

Applicant Checklist

Career Ready Skills Assure Supplier Expression of Interest

Required documents and information

When submitting an application for the Career Ready Skills Assure Supplier (SAS) Expression of Interest (EOI), applicants will be assessed against the Mandatory Eligibility Criteria and Selection Criteria.

The Career Ready Skills Assure Supplier Expression of Interest Application Guidelines are published on the department's website and set out detailed requirements for applicants.

Refer to the frequently asked questions published on the department's website to ensure you meet the minimum requirements before you submit your EOI.

Applicants will not be permitted to submit documents after the closing date **12pm (AEST) Friday 21 March 2025**.

Document Checklist

BEFORE you submit the **Career Ready SAS EOI response form** through **Purchasing Online (POL) Partner Portal**, check that you have:

- Read the Career Ready SAS EOI Application Guidelines
- Read the Career Ready SAS EOI Frequently Asked Questions
- Nominated all qualifications to be delivered

Ensure you have attached the following documents:

- Career Ready Delivery Form** - access through DTET website (https://desbt.qld.gov.au/data/assets/excel_doc/0030/27399/career-ready-delivery-form.xlsx) select each qualification you are requesting approval to deliver from 1 January 2026 to school students, matching the qualifications on this form to the qualifications selected in the Online Career Ready SAS EOI response form.
- Career Ready Delivery of Training Outcomes Form** – if you are applying to deliver training and assessment services in more than one Industry Training Group (ITG), you must provide a response for one ITG in the Online Career Ready SAS EOI response form and utilise the Career Ready Delivery of Training Outcomes Form (available through DTET website access through DTET website (<https://www.publications.qld.gov.au/dataset/career-ready-sas-eoi/resource/42526834-2352-4221-a726-f49a75ac2a5b>)) for the other ITGs and attach each of these forms to your online response.
- Australian Securities and Investments Commission (ASIC) Extract (Current and Historical) or ACNC Charity Register details or ABN Registration Certificate (for Sole Traders and Partnerships) dated within 30 days** (or equivalent).

- **Queensland Employer and School Referees** – provide a minimum of **two employer referee** contacts with experience of your RTO's VETiS delivery and **one school referee** contact for **each** qualification the registered training organisation (RTO) is requesting approval to deliver.
 - **RTO Queensland Training History – Existing SAS** - ensure your AVETMISS data submissions (for existing program funded data and fee-for service data) are finalised through normal AVETMISS submission to DTET via AVETMISS Training Activity (ATA) Partner Portal prior to the closure of the Career Ready SAS EOI process to be considered.
- RTOs (not currently a SAS)** – Total VET Activity data (including AVETMISS data files) are uploaded into the Purchasing Online Portal application.

Late applications will not be accepted.