

Evidence Guide

Queensland Government Building and Construction Training Policy

November 2025

Table of Contents

Contacts for further information.....	3
Buy Queensland Audit Unit	3
Training Policy Administration System	3
Background	4
About this guide.....	4
How does BQAU review evidence?.....	5
Record Training New Entrants.....	5
Record Training Other Workforce	5
Training hours recorded prior to project commencement	6
Training hours recorded over multiple projects.....	6
Nominal hours	7
Alternative sources of evidence.....	7
Managing training records.....	8
Organising training records	8
Suggested record naming practices.....	9
Links to further information.....	9
Evidence guidance	10
Evidence required for building and construction projects	10
Additional Evidence required for Major building and civil construction projects	19
Additional Evidence required for Indigenous projects	20

The State of Queensland (Department of Housing and Public Works) 2025

Contact us

Queensland Government Procurement within the Department of Housing and Public Works is committed to continuous improvement. If you have any suggestions about how we can improve this guide, or if you have any questions, contact us at BuyQLDAudit@epw.qld.gov.au.

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 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 our attention a reasonable effort will be made to correct them.

Administration

This version takes effect from 4 November 2025.

Contacts for further information

Buy Queensland Audit Unit

For queries related to Building and Construction Training Policy audits contact:



BuyQLDAudit@hpw.qld.gov.au



Phone: 1300 105 030 (option 2)

Training Policy Administration System

For queries regarding the Training Policy Administration System (TPAS) contact:



TrainingPolicy@desbt.qld.gov.au



Phone: 1300 369 935

Background

The [Queensland Government Building and Construction Training Policy](#) (the Training Policy) supports employment opportunities and skills development in Queensland's building and construction industry, with particular emphasis on apprenticeship and traineeship opportunities. The Training Policy also focuses on increasing the economic participation of Aboriginal and Torres Strait Islander Queenslanders in the industry.

The Training Policy is one element in a long-standing partnership between the building and construction industry and the Queensland Government to develop the industry's skills base and future workforce capability. It requires contractors to employ apprentices and trainees and undertake other workforce training as mandated components of being awarded work on eligible Queensland Government projects.

The Department of Trade, Employment and Training (DTET) administers Training Policy reporting through the management of the [Training Policy Administration System](#) (TPAS). This is an electronic reporting portal for contractors to report their compliance with the Training Policy. Data entered in TPAS must be true, complete and accurate.

Compliance with the Training Policy is measured using the data recorded in TPAS. Ensuring contractor compliance with the Training Policy and the enforcement of appropriate contractual obligations in the event of non-compliance is the responsibility of the relevant Queensland Government entity.

Failure to comply with the Training Policy requirements may constitute a breach of contract which may result in further action.

Contractor compliance with the Training Policy is assessed by the *Buy Queensland* Audit Unit (BQAU), who form part of the Queensland Government Procurement Compliance (QGPC) Branch. The BQAU will review and verify the contractor's TPAS data and supporting evidence at practical completion of the project to determine compliance to requirements.

About this guide

The Evidence Guide was developed by the BQAU to assist contractors to understand evidence requirements. It is intended to provide guidance on the types of supporting records that may be considered acceptable evidence when submitted by contractors in support of data entered in TPAS and used by the BQAU auditor to assess compliance with the Training Policy.

The guide has been developed to supplement resources available on the DTET website and does not introduce new evidence requirements. It is not exhaustive and alternative evidence from the contractor's operations may be considered acceptable in addition to these examples. It is intended that the guide will help contractors to identify the types of records to submit to the BQAU auditor to demonstrate compliance as part of the audit process.

This guide should be read in conjunction with the information published on the DTET website – [Queensland Government Building and Construction Training Policy, documents, and resources](#).

The BQAU will verify evidence provided by contractors to support the information entered in TPAS to provide assurance to the Queensland Government that the audited contractors have met their obligations under the Training Policy. The audit also serves to validate the reliability of the data reported in TPAS on contractor performance.

During the Training Policy audit the auditor will consider if the evidence provided is sufficient, appropriate, relevant, and reliable to demonstrate compliance to the requirements. The audit process includes one on one interaction between the BQAU auditor and the contractor to confirm suitability of evidence. This interaction also provides an opportunity for the contractor to learn more about the Training Policy and evidence requirements which may lead to improved compliance on the current and/or future projects.

How does BQAU review evidence?

The BQAU use these characteristics to assess evidence to verify information entered in TPAS.

Is the evidence...

Sufficient	Is it factual, adequate, and convincing so that a prudent, informed person would reach the same conclusion as the auditor?
Appropriate	Does it help the contractor meet their training policy commitments?
Relevant	Does it support the auditor's assessment rating and/or recommendations and is it consistent with objectives of the Training Policy?
Reliable	Has it been obtained through appropriate audit techniques and is it reliable enough to draw an audit conclusion?

The auditor will verify:

1. *Contract Agreed Hours* and *Actual Achieved Hours* recorded against the TPAS record for *Training New Entrants* and *Training Other Workforce* reconcile with evidence provided by the Contractor.
2. If applicable, that a fully executed *Indigenous Economic Opportunities Plan* with outcomes has been uploaded to the TPAS record. The signatory page for the *Achievement of outcomes against the agreed Indigenous Economic Opportunities Plan* must be signed by all three parties.
3. If 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 in the TPAS record.

Record Training New Entrants

New entrant apprentice and trainee onsite labour hours and off-the-job training hours are recorded in TPAS against 'Record Training New Entrants' as "Accredited hours".

The new entrant status for an apprentice or trainee is determined at the time of sign-up when the National Training Contract is completed by the apprentice/trainee and their employer. The definition of a new entrant is defined in the [Queensland Government Building and Construction Training Policy](#).

Record Training Other Workforce

Other Workforce training hours are recorded in TPAS as either "Accredited" or "Non-accredited" Hours under 'Record Training Other Workforce'.

Hours can include onsite and/or offsite training hours undertaken to upskill existing workers through training (accredited, non-accredited, tertiary, in-house, industry based and recognised) that will improve the skills base of the building and construction industry.

The training undertaken must be supported by evidence that demonstrates that the training is related to the Building and Construction Industry delivered to an existing worker where upskilling is a requirement for them to be able to perform their role on the project and to effectively deliver the project.

Additionally, existing worker apprentice and trainee onsite labour hours and off-the-job training hours can be recorded under 'Record Training Other Workforce' along with onsite labour hours for Indigenous workers and cadets and students undertaking a work placement.

For further information regarding the types on training and labour hours that can be recorded under 'Record Training Other Workforce' see the [FAQs for Training Policy compliance for other workforce training](#).

Training hours recorded prior to project commencement

Training hours completed post the tender award date can be considered as compliant. The training **must be** directly related to the project and delivered to an existing worker where upskilling is a requirement for them to be able to perform their role on the project and to effectively deliver the project.

Training hours recorded over multiple projects

Where an existing worker is upskilled through training and the worker is employed across multiple projects that are delivered simultaneously (i.e., projects that have commenced or have been awarded and about to commence) the Principal Contractor can elect to either:

- Record the total training hours undertaken for the course or qualification against **one** project that has commenced or has been awarded and about to commence, or
- Split the total training hours undertaken for the course or qualification across **multiple** projects that have either commenced or have been awarded and about to commence and record the portioned hours across multiple projects.

Where the training hours undertaken for the course or qualification are split across **multiple** projects, the Principal Contractor would need to provide evidence of the:

- Existing workers' employment across **multiple** projects
- TPAS ID numbers
- Total hours of training undertaken for the course or qualification
- Evidence of the portioned number of hours recorded **against each** of the projects in TPAS.

The number of hours entered against a project or multiple projects should not exceed the total training hours undertaken.

Training hours will be accepted if:

- Training hours can be verified against course attendance hours (including examination hours where applicable)
- Training is completed post the tender award date and/or during the period of the project.

Nominal hours

What hours are recorded in TPAS – Actual or Nominal?

Record 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.

Background

When training packages are developed, each unit of competency and qualification has nominal hours allocated. The nominal hours represent the estimated supervised structured learning and assessment activities required to sufficiently address the content of each unit.

Apprenticeship and traineeship training in Queensland is competency based. This enables a participant to progress based on their individual learning abilities. Some individuals may complete a unit in a shorter time than the nominal hours allocated to the unit, and some individuals may take longer to complete the same unit of competency.

For the purposes of recording training in TPAS, an individual's **actual hours** should be recorded. For apprentices and trainees, this would be their actual onsite hours worked on a project and their actual training hours spent undertaking the off the job training component, if this occurs post the tender award date and/or during the period of the project.

For hours recorded in other workforce training, the hours recorded for either units of competency or a full VET qualification, would be the **actual hours** an individual spends undertaking accredited training that is completed post the tender award date and/or during the period of the project.

Further information is available from the [Australian Skills Quality Authority \(ASQA\)](#) website.

Alternative sources of evidence

The tables below outline the evidence required to verify training hours entered in TPAS. In some cases it may not be possible to retrieve evidence of qualifications. If this occurs the Principal Contractor or their Subcontractors could consider alternative methods of obtaining evidence.

For example, a reliable method of obtaining evidence would be to request that the employee named in TPAS provide a copy of their transcript from the [Australian Government's Unique Student Identifier](#) (USI) system.

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

It should be noted that additional information would be required to confirm the number training hours, and that the employee has worked on the project site as outlined below.

Managing training records

If a project is selected for a *Training Policy* audit, the Principal Contractor will be advised of the audit commencement and requested to provide records to verify New Entrant and Other Workforce TPAS entries. Examples of the types of records which can be used to verify hours are outlined in the Evidence Guidance section of this document.

To enable the provision of the correct information at audit and to meet contractual obligations, it is recommended that supporting records be collected and managed from the commencement of the project for all training. This will make it easier to demonstrate compliance to the Training Policy requirements at audit

It should be noted that information requested as evidence to demonstrate compliance to the Training Policy are normal business records required to be kept by legislation, for example site attendance records which are required by Work Health and Safety Legislation, payroll and financial payment records which are required by the *Fair Work Act 2009* or the Australian Tax Office, etc.

Further information on records to be retained for the purpose of demonstrating compliance with the [Queensland Government Building and Construction Training Policy](#) is available from the DTET website.

Further information on retaining general business records is available from the [Queensland Government Business Queensland website](#).

Organising training records

It is important to retain training records so that they are identifiable and easily accessible. The BQAU recommend a simple structure for training records which make them easier to provide for a compliance audit.

Every business has their own system for retaining records, however, to assist we have provided an example of a structure for training records below. This layout is simple and would enable the Principal Contractor to provide the required information needed to verify training hours for employees. It should be noted that, in addition to employee training records, you will be asked to provide records to verify that the employee worked on the project site such as site entry/attendance registers, pay records, etc.



Principal Contractor Name

1. New Entrant	J Fictitious	Training Contract – 24.08.23 Employment Contract J Fictitious 22.08.23
	E Specially	Training Contract – 29.08.24 Employment Contract E Specially 28.08.24 Timesheet WE 30.08. 24 XYZ Site Attendance Register July 2024
2. Other Workforce	J Bloggs	Statement of Attainment for J Bloggs 14.08.24 Letter of Employment – Cadet J. Bloggs 27.04.24 Timesheet WE 30.08.24 Timesheet WE 23.08.24
	F Fish	Cert of Achievement for F Fish 14.08.24 Anywhere State School – Site Attendance Register July 2024

Subcontractor Name

 1. New Entrant	 J Fictitious	Training Contract – 24.08.23 Employment Contract J Fictitious 22.08.23 Timesheet WE 30.08.24 Email from M. Jane Plumbing Contractors – Timesheet WE 30.08.24
	 E Specially	Training Contract – 29.08.23 Employment Contract E Specially 28.08.23 Anywhere State School – Site Attendance Register July 2024
 2. Other Workforce	 A Worker	Enrolment record from RTO for Cert of Achievement for A Worker Statement of Attainment for A Worker 14.08.22
	 B Busy	Timesheets for Aboriginal or Torres Strait Islander worker Letter of Offer of Employment to B Busy as cadet engineer Onsite attendance records for cadet engineer B Busy
	 C White	Statement of Attainment for C White for RIIWHS204E Work safely at heights issued 10.08.22
	 J Jones	QUT enrolment in Bachelor of Urban Development major in Construction Management for J Jones

Suggested record naming practices

While businesses will have their own record/file naming practices, it is important that the training record names reflect the content. For example, the file should contain the name of the individual and a brief description of the related training content.

The audit process will progress efficiently if the auditor can quickly identify the content of the records submitted as evidence. This will also assist the contractor to quickly identify information to provide as evidence and reduces the overall time spent on the audit process.

For further information on training records that should be retained, as well as examples, see the BCTP Evidence requirements and management presentation.

Links to further information

Department of Trade Education and Training (DTET)

- [Queensland Government Building and Construction Training Policy information and additional links](#)
- [Queensland Government Building and Construction Training Policy](#) - Policy statement
- [Guidelines for contractors](#) - Queensland Government Building and Construction Training Policy
- [Training Policy Administration System | Sign In](#)

Department of Housing and Public Works

Queensland Government Procurement Compliance Branch information:

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

Evidence guidance

Evidence required for building and construction projects

Item	TPAS Entry Type	Evidence Types	Applicable to	Is it acceptable?
1.	New Entrant Apprentice/Trainee Existing worker Apprentice/Trainee	- Timesheets or similar document recording hours worked by an individual employee over a specified period. - Group Training Organisation (GTO) documents including: - Timesheets - GTO Invoices - Statutory Declaration from GTO.	New Entrant Other Workforce Applicable to onsite labour hours recorded for: - New Entrant Apprentices/trainees - Existing Worker Apprentices/Trainees.	New entrant apprentice and trainee onsite labour hours and off-the-job training hours are recorded against 'Record Training New Entrants'. Existing worker apprentice and trainee onsite labour hours and off-the-job training hours are recorded against 'Record Training Other workforce as accredited hours'. (a) A timesheet or similar document is acceptable evidence of hours worked by an employee if it contains at a minimum: - Project ID and/or name - Employee details (name, ID etc.) - Dates worked on the project - Daily start and finish times. (b) A Queensland state registration number that contains nine digits and begins with the financial year the apprentice/trainee was signed up in (e.g. 201765147).
2.	New Entrant Apprentice/Trainee Existing worker Apprentice/Trainee	- Sign-in sheet - Attendance Register - Site register - Visitor register.	New Entrant Other Workforce	A hand-written or electronic record maintained by the Site Manager/Contractor is acceptable if it contains at a minimum: (a) Employee name/ID (if signature or name only, must be authenticated with a document linking attendance to the site). (b) Dates visited site/work performed onsite. (c) Site entry and exit time. (d) Location or project code (if project code used, must be authenticated with a document linking code to project name).

Item	TPAS Entry Type	Evidence Types	Applicable to	Is it acceptable?
				Notes: • Reports generated by electronic means must contain a reference to the application the report was generated from (extract of the application used). • Recorded meal breaks or travel time to/ from the work site cannot be counted as onsite labour hours.
3.	New Entrant Apprentice/Trainee Existing worker Apprentice/Trainee	System generated report (i.e. Payroll system, labour costing report, etc.).	New Entrant Other Workforce	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.
4.	New Entrant Apprentice/Trainee Existing worker Apprentice/Trainee	Subcontractor submission to substantiate hours entered in TPAS by the principal contractor relating to work completed by the subcontractor on the project.	New Entrant Other Workforce	Submission should include at a minimum: - 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 the associated response. (e.g. email correspondence, reports or other evidence of communication between - subcontractor HR – to Project Manager – to Principal Contractor). - Subcontractor submissions should also contain evidence e.g., spreadsheets, PDF documents or other relevant source data that should display: • Project name • Service provided • Employee name • Dates worked on the project • Daily start and finish times.

Item	TPAS Entry Type	Evidence Types	Applicable to	Is it acceptable?
5.	New Entrant Apprentice/Trainee Existing worker Apprentice/Trainee	• Training Plan • Training Record book • Off-the-job training schedule • Off-the-job training attendance records • Correspondence from RTOs with off-the-job attendance confirmation, including times and dates.	New Entrant Other Workforce Applicable to off-the-job training hours recorded for: • New Entrant Apprentices/trainees • Existing Worker Apprentices/Trainees.	New Entrant apprentice and trainee onsite labour hours and off-the-job training hours can be recorded as compliant hours in TPAS and are recorded against 'Record Training New Entrants' as accredited hours. Existing worker apprentice and trainee onsite 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. (a) 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 is provided to prove the employee worked on the project site. (b) 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.
6.	An Individual employed on the project engaged as a Registered Trade Skills Pathway participant	• State Registration confirmation including ID number • Training Plan • Training Record Book • RTO Training Schedule • RTO assessments • Employer validated assessments for workplace competence. • Certificate of completion from RTO	Other Workforce	Registered Trade Skills Pathway participant onsite 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. A state registration number for a Registered Trade Skills Pathway participant contains the letters QLD and eight digits and begins with the year the participant commenced in the program (e.g. QLD20180106).

Item	TPAS Entry Type	Evidence Types	Applicable to	Is it acceptable?
		• Certificate of Achievement from DESBT • Evidence of onsite labour hours for example: ○ Timesheet ○ Site register ○ Site sign in sheet.		
7.	Existing worker employed on the project engaged as tradesperson or non-tradesperson and upskilled through accredited training	• Course enrolment record • Course attendance records • Certificate of attendance • Statement of Attainment • Certificate of completion • Accredited record of results • Accredited Tickets or Licences.	Other Workforce	Upskilling existing workers through a vocational education and training (VET) course that is delivered by a registered training organisation (RTO) which leads to a VET qualification or a statement of attainment of individual units from a nationally recognised training package, onsite and/or offsite training hours can be recorded in TPAS as compliant hours and are recorded as 'Accredited' hours. This training 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. (a) Training hours will be accepted if: • Training hours can be verified against course attendance hours. • Training is completed post the 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 is provided to prove the employee worked on the project site. (b) 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

Item	TPAS Entry Type	Evidence Types	Applicable to	Is it acceptable?
				- date/s of training - detail of hours of training duration.
8.	Existing worker employed on the project engaged as tradesperson, non-tradesperson or apprentice/trainee upskilled through training required to comply with licensing, regulatory and safety requirements of the building and construction industry	- Course enrolment record - Course attendance records - Certificate of attendance - Statement of Attainment - Certificate of completion - Accredited record of results.	Other Workforce	A qualification i.e. heavy vehicle driver training course or an equipment ticket/licence to operate, Work safely at heights, Work safely in the construction industry, White Card. This training must be delivered to an existing worker where upskilling is a requirement for them to be able to perform their role on the project. (a) Training hours will be accepted if: - Training hours can be verified against course attendance hours. - Training is completed post the 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. - Evidence is provided to prove the employee worked on the project site. (b) 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.
9.	Existing worker employed on the project engaged as tradesperson or non-tradesperson and upskilled through non-accredited training	Verification of attendance: - Non-accredited Attendance Sheet - Certificate of Attendance - Certificate of Completion - Company Learning Management System Report.	Other Workforce	Upskilling existing workers through non-accredited training, specifically industry recognised non-accredited training; in-house training delivered by the company or a third party; or training that is delivered by a product supplier or equipment manufacturing representative for specific product or equipment. Onsite and/or offsite training hours can be recorded in TPAS as compliant hours and are recorded as 'Non-accredited' hours.

Item	TPAS Entry Type	Evidence Types	Applicable to	Is it acceptable?
		Verification of the training: • Agenda • PowerPoint Presentation • Participant Handbook • Skills Development Plan • Workforce Development Plan • Company Learning Management System Report.		This training 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. (a) Training hours will be accepted if: • Training hours can be verified against course attendance hours. • Training is completed post the tender award date and/or during the period of the project. • Evidence is provided to prove the employee worked on the project site. (b) Evidence in support of the training should include Certificate 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. Notes: The following examples cannot be claimed as training hours: • company or site inductions • toolbox talks • site meetings • unstructured instruction on how to do an individual's job.
10.	Existing worker employed on the project engaged as tradesperson, non-tradesperson or apprentice/trainee and upskilled through higher education/tertiary training	• Course enrolment record • Course attendance records • Certificate of attendance • Statement of Attainment • Certificate of completion	Other Workforce	Upskilling existing workers through higher education such as TAFE, college, or a university, undertaking a qualification or an Undergraduate or Postgraduate degree that directly supports the building or civil construction industry. Onsite and/or offsite training hours can be

Item	TPAS Entry Type	Evidence Types	Applicable to	Is it acceptable?
		- Accredited record of results - Exam records.		recorded as compliant hours in TPAS and are recorded as 'accredited hours'. Evidence provided should include course attendance / exam records (evidence to support attendance e.g. pay records for the employee attending the training or other forms of evidence verifying attendance). This training 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. (a) Training hours will be accepted if: - Training hours can be verified against course attendance including examination hours. - Training is completed post the tender award date and/or during the period of the project. - Evidence is provided to prove the employee worked on the project site. (b) Evidence in support of the training should include: - details of training provider - name of employee - date/s of training - detail of hours of training duration.
11.	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 where the qualification requires a Structured Workplace Learning (SWL) placement or industry placement with an employer	- Qualification/Course Unit/module outline that includes a requirement of work placement - Evidence of onsite hours for example: - Sign-in sheet - Attendance Register - Site register - Visitors' register	Other Workforce	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

Item	TPAS Entry Type	Evidence Types	Applicable to	Is it acceptable?
		Work placement transcript/record signed off.		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.
12.	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 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.	- Qualification/Course Unit/module outline that includes a requirement of work placement - Evidence of onsite hours for example: - timesheets - Sign-in sheet - Site register - Visitors' register - Work placement transcript/record signed off.	Other Workforce	Undergraduate students undertaking higher education such as TAFE, College or a University where the qualification is related to the building and construction industry. 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.
13.	Cadet employed on the project undertaking a cadetship	- Company Cadetship program - Employment contract or equivalent - Letter of appointment - Site attendance records - Timesheets or similar document recording time worked by an individual employee - Evidence of onsite hours for example: - Sign-in sheet - Site register - Visitors' register	Other Workforce	If engaging a Cadet to undertake 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).

Item	TPAS Entry Type	Evidence Types	Applicable to	Is it acceptable?
		System generated report (i.e. Payroll system, labour costing report etc).		
14.	A worker employed on the project who identifies as an Aboriginal and/or Torres Strait Islander person	- Timesheets or similar document recording time worked by an individual employee - Evidence of onsite hours for example: - Sign-in sheet - Site register - Visitors' register - System generated report (i.e. Payroll system, labour costing report etc).	Other Workforce	Aboriginal or Torres Strait Islander workers working onsite on the project, onsite labour hours can be recorded as compliant hours in TPAS and are recorded as "non-accredited" hours. Evidence of the individuals onsite labour hours should be supplied. This could include: - Timesheets or similar document recording time worked by an individual employee. - Sign-in sheet/Attendance Register/Site register/visitors register. - System generated report (i.e. Payroll system, labour costing report etc). Evidence provided at a minimum should include project name, employee details, dates worked on the project and daily start and finish times. Upskilling Aboriginal and/or Torres Strait Islander workers employed on the project, training hours are recorded as either 'accredited' or 'non-accredited' hours.
15.	A worker employed on the project who holds a professional credential/qualification related to the building and construction industry who, in order to perform their role on the project e.g. Engineer, Architect or Designer chartered status, and where this credential/qualification requires professional development or on-going training on a regular basis to maintain that credential/qualification.	- Professional credential/Qualification that includes a requirement of professional development or on-going training on regular basis - Evidence of requirements - Evidence of onsite hours for example: - timesheets - Sign-in sheet - Site register - Visitors' register	Other Workforce	The upskilling would be considered acceptable under the Training Policy. Training Hours completed post the tender award date and during the period of the project can be recorded as compliant hours. These onsite and/or offsite training hours are recorded in TPAS in Other Workforce Training as 'accredited hours'. Evidence of enrolment in the relevant credential and evidence that professional development or on-going training is required.

Item	TPAS Entry Type	Evidence Types	Applicable to	Is it acceptable?
16.	A worker employed on the project who holds a professional chartered credential related to the building and construction industry who, in order to perform their role on the project e.g. Engineer, Architect or Designer chartered status, and where this credential/qualification requires industry placement to maintain that credential.	- Professional credential/ Qualification that includes a requirement of industry placement to maintain credential - Evidence of requirements - Evidence of onsite hours for example: - timesheets - Sign-in sheet - Site register - Visitors' register	Other Workforce	The onsite industry placement hours undertaken on the project are recorded in in TPAS in other Workforce training as 'accredited hours'. Evidence of enrolment in the relevant credential and evidence that work placement hours are a compulsory requirement is required.

Additional Evidence required for Major building and civil construction projects

TPAS Entry Type	Evidence Types	Applicable to	Is it acceptable?
Skills Development Plan uploaded against the project record in TPAS	Skills Development Plan	Major building and civil construction projects with a contract sum of \$100M or greater including GST	Evidence of Skills Development Plan uploaded against the project record in TPAS.
Nominated Training Coordinator entered against the project record in TPAS	Nominated Training Coordinator	Major building and civil construction projects with a contract sum of \$100M or greater including GST	Evidence of a nominated Training Coordinator employed by the Principal Contractor. Nominated Training Coordinator has been entered in TPAS against the project record.

Additional Evidence required for Indigenous projects

TPAS Entry Type	Evidence Types	Applicable to	Is it acceptable?
Signed Indigenous Economic Opportunities Plan (IEOP) uploaded against the project record in TPAS	Signed Indigenous Economic Opportunities Plan (IEOP)	- Eligible projects located in an Aboriginal or Torres Strait Islander community and the Township of Weipa. - Eligible projects located throughout the rest of Queensland that are proposed as Indigenous projects by Queensland Government agencies, GOCs or by the Director-General of Aboriginal and Torres Strait Islander Partnerships (ATSIP).	Evidence of a fully <i>executed Indigenous Economic Opportunities Plan</i> with outcomes that has been uploaded to the TPAS record. The signatory page for the <i>Achievement of outcomes against the agreed Indigenous Economic Opportunities Plan</i> must be signed by all three parties. - For projects located in an Aboriginal or Torres Strait Islander community and the Township of Weipa an IEOP with achieved outcomes signed by the Aboriginal and/or Torres Strait Island Council or Authority, Principal Contractor and the Principal Procurement Agency. - For selected Indigenous projects located throughout the rest of Queensland an IEOP with achieved outcomes signed by Department of Women, Aboriginal and Torres Strait Islander Partnerships and Multiculturalism, the Principal Contractor and the Principal Procurement Agency.