Training Policy Administration System (TPAS)

Reference Guide for Principle Contractors

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](http://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).

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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.

Queensland Government Agencies and Government Owned Corporations (GOCs) are required to submit project information into the TPAS for eligible projects once the contract has been awarded. This includes uploading a copy of the tender letter of acceptance. Government Agencies and GOCs can also access TPAS for their own compliance monitoring and reporting purposes.

Once the Principal Procurement Agency (Government Agencies & GOCs) has registered the project on TPAS and the project has been confirmed by CSQ, the Principal Contractor is then able to submit the compliance plan and record training hours.

At a strategic level, TPAS is used to generate annual performance reports on contractor compliance with the Training Policy. These reports are provided by the Department of Education and Training (DET) 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 Principal Contractors to:

- Submit the Compliance Plan
- Enter training hours against New Entrants and Other Workforce
- Upload any supporting documentation
- View compliance activity hours achieved
- Submit the practical completion report

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 (the Contractor) 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,
   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. monitor 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**
The Principal Contractor submits the Compliance Plan, the Principal Procurement Agency/Management Procurement Agency is then 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 at:

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

If not already registered, relevant officers of the Principal Contractor must email CSQ admintp@csq.org.au to gain access to TPAS. Once registered, officers are able to login, submit the compliance plan and start recording training hours.

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

For information about:
- The Training Policy and application of the Policy, visit the DETE website at www.training.qld.gov.au/trainingpolicy, email trainingpolicy@detel.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 798 488 (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

Please note it is the responsibility of the Principal Procurement Agency or Management Procurement Agency to register eligible projects in the TPAS. Principal Contractors do not have the ability to register projects in the TPAS. Contact the Principal Procurement Agency or Management Procurement Agency if the project has not yet been registered on TPAS and you are ready to submit the Compliance Plan.

Submitting the Compliance Plan

The Compliance Plan is available for the Contractor to submit in TPAS, ONLY after CSQ has confirmed the project. Projects awaiting CSQ’s confirmation will show the project status of *Awaiting CSQ Confirmation*, (refer to red circle in the diagram below).

After the project is confirmed, the project will show a project status of *Compliance Plan Due*, please refer to blue circle in the diagram below.

The “Principal Contractor Contact Person” nominated in TPAS against the project, will receive an email from CSQ to submit the Compliance Plan, once the project has been confirmed.

Principal Contractor - Home Page

1. To submit the Compliance Plan, open the relevant project by clicking on the **Project Name** (circled in red in the diagram below). You may wish to utilise the “Search” function to quickly display the project or use the filter function at the bottom of the screen to list all projects showing a Project Status of **Compliance Plan Due**.
2. Click on **Edit Item** at the top left hand corner of the screen then click on the **Compliance Plan** tab.

![Training Policy System](image)

Projects

3. Enter the **Actual Commencement Date**, (date when work commenced on site) then click on **Submit Compliance Plan**. An automated email is sent to the Procurement/Contract Manager, advising the Contractor has submitted the Compliance Plan.

![Compliance Method](image)
4. For an Indigenous Project, the Contractor can attach the Indigenous Economic Opportunities Plan (IEOP) by clicking on “Attach File” at the top left hand corner of the screen, then browse to the document and click “OK”. Then tick the “Attached” check box in the Compliance plan tab (see below) before submitting the Compliance Plan. The attachment is listed at the bottom of the screen as shown below. For questions and assistance with completing an IEOP, please contact Ricky Garbutt from DATSIP on 07 3003 6376.
Recording Training Hours

Once the Compliance Plan has been submitted, the following additional tabs will appear next to the Compliance Plan tab, (as shown below) and Contractors can start recording training hours.

1. Record Training New Entrants
2. Record Training Other Workforce
3. Practical Completion Report

New Entrants

New Entrant – is a person who enters into an apprenticeship or traineeship and who 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, or a combination of both, immediately prior to the commencement date of the training contract. This person will remain a new entrant under the training policy until they complete their apprenticeship or traineeship.

For registered apprentices/trainees, Contractors are to record their onsite hours of work. Please ensure you have the Apprentice/Trainee’s registration number to conduct a search in TPAS. A registration number contains nine digits and begins with the financial year the apprentice/trainee was signed up in, eg - 201765147.

If the Contractor does not have the registration number, please contact Apprenticeships Info on 1800 210 210 to obtain the registration number. If the apprentice/trainee is indentured to a sub-contractor, the sub-contractor needs to contact Apprentice’s Info to obtain the registration number.

Once the apprentice/trainee’s registration number is obtained, the Contractor can record their onsite hours of work against “Record Training New Entrants”.
Record Training New Entrants – TPAS Instructions

1. Open the relevant project by clicking on the **Project Name**. You may wish to utilise the “**Search**” function at the top right hand corner of the screen to quickly display the project.

Principal Contractor - Home Page

1. **Click on** **Edit Item** **at the top left hand corner of the screen and then click on** **Record Training New Entrants**.

Projects

2. **Enter the apprentice/trainee’s registration number into the search field and click** **Search**.
3. The apprentice/trainee’s details will appear in the system as shown below. Enter the apprentice/trainee’s hours of work and click on **Save**.

**Other Workforce**

**Apprentice/Trainee hours:**
Training hours to be recorded against “Record Training Other Workforce” are specifically for apprentices and trainees whom are not a New Entrant. Please refer to page 9 for definition of a New Entrant apprentice/trainee.

For registered apprentices/trainees, Contractors are to record their onsite hours of work. Please ensure you have the Apprentice/Trainee’s registration number to conduct a search in TPAS. A registration number contains nine digits and begins with the financial year the apprentice/trainee was signed up in eg, 201765147.

If the Contractor does not have the registration number, please contact Apprenticeships Info on 1800 210 210 to obtain the registration number. If the apprentice/trainee is indentured to a sub-contractor, the sub-contractor needs to contact Apprentice’s Info to obtain the registration number.

Once the apprentice/trainee’s registration number is obtained, the Contractor can record their onsite hours of work against “Record Training Other Workforce”.

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TPAS User Guide for Principal Contractors
Record Training Other Workforce - TPAS instructions for apprentices or trainees

1. Open the relevant project by clicking on the Project Name. You may wish to utilise the “Search” function at the top right hand corner of the screen to quickly display the project.

2. Click on Edit Item at the top left hand corner of the screen, then click on Record Training Other Workforce.

3. Click on Search Apprentice, Trainee (Existing Worker) to conduct a search for the apprentice/trainee’s registration number.
4. Enter the apprentice/trainee’s registration number into the search field and click **Search**.

5. The apprentice/trainee’s details will appear in the system as shown below. Enter the apprentice/trainee’s onsite hours of work and click on **Save**.
Training hours for existing workers.

For information on Compliance for Other Workforce Training, please refer to the DET factsheet at Training Policy Compliance for Other Workforce Training

Record Training Other Workforce - TPAS instructions for exiting workers

2. Open the relevant project by clicking on the Project Name. You may wish to utilise the “Search” function at the top right hand corner of the screen to quickly display the project.

3. Click on Edit Item at the top left hand corner of the screen then click on Record Training Other Workforce.

4. Click on Add/Search other Workforce to add the existing worker’s details in TPAS.
5. The below screen will be displayed and **again**, click on *Add/Search other Workforce*.

6. Complete the existing workers details and click on **Save**.

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**Adding additional hours to existing records**

1. To add additional hours onto an existing record, click on **Edit Item** at the top left hand corner of the screen, then click on the relevant tab against which the additional hours are to be recorded – *Record Training New Entrants* or *Record Training Other Workforce*. Against the recorded name/s, there is a pencil and clock symbol.
2. Click on the clock symbol, enter additional hours to be record and click **Save**. The new hours will automatically be added to the previous hours entered.

**Registration Number/s not appearing in TPAS**

There will be times when a registration number does not appear in TPAS. Should this occur, email the apprentice’s Full Name, Registration Number, the qualification the apprentice is undertaking eg: Cert III in Carpentry and their employers trading name to admintp@csq.org.au, for it to be manually added to the system.

Once the apprentice’s record has been added in TPAS, CSQ will notify the Contractor by email to proceed with recording the apprentice’s hours.
Submitting the Practical Completion Report

Prior to submitting the “Practical Completion Report”, please ensure all training hours have been recorded. Once the Practical Completion Report is submitted, training hours can not be edited or amended.

1. Open the relevant project by clicking on the Project Name. You may wish to utilise the “Search” function at the top right hand corner of the screen to quickly display the project.

   Principal Contractor - Home Page

   Show: project references
   Principal Contractor Organization: Testing Principal Contractor
   Principal Procurement Agency: Testing Principal Procurement Agency
   Tender Reference: Tender2.3
   Contract Sum: £10,999
   Calculated Hours: 340
   Contract Agreement Hours: 250
   Project Status: Awaiting CSQ Confirmation

2. Click on Edit Item at the top left hand corner of the screen then click on Practical Completion Report tab.

   CSQ Training Policy System

   Home

   Projects

   Project Information: Testing no: 2
   Contract Name: Testing no: 2
   Project Identifier (CSQ): A39
   Contract Reference: Testing2.3

   Close
3. Check that required training hours have been met. If so, enter the “Actual Completion Date” and click on “Submit Practical Completion Report” at the bottom of the Screen.

Please note, if you do not click on “Submit Practical Completion Report” and simply click on “Save”, this does not complete the project but only saves the completion date entered. The project status will still read “Report Progressive Hours”. Once the “Practical Completion Report” is submitted, the project status will read, “Practical Completion Report Submitted”.

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 will:

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 will contact the Principal 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.