Evidence Guide

Building and Construction Training Policy

Queensland Government

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The State of Queensland (Department of Energy Climate) 2024

Contact us
Queensland Government Procurement within the Department of Energy and Climate 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 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.

Administration
This version takes effect from 1 February 2024.

Training Policy Administration System (TPAS) Upgrade Notice and Disclaimer

The Buy Queensland Audit Unit (BQAU) has undertaken due diligence in compiling the information within this Evidence Guide to ensure accuracy at publication. However, the TPAS upgrade will require amendments to some links and likely new user TPAS interactions relating to data entry, necessitating future updates to this guide.

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

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 Employment, Small Business and Training (DESBT) 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 lead to an adverse decision against the contractor under the Ethical Supplier Mandate.

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 Unit 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 BQAU in response to repeated requests for assistance from contractors during the audit process. 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 DESBT website and does not introduce new evidentiary 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 your organisation identify the type 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 DESBT website – Queensland Government Building and Construction Training Policy, documents, and resources.

The BQAU will verify information provided by contractors to support their TPAS entries 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 information provided is sufficient, appropriate, relevant, and reliable as evidence to demonstrate compliance to 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 on future projects.

How does BQAU review evidence?

BQAU will use these characteristics to assess information submitted as evidence to verify hours displayed 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, into the TPAS record.

Record Training New Entrant

New entrant apprentice and trainee on-site 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 on-site 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. However, the training undertaken must be supported by evidence that demonstrates that the training is related to the Building and Construction Industry.

Training is to be directly related to the project, 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 on-site labour hours and off-the-job training hours can be recorded under 'Record Training Other Workforce' along with on-site 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

To considered compliant hours training completed prior to a project commencing would need to be completed after the tender was awarded. 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 the **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 prior to or during the duration of the project.

Managing your training records

If a project is selected for a *Queensland Government Building and Construction Training Policy* audit, the Principal Contractor will be requested to supply records to verify the training hours entered in TPAS. Examples of the types of records that will assist in this verification are outlined in the Evidence Guide section of this document.

You will be advised of the commencement of the audit and requested to provide records to verify New Entrant and Other Workforce TPAS entries. To enable the provision of the correct information at audit and to support your contractual obligations, it is recommended that supporting records be collected and managed from the commencement of the project for relevant Principal Contractor and Subcontractor 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 DESBT website.

Information on retaining general business records is available from the Queensland Government Business Queensland website.

Organising training records

It is important to retain your training records so that they are identifiable and easily accessible. The Buy Queensland Audit Unit recommend that Principal Contractors use a simple structure for their training records which will 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 that 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 also 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 – 24.08.22
		Employment Contract J Fictitious 22.08.22
	🔍📁 E Specially	Training Contract – 29.08.22
		Employment Contract E Specially 28.08.22
		Timesheet WE 30.08. 22
		XYZ Site Attendance Register July 2023
📁 2. Other Workforce	🔍📁 J Bloggs	Cert of Attainment for J Bloggs 14.08.22
		Letter of Employment – Cadet J. Bloggs 27.04.23
		Timesheet WE 30.08.23
		Timesheet WE 23.08.23

	📁 F Fish	Cert of Attainment for F Fish 14.08.22
		Anywhere state School – Site Attendance Register July 2023

📁 Subcontractor Name

📁 1. New Entrant	📁 J Fictitious	Training Contract – 24.08.22
		Employment Contract J Fictitious 22.08.22
		Timesheet WE 30.08.22
		Email from M. Jane Plumbing Contractors – Timesheet WE 30.08.23
	📁 E Specially	Training Contract – 29.08.22
		Employment Contract E Specially 28.08.22
		Anywhere state School – Site Attendance Register July 2023
📁 2. Other Workforce	📁 A Worker	Enrolment record from RTO for Cert of Attainment for A Worker
		Cert 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 issued to 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 your training record names reflect the content when submitting them for audit. For example, the name should contain the name of the individual and a brief description of the training related 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 you to identify information to provide as evidence and will reduce the overall time spent on the audit process.

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

Links to further information

DESBT information

- [Queensland Government Building and Construction Training Policy | Department of Employment, Small Business and Training (desbt.qld.gov.au)](#)

- [Queensland Government Building and Construction Training Policy - Policy statement (desbt.qld.gov.au)](#)

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

- [DESBT - Training Policy System | Sign In (csq.org.au)](#)

Procurement Compliance Branch information

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

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 **on-site labour hours** recorded for:
			• New Entrant Apprentices/trainees
			• Existing Worker Apprentices/Trainees.
				New entrant apprentice and trainee **on-site labour hours** and off-the-job training hours are recorded against 'Record Training New Entrants'.
				
				Existing worker apprentice and trainee **on-site 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:
				• Name of or project ID
				• 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 on-site. (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 on-site 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:
				(a) Full extract, report or screenshot of the software or application used (to determine its authenticity).
				(b) Should include:
				  • Name of or project ID
				  • Name of contractor
				  • Name of employee
				  • Dates and hours worked on-site.

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: (a) Screenshot or full description of system that generated any supporting documentation (i.e. excel spreadsheets, system generated reports, etc.). (b) 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).

Item	TPAS Entry Type	Evidence Types	Applicable to	Is it acceptable?
				(c) 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.
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 on-site 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 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. (a) 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 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.

Item	TPAS Entry Type	Evidence Types	Applicable to	Is it acceptable?
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 - Certificate of Achievement from DESBT - Evidence of on-site labour hours for example: - Timesheet - Site register - Site sign in sheet.	Other Workforce	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. 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. QLD**2018**0106).
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, on-site and/or off-site 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.

Item	TPAS Entry Type	Evidence Types	Applicable to	Is it acceptable?
				(a) Training hours will be accepted if: • Training hours can be verified against course attendance hours. • Training is completed prior to or during the duration 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 • 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 prior to or during the duration of the project.

Item	TPAS Entry Type	Evidence Types	Applicable to	Is it acceptable?
				• 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. **Verification of the training:** • Agenda • PowerPoint Presentation • Participant Handbook • Skills Development Plan • Workforce Development Plan • 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. On-site and/or off-site training hours can be recorded in TPAS as compliant hours and are recorded as 'Non-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 prior to or during the duration of the project. • Evidence is provided to prove the employee worked on the project site.

Item	TPAS Entry Type	Evidence Types	Applicable to	Is it acceptable?
				(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 • Accredited record of results • Exam records.	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. On-site and/or off-site training hours can be 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.

Item	TPAS Entry Type	Evidence Types	Applicable to	Is it acceptable?
				(a) Training hours will be accepted if: • Training hours can be verified against course attendance including examination hours. • Training is completed prior to or during the duration 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 on-site hours for example:
		   ○ Sign-in sheet
		   ○ Attendance Register
		   ○ Site register
		   ○ Visitors' register
		• Work placement transcript/record signed off.
			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 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.

12.	**Undergraduate** student engaged on the project undertaking higher education such as TAFE, College or a University that is related to the	• Qualification/Course Unit/module outline that includes a requirement of work placement	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.

Item	TPAS Entry Type	Evidence Types	Applicable to	Is it acceptable?
	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 on-site on the project are recorded as 'accredited' hours.	• Evidence of on-site hours for example: ○ timesheets ○ Sign-in sheet ○ Site register ○ Visitors' register • Work placement transcript/record signed off.		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.
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 on-site hours for example: ○ Sign-in sheet ○ Site register ○ Visitors' register • System generated report (i.e. Payroll system, labour costing report etc).	Other Workforce	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. (a) 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).
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	Other Workforce	Aboriginal or Torres Strait Islander workers working on-site on the project, on-site labour hours can be recorded as compliant hours in TPAS and are recorded as "non-accredited" hours.

Item	TPAS Entry Type	Evidence Types	Applicable to	Is it acceptable?
		• Evidence of on-site hours for example: ○ Sign-in sheet ○ Site register ○ Visitors' register • System generated report (i.e. Payroll system, labour costing report etc).		(a) Evidence of the individuals on-site 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). (b) 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.

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 ATSIP.	Evidence of a fully *executed Indigenous Economic Opportunities Plan* with outcomes that 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. • 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 DSDSATSIP, Principal Contractor and the Principal Procurement Agency.