

Queensland Government Building & Construction Training Policy

Evidence Management

Presentation by the

Queensland Government Procurement
Compliance Branch

Department of Housing and Public Works

This presentation is issued by the Buy Queensland Audit Unit (BQAU) to provide an explanation of the evidence required to verify compliance with the Queensland Government Building and Construction Training Policy.

This document should be read in conjunction with the [Queensland Government Building and Construction Training Policy](#), your company or agency procurement policies and procedures, and any other relevant documents.

The Department of Housing and Public Works 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.

The BQAU provides audit and investigation service support to the owners of the *Queensland Government Building and Construction Training Policy* (Training Policy) for the Department of Trade, Employment and Training (DTET).

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 Queensland apprentices and trainees and undertake other workforce training as mandated components of being awarded work on eligible Queensland Government projects.

The Auditor will verify:

- Contract Agreed Hours and Actual Achieved Hours recorded against the Training Policy Administration System (TPAS) record for New Entrants Training and Other Workforce Training against the evidence provided by the Principal Contractor.
- 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.
- 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

DELIVERING
FOR QUEENSLAND



Queensland
Government

Training Policy Administration System

Project Information

Tafe A Block Repairs TPAS ID: 99999

Project Name	Project Type	Contract Reference	Principal Contractor Project Reference
Tafe A Block Repairs	Building	123456	99999
Project Address	Suburb/Town	Postcode	Training Policy Applied
1000 Project Road, Rockhampton	Rockhampton	4700	Yes
Contract Sum (GST Inc)	Tender Letter of Acceptance Attached	Date of Acceptance of Tender	Estimated Commencement Date
\$500,001.00	Yes (Or equivalent)	01/12/2020	31/12/2020
Estimated Completion Date	Actual Commencement Date	Actual Completion Date	Principal Contractor Organisation
31/04/2021	01/01/2021	29/03/2021	Fictitious Construction Company Pty Ltd
Principal Contractor Contact Person	Principal Contractor Reporting Person	Principal Procurement Agency	Project/Contract Manager - PPA
Tony Stark		QLD Government	Matt Murdock
Management Procurement Agency	Project/Contract Manager - MPA	Federal Electorate	State Electorate
QBuild	Jessica Jones	Flynn	Gregory
Local Authority	Indigenous Project	Indigenous Community	Selected Indigenous Project
Rockhampton	No		No
Attachments			
Letter_of_Acceptance.pdf			

Calculated Deemed Hours and Contract Agreed Hours

	Calculated Deemed Hours	Contract Agreed Hours
New Entrants	600	600
Other Workforce	400	400
Total	1000 Hours	1000 Hours

Progressive Achievement - Hours and Percentage

	Total Hours Achieved	Total Percentage Achieved
New Entrants	600	100%
Other Workforce	400	100%
Project Total	1000 Hours	100%

Close

TPAS: 99999

Project Name:
Tafe A Block Repairs

Contract Reference:
123456

Actual Commencement Date: 01/01/2021

Estimated Completion Date: 29/03/2021

Contract Agreed Hours:
1000

New Entrants: 600

Other Workforce: 400



05/08/2025

TPAS V00.2



Queensland
Government

TPAS New Entrant – Case study

DELIVERING
FOR QUEENSLAND



Training Policy Administration System

Project Information

Compliance Plan

Record Training New Entrants

Record Training Other Workforce

Practical Completion Report

Close

Tafe A Block Repairs TPAS ID: 99999

Export

Reg ID	First Name	Surname	Engaged As	Employer	Indigenous	Total Hrs	Modified	Modified By
202110101	FICTITIOUS	MCNAME	Apprenticeship	Fictitious Plumbing Pty Ltd	No	9	29/03/2021	Tony Stark
202110102	ECO	FOXTROT	Apprenticeship	Fictitious Construction Pty Ltd	Aboriginal	100	29/03/2021	Tony Stark
202110103	GOLF	HOTEL	Apprenticeship	Fictitious Construction Pty Ltd	No	100	29/03/2021	Tony Stark
202110104	OSCAR	PAPA	Apprenticeship	Fictitious Construction Pty Ltd	Aboriginal	100	29/03/2021	Tony Stark
202110105	PAPA	QUEBEC	Apprenticeship	Fictitious Construction Pty Ltd	No	100	29/03/2021	Tony Stark
202110106	YANKEE	ZULU	Apprenticeship	Fictitious Construction Pty Ltd	No	100	29/03/2021	Tony Stark
202110107	KIM	VILL	Apprenticeship	Fictitious Construction Pty Ltd	No	18	29/03/2021	Tony Stark
202110108	RAYMOND	TURNER	Apprenticeship	Fictitious Construction Pty Ltd	No	18	29/03/2021	Tony Stark
202110109	BRAVO	CHARLIE	Apprenticeship	Fictitious Construction Pty Ltd	No	55	29/03/2021	Tony Stark
Progressive Subtotal:						600	Hours	
Contract Agreed Hours:						600	Hours	
Progressive Percentage:						100	%	



Queensland
Government

Apprentices and 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](#)

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 post the tender award date and/or during the period of the project and must be able to 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 Hours - Timesheets

SHOULD include...	WILL NOT be accepted..
✓ 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.	✗ Travel time cannot be included ✗ Leave and lunch breaks cannot be included.

Example: Sample Timesheet

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

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



Queensland
Government

Example: 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	09:30	123456	9.5	East side plumbing repair.
Lunch	12-12:30			
Finish	17:00			
Tuesday				
Start	06:00	123456	8.5	Take 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/Registers

A hand-written or electronic Sign in Sheets or Attendance Registers record are acceptable if they 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 onsite
- 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 generated 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: Electronic Site Register

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	Juliet	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	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	25/02/2021 6:00	25/02/2021 14:17	8	17	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: Handwritten site sign in

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:	0414 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	Alpha D
Fictitious McName	" "	Apprentice	Worker	06:00	Y	15:00	FMLC
Bravo Charlie	Painting Fictitious	Trainee	Worker	08:00	Y	15:00	BCharlie
India Juliet	" "	Student	Worker	08:00	Y	15:00	India
Charlie Delta	" "	Painter	Worker	08:00	Y	15:00	CD.
Eco Foxtrot	FCC	Apprentice	Worker	06:00	Y	15:00	ECOF.
Golf Hotel	FCC	" "	Worker	06:00	Y	15:00	GolfHotel
Grace. Paddy	FCC	Tradic	Worker	06:00	Y	16:00	Paddy
Lucy Fig	FCC	" "	Worker	06:00	Y	16:00	Lucy
Tango Victor	" "	Cadet	Worker	06:00	Y	15:00	Tango
Delta Eco	" "	Undergraduate	Worker	06:00	Y	15:00	Delta Eco.
Mike November	" "	Tradesperson	" "	06:00	Y	16:00	Mike
Juliet Kilo	FCC	RTSP/Tradic	Worker	06:00	Y	16:00	Julie
John Spencer	FCC	Apprentice	Worker	06:00	Y	15:00	John
Kilo Lima	FCC	Labourer	" "	06:00	Y	16:00	Kilo
Oscar Papa	FCC	Apprentice	Worker	06:00	Y	15:00	Oscar

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 onsite.

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

Example: 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: 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
-------------	------------

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

Printed - Tuesday, 29 March 2021

Page 1 of 14

Fictitious System Name



Queensland
Government

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: 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



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

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.



Queensland
Government

Offsite 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 post the tender award date and/or during the period 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

Get [Outlook for iOS](#)

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

Close

Tafe A Block Repairs TPAS ID: 99999

Export

Reg ID	First Name	Surname	Engaged As	Employer	Indigenous	Accredited Hrs	Non-Accred...	Total Hrs	Modified	Modified By
202110110	JOHN	SPIENCER	Apprenticeship	Fictitious Construction Pty Ltd	No	69	0	69	29/03/2021	Tony Stark
	ALPHA	BRAVO	Non-Tradesperson	Fictitious Plumbing Pty Ltd	Aboriginal	0	165	165	29/03/2021	Tony Stark
	JULIET	KILO	Non-Tradesperson	Fictitious Construction Pty Ltd	No	30	0	30	29/03/2021	Tony Stark
	KILO	LIMA	Non-Tradesperson	Fictitious Construction Pty Ltd	No	0	7	7	29/03/2021	Tony Stark
	INDIA	JULIET	Non-Tradesperson	Painting Fictitious Pty Ltd	No	38	0	38	29/03/2021	Tony Stark
	DELTA	ECO	Undergraduate	Fictitious Construction Pty Ltd	No	14	0	14	29/03/2021	Tony Stark
	TANGO	VICTOR	Cadet	Fictitious Construction Pty Ltd	No	28	0	28	29/03/2021	Tony Stark
	MIKE	NOVEMBER	Tradesperson	Fictitious Construction Pty Ltd	No	7	0	7	29/03/2021	Tony Stark
	LIMA	MIKE	Tradesperson	Fictitious Construction Pty Ltd	No	7	0	7	29/03/2021	Tony Stark
	ROMEO	SIERRA	Tradesperson	Fictitious Construction Pty Ltd	No	7	0	7	29/03/2021	Tony Stark
	LUCY	FIG	Tradesperson	Fictitious Construction Pty Ltd	No	7	7	14	29/03/2021	Tony Stark
	GRACE	PATTY	Tradesperson	Fictitious Construction Pty Ltd	No	7	7	14	29/03/2021	Tony Stark

Progressive Subtotal:

400 Hours

Contract Agreed Hours:

400 Hours

Progressive Percentage:

100 %

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

1. What evidence confirms the worker was working onsite 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, onsite labour hours can be recorded as compliant hours.

Acceptable training type

- Apprentice/Trainee (existing worker)
- Qualification
- Student
- Higher education/ tertiary training
- Vocational education and training (VET) course
- Undergraduate
- Cadet – in addition, all onsite hours can be claimed

Existing Worker Apprentices and Trainees

An existing worker apprentice or trainee is an individual who was employed with the applicant employer for a period of:

- more than three months full time
- 12 months casual or part-time, or
- a combination of both, immediately prior to signing the National Training Contract.

Onsite labour hours on the project, and off-the-job training hours can be included as compliant hours.

Information required to verify the hours entered in TPAS include Registration ID, evidence of onsite hours and training.

Qualification

Training hours will be accepted if:

- ✓ Training hours can be verified against course attendance hours.
- ✓ Training is completed post-tender award date and/or during the period of 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.

Onsite and/or offsite training hours can be recorded as 'accredited hours'. Proof of onsite hours after the training date **must be** provided.

Note: See examples on following slide



Example: 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 Federation Avenue, QLD

Time: 08:00 - 17:00

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



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.

The **work placement hours** connected with the training where the student is onsite 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 onsite work placement hours as a compulsory requirement is required.

Example: 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 onsite on the project are recorded as 'accredited' hours.

Onsite and/or offsite 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.qutrockhampton.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
EGB273 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:
studentrecords@qut.com.au
CRICOS No. 1234567



Queensland
Government

Example: 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 onsite work placement hours as a compulsory requirement to obtain the qualification.

Evidence of individual working onsite on the project is also required.



Example Only

Queensland University of Technology
Rockhampton campus
123 Fictitious street
Rockhampton, QLD 4700
Phone +61 7 1234 1234
www.qutrockhampton.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 Makes
Director
Student Administration
Queensland University of Technology
Email:
studentrecordsfictitious@qut.com.au
CRICOS No. 12345J



Queensland
Government

Example: Other Workforce

Cadet

A cadetship that is related to the building and construction industry. Only onsite 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



Non-Accredited Training

Onsite and/or offsite 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...
✓ training hours can be verified against attendance records or certificate of attainment ✓ training completed just prior or during project	✗ company or site inductions ✗ toolbox talks ✗ site meetings ✗ unstructured instruction on how to do a job

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@elmotalent.com.au>
To Kilo Lima



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



Queensland
Government

Non-Accredited Training Attendance Sheet

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' website interface. On the left is a navigation menu with links for 'Learning', 'My Learning', 'External Training', and 'Course Catalogue'. The main content area is titled 'Workplace Health and Safety Course' and 'FCC Mandatory'. It features a 'Course Information' table with the following data:

Course Information	
Duration	1h
Type	Required
Enrolment date	01/01/2021
Start date	01/02/2021
Complete date	01/02/2021
Recompletion required	01/02/2021
Enrolment method	Rule

To the right of the table is a 'Course Description' section stating the course is designed to assist people in understanding workplace health and safety. Below this is a 'Course Themes' list: 'An introduction: Workplace Health and Safety competence', 'What are your responsibilities?', 'Reporting incidents', and 'Hazard Identification'. A 'Requirements' section follows, noting that Google Chrome is recommended and that all parts must be completed. At the bottom, a list of eLearning activities shows 'First Nations Course' as completed.

What hours are recorded in TPAS – Actual or Nominal?

Record in TPAS the **actual hours** spent undertaking training delivered by an RTO, either on-the-job or off-the-job, including time spent by the existing worker on assessments, self-study and exams are recorded in TPAS as compliant hours under the Training Policy.

Training hours completed post the tender award date and/or during the period of the project can be recorded as compliant hours.

Nominal hours reflect the anticipated time taken to deliver and assess the outcomes of a unit of competency excluding unsupervised delivery or the time taken for repeated practical application of skills. **Nominal hours are primarily developed for funding purposes.**

More information is available in the [Evidence Guide Building and Construction Training Policy](#).

Further information

[Australian Skills Quality Authority \(ASQA\)](#)



Australian Government
Australian Skills Quality Authority

ASQA



Queensland
Government

Other evidence sources - USI

If you are unable to provide evidence of qualifications or training as listed in this presentation you may be able to request that employees access their profile in the Australian Government Unique Student Identifier (USI) Student Portal.

The USI Student Portal allows student employees to download their Vocational Education and Training (VET) transcript. With their permission you will be able to submit this information as evidence to assist with verifying hours entered in the Training Policy Administration System (TPAS).

Links to USI

[Welcome to USI - Unique Student Identifier](#)

[USI Student Portal - Terms and Conditions](#)



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

Prior to advertising a tender, the procuring agency is responsible for assessing a project's capability to comply with the requirements of the Training Policy. If a project is assessed as unable to meet the training hours requirement, a revised contract agreed hours requirement must be recommended by procuring agency and then assessed and processed by DTET.

Variations following contract acceptance will only be considered in extenuating circumstances. Contractors must firstly negotiate and gain support for the variation with the procuring agency and management procurement agency (if applicable) who will then recommend the variation to DTET for assessment and processing.

Reasons for variation

- Project Timeline
- Total labour hours forecast
- Scope of Works
- Materials to Labour Ratio
- Specialised or Highly Skilled Labour Only
- Other (please specify).

Variations to Calculated Deemed Hours

Variation requests will be considered on a case-by-case basis and any variation to the contract agreed hours must not compromise the intent of the Training Policy.

If the contract agreed hours has been adjusted by DTET in TPAS, the auditor will assess the evidence provided against the revised contract agreed hours to determine the final audit outcome.

Refer to DTET for full details Queensland Government Building and Construction Training Policy variation process:

- [Variation Process](#)
- [Variation Request Form](#)

For further information on the Building and Construction Training Policy Variation Process contact DTET via TrainingPolicy@desbt.qld.gov.au.

DTET information:

- [Training Policy Administration System | Sign In](#)
- [Queensland Government Building and Construction Training Policy information](#)

Information linked from this page:

- Queensland Government Building and Construction Training Policy statement
- Processes, guidelines, frequently asked questions and manuals.

Queensland Government Procurement Compliance Branch information:

- [Procurement compliance: audit, complaints and investigation](#)

Information linked from this page Building and Construction Training policy:

- Evidence Guide
- Evidence Management Presentation.



Contact information:

**Queensland Government Procurement
Compliance Branch information**

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

Training Policy Administration System (TPAS)

- Email: TrainingPolicy@desbt.qld.gov.au
- Phone: 1300 369 935

A hand is shown writing the words "Thank you!" in a cursive script using a black marker on a white surface.