

Queensland Government Building & Construction Training Policy

Evidence Management

Presentation by the

Buy Queensland Audit Unit
Queensland Government Procurement
Compliance Branch

Department of Energy and Climate

DOC106 Rev 5 (July 2024)



**Queensland
Government**

Disclaimer

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

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

The Department of 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.

Queensland Government Building & Construction Training Policy

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

The Training Policy has two main priorities to:

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


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

Queensland Government Building & Construction Training Policy

The Auditor will verify:

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

Case study example

Queensland Government

Training Policy Administration System

Project Information



Compliance Plan

Record Training New Entrants

Record Training Other Workforce

Practical Completion Report

TAFE A Block Repairs TPAS ID: 99999

Project Name	Project Type	Contract Reference	Principal Contractor Project Reference
Tafe A Block Repairs	Building	123456	9999
Project Address	Suburb/Town	Postcode	Training Policy Applied
1000 Project Road, Rockhampton	Rockhampton	4700	Yes
Contract Sum (GST Inc)	Tender Letter of Acceptance Attached	Date of Acceptance of Tender	
\$500,001.00	Yes <small>(Or equivalent)</small>	01/12/2020	
Estimated Commencement Date	Estimated Completion Date	Actual Commencement Date	Actual Completion Date
31/12/2020	01/04/2021	01/01/2021	29/03/2021
Principal Contractor Organisation	Principal Contractor Contact Person	Principal Contractor Reporting Person	
Fictitious Construction Company Pty Ltd	Tony Stark		
Principal Procurement Agency	Project/Contract Manager - PPA	Management Procurement Agency	Project/Contract Manager - MPA
QLD Government	Matt Murdock	QBuild	Jessica Jones
Federal Electorate	State Electorate	Local Authority	
Flynn	Gregory	Rockhampton	
Indigenous Project	Indigenous Community	Selected Indigenous Project	
No		No	
Attachments			
 Letter of Acceptance.pdf			
 SR Letter.pdf			

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

Progressive Achievement - Hours and Percentage		
	Total Hours Achieved	Total Percentage Achieved
New Entrants	600	100%
Other Workforce	400	100%
Project Total	1000 Hours	100%

TPAS: 99999

Project Name:
Tafe A Block Repairs

Contract Reference:
123456

Actual
Commencement
Date: 01/01/2021

Estimated
Completion Date:
29/03/2021

Contract Agreed
Hours: 1000

New Entrants: 600

Other Workforce: 400

Close

TPAS New Entrant - Case study



Project Information

Compliance Plan

Record Training New Entrants

Record Training Other Workforce

Practical Completion Report

TAFE A Block Repairs TPAS ID: 99999								
Reg ID	First Name	Surname	Engaged As	Employer	Indigenous	Total Hrs	Modified	Modified By
20210101	Factitious	McName	Apprenticeship	Fictitious Plumbing Pty Ltd	No	9	29/3/2021 10:00 am	Tony Stark
20210102	Eco	Foxtrot	Apprenticeship	Fictitious Construction Company Pty Ltd	Aboriginal	100	29/3/2021 10:00 am	Tony Stark
20210103	Golf	Hotel	Apprenticeship	Fictitious Construction Company Pty Ltd	No	100	29/3/2021 10:00 am	Tony Stark
20210104	Oscar	Papa	Apprenticeship	Fictitious Construction Company Pty Ltd	Aboriginal	100	29/3/2021 10:00 am	Tony Stark
20210105	Papa	Quebec	Apprenticeship	Fictitious Construction Company Pty Ltd	No	100	29/3/2021 10:00 am	Tony Stark
20210106	Yankee	Zulu	Apprenticeship	Fictitious Construction Company Pty Ltd	No	100	29/3/2021 10:00 am	Tony Stark
20210107	Kim	Vill	Apprenticeship	Fictitious Construction Company Pty Ltd	No	18	29/3/2021 10:00 am	Tony Stark
20210108	Raymond	Turner	Apprenticeship	Fictitious Construction Company Pty Ltd	No	18	29/3/2021 10:00 am	Tony Stark
20210109	Bravo	Charlie	Trainee	Painting Fictitious Pty Ltd	No	55	29/3/2021 10:00 am	Tony Stark
				Progressive Subtotal:	600 Hours			
				Contract Agreed Hours:	600 Hours			
				Progressive Percentage:	100 %			

Close

New Entrant Hours - Apprentices & Trainees

This person:

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

Further information can be obtained:

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

New Entrant Hours - Apprentices & Trainees

Acceptable evidence for onsite labour hours

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

Acceptable evidence for off-the-job training

- Training must be completed within the duration of the project and must be able to be verified:
 - Training Plan
 - Training Record book
 - Off-the-job training schedule
 - Off-the-job training attendance records
 - Correspondence from RTOs with off-the-job training attendance confirmation

New Entrant Hours - Timesheets

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

New Entrant - Example #1: Sample Timesheet

Example Only

Fictitious Company Name

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

Timesheet

Fictitious Payroll Report Extract

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

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

Authorised by:

Supervisor Tony Stark

Office Use Only

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

New Entrant - Example #2: Handwritten Timesheet

Example only

Fictitious Plumbing Company Time Sheet

Name Alpha Bravo Week Ending 7/2/2021

Day	Times	Job Ref:	Total Hrs	Description of works carried out
Monday				
Start	07:30	12345	9.5	East side plumbing repair.
Lunch	12-01:30			
Finish	17:00			
Tuesday				
Start	06:00	123456	8.5	Take A Block plumbing fitting
Lunch	12-12:30			
Finish	15:00			
Wednesday				
Start	06:00	123456	8.5	Fit plumbing
Lunch	12-12:30			
Finish	15:00			
Thursday				
Start	6:00	123456	8.5	Fit plumbing
Lunch	12-12:30			
Finish	15:00			
Friday				
Start	7:00	7891011	8.5	Hospital Refit.
Lunch	12-12:30			
Finish	16:00			
Total Hours			43.5	
Employee Signature: <u>Alpha Bravo</u>				

New Entrant - Sign in sheet/Attendance Register

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

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

NOTE:

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

Example #3 New Entrant - Electronic Site Register report

Example Only

Fictitious Construction Company Pty Ltd
Site register project report
Date_range: 01/01/2021_29/03/2021
Project_name: 123456, Tafe A Block Repairs
Project_location: 1000 Project Road, Rockhampton QLD

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

Alpha	Bravo	Fictitious Plumbing	Plumber	0444 444 444	16/02/2021 6:00	16/02/2021 16:00	10	0	0	Y
Alpha	Bravo	Fictitious Plumbing	Plumber	0444 444 444	17/02/2021 6:00	17/02/2021 16:00	10	0	0	Y
Alpha	Bravo	Fictitious Plumbing	Plumber	0444 444 444	18/02/2021 6:00	18/02/2021 16:00	10	0	0	Y
Alpha	Bravo	Fictitious Plumbing	Plumber	0444 444 444	19/02/2021 6:00	19/02/2021 16:00	10	0	0	Y
Alpha	Bravo	Fictitious Plumbing	Plumber	0444 444 444	22/02/2021 6:00	22/02/2021 16:00	10	0	0	Y
Alpha	Bravo	Fictitious Plumbing	Plumber	0444 444 444	25/02/2021 6:00	25/02/2021 14:17	8	17	0	Y

Printed 03/02/2021
Fictitious system name

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

Example #4 New Entrant - Handwritten site sign in sheet

Daily Site Attendance Register

Fictitious Construction Company Pty Ltd

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

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

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

New Entrant Hours – Payroll/Labour Costing Report

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

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

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

Example #5 New Entrant - Payroll Report

Example Only

Fictitious Construction Company Pty Ltd

Payroll report

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

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

Printed 03/02/2021

Fictitious system name

Example #6 New Entrant - Labour Costing Report

Example Only

Labour Bookings Report				
Project Job Number		123456		
Code		1 ELECTRICAL WORKS		
Week Ending		08/01/2021		
WorkDate	EmployeeName	Designation	FCC StaffID	Duration
5/01/2021	Mike November	Electrician	10078	9.5
6/01/2021	Mike November	Electrician	10078	9.5
6/01/2021	Kim Vill	Electrical Appren	00007	9.5
Week Ending		15/01/2021		
WorkDate	EmployeeName	Designation	FCC StaffID	Duration
12/01/2021	Mike November	Electrician	10078	2.5
Week Ending		21/01/2021		
WorkDate	EmployeeName	Designation	FCC StaffID	Duration
21/01/2021	Mike November	Electrician	10078	8
Week Ending		29/01/2021		
WorkDate	EmployeeName	Designation	FCC StaffID	Duration
24/01/2021	Mike November	Electrician	10078	9
25/01/2021	Mike November	Electrician	10078	7
25/01/2021	Kim Vill	Electrician Appren	00007	4.5
Week Ending		05/02/2021		

Week Ending		05/02/2021		
WorkDate	EmployeeName	Designation	FCC StaffID	Duration
04/02/2021	Mike November	Electrician	10078	7.5
04/02/2021	Kim Vill	Electrician Appren	00007	6
Week Ending		12/02/2021		
WorkDate	EmployeeName	Designation	FCC StaffID	Duration
09/02/2021	Mike November	Electrician	10078	13
10/02/2021	Mike November	Electrician	10078	6
10/02/2021	Kim Vill	Electrical Appren	00007	6
Total for Code 1 ELECTRICAL WORKS				98
Code		2 PLASTERING WORKS		
Week Ending		26/02/2021		
WorkDate	EmployeeName	Designation	FCC StaffID	Duration
24/02/2021	Lima Mike	Plasterer	10088	6
24/02/2021	Yankee Zulu	Plasterer Appren	00006	3
Total for Code 2 PLASTERING WORKS				9

Printed - Tuesday, 29 March 2021

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Fictitious System Name

New Entrant Hours – Subcontractor Submission

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

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

Example #7 New Entrant - Subcontractor Submission

Tony Stark

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

Hi Mr Stark,

In response to your request for information, please see attached report for employees on job 123456, Tafe A Block Repairs.
We have extracted this from our Fictitious system, I can provide a screenshot of the system and hand written timesheets if required.

Kind regards

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



NOTE:

System generated reports **must** contain a reference to the application used.

The system used to provide the information will be reviewed by the auditor to validate the information.

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

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

Printed 03/02/2021
Fictitious system name

Example #8 New Entrant - Off-Site Training Attendance

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

Training hours will be accepted if:

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

Evidence in support of the training should include:

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

Tony Stark

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

[Get Outlook for iOS](#)

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

Hi Bravo,

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

Please find summary of your TAFE attendances.

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

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

Regards
Maddy Fictitious
(Painting Apprentice Booking Officer)

Customer Experience Officer Apprenticeship
Management and
Administration TAFE Fictitious

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

TPAS Other Workforce - Case study



Queensland Government

Training Policy Administration System



Project Information

Compliance Plan

Record Training New Entrants

Record Training Other Workforce

Practical Completion Report

Close

TAFE A Block Repairs TPAS ID: 99999

Reg ID	First Name	Surname	Engaged As	Employer	Indigenous	Accredited Hrs	Non-Accre...	Total Hrs	Modified	Modified By
20210110	John	Spencer	Apprenticeship	Fictitious Construction Company Pty Ltd	No	69	0	69	29/03/2021	Tony Stark
	Alpha	Bravo	Non-Tradesperson	Fictitious Plumbing Pty Ltd	Aboriginal	0	165	165	29/03/2021	Tony Stark
	Juliet	Kilo	Non-Tradesperson	Fictitious Construction Company Pty Ltd	No	30	0	30	29/03/2021	Tony Stark
	Kilo	Lima	Non-Tradesperson	Fictitious Construction Company Pty Ltd	No	0	7	7	29/03/2021	Tony Stark
	India	Juliet	Non-Tradesperson	Painting Fictitious Company Pty Ltd	No	38	0	38	29/03/2021	Tony Stark
	Delta	Eco	Undergraduate	Fictitious Construction Company Pty Ltd	No	14	0	14	29/03/2021	Tony Stark
	Tango	Victor	Cadet	Fictitious Construction Company Pty Ltd	No	28	0	28	29/03/2021	Tony Stark
	Mike	November	Tradesperson	Fictitious Construction Company Pty Ltd	No	7	0	7	29/03/2021	Tony Stark
	Lima	Mike	Tradesperson	Fictitious Construction Company Pty Ltd	No	7	0	7	29/03/2021	Tony Stark
	Romeo	Sierra	Tradesperson	Fictitious Construction Company Pty Ltd	No	7	0	7	29/03/2021	Tony Stark
	Lucy	Fig	Tradesperson	Fictitious Construction Company Pty Ltd	No	7	7	14	29/03/2021	Tony Stark
	Grace	Patty	Tradesperson	Fictitious Construction Company Pty Ltd	No	7	7	14	29/03/2021	Tony Stark

Progressive Subtotal:

400 Hours

Contract Agreed Hours:

400 Hours

Progressive Percentage:

100%

Other Workforce audit review

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

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



Lastly is the training considered accredited or non-accredited training?

Note:

If the individual identifies as an Aboriginal and/or Torres Strait Islander worker, on-site labour hours can be recorded as compliant hours.

Other Workforce – Accredited Training Hours

Acceptable training type

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

Example #9 Other Workforce - Registered Trade Skills Pathway

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

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

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

Example only

Registered Trade Skill Pathway

Training Plan - ABC123 Certificate III in Air-conditioning and Refrigeration

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

Example #9 Other Workforce - Registered Trade Skills Pathway

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

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

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

<p>Forecasted start and end dates for each unit of competency to be completed are below.</p> <p>QUALIFICATION RULES</p> <p>To achieve this qualification, competency must be demonstrated in:</p> <p>34 units of competency:</p> <p>27 core units</p> <p>7 electives</p> <p>a minimum of five units must be selected from Group A</p> <p>the remaining can be selected from Group A or Group B</p> <p>a maximum of two units can be selected from any group or current training package, as long as it contributes to a valid, industry-supported vocational outcome and maintains the AQF level of this qualification.</p> <p>Prerequisite units of competency</p> <p>An asterisk (*) against a unit code below indicates that there is a prerequisite requirement that must be met. Prerequisite unit(s) must be assessed before assessment of any unit of competency with an asterisk. Check the unit of competency for information on specific prerequisite requirements. All prerequisite requirements are packaged in the qualification.</p>	<p>TRAINING AND ASSESSMENT</p> <p>How will the employer and the apprentice/trainee be provided with feedback on progress, participation and achievement by the apprentice/trainee?</p> <p>-----</p> <p>RPL / RCC CREDIT TRANSFER</p> <p>Will any recognition of prior learning or credit transfers be sought for this apprentice?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>Has evidence been supplied?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p>
---	--

Legend:

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

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

Example #10 Other Workforce - Qualification

Training hours will be accepted if:

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

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

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

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

Note: See examples on following slide

Example #10 Other Workforce - Qualification

Example Only

RTO First Aid
Training
Provider Name

Statement of Attainment

This is a statement that

Lucy Fig

has attained

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



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

Chief Executive Officer
RTO Provided Details

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

RTO First Aid Provider Name Training Attendance Sheet

Example only

Course: First Aid & CPR	
Presenter: Tony Stark	Date: 20/07/2023
Location: 1000 Foothaus Avenue, QLD	Time: 08:00 - 17:00

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

Example #11 Other Workforce - Student

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

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

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

APPRENTICE DETAILS Name: India Juliet Date of Birth: 1/10/2005 Address: 1 Fictitious Street, QLD 4700 Phone: 0444444444 Parent/Guardian (if applicable): Name: Mrs Parent Juliet Phone: 0444444444 Mobile: 0444444444 Fax: Email: IndiaJulietPainter@hotmail.com	EMPLOYER / WORKPLACE DETAILS Trading Name: Legal Name: Painting Fictitious Contact Person: Peter Painter Address: Level 1, 1 Painting Avenue, QLD 4700 Phone: 44444444 Mobile: 0444444444 Fax: Email: admin@PaintingFictitious.com.au Is the apprentice/trainee hosted? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
NOMINAL LENGTH OF APPRENTICESHIP (MONTHS): 97 MONTHS DATE TRAINING WILL COMMENCE: 23/01/2020 NOMINAL COMPLETION DATE: 24/01/2024 CONTRACT TYPE: SCHOOL-BASED <input checked="" type="checkbox"/> FULL-TIME <input type="checkbox"/> For more information contact your Registered Training Organisation (RTO): RSTP, Fictitious Drive QLD 4700 Phone: 07 4444 4444 Fax: 4444 4444 Email: info@RSTP.com.au	What is a Training Plan? <ul style="list-style-type: none">The Training Plan describes what training is to be undertaken and outlines who provides the training.The Training Plan outlines how, when and where training will be delivered.The training Plan outlines how the assessments will occur and when the apprentice/trainee is deemed competent.The Training plan is developed and maintained by the RTO in conjunction with the apprentice/trainee and employer.The Training Plan is a working document to be used for the duration of the Training Contract and regularly updated.The Training Plan, developed in conjunction with the apprentice/trainee and employer, is a living document that is intended to reflect the current status of the apprentice's or trainee's training.The employer and apprentice/trainee are to be provided with an updated copy of the Training Plan by the RTO.The delivering RTO must comply with relevant national standards and relevant state training authority legislation, policies and procedures.The RTO is to ensure the employer and apprentice/trainee understand the workplace tasks that need to be undertaken to support the development and achievement of competency in the workplace for each unit within the Training Plan. If the parties to the Training Contract wish to change their RTO a new Training Plan must be completed. The Training Plan will be used as part of any review of training arrangements.
SUPPORT SERVICES Does the apprentice/trainee have any special needs? no Does the apprentice/trainee require alternative methods of training and assessment? no What other support services are required by the apprentice/trainee? none Please note: the response below is based on the SRT0 completing an employer resource assessment Does the nominated workplace for this apprentice/trainee have the necessary work, resources and facilities needed for the apprentice/trainee to undertake the workplace training? If the answer to this question is no, the alternate arrangement must be listed in the employer resource assessment.	
SUPERVISION RATIO What is the current ratio in regards to supervision? E.g. 1:1, 1:3	

Example #11 Other Workforce - Student

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

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

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

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

<p>Forecasted start and end dates for each unit of competency to be completed are below.</p> <p>QUALIFICATION RULES</p> <p>To achieve this qualification, the candidate must demonstrate competency in: 30 units of competency; 22 core units; and 8 elective units.</p> <p>A maximum of two of the eight required elective units may be substituted by selecting relevant units of competency from any Certificate III or IV construction qualification or qualification in another Training Package.</p>	<p>TRAINING AND ASSESSMENT</p> <p>How will the employer and the apprentice/trainee be provided with feedback on progress, participation and achievement by the apprentice/trainee?</p> <p>-----</p> <p>RPL / RCC CREDIT TRANSFER</p> <p>Will any recognition of prior learning or credit transfers be sought for this apprentice?</p> <p>No <input checked="" type="checkbox"/> Yes <input type="checkbox"/></p> <p>Has evidence been supplied?</p> <p>No <input checked="" type="checkbox"/> Yes <input type="checkbox"/></p>
---	--

Legend:

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

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

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

Example #12 Other Workforce - Undergraduate

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

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

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



Example Only

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

26/07/2019

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

To Whom It May Concern

Proof of Enrolment

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

Miss Eco is currently a student in:

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

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

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

The language of instruction at QUT is English.

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

Kind regards

Cathy M

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

Example #12 Other Workforce - Undergraduate

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

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

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



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

Example Only

26/07/2019

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

To Whom It May Concern

Proof of Enrolment

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

Miss Eco is currently a student in:

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

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

Study Package	Credit Points	Location	Attendance Mode
DAB202 Architectural Design 4: Metro	12	Rockhampton	Internal/On-site
DAB212 Small Scale Building Construction	12	Rockhampton	On-site
ECB373 Geotechnical Engineering	12	Rockhampton	On-site
ECB273 Principles of Construction	12	Rockhampton	Internal/On-site
Total Enrolled Credit Points:	48		

The language of instruction at QUT is English.

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

Kind regards

Cathy M

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

Page 1 of 1

Example #13 Other Workforce - Cadet

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

At minimum evidence should include:

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

This is reflected in TPAS as Cadet

Example only

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

Thursday, 10 December 2020

Tango.Victor@gmail.com
0444 444 444

Dear Tango,

Building Cadet

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

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

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

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

Yours sincerely,

Tony Stark
Director
Fictitious Construction Company Pty Ltd

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

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

Version 1

Effective Date 1 November 2012
**PRINTED COPY
UNCONTROLLED**

Page 1 1.

Other Workforce - Non-Accredited Training

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

Upskilling through industry recognised non-accredited training:

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

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

Example #14 Other Workforce - Non-Accredited Training Attendance Sheet

Notification of Completion for the course Workplace Health and Safety



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

Reply

Reply All

Forward



Mon 01/02/2021 8:38 AM

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

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

MyCareer

Notification of Completion

Hi Kilo,

Congratulations, you have completed the course Workplace Health and Safety

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

<https://mycareer.elmogov.com.au/learning/certificate?id=Z2RzNGg2NEkzZ2nM1tnlp81/mlZkm5uciinzah9>

© ELMO Software - All Rights Reserved

Further training program details may be requested.

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

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

The screenshot displays the MyCareer LMS interface. On the left is a navigation menu with 'Learning', 'My Learning', 'External Training', and 'Course Catalogue'. The main content area shows the 'Workplace Health and Safety Course' as 'FCC Mandatory'. A 'Course Information' table lists details: Duration (1h), Type (Required), Enrolment date (01/01/2021), Start date (01/02/2021), Complete date (01/02/2021), Recompletion required (01/02/2021), and Enrolment method (Rule). A 'Course Description' explains the course's purpose. 'Course Themes' include Workplace Health and Safety competence, responsibilities, reporting incidents, and hazard identification. 'Requirements' state that Google Chrome is recommended and all parts must be completed for a 'COMPLETION' status. A 'First Nations Course' is also listed as completed.

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

Course Description
The Workplace Health and Safety Competence Course is designed to assist people in understanding the importance and advantages of Workplace Health and Safety. At the end of the course, participants will have both an enhanced understanding of Workplace Health and Safety, and the capabilities to better embrace safety in the workplace..

Course Themes

- An introduction: Workplace Health and Safety competence
- What are your responsibilities?
- Reporting incidents
- Hazard Identification

Requirements

- For optimum usability, Google Chrome is the recommended browser for this course.
- There are multiple parts to this course. You will need complete all parts for a COMPLETION status to register on your learning profile.

This mandatory course is to be completed prior to commencing work on-site
Please contact workforce.capability@fictitiousconstruction.com.au for any queries on course content.

1. Click on the eLearning activity below to begin

First Nations Course	
View	COMPLETED

What happens next?

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

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

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

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

Variations to Calculated Deemed Hours

Prior to advertising a tender, the procuring agency is responsible for assessing a project's capacity to meet the deemed hours requirement. If a project is assessed as unable to meet the deemed hours requirement, a revised deemed hours requirement must be recommended by procuring agency and then assessed and processed by DESBT.

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

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

If the deemed hours requirement has been adjusted by DESBT, following their assessment of the Variation, the auditor will assess the evidence provided against the revised deemed hours requirement to determine the final audit outcome.

The Training Policy Variation Process and Training Policy Variation Request Form are available upon request from DESBT via TrainingPolicy@desbt.qld.gov.au

Reasons for variation

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

Links to further information

DESBT information

- [Queensland Government Building and Construction Training Policy | Department of Employment, Small Business and Training \(desbt.qld.gov.au\)](https://desbt.qld.gov.au)
- [Queensland Government Building and Construction Training Policy - Policy statement \(desbt.qld.gov.au\)](https://desbt.qld.gov.au)
- [Guidelines for contractors - Queensland Government Building and Construction Training Policy \(desbt.qld.gov.au\)](https://desbt.qld.gov.au)
- [Training Policy Administration System | Sign In](#)

Procurement Compliance Branch information

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

Questions



Contact information:

Buy Queensland Audit Unit

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

Training Policy Administration System (TPAS)

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

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