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| Supplier User Manual Variations Online (VOL) |  |

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# Editing Agreement Variation Request – Pre-Qualified Suppliers

## **How do I add a Qualification to my Pre-Qualified Supplier Agreement?**

All Pre-Qualified Supplier (PQS) Program agreements are identified by prefix “PS” in the Agreement Number.

For all PQS Agreements when you request for addition of a qualification, you can only add full qualifications that:

* your organisation is registered either by the Queensland State Tainting Authority or has mutual recognition recorded in the Department’s Registration System (VARS) to deliver the relevant qualification
* is listed on QTIS or on the current User Choice Qualification and Price List
* your organisation is authorised to deliver the Qualification, where the qualification being requested is designed as a restricted qualification
* does not currently exist on the corresponding Delivery Schedule of the User Choice PQS Agreement.

When requesting addition of a qualification to the PQS agreement AVR, your search results may return multiple qualifications with the same code. It is the combination of the qualification code and the name that makes each qualification unique.

You are also required to provide the reason for addition of the qualification and if the qualification is required to be published onto QTIS.

Follow the instructions below to learn more about how to add a qualification to your AVR for a PQS Agreement.

| Step | Action |
| --- | --- |
| 1. | On the Variation Request Details page, the “Add Products” tab is activated by default. |

| Step | Action |
| --- | --- |
| 2. | Click on “Add Qualification” to request addition of qualification(s) to your AVR. |
| 3. | Ensure that you have the correct Agreement. You can confirm the correct Agreement by the Agreement number and name available on the Add New Qualifications page.  Add new qualification page is displayed. Search the qualification you wish to add to your AVR. You can search for the qualification by enter complete or partial qualification code or by entering the complete or partial name of the qualification. Or you can simply click on the search button.  j0346317 NOTE: The search result will return all the qualifications that:   * your organisation is registered either by the Queensland State Training Authority or has mutual recognition recorded in the Department’s Registration System (VARS) to deliver the relevant qualification * appears as a published item in the Training Catalogue (Price List Type – as specified against the active PQS RFO) * your organisation is authorised to deliver the Qualification, where the qualification being requested to be added is the type restricted * does not currently exist on the corresponding Delivery Schedule of the User Choice PQS Agreement. |

| Step | Action |
| --- | --- |
|  |  |
| 4. | Select the qualification that you want to add to your AVR. The available lines on which the qualification can be added will appear. Select one or more lines on which you want the qualification added.  j0346317 NOTE: For PQS Agreements it is the combination of qualification code and name that makes each qualification unique. For example:   * MEM30205 Certificate III in Engineering – Mechanical Trade * MEM30205 Certificate III in Engineering – Mechanical Trade (Toolmaking)   j0346317 NOTE: You will not be able to select a Restricted Qualification that your organisation is currently not authorised to deliver.  j0346317 NOTE: Only the lines with following characteristics will be made available:   * Training Schedule Lines that are allowed to have a qualification added. * Training Schedule Lines that currently DO NOT have the specific qualification. |

| Step | Action |
| --- | --- |
|  |  |
| 5. | Select the most appropriate reason for your request to add the specific qualification. |

| Step | Action |
| --- | --- |
| 6. | Select the QTIS publication requirement for the qualification. |
| 7. | Select the check box to acknowledge the requirement of support documentation.  j0346317 NOTE: The “Add” button is activated only after you have acknowledged the requirement of support documentation for the qualification.  Click “Add” to add the qualification. |

| Step | Action |
| --- | --- |
| 8. | Check to ensure that correct qualification has been added and where applicable, the qualification has been added on the intended lines. Click “Submit” to validate your AVR. |
| 9. | You have successfully added a new qualification to your AVR. |

## **How to delete an added qualification from the PQS AVR?**

Follow the instructions below to learn more about how to delete a qualification that you added previously to your AVR.

| Step | Action |
| --- | --- |
| 1. | On the Review and Confirm Variation Request Details page, click “Amend” to delete the qualification you previously added to your AVR. |

| Step | Action |
| --- | --- |
| 2. | Under the “Add Products” tab, you will be able to find the qualification that was previously added. |
| 3. | Identify the previously added qualification that you want to delete and click on the 🗶 icon. |

| Step | Action |
| --- | --- |
| 4. | The Variation Request Details page will be refreshed and you will find that the previously added qualification has been deleted from your AVR.  Click “Save” to save the changes. |

## **How do I request removal of a Qualification from my PQS Agreements?**

All Pre-Qualified Supplier (PQS) Program agreements are identified by prefix “PS” in the Agreement Number.

j0346317 NOTE: You can only request removal of existing qualification from the Delivery Schedule when there has **NOT** been any delivery made against that qualification. In other words, if a **payment claim has been made** in the past or **will be made** in the future against the qualification, you **CANNOT** request removal of such qualification.

You are also required to provide the reason for addition of the qualification and if the qualification is required to be published onto QTIS.

Follow the instructions below to learn more about how to request removal of a qualification from your PQS Agreement

| Step | Action |
| --- | --- |
| 1. | On the Variation Request Details page, click on “Remove Products” tab. |
| 2. | Click on “Remove Qualification” to request removal of qualification(s) from your Agreement. |