Training Policy Administration System (TPAS)


The recommended internet browsers for use with TPAS are Internet Explorer 9 and above, Mozilla Firefox or Google Chrome.

For information or queries about:

- The Training Policy and application of the Policy, visit the DET website at www.training.qld.gov.au/trainingpolicy or email trainingpolicy@det.qld.gov.au.
- Contract or project requirements, contact the Principal Procurement Agency.
- Compliance reporting or access to the Training Policy Administration System, contact the CSQ Customer Support Centre on 1800 798 488 (Monday to Friday 8am to 4 pm).

November 2017
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Introduction

Construction Skills Queensland (CSQ) administers contractor compliance data on behalf of the Queensland Government through the Training Policy Administration System (TPAS). TPAS is an electronic reporting system for Principal Contractors to report their compliance with the Training Policy.

Once a contract for an eligible project has been awarded, Queensland Government Agencies and Government Owned Corporations (GOCs) are required to submit project information and upload a copy of the tender letter of acceptance into TPAS. Government Agencies and GOCs can then access TPAS for their own compliance monitoring and reporting purposes.

At a strategic level, TPAS is used to generate annual performance reports on contractor compliance against the Training Policy. These reports are provided by the Department of Education and Training to the Directors-General and Chief Executive Officers of Queensland Government Agencies (including statutory bodies) and GOCs.

TPAS is located on the CSQ website at: http://csq.org.au/for-employers-stakeholders/queensland-government-building-and-construction-in

TPAS enables Queensland Government Agencies, GOC’s and Management Agencies to:

- Register project details on the issuing of a contract
- Attach Tender Letter of Acceptance
- Attach other documentation,
- Update the Estimated Completion Date
- View compliance activity hours achieved on eligible government funded projects throughout the duration of the project, once the Compliance Plan is submitted by the contractor

Details about the Training Policy

The Training Policy Statement, Fact Sheet and Guidelines are available on the Department of Education and Training (DET) website. For more information about the Training Policy, visit the Training Policy Website at www.training.qld.gov.au/trainingpolicy or send your enquiries to trainingpolicy@det.qld.gov.au.

Introduction to TPAS

TPAS allows the Principal Contractor to maintain a continuous record of compliance activity and allows the relevant Queensland Government Agency, GOC or Management Procurement Agency to view all details of a project.
Principal Contractor Organisation

The Principal Contractor Organisation is the lead Contractor who has been awarded the Government Project works.

Principal Procurement Agency

For the purpose of TPAS, the Principal Procurement Agency is the Queensland Government Agency or GOC, which allocated the capital expenditure for the project. This includes projects funded using public private partnerships or jointly funded investment models.

Management Procurement Agency

The Management Procurement Agency is the public or private agency, engaged by the Queensland Government Agency or GOC, to undertake the project procurement and/or contract management.

Principal Contractors, Principal Procurement Agencies and Management Procurement Agencies are sent regular status updates informing of compliance achieved to date as well as reminders to complete compliance reporting. The email updates are sent to each respective contact person entered against the project in TPAS.

The Training Policy Administration System provides the ability for:

a) Principal Procurement Agencies and Management Procurement Agencies to:
   i. register the project,
   ii. attach the tender letter of offer and other relevant documents,
   iii. update the Estimated Completion Date, and
   iv. view the current training hours recorded by the Principal Contractor.

b) Principal Contractors to:
   i. submit the Compliance Plan,
   ii. upload the Indigenous Economic Opportunities Plan where applicable,
   iii. report labour and training hours for participants,
   iv. submit the Practical Completion Report,
   v. upload required supporting documentation, and
   vi. view progress towards achieving the required training hours.

c) DET to
   i. view projects registered by Government agencies and GOCs,
   ii. view labour and training hours required under the Training Policy, and
   iii. performance of Principal Contractors in meeting the required hours under the Training Policy.

d) DATSIP to
   i. view the hours recorded for Indigenous projects that are subject to the Training Policy.
Summary of TPAS Workflow

**Step 1**
The Principal Procurement/Management Procurement Agency: enters the Project information into TPAS; attaches a copy of the Letter of Acceptance; and submits the project to CSQ for checking and confirmation.

**Step 2**
Once confirmed by CSQ, email notification is sent to the Principal Contractor to complete and submit the Compliance Plan (and if required the Indigenous Economic Opportunities Plan/Skills Development Plan).

**Step 3**
Once the Principal Contractor submits the Compliance Plan, the Principal Procurement Agency/Management Procurement Agency is notified through an automated email.

**Step 4**
The Principal Contractor records training hours for ‘new entrant’ apprentices and trainees, and ‘other workforce’ training participants including:

- cadets
- undergraduates
- Aboriginal & Torres Strait Islander people
- pre-vocational students registered in a recognised Structured Workplace Learning (SWL) program
- apprentices and trainees who are not classified as ‘new entrants’;
- upskilling tradespersons or non-tradespersons who are existing workers.

**Step 5**
At practical completion, the Principal Contractor submits the Practical Completion Report and attaches supporting documentation (eg. finalised Indigenous Economic Opp. Plan).

**Step 6**
The Principal Procurement agency is notified of practical completion through an automated email.
Accessing the System

The Training Policy Reporting System is available from the CSQ website:

http://tpa.csq.org.au/_layouts/15/Login/Login.aspx?ReturnUrl=%2f_layouts%2f15%2fAuthentication.aspx%3fSource%3d%252F&Source=%2F

If not already registered, Relevant Officers of the Principal Procurement Agency, and/or Management Agency must email CSQ admintp@csq.org.au to gain access to TPAS. Once registered, officers are able to login, submit project details and view contractor compliance.

Please ensure that contact details are kept up to date with CSQ to ensure that relevant officers continue to receive notifications and status updates concerning compliance plans submissions and project information.

For any changes to details including: adding additional persons, password resets or deactivation of users, please email CSQ at admintp@csq.org.au.

Diagram 1 - TPAS Log in Page

Queensland Government

The Queensland Government Building and Construction Training Policy

Training Policy Administration System

User name: [ ]
Password: [ ]
Sign in
Reset Password

The Queensland Government Building and Construction Training Policy ("Training Policy") supports employment opportunities and skills development in Queensland’s building and civil construction industry. The Training Policy also focuses on increasing the economic independence of Aboriginal and Torres Strait Islander Queenslanders in the industry.

The Training Policy is one element in a longstanding partnership between the building and civil 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 a mandated component of being awarded work on eligible Queensland Government projects.

For information about:
- The Training Policy and application of the Policy, visit the DETE website at www.training.qld.gov.au/trainingpolicy. email trainingpolicy@dele.qld.gov.au or phone Training Queensland on 1300 369 936.
- Contract or project requirements, contact the Principal Procurement Agency.
- Compliance reporting, contact the CSQ Customer Support Centre on 1800 796 488 (Monday to Friday 8am to 4pm).

Please contact CSQ if access is required, for example new login details, or if you are experiencing difficulty with access.
Registering a project in TPAS

The Principal Procurement Agency or Management Procurement Agency is required to register the project in TPAS using the details contained in the tender letter of acceptance or equivalent.

The Principal Procurement Agency should contact the Management Procurement Agency to discuss who will add the project in TPAS.

Applicable Projects

Applicable projects are Queensland Government building projects with a contract sum of $500,000 or greater (including GST) and civil construction projects with a contract sum of $3 million or greater (including GST). Eligible projects include:

- projects throughout Queensland, including projects in Aboriginal and Torres Strait Islander communities
- projects that are selected as Indigenous projects by Queensland Government agencies
- public private partnerships.

From 1 July 2015, all building and/or civil construction projects with a contract sum above $20 million (including GST), tendered by government owned corporations, are now eligible projects.

From 1 September 2017, all building and/or civil construction projects with a contract sum of $100 million or greater (including GST), tendered by government owned corporations, will require a minimum of 15 per cent of the total labour hours to be undertaken by apprentices and/or trainees, and other workforce training.

Refer to the Queensland Government Building and Construction Training Policy for detailed information on applicable projects and requirements.

Is the project identified as an Indigenous Project?

The project is identified as an Indigenous project if it is:

a) located in an Aboriginal and/or Torres Strait Islander community, and/or
b) is in the Township of Weipa, or
c) located in Queensland and has been nominated as an Indigenous project by a Queensland Government agency, GOC or by the Director-General of the Department of Aboriginal and Torres Strait Islander Partnerships (DATSIP).

The letter of acceptance should indicate whether the project is an indigenous project.
Adding a New Project

1. To add a new project log into TPAS, select ‘Add New Project’ and enter the project details using the details contained in the tender Letter of Acceptance (for detailed information refer to Project Information Fields on page 8).

2. Once the project details have been entered, attach the Tender Letter of Acceptance before submitting the project to CSQ. (Important note: the project cannot be submitted to CSQ without the letter of acceptance attached).

3. Before submitting the project to CSQ, check the project details are correct and complete, and ensure the letter of acceptance is attached. If all information is complete, click the ‘Submit Project to CSQ’ button.

4. CSQ checks the project details against the tender Letter of Acceptance and confirms the project. Once confirmed, a notification email is sent to the Principal Contractor instructing them to submit the Compliance Plan.

5. To view a project, you can select the “Project Name” from the listed projects on the home page, or enter the project details in the “Search” field at the top of the screen, or use the filters at the bottom of page. If any changes are required to the Project Information, notify CSQ and if applicable, provide supporting documentation.
## Project Information Fields

<table>
<thead>
<tr>
<th>Project Information fields</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Identifier (CSQ)</strong></td>
</tr>
<tr>
<td>The unique project identifier allocated by the system.</td>
</tr>
<tr>
<td><strong>Project Name</strong></td>
</tr>
<tr>
<td>A quick description of the project.</td>
</tr>
<tr>
<td><strong>Contract Name</strong></td>
</tr>
<tr>
<td>The full name of the project contained in the Letter of Acceptance.</td>
</tr>
<tr>
<td><strong>Project Address</strong></td>
</tr>
<tr>
<td>The street address, if relevant.</td>
</tr>
<tr>
<td><strong>Suburb / Town</strong></td>
</tr>
<tr>
<td>The suburb or town.</td>
</tr>
<tr>
<td><strong>Postcode</strong></td>
</tr>
<tr>
<td>The postcode for the project.</td>
</tr>
<tr>
<td><strong>Project Type</strong></td>
</tr>
</tbody>
</table>
| The type of project - selected from list: Civil, Building, Indigenous Civil, or Indigenous Building.  
Indigenous projects - select either Indigenous Building or Indigenous Civil.  
Note: correct selection of project type is required to calculate deemed training hours.  
If you are unsure, contact CSQ for assistance. |
| **Training Policy Applied**                |
| This field defaults to ‘Yes’, so please ensure projects meet the below contract sums:  
  - Building projects with a contract sum of $500,000 or above;  
  - Civil projects with a contract sum of $3,000,000 or above. |
<p>| <strong>Indigenous Project</strong>                     |
| If the project is an Indigenous Project, select the check box to insert a ✔, otherwise leave the box empty. |
| <strong>Indigenous Community</strong>                   |
| If the project is an Indigenous Project, select the communities in which the project is being delivered from the list. Multiple communities can be selected. Use Add and Remove button to select the communities. If the project is not in an indigenous community, go to next field. |
| <strong>Selected Indigenous Project</strong>            |
| If the Indigenous Project is specified by a Government Agency, GOC or DATSIP as a Selected Indigenous Project, select the check box to insert a ✔, otherwise leave the box empty. |
| <strong>Project Locality / Region</strong>              |
| Select the project locality / regions for the project, based on the location of the project. Select the check box to insert a ✔ for the applicable locality / region. Multiple localities / regions can be selected. |
| <strong>CSQ Region</strong>                             |
| Entered by CSQ.                            |
| <strong>Federal Electorate</strong>                     |
| Entered by CSQ.                            |
| <strong>State Electorate</strong>                       |
| Entered by CSQ.                            |
| <strong>Local Authority</strong>                        |
| Entered by CSQ.                            |</p>
<table>
<thead>
<tr>
<th>Project Information fields</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Contractor Organisation</td>
<td>Select the Principal Contractor nominated in the Letter of Acceptance, from the drop down list. If the organisation name does not exist, contact CSQ for assistance.</td>
</tr>
<tr>
<td>Principal Contractor Contact Person</td>
<td>Select the Principal Contractor's contact person from the drop down list. If the correct name does not exist, contact CSQ for assistance. This person is the recipient of any notifications pertaining to the project.</td>
</tr>
<tr>
<td>Principal Contractor Project Reporting</td>
<td>If required, select a specific contract reporting person from the drop down list, to record training hours only. Note: this person does not have the ability to submit the compliance plan or the practical completion report. If the correct name does not exist, contact CSQ for assistance.</td>
</tr>
<tr>
<td>Principal Procurement Agency</td>
<td>Select the Government agency from the drop down list. Refer to the Letter of Acceptance for details. If the organisation name does not exist or if you are unsure, contact CSQ for assistance.</td>
</tr>
<tr>
<td>Procurement / Contract Manager</td>
<td>Select the contact person for the principal procurement agency from the drop down list. Refer to the Letter of Acceptance for details. If the contact person does not exist, contact CSQ for assistance.</td>
</tr>
<tr>
<td>Management Procurement Agency (If Applicable)</td>
<td>If a Management Procurement Agency is engaged, select the contact person from the drop down list. Refer to the Letter of Acceptance for details. If the organisation contact person does not exist, contact CSQ for assistance.</td>
</tr>
<tr>
<td>Contract Reference</td>
<td>The reference identifier for the contract as detailed in the Letter of Acceptance. (Note: this reference can form part of the contract/project name).</td>
</tr>
<tr>
<td>Principal Contractor Project Reference</td>
<td>The project or job reference identifier or description used by the principal contractor to identify the project (if provided).</td>
</tr>
<tr>
<td>Date of Acceptance of Tender</td>
<td>The date of acceptance of tender, as contained in the Letter of Acceptance.</td>
</tr>
<tr>
<td>Estimated Commencement Date</td>
<td>The estimated date that the project will commence as detailed in the Letter of Acceptance.</td>
</tr>
<tr>
<td>Estimated Completion Date</td>
<td>The estimated date that the project will be completed as detailed in the Letter of Acceptance.</td>
</tr>
<tr>
<td>Actual Commencement Date</td>
<td>If known, enter the actual commencement date when work commences on site. The actual date of commencement can be recorded when submitting details of the compliance plan.</td>
</tr>
<tr>
<td>Actual Completion Date</td>
<td>After all training hours have been recorded, enter the actual completion date when submitting the practical completion report. Note: once the actual completion date is entered, the project is closed off, therefore no further hours can be recorded.</td>
</tr>
</tbody>
</table>
### Project Information fields

| **Contract Sum (GST Inc.)** | The accepted amount for the contract, including GST as detailed in the Letter of Acceptance. Note: this is used to calculate the deemed hours for the project, based on the formula applicable to civil or building projects. |
| **Tender Letter of Acceptance (Offer) Attached** | The Tender Letter of Acceptance must be attached. Use the ‘tick box’ to indicate that the letter is attached before submitting the project to CSQ. Select the Attach File button on the top ribbon to upload the file. Note: If a variation to the deemed hours has been approved by DET please also attach this approval with the Letter of Acceptance. |
| **Calculated Deemed Hours – Total** | The deemed hours for the project, based on the project type, is automatically calculated. |
| **Calculated Deemed Hours – New Entrants** | The number of new entrant apprentice and trainee hours, calculated as 60% of the deemed hours is displayed. |
| **Calculated Deemed Hours – Other Workforce** | The number of other workforce training hours calculated as 40% of the deemed hours is displayed. |

### Monitoring Projects

Once a project is submitted, you can only change the “Estimated Completion Date” or add attachments, no other changes can be made to the project information. Registered procurement officers within the Principal Procurement Agency will have read only access to view the projects registered against that agency. The officer can select the project from the projects listed or use the “Search” and “Filter” functions to display relevant projects to view the compliance activity.
Attaching documents

To attach a document (e.g., the IEOP), open the project details and click on “edit item” in the top left-hand corner, click on “attach file”, and click on “choose file”. Browse to your document, and click OK. Once the document is uploaded click on “save” or “cancel” if you do not wish to save the document.

Changing Estimated Completion Date

To change the estimated completion date, open the project details and click on “edit item” (as shown above). Change the estimated completion date and click on “save”.

Projects

<table>
<thead>
<tr>
<th>Project Information</th>
<th>Compliance Plan</th>
<th>Record Training New Entrants</th>
<th>Record Training Other Workforce</th>
<th>Practical Completion Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Name:</td>
<td>Contract Name:</td>
<td>Project Address:</td>
<td>Suburb / Town:</td>
<td>Project Identifier (CSQ):</td>
</tr>
<tr>
<td>*</td>
<td>*</td>
<td></td>
<td></td>
<td>439</td>
</tr>
<tr>
<td>Contract Reference:</td>
<td>*</td>
<td>Postcode:</td>
<td></td>
<td>Contract Reference:</td>
</tr>
<tr>
<td>*</td>
<td>*</td>
<td>0</td>
<td></td>
<td>Testing 3.2</td>
</tr>
<tr>
<td>Principal Contractor Project Reference:</td>
<td>*</td>
<td>Date of Acceptance of Tender:</td>
<td>04 September 2017</td>
<td>Estimated Commencement Date:</td>
</tr>
<tr>
<td>*</td>
<td>*</td>
<td>Estimated Completion Date:</td>
<td>05 September 2017</td>
<td>01/11/2017</td>
</tr>
</tbody>
</table>
Contract Variations

Variations to the deemed hours requirement of the Training Policy are approved by the Department of Education and Training (DET), Queensland Apprenticeship and Traineeship Office with the recommendation of the relevant Queensland Government agency or government owned corporation (GOC).

Prior to advertising the tender, each Queensland Government agency or GOC is responsible for assessing a project’s capability to comply with the deemed hours requirement.

If a project is assessed as unable to meet the deemed hours requirement, a revised deemed hours requirement must be negotiated and approved by DET.

Variations following contract acceptance will only be considered in extenuating circumstances. Contractors must firstly negotiate and gain support for the variation with the Queensland Government agency or GOC who will then recommend the variation to DET for approval. In evaluating any request to vary the deemed hours requirement, DET will consult with CSQ as part of the process.

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.

The Training Policy Variation Process and Training Policy Variation Request Form are available to Queensland Government agencies and GOCs upon request to DET.

Where DET has approved to vary the deemed hours requirement of the Training Policy for a project, The Queensland Government Agency or GOC responsible must:

1. Register the project in TPAS and attach the approved Training Policy Variation Request Form against the project record.
2. Email Construction Skills Queensland (CSQ) at AdminTP@csq.org.au to inform them of the variation approval and request that they amend the ‘contract agreed hours’ for the project record in TPAS to reflect the hours in the Notice of Approved Variation. (NOTE: CSQ will not vary the ‘Contract Agreed Hours’ unless the approval documentation has been attached in TPAS).
3. Once the ‘Contract Agreed Hours’ have been amended, The Queensland Government Agency or GOC responsible must contact the successful contractor and request that they login to TPAS to submit the compliance plan electronically and commence recording the new entrant and other workforce hours achieved.

For further information or assistance with TPAS please contact CSQ at admintp@csq.org.au.