

Queensland Government Building & Construction Training Policy

Evidence Management

Presentation by the

Buy Queensland Audit Unit
Queensland Government Procurement
Compliance Branch

Department of Energy and Climate



**Queensland
Government**

Disclaimer

This document is intended as a **GUIDE ONLY** and should be read in conjunction with the [Queensland Government Building and Construction Training Policy](#) your agency's procurement policies and procedures, and any other relevant documents.

The Department of Energy and Climate disclaims all liability that may arise from the use of this document. This guide should not be used as a substitute for obtaining appropriate probity and legal advice as may be required. In preparing this document, reasonable efforts have been made to use accurate and current information. It should be noted that information may have changed since the publication of this document. Where errors or inaccuracies are brought to attention a reasonable effort will be made to correct them.



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NEW PLATFORM FOR TPAS

Please be advised that the Training Administration System (TPAS) is undergoing significant upgrades, including migrating to a new platform.

To ensure the migration is as seamless as possible, organisations will progressively receive emails from the DESBT Training Policy team.

Further updates on the migration process will be emailed in due course and if your contact details are in TPAS against your organisational projects you will be advised when the new TPAS platform has gone live and provided with access at this time.

For queries regarding the TPAS migration contact:

Training Policy Administration System (TPAS)

Email: TrainingPolicy@desbt.qld.gov.au

Phone: 1300 369 935

Queensland Government Building & Construction Training Policy

The *Buy Queensland* Audit Unit provides audit and investigation service support to the owners of the *Queensland Government Building and Construction Training Policy* (Training Policy) for the Department of Employment, Small Business and Training (DESBT).

The Training Policy has two main priorities to:

- support **employment opportunities** and **skills development** in Queensland's building and construction industry, and to
- increase **the economic independence of Aboriginal and Torres Strait Islander Queenslanders** in the industry.

The policy requires contractors to employ new apprentices and trainees (60% minimum) and undertake other workforce training as mandated components of being awarded work on eligible Queensland Government projects.

Queensland Government Building & Construction Training Policy

The Auditor will verify:

1. Contract Agreed Hours and Actual Achieved Hours recorded against the Training Policy Administration System (TPAS) record for New Entrants Training and Other Workforce Training reconciled against the evidence provided by the Principal Contractor.
2. Where applicable, that a fully executed *Indigenous Economic Opportunities Plan (IEOP)* with outcomes, and signatory page for Achievement of outcomes against the agreed IEOP (signed by all three parties) has been uploaded to the TPAS record.
3. Where applicable (for projects over \$100 million) that a Skills Development Plan has been uploaded to the TPAS record, and that a Training Coordinator has been nominated and entered, into the TPAS record.

Case study example

TPAS: 9999

Project Name: Tafe A Block Repairs

Contract Reference: 123456

Actual Commencement Date: 01/01/2021

Actual Completion Date: 29/03/2021

Contracted Agreed Hours

New Entrant: 600

Other Workforce: 400

Project Information	Compliance Plan	Record Training New Entrants	Record Training Other Workforce	Practical Completion Report
Project Name:	Tafe A Block Repairs	Project Identifier:	9999	
Contract Name:	Tafe A Block Repairs	Contract Reference:	123456	
		Principal Contractor Project Reference:		
Project Address:	1000 Project Road	Date of Acceptance of Tender:	01/12/2020	
Suburb / Town:	Rockhampton	Estimated Commencement Date:	31/12/2020	
Postcode:	4700	Estimated Completion Date:	01/04/2021	
Project Type:	Building	Actual Commencement Date:	01/01/2021	
Training Policy Applied: *	Yes	Actual Completion Date:	29/03/2021	
Indigenous Project:	No	Contract Sum (GST Inc):	\$500,001.00	
Indigenous Community:		Tender Letter of Acceptance (Offer) Attached:	Yes	
Selected Indigenous Project:				Calculated Deemed Hours
Project Locality / Region:	Rockhampton	Total:	1000	
Region:	Central	New Entrants:	600	
Federal Electorate:	Flenn	Other Workforce:	400	
State Electorate:	Gregory			Contract Agreed Hours
Local Authority:	Rockhampton	Total:	1000	
Principal Contractor Organisation: *	Fictitious Construction Company Pty Ltd	New Entrants:	600	
Principal Contractor Contact Person: *	Tony Stark	Other Workforce:	400	
Contractor Project Reporting:				Progressive Achievements
Principal Procurement Agency: *	QLD Government Department	In Hours:	1000	
Procurement / Contract Manager:	Matt Murdock	In Percentage:	100%	
Management Procurement Agency (If Applicable):	QBuild - Management Procurement Agency			
Procurement / Contract Manager: (Management Procurement Agency)	Jessica Jones			
Attachments	Letter of Acceptance.pdf SR Letter.docx			

TPAS New Entrant Record – Case Study

Project Information

Compliance Plan

Record Training New Entrants

Record Training Other Workforce

Practical Completion Report

Reg ID	First Name	Surname	Engaged As	Employer	Indigenous	Total Hours	Modified on	Modified by
20210101	Factitious	McName	Apprenticeship	Fictitious Plumbing	No	9	29/03/2021 10:00am	Tony Stark
20210102	Eco	Foxtrot	Apprenticeship	Fictitious Construction Company Pty Ltd	Aboriginal	100	29/03/2021 10:00am	Tony Stark
20210103	Golf	Hotel	Apprenticeship	Fictitious Construction Company Pty Ltd	No	100	29/03/2021 10:00am	Tony Stark
20210104	Oscar	Papa	Apprenticeship	Fictitious Construction Company Pty Ltd	Aboriginal	100	29/03/2021 10:00am	Tony Stark
20210105	Papa	Quebec	Apprenticeship	Fictitious Construction Company Pty Ltd	No	100	29/03/2021 10:00am	Tony Stark
20210106	Yankee	Zulu	Apprenticeship	Fictitious Construction Company Pty Ltd	No	100	29/03/2021 10:00am	Tony Stark
20210107	Kim	Vill	Apprenticeship	Fictitious Construction Company Pty Ltd	No	18	29/03/2021 10:00am	Tony Stark
20210108	Raymond	Turner	Apprenticeship	Fictitious Construction Company Pty Ltd	No	18	29/03/2021 10:00am	Tony Stark
20210109	Bravo	Charlie	Trainee	Painting Fictitious	No	55	29/03/2021 10:00am	Tony Stark

Progressive Subtotal: **600 Hours**

Contract Agreed Hours: **600 Hours**

Progressive Percentage: **100%**

New Entrant Hours (Apprentices & Trainees)

This person:

- has **NOT** been employed by the employer detailed on the training contract continuously for more than three months full-time or 12 months casual or part-time
- will remain a New Entrant under the *Building and Construction Training Policy* until they complete their apprenticeship or traineeship
- apprentice/trainee's **state registration number is required** for TPAS

Further information can be obtained:

[Queensland Government Building and Construction Training Policy - Policy statement \(desbt.qld.gov.au\)](http://desbt.qld.gov.au)

New Entrant Hours (Apprentices & Trainees)

On-site labour hours and off-the-job training hours are compliant

Acceptable evidence for onsite labour hours

- Timesheets (most common form of validation)
- Site sign in sheet/attendance register
- System generated report (i.e. payroll system, labour costing report, etc.)
- Subcontractor submissions

Acceptable evidence for off-the-job training

- Training must be completed during duration of project or just prior and must be verified:
 - Training Plan
 - Training Record book
 - Off-the-job training schedule
 - Off-the-job training attendance records
 - Correspondence from RTOs with off-the-job training attendance confirmation

New Entrant -Timesheets

SHOULD include...	WILL NOT be accepted..
<ul style="list-style-type: none">✓ Employee name✓ Project name and/or ID✓ Dates worked on the project✓ Daily start and finish times✓ Where there are multiple sites / projects on the same timesheet the different sites and projects must be clearly identified together with the time worked at each site / project.	<ul style="list-style-type: none">✗ Travel time can not be included✗ Leave and lunch breaks can not be included

Example #1: New Entrant – Sample Timesheet

If the document is system generated, a full extract, report or screenshot of the software or application used will be required to verify its authenticity.

Example Only

Fictitious Company Name

10000 Fictitious Avenue
Fictitious, QLD 4444
ABN: 01 234 567 891

Timesheet

Fictitious Payroll Report Extract

Employee Name Fictitious McName Employee Code 1234 Week End Date 30/10/2022

Day	Times	Job No	Total Hours	Allowances			Notes
				Accom	Meals	Travel	
Monday	24/10/2022						
Start	6:00	123456	9.5			X	4 hrs travel incl in work time
Lunch	0.3						
Finish	16:00						
Tuesday	25/10/2022						
Start	6:00	123456	9.5				
Lunch	0.3						
Finish	16:00						
Wednesday	26/10/2022						
Start	6:00	123456	9.5				
Lunch	0.3						
Finish	16:00						
Thursday	27/10/2022						
Start	6:00	654321	9.5				
Lunch	0.3						
Finish	16:00						
Friday	28/10/2022						
Start	6:00	123456	9.5			X	4 hrs travel incl in work time
Lunch	0.3						
Finish	16:00						
Saturday	29/10/2022						
Start	6:00	654321	9.5				
Lunch	0.3						
Finish	16:00						
Sunday	30/10/2022						
Start							
Lunch							
Finish							
Total			57				

Authorised by:

Supervisor Tony Stark

Office Use Only

Example #2: New Entrant – Sample Handwritten Timesheet

Example only

Fictitious Plumbing Company Time Sheet

Name Alpha Bravo Week Ending 7/2/2021

Day	Times	Job Ref:	Total Hrs	Description of works carried out
Monday				
Start	07:30	123415	9.5	East side plumbing repair.
Lunch	12-12:30			
Finish	17:00			
Tuesday				
Start	06:00	123456	8.5	Tafe A Block plumbing fitting
Lunch	12-12:30			
Finish	15:00			
Wednesday				
Start	06:00	123456	8.5	Fit plumbing
Lunch	12-12:30			
Finish	15:00			
Thursday				
Start	6:00	123456	8.5	Fit plumbing
Lunch	12-12:30			
Finish	15:00			
Friday				
Start	7:00	7891011	8.5	Hospital Refit.
Lunch	12-12:30			
Finish	16:00			
Total Hours			43.5	
Employee Signature: <u>Alpha Bravo</u>				

New Entrant - Sign in Sheet/Attendance Register

A hand-written or electronic record is acceptable if it contains at a minimum:

- Employee name/ID - if signature only, must be authenticated with a document linking signature to name
- Dates visited site/work performed on-site
- Site entry and exit time
- Location or project code - if project code used, must be authenticated with a document linking code to project name.

NOTE:

- Electronic reports **must** contain a reference to the application used to generate the report (extract of the application used). The system used to provide the information will be reviewed by the auditor to validate the information.
- Handwritten Sign-in Sheets/Attendance Registers **MUST BE** legible.

Example #3: New Entrant – Electronic Site Register report

Example Only

Fictitious Construction Company Pty Ltd

Site register project report

Date_range: 01/01/2021_29/03/2021

Project_name: 123456, Tafe A Block Repairs

Project_location: 1000 Project Road, Rockhampton QLD

first_name	last_name	company	occupation	phone_number	sign_on_at	sign_off_at	duration_hours	duration_minutes	duration_seconds	induction_card_received
Alpha	Bravo	Fictitious Plumbing	Plumber	0444 444 444	1/02/2021 6:00	1/02/2021 14:17	8	17	14	Y
Bravo	Charlie	Painting Fictitious	Painter/ Trainee	0444 444 444	1/02/2021 6:00	1/02/2021 15:17	9	17	14	Y
Eco	Foxtrot	Fictitious Construction Company Pty Ltd	Apprentice	0444 444 444	1/02/2021 6:00	1/02/2021 15:30	9	30	0	Y
Golf	Hotel	Fictitious Construction Company Pty Ltd	Apprentice	0444 444 444	1/02/2021 6:00	1/02/2021 15:30	9	30	0	Y
India	Juilet	Painting Fictitious	Student/Painter	0444 444 444	1/02/2021 6:00	1/02/2021 16:00	10	0	0	Y
Juliet	Kilo	Fictitious Construction Company Pty Ltd	Labourer	0444 444 444	1/02/2021 6:00	1/02/2021 16:00	10	0	0	Y
Oscar	Papa	Fictitious Construction Company Pty Ltd	Apprentice	0444 444 444	1/02/2021 6:00	1/02/2021 15:30	9	30	0	Y
Papa	Quebec	Fictitious Construction Company Pty Ltd	Apprentice	0444 444 444	1/02/2021 6:00	1/02/2021 15:30	9	30	0	Y
Yankee	Zulu	Fictitious Construction Company Pty Ltd	Apprentice	0444 444 444	1/02/2021 6:00	1/02/2021 15:30	9	30	0	Y
Tango	Victor	Fictitious Construction Company Pty Ltd	Cadet	0444 444 444	1/02/2021 9:00	1/02/2021 15:00	9	0	0	Y
Alpha	Bravo	Fictitious Plumbing	Plumber	0444 444 444	2/02/2021 6:00	2/02/2021 15:00	9	0	0	Y
Delta	Eco	Fictitious Construction Company Pty Ltd	Undergraduate	0444 444 444	2/02/2021 6:00	2/02/2021 16:00	10	0	0	Y

Alpha	Bravo	Fictitious Plumbing	Plumber	0444 444 444	16/02/2021 6:00	16/02/2021 16:00	10	0	0	Y
Alpha	Bravo	Fictitious Plumbing	Plumber	0444 444 444	17/02/2021 6:00	17/02/2021 16:00	10	0	0	Y
Alpha	Bravo	Fictitious Plumbing	Plumber	0444 444 444	18/02/2021 6:00	18/02/2021 16:00	10	0	0	Y
Alpha	Bravo	Fictitious Plumbing	Plumber	0444 444 444	19/02/2021 6:00	19/02/2021 16:00	10	0	0	Y
Alpha	Bravo	Fictitious Plumbing	Plumber	0444 444 444	22/02/2021 6:00	22/02/2021 16:00	10	0	0	Y
Alpha	Bravo	Fictitious Plumbing	Plumber	0444 444 444	22/02/2021 6:00	22/02/2021 16:00	10	0	0	Y

Printed 03/02/2021

Fictitious system name

Full extract, report or screenshot of the software or application used **will be** required to determine its authenticity.

Example #4: New Entrant

Handwritten site sign in sheet

Daily Site Attendance Register

Fictitious Construction Company Pty Ltd

The purpose of this form is recording the start and finish dates of persons on site. Completed forms are to be filed in the Project File Risk Management and Safety.

Project Name:	Tafe A Block Repairs	Project Location:	1000 Project Road, Rockhampton QLD
Supervisor:	Tony Stark	Contact:	0444 444 444 Date: 02/02/2021

Name	Company	Occupation	Reason for site visit (Visitor/Worker)	Time In	Induction Card Received	Time Out	Signature
Alpha Bravo	Fictitious Plumbing	Plumber	Worker	06:00	Y	15:00	AB
Fictitious McName	" "	Apprentice	Worker	06:00	Y	15:00	FM
Bravo Charlie	Painting Fictitious	Trainee	Worker	08:00	Y	15:00	BC
India Juliet	" "	Student	Worker	08:00	Y	15:00	idja
Charlie Delta	" "	Painter	Worker	08:00	Y	15:00	CD
Eco Foxtro	FCC	Apprentice	Worker	06:00	Y	15:00	ECF
Golf Hotel	FCC	" "	Worker	06:00	Y	15:00	GH
Grace. Paddy	FCC	Tradie	Worker	06:00	Y	16:00	GP
Lucy Fig	FCC	" "	Worker	06:00	Y	16:00	LF
Tango Victor	" "	Cadet	Worker	06:00	Y	15:00	TV
Delta Eco	" "	Undergraduate	Worker	06:00	Y	15:00	DE
Mike November	" "	Tradesperson	" "	06:00	Y	16:00	ME
Juliet Kilo	FCC	RTBP/Tradie	Worker	06:00	Y	16:00	JK
John Spence	FCC	Apprentice	Worker	06:00	Y	15:00	JS
Kilo Lima	FCC	Labourer	" "	06:00	Y	16:00	KL
Oscar Papa	FCC	Apprentice	Worker	06:00	Y	15:00	OP

New Entrant - Payroll/Labour Costing Report

A payroll/labour costing report or similar report is acceptable evidence of hours worked by an employee if it contains at a minimum:

- ✓ Full extract, report or screenshot of the software or application used (to determine its authenticity).
- ✓ Should include:
 - name of or project ID
 - name of contractor
 - name of employee
 - dates and hours worked on-site.

Note: Payroll/labour costing report or similar reports must be evidence of **hours actually worked** on a project and not a proposal or forecast of labour hours allocated to a project.

Example #5: New Entrant – Payroll Report

Example Only

Fictitious Construction Company Pty Ltd

Payroll report

Date_range: 01/01/2021_02/02/2021

first_name	last_name	company	occupation	project_code	sign_on_at	sign_off_at	duration_hours	duration_minutes	duration_seconds
Delta	Eco	Fictitious Construction Company Pty Ltd	Labourer	123456	2/02/2021 6:00	2/02/2021 16:00	10	0	0
Eco	Foxtrot	Fictitious Construction Company Pty Ltd	Apprentice	123456	2/02/2021 6:00	2/02/2021 15:00	9	0	0
Golf	Hotel	Fictitious Construction Company Pty Ltd	Apprentice	123456	2/02/2021 6:00	2/02/2021 15:00	9	0	0
India	Juilet	Fictitious Construction Company Pty Ltd	Labourer	123456	2/02/2021 6:00	2/02/2021 16:00	10	0	0
Juliet	Kilo	Fictitious Construction Company Pty Ltd	Labourer	123456	2/02/2021 6:00	2/02/2021 16:00	10	0	0
Kilo	Lima	Fictitious Construction Company Pty Ltd	Labourer	123456	2/02/2021 6:00	2/02/2021 16:00	10	0	0
Lima	Mike	Fictitious Construction Company Pty Ltd	Carpenter	123456	2/02/2021 6:00	2/02/2021 16:00	10	0	0
Mike	November	Fictitious Construction Company Pty Ltd	Carpenter	123456	2/02/2021 6:00	2/02/2021 16:00	10	0	0
Oscar	Papa	Fictitious Construction Company Pty Ltd	Apprentice	123456	2/02/2021 6:00	2/02/2021 15:00	9	0	0
Papa	Quebec	Fictitious Construction Company Pty Ltd	Apprentice	123456	2/02/2021 6:00	2/02/2021 15:00	9	0	0
Romeo	Sierra	Fictitious Construction Company Pty Ltd	Carpenter	123456	2/02/2021 6:00	2/02/2021 16:00	10	0	0
Tango	Victor	Fictitious Construction Company Pty Ltd	Cadet	123456	2/02/2021 9:00	2/02/2021 15:00	9	0	0
Yankee	Zulu	Fictitious Construction Company Pty Ltd	Apprentice	123456	2/02/2021 6:00	2/02/2021 15:00	9	0	0
Kim	Vill	Fictitious Construction Company Pty Ltd	Apprentice	123456	2/02/2021 6:00	2/02/2021 16:10	10	10	2
Raymond	Turner	Fictitious Construction Company Pty Ltd	Apprentice	123456	2/02/2021 6:00	2/02/2021 16:10	10	10	2
John	Spencer	Fictitious Construction Company Pty Ltd	Apprentice	123456	2/02/2021 6:00	2/02/2021 16:00	10	10	2
Lucy	Fig	Fictitious Construction Company Pty Ltd	Carpenter	123456	2/02/2021 6:00	2/02/2021 16:10	10	10	2
Grace	Patty	Fictitious Construction Company Pty Ltd	Carpenter	123456	2/02/2021 6:00	2/02/2021 16:00	10	0	0
India	Juilet	Fictitious Construction Company Pty Ltd	Painter	123456	1/01/2021 6:00	1/02/2021 14:17	8	17	14

Printed 03/02/2021

Fictitious system name

Example #6: New Entrant – Labour Costing Report

Example Only

Labour Bookings Report

Project Job Number 123456					
Code		1 ELECTRICAL WORKS			
Week Ending		08/01/2021			
WorkDate	EmployeeName	Designation	FCC StaffID	Duration	
5/01/2021	Mike November	Electrician	10078	9.5	
6/01/2021	Mike November	Electrician	10078	9.5	
6/01/2021	Kim Vill	Electrical Appren	00007	9.5	
Week Ending		15/01/2021			
WorkDate	EmployeeName	Designation	FCC StaffID	Duration	
12/01/2021	Mike November	Electrician	10078	2.5	
Week Ending		21/01/2021			
WorkDate	EmployeeName	Designation	FCC StaffID	Duration	
21/01/2021	Mike November	Electrician	10078	8	
Week Ending		29/01/2021			
WorkDate	EmployeeName	Designation	FCC StaffID	Duration	
24/01/2021	Mike November	Electrician	10078	9	
25/01/2021	Mike November	Electrician	10078	7	
25/01/2021	Kim Vill	Electrician Appren	00007	4.5	
Week Ending		05/02/2021			
WorkDate	EmployeeName	Designation	FCC StaffID	Duration	
04/02/2021	Mike November	Electrician	10078	7.5	
04/02/2021	Kim Vill	Electrician Appren	00007	6	
Week Ending		12/02/2021			
WorkDate	EmployeeName	Designation	FCC StaffID	Duration	
09/02/2021	Mike November	Electrician	10078	13	
10/02/2021	Mike November	Electrician	10078	6	
10/02/2021	Kim Vill	Electrical Appren	00007	6	
Total for Code 1 ELECTRICAL WORKS					98
Code		2 PLASTERING WORKS			
Week Ending		26/02/2021			
WorkDate	EmployeeName	Designation	FCC StaffID	Duration	
24/02/2021	Lima Mike	Plasterer	10088	6	
24/02/2021	Yankee Zulu	Plasterer Appren	00006	3	
Total for Code 2 PLASTERING WORKS					9

New Entrant – Subcontractor Submission

If information is provided by a subcontractor (*as per example #2*), there are further **subcontractor submission requirements**:

- ✓ Screenshot or full description of system that generated any supporting documentation (i.e. excel spreadsheets, system generated reports, etc.)
- ✓ The full communication thread (email or otherwise), or other evidence that identifies a request for information from a principal contractor to a subcontractor and their response.
For example, email correspondence, reports or other evidence of communication between - subcontractor HR – to Project Manager – to principal contractor.
- ✓ Subcontractor submissions should also contain evidence - spreadsheets, PDF documents or other relevant source data that should display:
 - project name
 - employee name
 - daily start and finish times
 - service provided
 - dates worked on the project

Example #7: New Entrant – Subcontractor Submission

Tony Stark

From: Alpha Bravo <info@fictitiousplumbing.com>
Sent: Thursday, 20 July 2023 8:11 AM
To: Tony Stark <t.stark@fictitiousconstructioncompany.com>
Subject: RE: On-site hours for 123456, Tafe A Block Repairs - TPAS Reporting Request
Attachments: Subcontractor payroll report.pdf

Hi Mr Stark,

In response to your request for information, please see attached report for employees on job 123456, Tafe A Block Repairs.

We have extracted this from our Fictitious system, I can provide a screenshot of the system and hand written timesheets if required.

Kind regards

Alpha Bravo – Owner/Plumber
Fictitious Plumbing
77777 Rocky Road, Rockhampton QLD
T: 0444 444 444
W: www.fictitiousplumbing.com.au



NOTE:

System generated reports **must** contain a reference to the application used. The system used to provide the information will be reviewed by the auditor to validate the information.

Fictitious Plumbing
Payroll report
Date_range: 01/01/2021_02/02/2021

first_name	last_name	occupation	project_code	sign_on_at	sign_off_at	duration_hours	duration_minutes	duration_seconds
Fictitious	McName	Apprentice	FCC, Project 123456	2/02/2021 6:00	2/02/2021 15:00	9	0	0
Alpha	Bravo	Plumber	FCC, Project 123456	2/02/2021 6:00	2/02/2021 15:00	9	0	0
Alpha	Bravo	Plumber	FCC, Project 123456	1/01/2021 6:00	1/02/2021 14:17	8	17	14

Printed 03/02/2021
Fictitious system name

Example #8: New Entrant – Off-Site Training Attendance

Evidence Type Example - Correspondence from RTOs with off-the-job training attendance confirmation. New Entrant apprentice and trainee off-the-job training hours can be recorded as compliant hours in TPAS and are recorded against 'Record Training New Entrants' as accredited hours.

Training hours will be accepted if:

- ✓ Training hours can be verified against the off-the-job training attendance hours.
- ✓ Training is completed during the duration of the project.

Evidence in support of the training should include:

- name of employee
- details of RTO or training provider
- details of the training being undertaken
- date/s of off-the-job training
- start and finish times of off-the-job training.

Tony Stark

From: Bravo Charlie <Bravo.Charlie@outlook.com>
Sent: Thursday, 20 February 2021 4:34 PM
To: t.stark@fictitiousconstructioncompany.com
Subject: Fwd: TAFE attendance Summary Bravo Charlie - REG:000009

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From: Admin Support <Admin.support.fictitious@tafefictitious.com.au>
Sent: Wednesday, 19 February 2021 5:46:13 PM
To: Bravo Charlie <Bravo.Charlie@outlook.com>
Subject: RE: TAFE attendance Summary Bravo Charlie - REG:000009

Hi Bravo,

I can confirm from checking the class rolls that you attended the following blocks.

Please find summary of your TAFE attendances.

Class Times: 8:00 AM – 2:15PM (Morning Tea 10am – 10:15am) (Lunch 12:00pm – 1:00pm) =
5 hours p/day at TAFE

PRAC PREP Mon 08/02/2021	5 hours
PRAC PAINTING Tue 09/02/2021	5 hours
PRAC FINISH Wed 10/02/2021	5 hours

Regards
Maddy Fictitious
(Painting Apprentice Booking Officer)

Customer Experience Officer Apprenticeship
Management and
Administration TAFE Fictitious

P: 0000 0000
E: Admin.support.fictitious@tafefictitious.com.au

TPAS Other Workforce – Case Study

Project Information

Compliance Plan

Record Training New Entrants

Record Training Other Workforce

Practical Completion Report

Reg ID	First Name	Surname	Engaged As	Employer	Indigenous	Accred. Hrs	Non-Accred. Hrs	Total Hours	Modified on	Modified by
20210110	John	Spencer	Apprenticeship	Fictitious Construction Company Pty Ltd	No	69	0	69	29/03/2021 10:00am	Tony Stark
	Alpha	Bravo	Non-Tradesperson	Fictitious Plumbing	Aboriginal	0	165	165	29/03/2021 10:00am	Tony Stark
	Juilet	Kilo	Non-Tradesperson	Fictitious Construction Company Pty Ltd	No	30	0	30	29/03/2021 10:00am	Tony Stark
	Kilo	Lima	Non-Tradesperson	Fictitious Construction Company Pty Ltd	No	0	7	7	29/03/2021 10:00am	Tony Stark
	India	Juilet	Non-Tradesperson	Painting Fictitious	No	38	0	38	29/03/2021 10:00am	Tony Stark
	Delta	Eco	Undergraduate	Fictitious Construction Company Pty Ltd	No	14	0	14	29/03/2021 10:00am	Tony Stark
	Tango	Victor	Cadet	Fictitious Construction Company Pty Ltd	No	28	0	28	29/03/2021 10:00am	Tony Stark
	Mike	November	Tradesperson	Fictitious Construction Company Pty Ltd	No	7	0	7	29/03/2021 10:00am	Tony Stark
	Lima	Mike	Tradesperson	Fictitious Construction Company Pty Ltd	No	7	0	7	29/03/2021 10:00am	Tony Stark
	Romeo	Sierra	Tradesperson	Fictitious Construction Company Pty Ltd	No	7	0	7	29/03/2021 10:00am	Tony Stark
	Lucy	Fig	Tradesperson	Fictitious Construction Company Pty Ltd	No	7	7	14	29/03/2021 10:00am	Tony Stark
	Grace	Patty	Tradesperson	Fictitious Construction Company Pty Ltd	No	7	7	14	29/03/2021 10:00am	Tony Stark
<hr/>										
Progressive Subtotal:		400	Hours							
Contract Agreed Hours:		400	Hours							
Progressive Percentage:		100%								

Other Workforce audit review

During the audit, there are **three main elements** that will be reviewed.

- ① What evidence confirms the worker was working on-site on the project - for example, timesheets/site register?
- ② Does the evidence show details of the training being undertaken (including type, date and duration)?
- ③ Was the training related to the Building and Construction Industry and did it benefit the project?
- ➡ Lastly is the training considered accredited or non-accredited training?

Note:

If the individual identifies as an Aboriginal and/or Torres Strait Islander worker only on-site labour hours is required.

Other Workforce – Accredited Training Hours

Acceptable training type

- Registered Trade Skills Pathway participant
- Higher education/ tertiary training
- Vocational education and training (VET) course
- Qualification
- Student
- Undergraduate
- Cadet

Example #9: Other Workforce - Registered Trade Skills Pathway

Registered Trade Skills Pathway participant on-site labour hours and off-the-job training hours can be recorded as compliant hours in TPAS and are recorded against 'Record Training Other Workforce' as 'accredited' hours.

The **State Registration Number** for a Registered Trade Skills Pathway participant contains QLD and 8 digits and begins with the year the participant commenced in the program (e.g. QLD20180106).

The example also shows on-site training with an employer is a requirement of the course.

Registered Trade Skill Pathway
Training Plan - ABC123 Certificate III in Air-conditioning and Refrigeration

APPRENTICE DETAILS	EMPLOYER / WORKPLACE DETAILS
Name: Juliet Kilo Date of Birth: 01/01/1999	Trading Name: Fictitious Construction Company Pty Ltd
Address: 1234 Address Street, Address QLD 4700	Legal Name: As Above
Phone: 0444 444 444	Contact Person: Tony Stark
Parent/Guardian (if applicable): QLD20210101	Address: 1000 Fictitious Avenue, Fictitious QLD
Name: _____	Phone: 4444 4445
Phone: _____	Mobile: 0444444444
Mobile: _____	Fax: 4444 4444
Fax: _____	Email: t.stark@fictitiousconstructioncompany.com.au
Email: _____	Is the apprentice/trainee hosted? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
NOMINAL LENGTH OF APPRENTICESHIP (MONTHS): 48 MONTHS	What is a Training Plan?
DATE TRAINING WILL COMMENCE: 01/01/2021	<ul style="list-style-type: none">The Training Plan describes what training is to be undertaken and outlines who provides the training.The Training Plan outlines how, when and where training will be delivered.The training Plan outlines how the assessments will occur and when the apprentice/trainee is deemed competent.The Training plan is developed and maintained by the RTO in conjunction with the apprentice/trainee and employer.The Training Plan is a working document to be used for the duration of the Training Contract and regularly updated.The Training Plan, developed in conjunction with the apprentice/trainee and employer, is a living document that is intended to reflect the current status of the apprentice's or trainee's training.The employer and apprentice/trainee are to be provided with an updated copy of the Training Plan by the RTO.The delivering RTO must comply with relevant national standards and relevant state training authority legislation, policies and procedures.The RTO is to ensure the employer and apprentice/trainee understand the workplace tasks that need to be undertaken to support the development and achievement of competency in the workplace for each unit within the Training Plan.
NOMINAL COMPLETION DATE: 01/01/2023	<p>If the parties to the Training Contract wish to change their RTO a new Training Plan must be completed. The Training Plan will be used as part of any review of training arrangements.</p>
CONTRACT TYPE: SCHOOL-BASED <input type="checkbox"/> FULL-TIME <input checked="" type="checkbox"/>	
For more information contact your Registered Training Organisation (RTO): RTSP Special address location QLD 4700 Phone: 07 4444 4444 Fax: 4444 4444 Email: info@RTSP.com.au	
SUPPORT SERVICES Does the apprentice/trainee have any special needs? _____ Does the apprentice/trainee require alternative methods of training and assessment? _____ What other support services are required by the apprentice/trainee? _____ <i>Please note: the response below is based on the SRTO completing an employer resource assessment</i> Does the nominated workplace for this apprentice/trainee have the necessary work, resources and facilities needed for the apprentice/trainee to undertake the workplace training? If the answer to this question is no, the alternate arrangement must be listed in the employer resource assessment. _____	
SUPERVISION RATIO What is the current ratio in regards to supervision? E.g. 1:1, 1:3 _____	

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Example #9: Other Workforce - Registered Trade Skills Pathway

Evidence of on-site hours and the training plan signed on the final page is required.

This is reflected in TPAS as either Tradesperson or Non-Tradesperson

Registered Trade Skill Pathway
 Training Plan - ABC123 Certificate III in Air-conditioning and Refrigeration

Forecasted start and end dates for each unit of competency to be completed are below.

QUALIFICATION RULES

To achieve this qualification, competency must be demonstrated in:

34 units of competency:

27 core units

7 electives

a minimum of five units must be selected from Group A

the remaining can be selected from Group A or Group B

a maximum of two units can be selected from any group or current training package, as long as it contributes to a valid, industry-supported vocational outcome and maintains the AQF level of this qualification.

Prerequisite units of competency

An asterisk (*) against a unit code below indicates that there is a prerequisite requirement that must be met. Prerequisite unit(s) must be assessed before assessment of any unit of competency with an asterisk. Check the unit of competency for information on specific prerequisite requirements. All prerequisite requirements are packaged in the qualification.

TRAINING AND ASSESSMENT

How will the employer and the apprentice/trainee be provided with feedback on progress, participation and achievement by the apprentice/trainee?

RPL / RCC CREDIT TRANSFER

Will any recognition of prior learning or credit transfers be sought for this apprentice?

No ☐ Yes ☐

Has evidence been supplied?

No ☐ Yes ☐

Legend:

WTC – Working towards competency | CE - Continuing enrolment | CER - Continuing enrolment – received | C – Competency achieved | CTP – Credit Transfer Pending | CT - Credit Transfer | RPL - Recognition of prior learning – granted | RCC - Recognition of current competency – granted | NA - Not yet available - on hold | FFS - Fee for Service unit | * - Unit is marked Gap Assessment Training (GAT)

Units of Competency				Timeframe for training and assessment		Training Details (select where)		Training Details (select who)		Hosting Required	Assessor Details	RPL / Credit Transfer	Result	FFS
Unit Code	Name of Competency	Nom Hrs	Unit Type	Start	End	Onsite	RTSP	Employer	RTSP					
Stage 1														
CPCWHS3001	Identify construction work hazards and select risk control strategies (0)	30	Core	01 Jan 2021	27 Oct 2021	✓		✓		No	RTSP		WTC	
CPCCCA2011	Handle materials (0)	16	Core	10 Jan 2021	8 Apr 2021	✓		✓		No	RTSP			
CPCCOM1012	Work effectively and sustainably in the construction industry (0)	20	Core	10 Jan 2021	8 Apr 2021	✓		✓		No	RTSP		WTC	

RTSP- 17 Dec 2021

Example #10: Other Workforce - Qualification

Training hours will be accepted if:

- ✓ Training hours can be verified against course attendance hours.
- ✓ Training is completed prior to (*after the tender was awarded*) or during the project.
- ✓ Training is related to licensing, regulatory or safety requirements of the building and construction industry and other relevant accredited industry training.

Evidence in support of the training should include **Statement of Attainment** or similar Statements, which includes:

- details of RTO or training provider
- name of employee
- date/s of training
- detail of hours of training duration.

On-site and/or off-site training hours can be recorded as 'accredited hours'. Proof of on-site hours after the training date **must be** provided.

Note: See examples on following slide

This is reflected in TPAS as either Tradesperson or Non-Tradesperson

Example #10: Other Workforce - Qualification

Example Only

RTO First Aid
Training
Provider Name

Statement of Attainment

This is a statement that

Lucy Fig

has attained

- HLTAID009 Provide Cardiopulmonary Resuscitation
- HLTAID010 Provide basic emergency life support
- HLTAID011 Provide First Aid



RTO: 123456
Completion Date: 28/01/2021
Issued in: Queensland
Certificate No: SJQ-123456

Chief Executive Officer
RTO Provided Details

A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units.

RTO First Aid Provider Name

Training Attendance Sheet

Course: First Aid & CPR

Presenter: Tony Stark

Date: 20/07/2023

Location: 1000 Factory Avenue, QLD

Time: 08:00 - 17:00

Name	Signature
Kim Vill	
Raymond Turner	
John Spencer	
LUCY FIG	
GRACE PATTY	
Facilitators Signature: Tony S.	Date: 20/7/2023

Example #11: Other Workforce – Student

Student engaged on the project undertaking training that is delivered by an RTO and which leads to a nationally recognised qualification utilised in the building and civil construction industry.

A Structured Workplace Learning (SWL) placement or industry placement with an employer is a compulsory requirement to meet their course requirements.

*This is reflected in TPAS as
Pre-Vocational Student (SWL)*

Example only

School-Based Apprenticeship
Training Plan - ABC987654 Certificate III in Painting

APPRENTICE DETAILS Name: India Juliet Date of Birth: 1/10/2005 Address: 1 Fictitious Street, QLD 4700 Phone: 0444444444 Parent/Guardian (if applicable): Name: Mrs Parent Juliet Phone: 0444444444 Mobile: 0444444444 Fax: Email: IndiaJulietPainter@hotmail.com	EMPLOYER / WORKPLACE DETAILS Trading Name: Legal Name: Painting Fictitious Contact Person: Peter Painter Address: Level 1, 1 Painting Avenue, QLD 4700 Phone: 44444444 Mobile: 0444444444 Fax: Email: admin@PaintingFictitious.com.au Is the apprentice/trainee hosted? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
NOMINAL LENGTH OF APPRENTICESHIP (MONTHS): 97 MONTHS DATE TRAINING WILL COMMENCE: 23/01/2020 NOMINAL COMPLETION DATE: 24/01/2024 CONTRACT TYPE: SCHOOL-BASED <input checked="" type="checkbox"/> FULL-TIME <input type="checkbox"/> <div style="text-align: center; font-size: 0.8em;">For more information contact your Registered Training Organisation (RTO): RSTP, Fictitious Drive QLD 4700 Phone: 07 4444 4444 Fax: 4444 4444 Email: info@RSTP.com.au</div>	What is a Training Plan? <ul style="list-style-type: none">The Training Plan describes what training is to be undertaken and outlines who provides the training.The Training Plan outlines how, when and where training will be delivered.The training Plan outlines how the assessments will occur and when the apprentice/trainee is deemed competent.The Training plan is developed and maintained by the RTO in conjunction with the apprentice/trainee and employer.The Training Plan is a working document to be used for the duration of the Training Contract and regularly updated.The Training Plan, developed in conjunction with the apprentice/trainee and employer, is a living document that is intended to reflect the current status of the apprentice's or trainee's training.The employer and apprentice/trainee are to be provided with an updated copy of the Training Plan by the RTO.The delivering RTO must comply with relevant national standards and relevant state training authority legislation, policies and procedures.The RTO is to ensure the employer and apprentice/trainee understand the workplace tasks that need to be undertaken to support the development and achievement of competency in the workplace for each unit within the Training Plan. <p style="font-size: 0.8em;">If the parties to the Training Contract wish to change their RTO a new Training Plan must be completed. The Training Plan will be used as part of any review of training arrangements.</p>
SUPPORT SERVICES Does the apprentice/trainee have any special needs? ..no..... Does the apprentice/trainee require alternative methods of training and assessment? ..no..... What other support services are required by the apprentice/trainee? none..... <div style="font-size: 0.8em;">Please note: the response below is based on the SRTIO completing an employer resource assessment</div> <div style="font-size: 0.8em;">Does the nominated workplace for this apprentice/trainee have the necessary work, resources and facilities needed for the apprentice/trainee to undertake the workplace training? If the answer to this question is no, the alternate arrangement must be listed in the employer resource assessment.</div>	
SUPERVISION RATIO What is the current ratio in regards to supervision? E.g. 1:1, 1:3 :	

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Example #11: Other Workforce – Student

The **work placement hours** connected with the training where the student is on-site on the project can be recorded as compliant hours in TPAS and are recorded as 'accredited' hours.

Evidence of enrolment in a relevant training course and evidence that on-site work placement hours as a compulsory requirement is required.

Evidence of on-site hours required and final signature page.

This is reflected in TPAS as either Tradesperson or Non-Tradesperson

School-Based Apprenticeship
Training Plan - ABC987654 Certificate III in Painting

Example only

Forecasted start and end dates for each unit of competency to be completed are below.

QUALIFICATION RULES

To achieve this qualification, the candidate must demonstrate competency in:
30 units of competency;
22 core units; and
8 elective units.

A maximum of two of the eight required elective units may be substituted by selecting relevant units of competency from any Certificate III or IV construction qualification or qualification in another Training Package.

TRAINING AND ASSESSMENT

How will the employer and the apprentice/trainee be provided with feedback on progress, participation and achievement by the apprentice/trainee?

RPL / RCC CREDIT TRANSFER

Will any recognition of prior learning or credit transfers be sought for this apprentice?

No ☒ Yes ☐

Has evidence been supplied?

No ☒ Yes ☐

Legend:

WTC – Working towards competency | CE – Continuing enrolment | CER – Continuing enrolment – received | C – Competency achieved | CTP – Credit Transfer Pending | CT – Credit Transfer | RPL – Recognition of prior learning – granted | RCC – Recognition of current competency – granted | NA – Not yet available - on hold | FFS – Fee for Service unit | * – Unit is marked Gap Assessment Training (GAT)

Units of Competency				Timeframe for training and assessment		Training Details (select where)		Training Details (select who)		Work placement Required	Assessor Details	RPL / Credit Transfer	Result	FFS
Unit Code	Name of Competency	Nom Hrs	Unit Type	Start	End	Onsite	RTSP	Employer	TRTSP					
Stage 1														
CPCCCM1012A	Work effectively and sustainably in the construction industry	20	Core	31 Jan 2020	30 Nov 2023	✓		✓		Yes	RTSP			
CPCCCM1013A	Plan and organise work	20	Core	31 Jan 2020	30 Nov 2023	✓		✓		Yes	RTSP			
CPCCCM1014A	Conduct workplace communication	20	Core	31 Jan 2020	30 Nov 2023	✓		✓		Yes	RTSP			
CPCCCM1015A	Carry out measurements and calculations	20	Core	31 Jan 2020	30 Nov 2023	✓		✓		Yes	RTSP			
CPCCCM2001A	Read and interpret plans and specifications	36	Core	31 Jan 2020	30 Nov 2023	✓		✓		Yes	RTSP			
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	20	Core	31 Jan 2020	30 Nov 2023	✓		✓		Yes	RTSP			

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Example #12: Other Workforce - Undergraduate

Undergraduate student engaged on the project undertaking higher education such as TAFE, College or a University that is related to the building and construction industry and Industry, work placement is a compulsory requirement to meet their course requirements.

Work placement hours connected with the training where the student is on-site on the project are recorded as 'accredited' hours.

On-site and/or off-site training hours can be recorded in TPAS as accredited compliant hours.



Example Only

Queensland University of Technology

Rockhampton campus
123 Fictitious street
Rockhampton, QLD 4700

Phone +61 7 1234 1234
www.qut.edu.au

26/07/2019

Name: Delta Eco
Student ID: 12345678
Date of Birth: 01/01/2001

To Whom It May Concern

Proof of Enrolment

This document is an official proof of enrolment from the Queensland University of Technology.

Miss Eco is currently a student in:

Course:	ID19 Bachelor of Design / Bachelor of Engineering (Honours)
Major:	Architecture, Civil Engineering
Load Category:	Full Time
Attendance Mode:	Internal
Australian Qualification Framework (AQF):	AQF Level 7/8 - Bachelor / Bachelor Honours
Duration of the course:	5.50 Years
Course Start Date:	February 2020
Expected Completion Date:	December 2025
Total Course Credit Points:	528.00
Total Credit Points Achieved:	228.00

2021 - Semester 2 (01/01/2021 to 01/11/2021)

Study Package	Credit Points	Location	Attendance Mode
DAB202 Architectural Design 4: Metro	12	Rockhampton	Internal/On-site
DAB212 Small Scale Building Construction	12	Rockhampton	On-site
EGB373 Geotechnical Engineering	12	Rockhampton	On-site
EGB273 Principles of Construction	12	Rockhampton	Internal/On-site
Total Enrolled Credit Points:	48		

The language of instruction at QUT is English.

QUT Key dates are listed on our official Academic Calendar which is published at <https://www.qut.edu.au/about/key-dates-and-academic-calendar> and includes class, exams and vacation dates.

Kind regards

Cathy Makes
Director
Student Administration
Queensland University of Technology
Email:
studentrecordsfictitious@qut.com.au
CRICOS No. 12345J

Example #12: Other Workforce - Undergraduate

Undergraduate qualifications include qualifications from AQF level 5 (Diploma) to level 8 (Bachelor Honours Degree).

Evidence of enrolment in a relevant undergraduate qualification and evidence that on-site work placement hours as a compulsory requirement to obtain the qualification.

Evidence of individual working on-site on the project is also required.

This would be reflected in TPAS as Undergraduate



Example Only

Queensland University of Technology
Rockhampton campus
123 Fictitious street
Rockhampton, QLD 4700
Phone +61 7 1234 1234
www.qutfictional.com.au

26/07/2019

Name: Delta Eco
Student ID: 12345678
Date of Birth: 01/01/2001

To Whom It May Concern

Proof of Enrolment

This document is an official proof of enrolment from the Queensland University of Technology.

Miss Eco is currently a student in:

Course:	ID19 Bachelor of Design / Bachelor of Engineering (Honours)
Major:	Architecture, Civil Engineering
Load Category:	Full Time
Attendance Mode:	Internal
Australian Qualification Framework (AQF):	AQF Level 7/8 - Bachelor / Bachelor Honours
Duration of the course:	5.50 Years
Course Start Date:	February 2020
Expected Completion Date:	December 2025
Total Course Credit Points:	528.00
Total Credit Points Achieved:	228.00

2021 - Semester 2 (01/01/2021 to 01/11/2021)

Study Package	Credit Points	Location	Attendance Mode
DAB202 Architectural Design 4: Metro	12	Rockhampton	Internal/On-site
DAB212 Small Scale Building Construction	12	Rockhampton	On-site
EGB373 Geotechnical Engineering	12	Rockhampton	On-site
EGB273 Principles of Construction	12	Rockhampton	Internal/On-site
Total Enrolled Credit Points:	48		

The language of instruction at QUT is English.

QUT Key dates are listed on our official Academic Calendar which is published at <https://www.qut.edu.au/about/key-dates-and-academic-calendar> and includes class, exams and vacation dates.

Kind regards

Cathy M

Cathy Makes
Director
Student Administration
Queensland University of Technology
Email:
studentrecordsfictional@qut.com.au
CRICOS No. 12345J

Example #13: Other Workforce – Cadet

If engaging a Cadet to undertake a cadetship that is related to the building and construction industry. Only on-site labour hours on the project can be recorded in TPAS as compliant hours and are recorded as ‘accredited’ hours.

At minimum evidence should include:

- ✓ Documented evidence of the business’s cadetship program and / or letter of appointment.
- ✓ Proof of site attendance e.g. sign in records, timesheets, labour costing reports (as listed above).

This is reflected in TPAS as Cadet

Example only

Fictitious Construction Company Pty Ltd
ABN: 99 999 9999 99
100000 Fictitious Avenue, Fictitious
QLD 4444

Thursday, 10 December 2020

Tango.Victor@gmail.com
0444 444 444

Dear Tango,

Building Cadet

We are very pleased to make this Letter of Offer to you in relation to the following position with Fictitious Construction Company Pty Ltd.

Please find the details of the role and responsibilities as well as the terms and conditions of the position. We trust that our offer meets with your approval and, as mentioned, we look forward to having you join our team.

Position Title:-	Building Cadet
Commencement date:-	31 December 2020
Reporting to:-	Tony Stark
Type of Employment:-	Full-time.
Ordinary Hours of work:-	See Annexure “A”
Nature of Duties:-	You will be required to perform the role of Building Cadet and in doing so you shall assist with estimating, contract administration, project manager and any another tasks as required. This may require being on-site on the project. Continuation of Construction Management Degree part time whilst working.

Please return a signed copy of this document to confirm that you understand and accept the terms and conditions of employment as specified above. You will be provided with a copy for your own records.

Yours sincerely,

Tony Stark
Director
Fictitious Construction Company Pty Ltd

I, Tango Victor the person named above, wish to advise that I accept the offer of full time employment, as detailed above in this letter of offer.

Signed and Accepted: Tango
Dated: 12/12/2020

Other Workforce – Non-Accredited Training

On-site and/or off-site training hours can be recorded in TPAS as compliant hours and are recorded as 'Non-accredited' hours.

Upskilling through industry recognised non-accredited training:

- **Structured** in-house training delivered by the company, third party, product supplier or on-line.
- **Must be** directly related to the project and be delivered to an existing worker where upskilling is a requirement for them to be able to perform their role on the project.

Will be accepted if...	WILL NOT be accepted..
<ul style="list-style-type: none">✓ training hours can be verified against attendance records or certificate of attainment✓ training completed just prior or during project	<ul style="list-style-type: none">✗ company or site inductions✗ toolbox talks✗ site meetings✗ unstructured instruction on how to do a job

Example #14: Other Workforce – Non-accredited Training Attendance Sheet

- ← An example from a Company Learning Management System Report displaying
- Email confirmation of course completion
 - Online course details and duration.
 - Dates of completion.

Notification of Completion for the course Workplace Health and Safety



MyCareer LMS Coordinator, <noreply@elmoalent.com.au>
To Kilo Lima

Reply

Reply All

Forward



Mon 01/02/2021 8:38 AM

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

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

MyCareer

Notification of Completion

Hi Kilo,

Congratulations, you have completed the course Workplace Health and Safety

Click on the following link to retrieve your certificate of completion:

<https://mycareer.elmogov.com.au/learning/certificate?id=Z2RzNGQ2NEkzZ2Nm1tnlp81/mlZkm5uciinzah9>

© ELMO Software - All Rights Reserved

Further training program details may be requested.

Proof the individual worked on site after completion of training is also required.



The screenshot displays the MyCareer LMS interface. The left sidebar contains navigation links: Learning, My Learning, External Training, and Course Catalogue. The main content area shows the 'Workplace Health and Safety Course' details, including a 'COMPLETED' status, course information (Duration: 1h, Type: Required, Enrolment date: 01/01/2021, Start date: 01/02/2021, Complete date: 01/02/2021, Recompilation required: 01/02/2021, Enrolment method: Rule), and a course description. The course description states that the Workplace Health and Safety Competence Course is designed to assist people in understanding the importance and advantages of Workplace Health and Safety. It also lists course themes: An introduction: Workplace Health and Safety competence, What are your responsibilities?, Reporting incidents, and Hazard Identification. Requirements include: For optimum usability, Google Chrome is the recommended browser for this course, and There are multiple parts to this course. You will need complete all parts for a COMPLETION status to register on your learning profile. The interface also includes a 'View' button and a 'Click on the eLearning activity below to begin' instruction.

What happens next?

Once BQAU is provided with the evidence from the Principal Contractor, the auditor will review the evidence against the TPAS data and establish the initial audit findings.

An Evidence Review Meeting with the Principal Contractor will be arranged. The purpose of this meeting is to discuss the findings and evidence provided, to clarify information and identify any additional evidence that the Principal Contractor may be able to provide.

The Evidence Review Meeting will have one of the following outcomes:

- Compliant no actions required
- Compliant TPAS updates required
- Non-compliant with further evidence required, an extension may be provided to the Principal Contractor to allow time to supply documents to assist them to achieve a compliant outcome
- Non-compliant

Variations to Calculated Deemed Hours

Prior to advertising a tender, the Principal Procuring Agency is responsible for assessing a project's capability to adhere to the deemed hours requirements of the Training Policy.

If during the audit process it becomes apparent that the project cannot deliver on the contracted deemed hours requirements it is the Principal Contractor's responsibility to initiate the contract variation process.

Requests to vary deemed hours on projects are treated individually, ensuring the facts of each case are given careful consideration. Scenarios that may warrant a variation request include:

- tight project timeframes
- specialised or restricted works
- an excessive materials-to-labour ratio
- need for specialised and highly-skilled labour to deliver the project.

Reasons for variation

	Reasons
<input type="checkbox"/>	Project Timeframe
<input type="checkbox"/>	Scope of Works <i>* Attach evidence to demonstrate the cost breakdown of the scope of works</i>
<input type="checkbox"/>	Materials to Labour Ratio <i>*Attach evidence to demonstrate the cost breakdown of materials to labour value</i>
<input type="checkbox"/>	Specialised or Highly Skilled Labour Only <i>*Attach evidence to demonstrate the cost breakdown of the scope of works that relates to specialised or highly skilled labour only</i>
<input type="checkbox"/>	Possible impacts on public private partnerships projects and similar GOC joint investment models
<input type="checkbox"/>	Other (please specify)

[Guidelines for contractors - Queensland Government Building and Construction Training Policy \(desbt.qld.gov.au\)](https://desbt.qld.gov.au)

Variations to Calculated Deemed Hours

Variations are considered on a case-by-case basis and any variation to the deemed hours **must not compromise** the intent of the Training Policy.

- If a project is assessed as unable to meet training hours a revised requirement must be approved by DESBT.
- Contractors must first gain support from the Government Principal Procurement Agency who will then recommend the variation for consideration to DESBT by submitting a variation form.
- If the variation is approved, the deemed hours requirement will be adjusted by DESBT.
- The auditor will consider the revised deemed hours requirement against evidence provided to determine the final audit outcome.

As variations following contract acceptance are only considered in extenuating circumstances it is recommended that principal contractors tendering for projects identify and address any potential need for a variation prior to the contract award.

Links to further information

DESBT information

- [Queensland Government Building and Construction Training Policy | Department of Employment, Small Business and Training \(desbt.qld.gov.au\)](https://desbt.qld.gov.au/)
- [Queensland Government Building and Construction Training Policy - Policy statement \(desbt.qld.gov.au\)](https://desbt.qld.gov.au/policy-statement)
- [Guidelines for contractors - Queensland Government Building and Construction Training Policy \(desbt.qld.gov.au\)](https://desbt.qld.gov.au/guidelines-for-contractors)
- [DESBT - Training Policy System | Sign In \(csq.org.au\)](https://csq.org.au/sign-in)

Procurement Compliance Branch information

- [Procurement compliance: audit, complaints and investigation | Department of Energy and Climate \(epw.qld.gov.au\)](https://epw.qld.gov.au/procurement-compliance)



Questions

Contact information:

Buy Queensland Audit Unit

- Email: BuyQLDAudit@epw.qld.gov.au
- Phone: 1300 105 030, option 2

Training Policy Administration System (TPAS)

- Email: TrainingPolicy@desbt.qld.gov.au
- Phone: 1300 369 935
- Website: desbt.qld.gov.au/training/employers/trainingpolicy

Thank you!