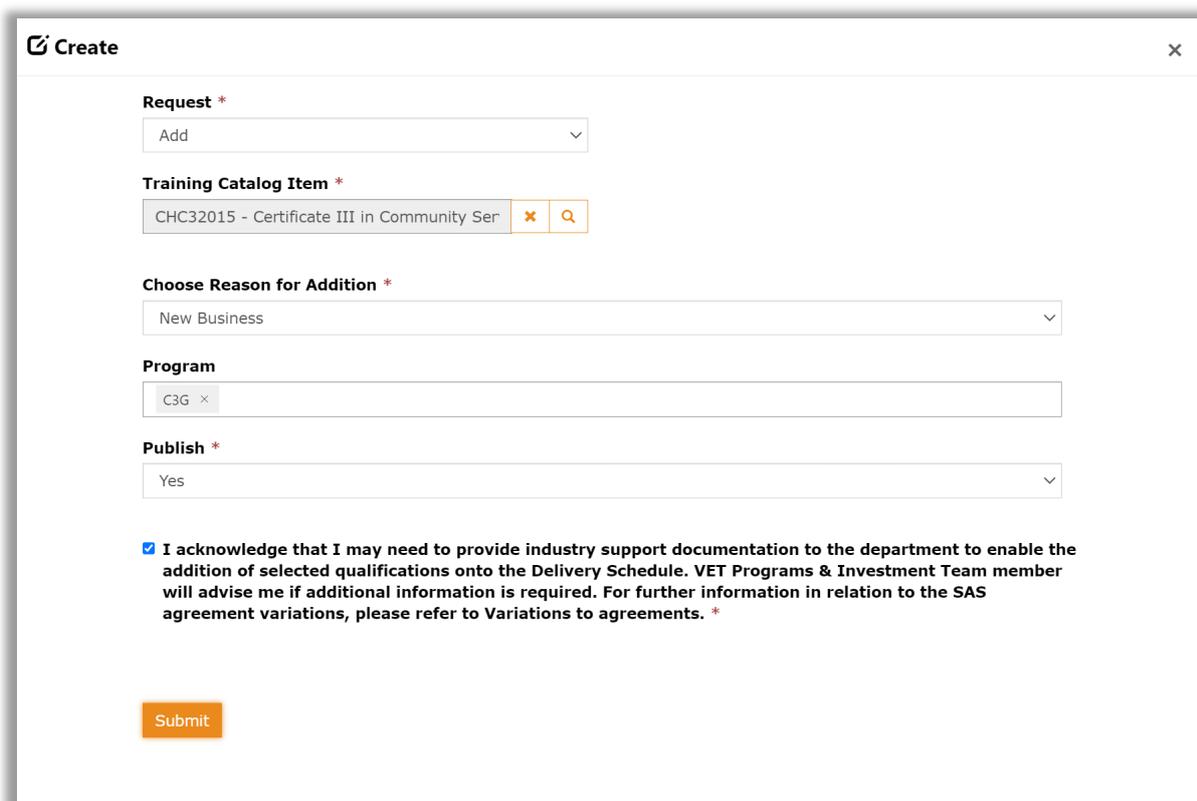


The screenshot shows a 'Create' dialog box with a 'Request' dropdown menu. The dropdown is open, showing three options: 'Select', 'Remove', and 'Add'. The 'Add' option is highlighted in blue. Below the dropdown is an orange 'Submit' button.

When option **Add** is selected, new fields appear in the **Create** dialog box.

- a. Use the magnifying glass in Training Catalog Item field to view the list of available Qualifications that can be selected for this AVR. (This is based on the relevant program price list and your RTO scope of registration,)
- b. Select the Qualification you wish to apply for and click **Select**.

i You can only add one Qualification at a time, and you will need to repeat same steps as shown below for each additional qualification you are adding.



The screenshot shows the 'Create' dialog box with the following fields filled out: 'Request' is set to 'Add'; 'Training Catalog Item' is 'CHC32015 - Certificate III in Community Ser' with a magnifying glass icon; 'Choose Reason for Addition' is 'New Business'; 'Program' is 'C3G'; and 'Publish' is 'Yes'. There is a checkbox with a blue checkmark and the text: 'I acknowledge that I may need to provide industry support documentation to the department to enable the addition of selected qualifications onto the Delivery Schedule. VET Programs & Investment Team member will advise me if additional information is required. For further information in relation to the SAS agreement variations, please refer to Variations to agreements. *'. An orange 'Submit' button is at the bottom.

Choose the **Reason for Addition** from the drop-down list.

- New Business
- Superseded Qualification

Select the program/s these are relevant to for the agreement:

- For the User Choice SAS Agreement (starting with PS) leave the Program blank or select SQW if the qualification is a Certificate I level.
- For Queensland VET Investment SAS Agreement (starting with QS), select C3G, VETiS or HLS as required. Please note, HLS is only applicable to Skill Sets and Certificate IV and above qualifications. VETiS is only applicable to specific qualifications listed on the Priority Skills List.

Select **Yes** to request for the new qualification to be published to DESBT websites.

Select the check box to Acknowledge the requirement of support documentation.

Click **Submit**. This will take you back to the Qualification selection window.

i Repeat the process for each qualification you are requesting. You can add and remove qualifications in one AVR.

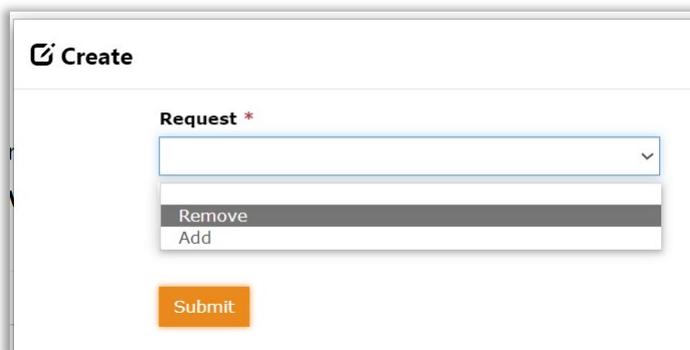
i If you selected No on the Publish dropdown, please add a note with your variation to provide reason why this qualification should not be published. Refer to section [Add Notes](#) for instructions.

Remove Qualification

Follow the instructions provided in the section [How to create new Agreement Variation Request](#) if you are starting a new AVR.

If you have already started an AVR, you can continue adding Variation Items in the AVR - Agreement Variation Details page. Check that this is the agreement you wish to amend and click **Create**.

In the **Create** dialog box select **Remove** from the dropdown list.



The screenshot shows a dialog box titled "Create" with a pencil icon. It contains a "Request *" dropdown menu. The dropdown is open, showing two options: "Remove" (highlighted) and "Add". Below the dropdown is an orange "Submit" button.

Search the Agreement Training Catalog Item by clicking on the magnifying glass.

The screenshot shows a 'Create' form with a 'Request' dropdown menu set to 'Remove'. Below it is a search field for 'Agreement Training Catalog Item' with a magnifying glass icon highlighted by a red circle. A checkbox is present with the text: 'I acknowledge that I may need to provide industry support documentation to the department to enable the addition of selected qualifications onto the Delivery Schedule. VET Programs & Investment Team member will advise me if additional information is required. For further information in relation to the SAS agreement variations, please refer to Variations to agreements.' A 'Submit' button is at the bottom.

Select the Qualification you wish to remove shown in the example below and click **Select**.

The screenshot shows a 'Lookup records' dialog with the instruction 'Choose one record and click Select to continue'. It lists three qualifications:

<input checked="" type="checkbox"/>	Name ↑	Training Delivered
<input type="checkbox"/>	HLT33015 - Certificate III in Allied Health Assistance	
<input checked="" type="checkbox"/>	HLT33021 - Certificate III in Allied Health Assistance	
<input type="checkbox"/>	HLT33115 - Certificate III in Health Services Assistance	

Buttons at the bottom: 'Select', 'Cancel', 'Remove value'.

i You can only select one qualification at a time.

Select **Yes** or **No** for *Intending to provide training or make a claim for training that has been provided for this qualification*.

If you select **Yes**, you will be required to enter a New Delivery End Date using the Calendar control.

Very Important – please ensure the new End Date provides enough time for the Supplier to complete any training in progress. Outcomes with training activity ending after the selected new End Date will not be paid under the Supplier's agreement.

i You must not request removal of any qualification where SAS has claims for the qualification under this Agreement in the past. Instead, you need to answer YES in *Intending to provide training or make a claim...* dropdown and provide an end date when claims were finalised.

Create

Request *
Remove

Agreement Training Catalog Item *
HLT33021 - Certificate III in Allied Health Ass

Intending to provide training or make claim for training that has been provided for this qualification *
Please ensure your Delivery End Date encompasses your training delivery end date for the qualification.
Yes

New Delivery End Date *
16/05/2024

Reason for Removal *
Financial viability

I acknowledge that I may need to provide industry support documentation to the department to enable the addition of selected qualifications onto the Delivery Schedule. VET Programs & Investment Team member will advise me if additional information is required. For further information in relation to the SAS agreement variations, please refer to Variations to agreements. *

Submit

- Select a Reason for Removal from the drop-down list
- Tick the check box next to the acknowledgement statement and click **Submit**
- You can add additional information in Notes section if required – [Add Notes](#)

Repeat the above steps for additional qualifications that you wish to remove (add an end date).

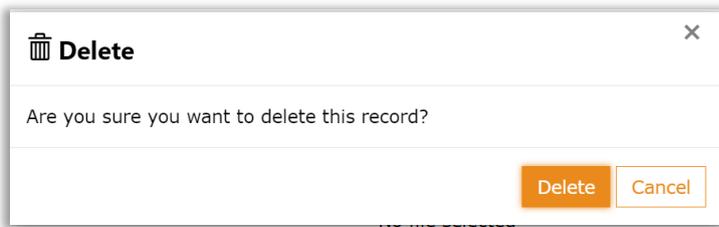
i You can add and remove multiple qualifications in one AVR.

How to delete Qualification item if added or removed in error

While the AVR is still in Draft, Variations Items can be removed by selecting **Delete** on the dropdown to the right of Created On column.

Name	Request	Status Reason	Created On
HLT33115 - Certificate III in Health Services Assistance (Operating Theatre Assistant)	Add	Pending	10/05/2024 11:50 AM

A warning dialog box will appear - click **Delete** to confirm you wish to delete the addition or removal from the Agreement Variation Request.



Click **Delete** if you wish to continue and delete the item.

Unpublish Qualification

Follow the instructions provided in the section [How to create new Agreement Variation Request](#) if you are starting a new AVR.

In the **Publish Status** section of the Agreement Variation Details page, locate the qualification that is currently published and you wish to unpublish it.

Use the drop down to the right of Publish Status Change column, click Unpublish.

Publish Status
Training Catalog Items for Agreements (Agreement Variation)

Search

Code	Training Catalog Item	Publish	Publish Status Changed
21651	HLT33015 - Certificate III in Allied Health Assistance	Yes	No
21652	HLT33115 - Certificate III in Health Services Assistance	Yes	No
22921	HLT33021 - Certificate III in Allied Health Assistance	Yes	No

The "Publish" column for the first row is circled in red. A dropdown menu is open in the "Publish Status Changed" column for the first row, with "Unpublish" selected and circled in red.

The Publish status has changed to **NO** and Publish Status Changed is **YES**.

Publish Status
Training Catalog Items for Agreements (Agreement Variation)

Search

Code	Training Catalog Item	Publish	Publish Status Changed
21651	HLT33015 - Certificate III in Allied Health Assistance	No	Yes
21652	HLT33115 - Certificate III in Health Services Assistance	Yes	No
22921	HLT33021 - Certificate III in Allied Health Assistance	Yes	No

The "Publish" column for the first row is circled in red. The "Publish Status Changed" column for the first row is also circled in red.

Please provide a reason if you are unpublishing a current qualification— [Add Notes](#)

You are not required to complete the Notes section if you wish to unpublish a qualification that was deleted on the national register or is superseded and your RTO is transitioning to the superseding version.

Submit Agreement Variation Request

The AVR has the status of Draft once you initiated a variation process. The Draft AVR must be submitted for validation and then, after successful validation, the AVR can be lodged.

When you are ready to submit the AVR, select **Submit** option on the Portal Submission Status dropdown and click **Submit**.

Portal Submission Status

Draft
Select
Draft
Submit
Cancel

Submit

Each AVR has a unique number, this number is created when you commence a Draft AVR.

- While the AVR is in a Draft status, you can continue making changes to it.
- Once the AVR is submitted to DESBT, it has the status of Lodged and date in Received column is the date the AVR was submitted to DESBT.
- Under Review Status indicates that the AVR is assigned a VET Programs & Investment team member for a review.

The AVR becomes active only after it is lodged.

Name ↑	Status	Received	Schedule A Name (RFO)	Created On
PS10-1	Cancelled		2020-2024 User Choice Program	10/05/2024 07:52 AM
PS10-2	Cancelled		2020-2024 User Choice Program	10/05/2024 11:03 AM
PS10-3	Lodged	10/05/2024	2020-2024 User Choice Program	10/05/2024 11:21 AM
QSI-1	Under Review	29/04/2024	2020-2024 Queensland VET Investment Programs	29/04/2024 04:05 PM



Once there is a lodged AVR, another AVR cannot be created.

Request for Information

DESBT may require some additional information from the SAS to support the AVR.

The POL User who lodged the AVR will be contacted via email (from Purchasing Online) purchasingonline@desbt.qld.gov.au.

Please make sure this email address is added to your Safe Senders list.

The message will explain what is requested and the due date for your response.

Variation Notice – Request for Information. Agreement Variation Request number: PS10-3

Test Purchasing Online
To: [Redacted]

Sat 11/05/2024 5:45 PM

If there are problems with how this message is displayed, click here to view it in a web browser.

Request for Information

Dear SAS

Please provide further information for Agreement Variation Request (AVR) PS10-3 received by the Department of Employment, Small Business and Training (DESBT) on 10/05/2024. Please login to [Purchasing Online \(POL\)](#) to provide the requested information. A response is required within **14 calendar days** from the date of this notification. If a response is not received within this period, your Agreement Variation Request could lapse and as a consequence will not be progressed further.

Please provide reasons why you are requesting to unpublish qualification X

Agreement Variation Request number: PS10-3

Kind Regards

Queensland Government

VET Programs & Investment, Skills Investment
Department of Employment, Small Business and Training (DESBT)

E purchasingonline@desbt.qld.gov.au W desbt.qld.gov.au
PO Box 15483, City East QLD 4002

In **POL App** the AVR's is in the **Information Requested** status

Name	Status	Received	Schedule A Name (RFO)	Created On
PS10-3	Information Requested	11/05/2024	2020-2024 User Choice Program	10/05/2024 11:21 AM

Open the AVR

At the top you will see the request

Agreement Variation Details

Information Requested
Please Add Note - provide a reason for this request to unpublish

Agreement * PS10	Variation Number 3
Portal Status Information Requested	Delivery Schedule PS10 .pdf

Add Note as required

Add note (Only .pdf, word, excel, outlook msg and images allowed)

Note
We are unable to recruit a trainer at the moment and need to suspend new student intake

Attach a file No file chosen

When you are ready to resubmit, scroll down to the end of the form.

In **AVR Information Request Comments** add your comment

In **Portal Information Requested Submission Status** dropdown select **Information Provided**

Click **Submit** (this resubmits the AVR to DESBT for processing)

AVR Information Request Comments *
Note added as requested. Employer contacts have been added

Portal Information Requested Submission Status
Information Provided

AVR status is changed to **Under Review**

Variations				
				Search
Name	Status	Received ↓	Schedule A Name (RFO)	Created On
PS10-3	Under Review	11/05/2024	2020-2024 User Choice Program	10/05/2024 11:21 AM

Request for Information often requires providing Employer/Industry Contacts.

Those details need to be entered in the Employer/Industry Contacts (Agreement Variation section).

Employer/Industry Contacts (Agreement Variation)

Qualification Code	Qualification Title	Employer or Industry Organisation Name	Contact Name	Position Title	Phone	Email	RTOs relationship with contact person	Relationship Length	Number of employees/apprentices/trainees
TLI31222	Cert III in Driving Ops	Road TransportsPty Ltd	Roger Smith	CEO	300000	roger@transport.com.au	Trained their supervisors	3 years	50
TLI31222	Cert III in Driving Ops	Employer 1	Buddy	CEO	300000	tom@trucks.are.us	supplied training sessions to workforce	5 years	20

A Letter of Support can be included as an attachment as part of Notes.

Please be aware that while in Information Requested Status, you cannot amend notes already saved.



Other processes

Request for Information – Lapsed

When Information is requested, the Supplier has 14 calendar days to respond.

If the AVR is not returned to DESBT with the requested information within this timeframe, the POL User will receive reminder notices:

First Reminder at 14 days

First reminder for Agreement Variation Request number: PS10 [redacted]-3

Test Purchasing Online
To [redacted]

5:45 PM

If there are problems with how this message is displayed, click here to view it in a web browser.

First Reminder Notice

Agreement Variation Request Number: PS10 [redacted]-3

Due Date: 11/05/2024 6:00 AM

The Department of Employment, Small Business and Training (DESBT) has not received any response in relation to the above request. Please note that your Agreement Variation Request may be void if the requested information is not provided by the due date as stated in this notification.



VET Programs & Investment, Investment Division
Department of Employment, Small Business and Training (DESBT)
E purchasingonline@desbt.qld.gov.au W desbt.qld.gov.au
Level 9 | 85 George Street | Brisbane QLD 4000

This will be followed by **Second Reminder** Notice and a **Lapsed** AVR Notice if not actioned by SAS in the requested timeframe.

Withdraw Agreement Variation Request

If you lodged the AVR in error or it was incomplete and you would like to resubmit, please contact VET Programs & Investment Team on email purchasingonline@desbt.qld.gov.au and request to [Cancel the AVR](#)

Lodged AVR request can be withdrawn by POL User while AVR is in the **Information Requested** status.

- Add a **comment** to describe why the AVR is being withdrawn
- Select **Withdraw** status on the dropdown
- **Submit**

AVR Information Request Comments *

Change of requirements

Portal Information Requested Submission Status

Withdraw

Select Information Provided

Withdraw

Submit

The AVR now has status of Withdrawn in the POL App

Name	Status	Received	Schedule A Name (RFO)	Created On
PS1C-3	Withdrawn	11/05/2024	2020-2024 User Choice Program	10/05/2024 11:21 AM

Add Notes and Attachments

Notes can be added at any step of the AVR. Multiple notes can be added, and each Note can have an attachment in one of the file formats specified.

Variation Items

Agreement Variation Qualification Items

Search

Name	Request	Status Reason	Created On
HLT33115 - Certificate III In Health Services Assistance (Operating Theatre Assistant)	Add	Pending	10/05/2024 11:50 AM

Publish Status

Training Catalog Items for Agreements (Agreement Variation)

Search

Code	Training Catalog Item	Publish	Publish Status Changed
21651	HLT33015 - Certificate III In Allied Health Assistance	Yes	No
21652	HLT33115 - Certificate III In Health Services Assistance	Yes	No
22921	HLT33021 - Certificate III In Allied Health Assistance	Yes	No

Notes

Note Text

There are no notes to display.

Add note (Only .pdf, word, excel, outlook msg and images allowed)

Note

Attach a file No file chosen

While the AVR is in Draft status, Notes already added can be Edited or Deleted.

Notes

Note Text

3 minutes ago
Kimberli Dupont

Requesting to unpublish this qualification due to ...

 [Picture1.png \(86.70 KB\)](#)

less than a minute ago
Kimberli Dupont

Second note added

Agreement Variation Status references

AVR Status	Summary
Draft	POL User commenced an AVR.
Cancelled	Draft AVR cancelled by the POL User.
Withdrawn	Lodged AVR was deactivated by DESBT staff on request from POL User.
Lodged	AVR was submitted by the POL User to DESBT for consideration.
Information requested	DESBT requested more information for the Lodged AVR from the POL User. The AVR is allocated to the POL User to action.
Under Review	AVR has been assign to DESBT Team member and assessment is in progress
Approved	AVR has been finalised and approved by DESBT
Partially Approved	AVR has been finalised and partially approved by DESBT. Refer to AVR notes for more details.
Refused	AVR has been finalised and refused by DESBT. Refer to AVR notes for more details.

If you have any feedback, comments or require assistance with this User Manual or AVR process please do not hesitate to contact POL Help Desk Team - on email purchasingonline@desbt.qld.gov.au.