

Evidence Guide

Building and Construction Training Policy

QGP Compliance Branch – October 2022



**Queensland
Government**

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Contact us

Queensland Government Procurement within the Department of Energy 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 Energy 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.

Administration

This version takes effect from 21 October 2022.

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 into TPAS by must be true, complete and accurate.

Compliance with the Training Policy is measured using 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 agency or Government Owned Corporation (GOC).

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

This guide details what supporting records will be considered acceptable evidence when submitted by contractors in support of data entered into TPAS and used by the BQAU auditor to assess compliance with the Training Policy.

Information in the guideline 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 provide to demonstrate compliance and submit to the BQAU Auditor 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](#).

Evidence guidance

| TPAS Entry Type | Evidence Types | Applicable to | Is it acceptable? |
|---|--|---|--|
| <p>New Entrant Apprentice/Trainee</p> <p>Existing worker Apprentice/Trainee</p> | <ul style="list-style-type: none"> • Timesheets or similar document recording hours worked by an individual employee over a specified period • Group Training Organisation (GTO) documents including: <ul style="list-style-type: none"> ○ Timesheets ○ GTO Invoices ○ Statutory Declaration from GTO. | <p>New Entrant Other Workforce</p> <p>Applicable to on-site labour hours recorded for:</p> <ul style="list-style-type: none"> • New Entrant Apprentices/trainees • Existing Worker Apprentices/Trainees. | <p>New entrant apprentice and trainee on-site labour hours and off-the-job training hours are recorded against 'Record Training New Entrants'.</p> <p>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.</p> <p>A timesheet or similar document is acceptable evidence of hours worked by an employee if it contains at a minimum:</p> <ol style="list-style-type: none"> 1. Name of or project ID 2. Employee details (name, ID etc.) 3. Dates worked on the project 4. Daily start and finish times. <p>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).</p> |
| <p>New Entrant Apprentice/Trainee</p> <p>Existing worker Apprentice/Trainee</p> | <ul style="list-style-type: none"> • Sign-in sheet • Attendance Register • Site register • Visitor register. | <p>New Entrant Other Workforce</p> | <p>A hand-written or electronic record maintained by the Site Manager/Contractor is acceptable if it contains at a minimum:</p> <ol style="list-style-type: none"> 1. Employee name/ID (if signature only, must be authenticated with a document linking signature to name). 2. Dates visited site/work performed on-site. 3. Site entry and exit time. |

| TPAS Entry Type | Evidence Types | Applicable to | Is it acceptable? |
|---|---|--|--|
| | | | <p>4. Location or project code (if project code used, must be authenticated with a document linking code to project name).</p> <p>Notes:</p> <ul style="list-style-type: none"> • 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. |
| <p>New Entrant Apprentice/Trainee</p> <p>Existing worker Apprentice/Trainee</p> | <p>System generated report (i.e. Payroll system, labour costing report, etc.)</p> | <p>New Entrant Other Workforce</p> | <p>A payroll/labour costing report or similar report is acceptable evidence of hours worked by an employee if it contains at a minimum:</p> <ol style="list-style-type: none"> 1. Full extract, report or screenshot of the software or application used (to determine its authenticity). 2. Should include: <ul style="list-style-type: none"> • Name of or project ID • name of contractor • name of employee • dates and hours worked on-site. |
| <p>New Entrant Apprentice/Trainee</p> <p>Existing worker Apprentice/Trainee</p> | <p>Subcontractor submission to substantiate hours entered into TPAS by the principal contractor relating to work completed by the subcontractor on the project.</p> | <p>New Entrant Other Workforce</p> | <p>Submission should include at a minimum:</p> <ol style="list-style-type: none"> 1. Screenshot or full description of system that generated any supporting documentation (i.e. excel spreadsheets, system generated reports, etc.). 2. 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). |

| TPAS Entry Type | Evidence Types | Applicable to | Is it acceptable? |
|---|--|---|--|
| | | | <p>3. Subcontractor submissions should also contain evidence e.g., spreadsheets, PDF documents or other relevant source data that should display:</p> <ul style="list-style-type: none"> • project name • service provided • employee name • dates worked on the project • daily start and finish times. |
| <p>New Entrant Apprentice/Trainee</p> <p>Existing worker Apprentice/Trainee</p> | <ul style="list-style-type: none"> • Training Plan • Training Record book • Off-the-job training schedule • Off-the-job training attendance records • Correspondence from RTOs with off-the-job training notice with dates. | <p>New Entrant Other Workforce</p> <p>Applicable to off-the-job training hours recorded for:</p> <ul style="list-style-type: none"> • New Entrant Apprentices/trainees • Existing Worker Apprentices/Trainees. | <p>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.</p> <p>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.</p> <p>Training hours will be accepted if:</p> <ol style="list-style-type: none"> 1. Training hours can be verified against the off-the-job training attendance hours. 2. Training is completed during the duration of the project. <p>Evidence in support of the training should include</p> <ul style="list-style-type: none"> • 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. |

| TPAS Entry Type | Evidence Types | Applicable to | Is it acceptable? |
|---|---|------------------------|--|
| <p>An Individual employed on the project engaged as a Registered Trade Skills Pathway participant</p> | <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ Timesheet ○ Site register ○ Site sign in sheet. | <p>Other Workforce</p> | <p>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.</p> <p>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).</p> |
| <p>Existing worker employed on the project engaged as tradesperson or non-tradesperson and upskilled through accredited training</p> | <ul style="list-style-type: none"> • Course enrolment record • Course attendance records • Certificate of attendance • Statement of Attainment • Certificate of completion • Accredited record of results • Accredited Tickets or Licences. | <p>Other Workforce</p> | <p>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.</p> <p>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.</p> |

| TPAS Entry Type | Evidence Types | Applicable to | Is it acceptable? |
|---|--|------------------------|---|
| | | | <p>Training hours will be accepted if:</p> <ol style="list-style-type: none"> 1. Training hours can be verified against course attendance hours. 2. Training is completed prior to or during the duration of the project. 3. Training is related to licensing, regulatory or safety requirements of the building and construction industry and other relevant accredited industry training. <p>Evidence in support of the training should include Statement of Attainment or similar Statements, which includes:</p> <ul style="list-style-type: none"> • details of RTO or training provider • name of employee • date/s of training • detail of hours of training duration. |
| <p>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.</p> | <ul style="list-style-type: none"> • Course enrolment record • Course attendance records • Certificate of attendance • Statement of Attainment • Certificate of completion • Accredited record of results. | <p>Other Workforce</p> | <p>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.</p> <p>Training hours will be accepted if:</p> <ol style="list-style-type: none"> 1. Training hours can be verified against course attendance hours 2. Training is completed prior to or during the duration of the project 3. Training is related to licensing, regulatory or safety requirements of the building and construction industry. |

| TPAS Entry Type | Evidence Types | Applicable to | Is it acceptable? |
|--|--|------------------------|--|
| | | | <p>Evidence in support of the training should include Statement of attainment or similar Statements, which includes:</p> <ul style="list-style-type: none"> • details of RTO or training provider • name of employee • date/s of training • detail of hours of training duration. |
| <p>Existing worker employed on the project engaged as tradesperson or non-tradesperson and upskilled through non-accredited training.</p> | <p>Verification of attendance:</p> <ul style="list-style-type: none"> • Non-accredited Attendance Sheet • Certificate of Attendance • Certificate of Completion • Company Learning Management System Report. <p>Verification of the training:</p> <ul style="list-style-type: none"> • Agenda • PowerPoint Presentation • Participant Handbook • Skills Development Plan • Workforce Development Plan • Company Learning Management System Report. | <p>Other Workforce</p> | <p>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.</p> <p>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.</p> <p>Training hours will be accepted if:</p> <ol style="list-style-type: none"> 1. Training hours can be verified against course attendance hours. 2. Training is completed prior to or during the duration of the project. <p>Evidence in support of the training should include Certificate of attainment or similar Statements, which includes:</p> <ol style="list-style-type: none"> 1. Details of RTO or training provider |

| TPAS Entry Type | Evidence Types | Applicable to | Is it acceptable? |
|---|--|------------------------|--|
| | | | <p>2. Name of Employee 3. Date/s of training 4. Detail of hours of training duration.</p> <p>Notes: The following examples cannot be claimed as training hours:</p> <ul style="list-style-type: none"> • company or site inductions • toolbox talks • site meetings • unstructured instruction on how to do an individual’s job. |
| <p>Existing worker employed on the project engaged as tradesperson, non-tradesperson or apprentice/trainee and upskilled through higher education/ tertiary training</p> | <ul style="list-style-type: none"> • Course enrolment record • Course attendance records • Certificate of attendance • Statement of Attainment • Certificate of completion • Accredited record of results • Exam records. | <p>Other Workforce</p> | <p>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’.</p> <p>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.</p> <p>Training hours will be accepted if:</p> <p>1. Training hours can be verified against course attendance including examination hours.</p> |

| TPAS Entry Type | Evidence Types | Applicable to | Is it acceptable? |
|--|---|------------------------|---|
| | | | <p>2. Training is completed prior to or during the duration of the project.</p> <p>Evidence in support of the training should include:</p> <ul style="list-style-type: none"> • details of training provider • name of employee • date/s of training • detail of hours of training duration. |
| <p>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.</p> | <ul style="list-style-type: none"> • Qualification/Course Unit/module outline that includes a requirement of work placement • Evidence of on-site hours for example: <ul style="list-style-type: none"> ○ Sign-in sheet ○ Attendance Register ○ Site register ○ Visitors' register • Work placement transcript/record signed off. | <p>Other Workforce</p> | <p>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.</p> <p>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.</p> <p>Evidence of enrolment in a relevant training course and evidence that on-site work placement hours as a compulsory requirement is required.</p> |
| <p>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</p> | <ul style="list-style-type: none"> • Qualification/Course Unit/module outline that includes a requirement of work placement • Evidence of on-site hours for example: <ul style="list-style-type: none"> ○ timesheets | <p>Other Workforce</p> | <p>Undergraduate students undertaking higher education such as TAFE, College or a University where the qualification is related to the building and construction industry.</p> <p>Undergraduate qualifications include qualifications from AQF level 5 (Diploma) to level 8 (Bachelor Honours Degree).</p> |

| TPAS Entry Type | Evidence Types | Applicable to | Is it acceptable? |
|--|---|-----------------|--|
| <p>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.</p> | <ul style="list-style-type: none"> ○ Sign-in sheet ○ Site register ○ Visitors' register ● Work placement transcript/record signed off. | | <p>Evidence of enrolment in a relevant undergraduate qualification and evidence that on-site work placement hours as a compulsory requirement to obtain the qualification.</p> |
| <p>Cadet employed on the project undertaking a cadetship.</p> | <ul style="list-style-type: none"> ● 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: <ul style="list-style-type: none"> ○ Sign-in sheet ○ Site register ○ Visitors' register ● System generated report (i.e. Payroll system, labour costing report etc). | Other Workforce | <p>If engaging a Cadet to undertake a cadetship that is related to the building and construction industry. Only on-site labour hours on the project can be recorded in TPAS as compliant hours and are recorded as 'accredited' hours. At minimum evidence should include:</p> <ol style="list-style-type: none"> 1. Documented evidence of the business's cadetship program and / or letter of appointment. 2. Proof of site attendance e.g. sign in records, timesheets, labour costing reports (as listed above). |
| <p>A worker employed on the project who identifies as an Aboriginal and/or Torres Strait Islander person</p> | <ul style="list-style-type: none"> ● Timesheets or similar document recording time worked by an individual employee | Other Workforce | <p>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.</p> |

| TPAS Entry Type | Evidence Types | Applicable to | Is it acceptable? |
|-----------------|---|---------------|--|
| | <ul style="list-style-type: none"> • Evidence of on-site hours for example: <ul style="list-style-type: none"> ○ Sign-in sheet ○ Site register ○ Visitors' register • System generated report (i.e. Payroll system, labour costing report etc). | | <p>Evidence of the individuals on-site labour hours should be supplied. This could include:</p> <ol style="list-style-type: none"> 1. Timesheets or similar document recording time worked by an individual employee. 2. Sign-in sheet/Attendance Register/Site register/visitors register. 3. System generated report (i.e. Payroll system, labour costing report etc). <p>Evidence provided at a minimum should include project name, employee details, dates worked on the project and daily start and finish times.</p> <p>Upskilling Aboriginal and/or Torres Strait Islander workers employed on the project, training hours are recorded as either 'accredited' or 'non-accredited' hours.</p> |

Additional Evidence 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 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) | <ul style="list-style-type: none"> 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. | <p>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.</p> <ul style="list-style-type: none"> 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. |