

Contract Connector

General information

SAS Agreements from 1 July 2025

Registered Training Organisations (RTOs) have been notified of the outcome of their application for a new Skills Assure Supplier (SAS) agreement commencing from 1 July 2025.

Offer letters and SAS Agreements will be issued progressively and executed as quickly as possible.

We appreciate your patience during this time.

End of Financial Year (EOFY) Payments and Reporting: Key Dates and Requirements

As the end of the financial approaches, it's time to ensure your VET activity data submissions are accurate and on track to meet the Department's reporting deadlines for your SAS Agreements. To assist with your planning, here are the critical dates and requirements for the 2024-25 Financial Year (FY) under the Queensland VET Investment (QVI) and User Choice (UC) programs:

Submission Deadlines

- **QVI Program:** Final date for submission is 31 July 2025 (30-day reporting period)

- **UC Program:** Final date for submission is 30 September 2025 (90-day reporting period)

All VET activity data must be complete and accurate, meeting the requirements for the current AVETMISS release as well as the Queensland-specific state requirements.

Ensuring Data Lodgement is Successful

Please check your 2024 and 2025 data submissions to ensure they have a status of “**Completed**”. If your submission shows a “**Failed**” status, you will need to amend your data and re-submit it before the cut-off dates outlined above. If you encounter difficulties resolving submission issues, the Department’s Data Management team is available to assist at stac@desbt.qld.gov.au.

Payment Timelines

If you are awarded a new SAS Agreement, you may receive up to two payments per agreement while the 2024-25 FY is being finalised:

1. The first payment will cover VET activity data within the 2024-25 FY.
2. The second payment will cover VET activity data within the 2025-26 FY.

These payment arrangements will commence from August 2025, but please note there will be a gap between the two payments. Keep this in mind before contacting your Contract Manager in relation to a possible underpayment.

To identify which financial year a payment relates to, refer to the financial year displayed in the top-right corner of your payment reports. These reports will be emailed to you after each payment is processed.

Important Reminder

The Department is under no obligation to pay funding for data submitted outside the specified timeframes. Ensure that you adhere to the deadlines outlined in the relevant program policies to avoid missing out on payments.

Need Assistance?

For questions about EOFY payments and reporting, contact your Contract Manager at contractmanagement@desbt.qld.gov.au. For technical issues with submissions, reach out

to the Data Management team stac@desbt.qld.gov.au

By staying on top of these deadlines and requirements, you can ensure a smooth EOFY reporting process and timely payments for your organisation.

Contract Manager team member of the month

Back by popular demand is our Contract Manager team member of the month.

Emma Aponas

Contract Management recently underwent a recruitment exercise and employed three new Contract Managers to join our team. One of the successful applicants was Emma Aponas, who came to us from the Department's Customer Centre (DCC).

With over a decade of experience in customer service and administration, Emma has had the privilege of working across various roles in government and public service, helping to streamline processes, solve complex problems, and deliver great outcomes for customers and stakeholders alike. Whether it was processing apprenticeship and traineeship applications, resolving tricky customer enquiries, or improving workflows, Emma has always been passionate about finding ways to make things run more smoothly and efficiently.

Emma's also been fortunate to work with some fantastic teams, leading and coaching colleagues to build their skills and confidence. From developing training manuals to collaborating on system improvements, she enjoys rolling up her sleeves and contributing wherever she can. Staying up to date with legislation and policies is a big part of what she did in the DCC which made her a perfect fit for the role of a Contract Manager.

When Emma is not working, she's busily running around after her two boys.

Welcome to the team Emma!

Farewell to our wonderful Contract Manager - Kristina Wang



It is with a mix of gratitude and admiration that we announce the departure of Kristina, a long-serving and highly valued member of our team, who has dedicated over 30 years to the Department.

Kristina has been a cornerstone of our organisation, serving as a Contract Manager with exceptional professionalism and unwavering commitment. Over the decades, her contributions have helped to shape the Department's success, ensuring the seamless management of contracts and fostering strong partnerships that have benefited countless stakeholders.

Kristina's knowledge, attention to detail, and collaborative spirit has left an indelible mark on her colleagues and the broader Department.

Her ability to navigate complex challenges with grace and her dedication to upholding the highest standards have set a benchmark for excellence.

Beyond her professional achievements, Kristina has been a mentor, a friend, and an inspiration to many. Her kindness, humour, and passion for her work have enriched the workplace and created a positive and supportive environment for all.

As Kristina embarks on the next chapter of her life, we extend our heartfelt thanks for her extraordinary service and wish her all the very best for the future. While her presence will be deeply missed, her legacy will undoubtedly continue to inspire us.

Enjoy your retirement, Kristina. You will always be a cherished part of our team.



Updating the USI Transcript

As detailed in the SAS Policy, you are required to submit each student's verified Unique Student Identifier (USI) in your VET activity data. By submitting verified USIs in your VET activity data, you enable students to access an up-to-date VET transcript that reflects the training activity undertaken with your organisation. This transcript is accessible online through the student's USI account.

How the Process Works

Each quarter, the State Training Authority submits VET activity data to NCVET for the open collection year. NCVET then publishes this data to the student's USI account. However, due to the lag in data being reflected in the USI account, it is essential to address any errors in reported outcomes promptly.

Making Updates to the USI Transcript

If you identify an incorrectly reported outcome identifier, you must ensure that both the VET activity data and the student's USI account are updated.

The **USI Transcript Update Tool**, available within AVETMISS Validation Software, allows you to make additions, amendments, or deletions to records for closed collection years. Importantly, you can delete incorrect records at any time, even for current collection periods, if they adversely impact a student's transcript.

Steps to Correct Errors

1. **Delete Incorrect Records:** Use the USI Transcript Update Tool to remove any inaccurate records.
2. **Submit Correct Data:** Ensure the corrected VET activity data is included in your next submission to the Department. This step is crucial to prevent future submissions from overwriting the updated records with incorrect data.

Additional Resources

To assist with this process, an AVETMISS [fact sheet](#) has been developed, providing detailed guidance on amending USI transcripts. By maintaining accurate USI data and promptly addressing errors, you help to ensure that students have access to reliable and up-to-date training records.

Accurate Reporting of Student Completions in the NAT00130 File

Ensuring accurate reporting of student completions in the NAT00130 file (Program Completed file) is essential for compliance. This file should only include records for students who have:

1. **Met all requirements** for completing the qualification, course, or skill set, including any on-the-job requirements; and
2. **Are eligible** for the award to be conferred.

How to Complete the 'Issued Flag' Field

- Enter **Y** if your organisation has issued the certificate to the student.
- Enter **N** if the student has completed all requirements, but the certificate has not yet been issued.

If a student **has not** met the completion requirements, their records must **not** be included in the NAT00130 file.

Submission Sequence Matters

The order in which data is submitted is critical when reporting students who have successfully completed their training. To avoid errors, follow these steps:

1. **Submit final training and assessment data:** Ensure all training and assessment data for the student is finalised and submitted first.
2. **Submit the completion data in the NAT00130 file:** Once the training and assessment data is submitted, enter the student's completion details in the NAT00130 file and submit it separately.

Failure to follow this sequence will result in a **State Funding Not Approved – Previously Held Qualification (875)** error. This error can affect all previously paid and pending payments for training submitted by your organisation. If this occurs, it can only be resolved by your Contract Manager.

By adhering to these guidelines, you can ensure accurate reporting and avoid disruptions to funding processes.

If you would like to discuss this in more detail, please contact your Contract Manager via email at contractmanagement@debst.qld.gov.au.

[Priority Skills List](#) | [User Choice Price List](#) | [Past Editions](#)

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