

Career Ready Skills Assure Supplier (SAS) Expression of Interest

Frequently asked questions

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GENERAL

What is the Skills Assure Supplier framework?

This is Queensland's framework for contracting and quality-assuring registered training organisations (RTOs) that deliver subsidised training, known as Skills Assure Suppliers (SAS). It gives students, parents and employers confidence that their funded training providers can deliver high-quality, industry-standard training that best meets learner needs and supports employment opportunities.

Why do we need a new Skills Assure Supplier framework?

A new SAS framework is being developed to ensure Queensland grows the priority skills it needs and maximises outcomes from government's investment in training.

A key initial action of the [*Good Jobs, Great Training: Queensland Skills Strategy 2024–2028*](#), released in May 2024, the new SAS framework is helping to shape the modern, responsive and accessible training system needed to achieve national and state priorities into the future.

The new framework responds to what was heard during consultation informing the skills strategy – sharpening focus on funding the right skills, where they are needed, while maximising outcomes for students in particular. Key drivers for change include calls for more local delivery and targeted support for diverse and disadvantaged learners, greater links to industry and employers, a funding model and information about training pathways that is easier to understand, more evidence-informed investment decisions, and a greater transparency and accountability regarding the quality of funded training and programs, and the outcomes they deliver.

Reform of the SAS framework is also needed to introduce new contracting and performance arrangements supporting short and long-term priorities, including critical skills delivery aligned to Queensland's economic priorities such as the growing health workforce, construction, agriculture, manufacturing, digital and technology to name just a few.

Queensland benefits from its healthy mix of training providers – and we are committed to maintaining a network of quality SAS to deliver outcomes for students and for Queensland's economy.

What is the new Skills Assure Supplier framework?

The Queensland Skills Strategy recognises that all types of RTOs (public, private, not-for-profit, group training organisations, and dual-sector universities) contribute to Queensland's solid and vibrant VET sector and is committed to maintaining a network of quality SAS providers to provide funded training when and where it is needed.

To deliver on the Queensland Skills Strategy principles and actions, key elements of the new SAS framework include:

- a managed approach to guide investment to the right training where it is needed including ensuring statewide regional coverage and equitable access for Queenslanders
- one simplified funded course list
- consideration of delivery locations based on regions, Remoteness Areas and local government areas (LGAs)
- application via an open and transparent Expression of Interest (EOI) process
- quality training provision supported by merit-based selection of SAS providers

- increased data and evidence-based inputs to inform decision making (e.g. expanded industry advice, supply and demand analysis, regional and local intelligence)
- strong employer/industry, school and community connections for training relevancy and currency
- enhanced quality requirements including training required in inclusive practices and cultural awareness to support diverse student cohorts and contracting directly with the RTOs that will deliver the training
- a revised SAS Agreement with longer term period where appropriate, to ensure continuity of student enrolments and support provider commitment to high-quality training (trainers, teaching materials and resources), incorporating the above key elements of the new SAS Framework.

The above elements are collectively referred to as the **new SAS Framework** throughout this document.

The implementation of new funded training arrangements will enable a stronger focus on student outcomes and quality training in priority qualifications aligned with current and projected workforce needs, as well as provide increased access to locally-delivered and relevant training in regional, rural and remote communities.

When will things change?

The delivery of funded training under the new SAS framework for Career Ready VET in Schools will start from the beginning of the 2026 school year.

The post-school Career Start and Career Boost programs will commence from 1 July 2025.

Contracting for SAS Agreements has been extended to 30 June 2025, with VETiS arrangements to be extended to the end of the 2025 school year.

What is staying the same?

We will continue to fund training that is aligned to priorities and based on industry advice, with dedicated Contract Managers for SAS providers and quality assurance monitoring activity.

We are focused on quality and job outcomes, so it will continue to be important for providers to maintain currency and have strong links to industry, employers and schools.

For more information about the development of the new SAS framework, visit

www.desbt.qld.gov.au/sas-framework

What will be different?

Our subsidies are changing to better meet customer needs. There will be three subsidy programs aligned to career stages – Career Ready (for school students), Career Start (for job seekers) and Career Boost (career advancement) – making it easier for Queenslanders to understand and navigate their subsidised vocational education and training (VET) options and pathways.

The three new programs will replace Certificate 3 Guarantee, User Choice, Higher Level Skills and VET in Schools programs. Former programs will be phased out and existing students will be able to complete their funded course with the same provider and will not be disadvantaged by changes.

Government investment will be actively targeted, with evidence and data informing what qualifications will be delivered by what providers and where. Key considerations include current and projected skills needs, supply and demand, provider performance and job outcomes, and regional coverage.

Queensland's public providers together with a network of quality SAS will lead the way on our new priorities.

We are opening up, inviting all eligible RTOs to express their interest in working with the department to achieve the objectives for publicly funded training in Queensland.

There will be a new expression of interest (EOI) process for Career Ready training open to all eligible RTOs, including current SAS and those that are not currently SAS. All RTOs must apply to deliver under the new SAS framework, including public providers and current SAS. This process is different to the one for Career Start and Career Boost that opened on 30 September 2024 with Stage 2 underway for those RTOs invited to progress.

SAS will have single contracts (no more multiple agreements for different subsidised training programs) and longer term agreements as standard and appropriate, providing greater year-to-year continuity for students and providers.

Queensland will work towards a single funded course list (no more multiple lists), which will identify what courses are delivered as part of an apprenticeship or traineeship.

Funded training must be delivered by SAS, with a maximum 50% third-party delivery for Career Ready program only and limited changes of control.

There will be an enhanced focus on quality training that delivers results. SAS must meet new standards for delivery to improve equity, access and outcomes for students, including those in regional Queensland, with added reporting requirements and more outcomes-focused performance monitoring by the department.

How can I learn more about the new Skills Assure Supplier framework?

Learn more online at www.desbt.qld.gov.au/sas-framework and www.desbt.qld.gov.au/sas-contracting. You can read the strategy and learn more online at www.qld.gov.au/SkillsStrategy.

When will the department release new program policies, evidence requirements and student eligibility requirements for Career Ready, Career Start and Career Boost programs?

New program policies for Career Ready, Career Start and Career Boost subsidy programs will be released prior to 1 July 2025. Further information about Career Ready, Career Start and Career Boost is contained in the Department of Trade, Employment and Training's *Training Priorities Plan 2024-25*.

When will I be notified of the outcome of my Career Ready SAS EOI application?

The department will issue written outcome advice to each RTO applicant after the Career Ready SAS EOI application window has closed and all RTO assessments against the criteria have been finalised.

If the application is not approved, can a review of the decision be requested?

If your application has been assessed as unsuccessful, the applicant will be notified it has not been approved. Applicants may request a review of the decision. Requests must be lodged in writing within 28 calendar days of receiving written notice of a decision to SAS.Appeals@desbt.qld.gov.au.

Applicants will be notified in writing of the review outcome within 21 business days from receipt of the RTO's request for review.

Will the Skills Assure Supplier EOI open again?

Skills Assure Supplier Agreements for Career Start and Career Boost programs will commence 1 July 2025 and remain current for three years.

Skills Assure Supplier Agreement for Career Ready will commence 1 January 2026 and remain current until 31 December 2026.

Where industry and/or the Department identifies a gap in the market or providers in niche markets no longer have capacity to deliver training, the Department will open an EOI process to address these issues.

Who do I contact if I have questions about the Career Ready SAS EOI process?

You can email us at SAS.EOI@desbt.qld.gov.au. Please include 'Career Ready' in the subject line.

Please note that our advice is limited to the EOI process. To ensure the process is fair and equitable, the Department is unable to help compile applications.

NEW EXPRESSION OF INTEREST (EOI) PROCESS

What is the new Career Ready SAS expression of interest (EOI) process?

To deliver training and assessment under the new SAS framework, eligible RTOs, including current SAS and those that are not current SAS, must apply through an expression of interest (EOI) process for Career Ready. All RTOs must apply to deliver under the new SAS framework, including public providers.

The Career Ready SAS EOI process is now open for all eligible RTOs that want to apply to deliver on our training priorities to Queensland secondary school students with this program coming into effect from 1 January 2026 (at the start of a new school year).

Applications for the Career Ready program will be through the following EOI process:

- mandatory eligibility including an Independent Financial Assessment by Corporate Scorecard
- formal assessment against criteria.

Applicants must meet the requirements of the Mandatory Eligibility Criteria in order to progress to the phase 2 assessment. Assessments for Career Ready applications will be undertaken by an independent panel.

Applicants will be notified of an outcome in writing after all aspects of the process including the mandatory eligibility and selection criteria has been assessed and finalised, and will be advised of the appeals process and information on next steps.

Contracting under the new Career Start and Career Boost programs was through a separate EOI process that closed at the end of 2024 with these programs coming into effect from 1 July 2025.

Learn more online at www.desbt.qld.gov.au/sas-framework about the new SAS framework and EOI process.

Who can submit a Career Ready SAS EOI application?

The Career Ready SAS EOI is open to RTOs approved by the Australian Skills Quality Authority (ASQA) or the jurisdictional equivalent to deliver and assess training in Queensland including current SAS providers who meet the mandatory criteria of holding current and active RTO registration status for at least two years as at the closing date of the Career Ready SAS EOI.

All RTOs wishing to deliver the department's funded training to Queensland secondary school students will need to apply through this Career Ready SAS EOI to be considered for a SAS Agreement for delivery of Career Ready to Queensland secondary school students under the new SAS framework from 1 January 2026 (the start of the 2026 school year). This is because the new SAS Framework (including application and assessment process) and new core VET programs are changing from 1 July 2025 in accordance with the principles and objectives of the new Queensland Skills Strategy.

Who is ineligible to apply?

The following RTOs are ineligible to apply:

- RTOs not approved to deliver training in Queensland
- RTOs with only Units of Competency on registration scope (i.e. no qualifications)
- RTOs with a registration of RTO Type – School.

When can I submit an application for the Career Ready SAS EOI?

The Career Ready SAS EOI will open to accept applications from 24 February 2025. Applications will close 12.00pm AEST (Queensland time) on Friday 21 March 2025.

Can I submit an application after the Career Ready SAS EOI closing date?

Late applications will not be accepted. RTOs must submit their applications through Partner Portal at www.desbt.qld.gov.au/training/providers/partnerportal by 12.00pm AEST (Queensland time) Friday 21 March 2025.

If the RTO does not submit a Career Ready SAS EOI application by the closing date and time, they will not be considered and assessed for a SAS Agreement for delivery to Queensland secondary school students from 1 January 2026.

Can I meet or arrange a phone call with the department to discuss my Career Ready application?

For probity purposes all questions must be submitted in writing to the Department via SAS.EOI@desbt.qld.gov.au. Answers will be supplied in this Frequently Asked Questions document and uploaded to the Department's website to ensure all providers have access to the same information at the same time.

Can the department tell me if I have completed my Career Ready SAS EOI application correctly?

No. For probity purposes, the department cannot review application submissions or provide guidance to RTOs about their Career Ready SAS EOI responses. RTOs should refer to the [Career Ready SAS EOI Guidelines](#) and search the frequently asked questions which are updated regularly.

Tip: Please delete and/or refresh your browser history when accessing this FAQs document.

What is the application process?

The RTO is required to submit an online application through Partner Portal to confirm they meet the [Career Ready SAS EOI Guidelines](#).

Mandatory Eligibility Criteria questions, an Independent Financial Assessment, qualitative responses to Selection Criteria, AVETMISS information, referees, RTO Delivery and RTO specific details all form part of the application process.

The Department will determine if the RTO meets the Mandatory Eligibility Criteria for the new SAS Framework. If the RTO is deemed eligible, they will have their responses to the Selection Criteria assessed.

Information about what will be assessed will be published in the [Career Ready SAS EOI Guidelines](#) and published online.

What should I do first?

If you don't have a Partner Portal account, you will need to apply for one to gain access to the portal's Purchasing Online (POL) application. The POL app is where EOIs will be submitted. Steps can be found in the ['How to submit – using Partner Portal'](#) section below.

If you already have an account, please check the right people in your organisation are authorised to act on the organisation's behalf. Learn more about [setting up authorisations](#) through the Relationship Authorisation Manager (RAM) system.

You might also like to start gathering information for your application, such as:

- NAT files for submission of AVETMISS data
- employer and school referee details for each Industry Training Group (ITG) or qualification, including ABNs and contact details.

As the applicant RTO, I have a conflict of interest to declare, but I am not sure if it is relevant to the Career Ready SAS EOI process. Should I declare it?

Yes. The Respondent (RTO) is to address all questions in this Career Ready SAS EOI response form (application form) and respond in accordance with the [Career Ready Skills Assure Supplier \(SAS\) Expression of Interest Application Guidelines](#). By submitting a response, the RTO warrants that all information provided is complete, accurate, up-to-date and not misleading. If any information is found to be inaccurate, out of date or misleading the Department reserves the right to exclude the Respondent from the process. As such, the applicant RTO must declare all conflicts of interest, perceived or otherwise.

Can I modify any Career Ready SAS EOI forms?

No. The Department will not accept any forms from RTOs if alterations, overrides or modifications have been made to the format or content of the template form including but not limited to, macros or drop down and multiselect lists. RTOs must download from the [department's webpage](#), enter responses then attach completed forms to the Purchasing Online Career Ready SAS EOI Application Response form.

MANDATORY ELIGIBILITY CRITERIA

What are the mandatory eligibility criteria?

To be eligible, RTOs must:

- hold current registration with the Australian Skills Quality Authority (or ASQA) or the relevant jurisdictional regulator, and have done so for at least the last 2 years (as at the closing date of the Career Ready SAS EOI)
- have relevant scope of registration with ASQA and/or relevant jurisdictional regulator for the qualifications they would like to deliver in Queensland and the corresponding certificate III for each certificate II they have applied for. The certificate II qualifications will be listed in the online form and are on the Career Ready Provisional Qualification List
- have a minimum of 12 months delivery history, that includes a minimum of ten unique Queensland secondary school student completions, in the full qualification they are applying for
- have a place of business in Queensland
- acknowledge if they have third party arrangements, the RTO will deliver at least 50% of the approved training and assessment services. Training and assessment delivery by school staff is classified as third party arrangements with the exception for school staff for supervision of students only
- have capacity to electronically report AVETMISS training and assessment activity to the Department
- have RTO compliance, legal and trading history
- produce an ASIC current and historical extract or ACNC details or ABN Registration Certificate (for Sole Traders and Partnerships) (or equivalent document) dated within the last 30 days, and
- provide employer and school referees (these cannot be labour hire companies).

For more on these requirements, refer to the [Career Ready SAS EOI Application Guidelines](#).

Will there be exemptions to the mandatory eligibility criteria e.g. relating to physical place of business in Queensland?

Section 10 (Assessment Process) of the Career Ready SAS EOI Application Guidelines identifies that an application may be considered there it is deemed necessary to ensure adequate training access and supply in terms of type of training pathway or delivery method, regional rural and remote locations; small or niche industry areas; and to meet the needs of priority student cohorts.

In addition, Schedule C (Terms and Conditions) reserves the Department's right to "*consider an Career Ready SAS EOI response submitted other than in accordance with the requirements of this Career Ready SAS EOI document*".

In accordance with these, the Department may exercise its right to accept a response that does not conform with all of the requirements (i.e. grant an exemption) where it is considered necessary to ensure adequate training supply in regional, rural and remote locations or for niche industry areas.

The decision of whether an exemption will be granted will be made during the assessment process depending on whether there are sufficient conforming offers to adequately meet the requirements, as such the Department is unable to provide any prior indication as to whether an exception will be granted. This decision will be undertaken in accordance with the probity requirements.

What is an Industry Training Group (ITG)?

Industry training groups are a classification system specific to the Queensland Department of Trade, Employment and Training. Qualifications are assigned to an industry training group depending on the industry that the specific qualification relates to.

ITGs are listed against each qualification on the Career Ready Provisional Qualification List published on the department's website.

Do I have to complete the "Delivery of Training Outcomes Form"?

Yes, if you are applying for different ITGs. As mentioned in Criteria 1. Delivery of quality training outcomes in Schedule B - Selection Criteria in the [Career Ready SAS EOI Application Guidelines](#), a **separate response is required for each Industry Training Group (ITG)** identified in your online Career Ready SAS EOI Response and Career Ready Delivery Form.

Where RTO's deliver training and assessment to students in different ITGs, you must provide one response through the online form and utilise the Delivery of Training Outcomes Form for each additional ITG you are requesting through this application.

All completed [Delivery of Training Outcomes Form/s](#) must be attached to your online application.

How much detail do I need to include when providing responses to Selection Criteria questions?

Please provide complete and concise information that fully addresses each specific question. Some responses to questions allow up to 3,000 characters per response where indicated. For probity reasons, the department is not able to review application submissions or offer specific guidance on responses for the Career Ready SAS EOI.

What is the limit for each Selection Criteria requiring a written response?

3,000 characters is the maximum for written qualitative responses for questions in Schedule B - Selection Criteria. All characters including spaces, end of line returns and bullets count as characters.

If your character count written response for each question is over 3,000, the response will cutoff mid-sentence/ word once the 3,000 character limit is reached.

The Department suggest you draft your responses to questions outside the online form, noting character limit, before adding your response to the online Career Ready SAS EOI Application Response.

What is an Associated entity?

An "associated entity" refers to businesses or organisations that have a form of connection or relationship with one another. This may involve situations of ownership or control, such as when one business has a significant stake in or exercises influence over another, often in the context of business acquisitions or partnerships.

For a detailed definition and legal context, the Corporations Act provides comprehensive information on associated entities, including the criteria and conditions that determine these relationships.

Please refer to the relevant sections of the Corporations Act for specific guidance and criteria about associated entities as it pertains to your organisation's circumstances.

Who is an Authorised officer?

Authorised persons differ across organisations. Unless defined in documents supplied to you, RTOs should ascertain that the signer possesses the necessary authorisation as outlined by the organisation's internal policy, governance board, or constitutional stipulations.

Who is the Accountable Officer for the RTO when completing the application form?

The Accountable Officer is the individual who is completing the forms and will be responsible for the responses provided on behalf of the RTO applicant in the Career Ready SAS EOI process. The Accountable Officer must be someone whose identity can be verified based on documents previously submitted to the department or through information available on public records. This verification might include ASIC Extracts, the Australian Charities and Not-for-profits Commission (ACNC) listing of responsible persons, being one of the nominated RTO contacts, or an individual whose details are listed on www.training.gov.au.

PROVISIONAL QUALIFICATION LIST

Where do I find the list of subsidised qualifications that I can register my interest to deliver to secondary school students in Queensland?

The list of the priority Certificate I and II qualifications for this Career Ready SAS EOI process can be found:

- ✓ in the POL application form;
- ✓ in the [Career Ready Delivery Form](#) on the Department's website; and
- ✓ on the Department's website.

The [Career Ready Provisional Qualification List](#) is an initial list of qualifications that may be subsidised under Career Ready. The final list of qualifications will be informed by the 2025-26 Training Priorities Plan following industry consultation, which will consider new and emerging industry priorities which means the provisional list is subject to change.

Does the Career Ready Provisional Qualification List contain certificate II traineeship qualifications?

The [Career Ready Provisional Qualification List](#) includes four qualifications that may be declared as traineeships following industry consultation. Application to deliver training and assessment for school-based traineeships was through the closed Career Start and Boost SAS EOI Stage 1 and 2 process, however, as these four traineeships have not been declared, for applicants that apply to deliver these qualifications, consideration will be given through the Career Ready process. Noting a declaration is

pending industry support and subsequent approval by the delegated officer under the *Further Education and Training Act 2014*. These are displayed in **red text** on the Provisional Qualification List.

I wish to apply to deliver training for a school-based traineeship, can I do this through the Career Ready SAS EOI?

No. With the exception of consideration to be given to the four qualifications specifically referenced in the Career Ready process, all other qualifications delivered as apprenticeship or traineeship pathways under Career Start and Career Boost (including school-based) were available for application through the SAS EOI Stage 1 for those programs which has now closed.

What if the system is not showing a qualification I would like to apply for?

If a specific qualification is not autogenerated for you through the POL Partner Portal response form, it is likely that:

- this qualification has not been identified as a priority by the department
- this qualification does not appear on your scope of registration with ASQA
- your scope of registration does not include Queensland as a delivery location for this qualification.

If you believe an error has been made, please email SAS.EOI@desbt.qld.gov.au with “Career Ready” in the subject line.

What if the Career Ready Provisional Qualification List does not contain a qualification that I have on my scope of registration? How do I get my qualification/s added to this list?

RTOs cannot request the addition of qualifications to the Career Ready Provisional Qualification List.

The annual Training Priorities Plan outlines how the Queensland Government targets investment in qualifications to deliver high-quality job outcomes - drawing on data, analysis and industry advice. The Career Ready Provisional Qualification List is informed by and supports the objectives identified in the Training Priorities Plan. The list is targeted for secondary school students and aligned with identified government and industry priorities and pathways to employment post-school. The list is subject to change as the department is working with key industry stakeholders to review the list to ensure school and students can have confidence that industry supports the qualification as a clear pathway into post school employment or further training.

Can I apply to deliver Career Tasters through this process?

No. Career Tasters are not available through the Career Ready SAS EOI process.

Career Tasters will replace trade tasters and provide an immersive non-accredited opportunity to secondary school students to showcase VET careers and training pathways. Career Tasters, led by TAFE Queensland and Central Queensland University, will widen the focus to training pathways beyond trades and are intended to complement industry-led approaches through the Gateway to Industry Schools program.

Why are there no Certificate III or above qualifications available on the Career Ready Provisional Qualification List?

Qualifications on the Career Ready Provisional Qualification List are at the certificate I and II level. This is in recognition that the best pathway to employment for school students completing certificate III level qualifications is by participating in a school-based apprenticeship or traineeship.

Students can still complete certificate III qualifications that are delivered and resourced by school RTOs or are self-funded.

Several of the qualifications on the Career Ready Provisional Qualification List are displayed in blue text and state that they may be restricted based on industry advice, what does that mean?

DTET funded Career Ready certificate qualifications are aligned to post school employment and further VET training pathways.

The DTET training delivery budget is finite. To ensure DTET funded training is available and prioritised for students seeking post school employment opportunities through a VET pathway, it may be necessary to restrict broader access.

DTET is consulting with industry representatives on qualification restrictions that may apply. These may include:

- Making a funded qualification available only via a school-based traineeship pathway;
- Restricting delivery of a funded qualification to regional and remote areas;
- Restricting the number of funded places available; and/or
- Restricting delivery to a specified supplier/s.

Why is Certificate I in Construction (CPC10120) restricted (displayed in blue text) on the Career Ready Provisional Qualification List? (28/02/2025)

DTET has consulted construction industry representatives on qualifications aligned to post school employment and further VET training pathways. Certificate I in Construction will be transitioned to removal by the end of 2026 because Certificate II in Construction Pathways is the preferred industry post-school employment pathway to further VET training including a construction apprenticeship.

Will the Department consider training activity in the Certificate I in Construction and the Certificate II in Construction Pathways together? (28/02/2025)

Based on industry advice, the Department intends to transition investment from the Certificate I in Construction to the Certificate II in Construction Pathways. From 2027, only the Certificate II in Construction Pathways will be funded under Career Ready. Any RTO approved to deliver the Certificate I in Construction, must have the Certificate II in Construction Pathways on their scope of registration and be able to deliver this qualification under Career Ready from 2027. To support this transition, the Department may at its discretion consider the training and assessment activity and student completions in the Certificate I in Construction and Certificate II in Construction Pathways together. The Department will also consider connections to industry and school to work transitions for students, when assessing the RTO's application.

Why is Certificate II in Plumbing (52887WA) restricted (displayed in blue text) on the Career Ready Provisional Qualification List? (28/02/2025)

DTET has consulted construction industry representatives on qualifications aligned to post school employment and further VET training pathways. Certificate II in Plumbing will be transitioned to removal by the end of 2026 because Certificate II in Plumbing Services is the industry preferred school qualification as an employment pathway to further VET training including a construction apprenticeship.

EMPLOYER AND SCHOOL REFEREES

The application guidelines state that a minimum of two employer and one school referee are required for each qualification. How many referees do I need?

For each Industry Training Group (ITG) or qualification you are applying to deliver, you will need to submit a minimum of two (2) employer referees plus a minimum of one (1) school referee. This totals a minimum of three (3) referees for each qualification or ITG. If you are applying for 2 automotive qualifications you must provide a minimum of 3 referees. If you are applying for an automotive and a health qualification you must provide a minimum of 3 referees per qualification.

What information must be provided for employer and school referees?

The Employer and School Referee details required are:

- Qualification code
- Qualification title
- Employer/School Name
- Employer/School ABN
- Employer/School Contact Name
- Position Title
- Phone (must be a direct number)
- Email
- Services provided to the employer/school
- Number of employees/apprentices/trainees

The details above must be included for **both employers AND schools** in the “Employer Referee Form” and attached to your POL Partner Portal response form.

Where do I add my school referee details as the form is only named “Employer Referee Form”?

Your school referee details must be included in the “Employer Referee Form” and attached to your POL Partner Portal response form.

What evidence do I need to provide relating to employer referees?

Section 9 of the [Career Ready SAS EOI Application Guidelines](#) details the required documents and information to be submitted through Partner Portal for the Career Ready SAS EOI. You must provide contact details for two Queensland based employer referees for each qualification relevant to your Evidence of Training Activity data attached and Career Ready SAS EOI Response. As referenced in Schedule A of the Application Guidelines, referee contacts must be independent from the RTO, be aware they have been listed as a referee and available for the Department to contact them and have engaged the RTO's services or employed participants who completed training with the RTO in Queensland. Additionally, the "How to use the POL application to submit a Career Ready SAS EOI response" provides details of how to create employer and school referee contacts electronically as part of your Career Ready SAS EOI Response.

What if I am unable to provide the required employer referee contacts?

Schedule C (Terms and Conditions) of the [Career Ready SAS EOI Application Guidelines](#), provides that the Department has the discretion to consider Career Ready SAS EOI responses that have not been submitted in strict accordance with the guidelines. This includes potentially accepting responses without the required employer referee contacts if it is deemed necessary to ensure an adequate supply of training options.

The decision of whether an exemption will be granted will be made during the assessment process depending on whether there are sufficient conforming offers to adequately meet the requirements. As such, the Department is unable to provide any prior indication as to whether an exception will be granted. This decision will be undertaken in accordance with the probity requirements.

What information is required in the Queensland Employer Referee Contact Form for the section called "Number of employees/apprentices/trainees"?

The Queensland Employer Referee Contact Form asks for the services your organisation has provided to the employer and school and for those services you must supply the "Number of school students/employees/apprentices/trainees" for that employer and school that your RTO has assisted.

TRAINING HISTORY REQUIREMENTS

Can school staff provide training and assessment for qualifications I have applied for?

Yes. While the Department's preference is for the RTO contracted by the Department to deliver all training and assessment to the school students, the Department understands that some school staff may be qualified to deliver training and assessment services in partnership with RTOs. School staff providing supervision for their school students undertaking training and assessment with the RTO who are not involved in training and assessment services of the VET qualification are not classified as a third-party arrangement. Involvement of school staff in training and assessment is classified as a third-party arrangement and must not exceed 50% of training and assessment services.

What is a NAT file?

NAT files are text files that contain your training activity and client data. All AVETMISS compliant software applications have the functionality to extract the eleven AVETMISS data files required for validation by the department's internal data system. Each of the eleven NAT files contains specific information.

For the purposes of submitting an EOI application through Career Ready SAS EOI, you must provide information on training and assessment delivery to Queensland residents over at least a 12-month period, including the qualifications that have been awarded. To ensure your VET Activity Data is accurate and complete, the NAT130 file qualification issued flag must be ticked to reflect that the qualification was awarded to the student to meet the requirements of the EOI process.

What evidence of training activity do I need to provide?

Section 9 of the [Application Guidelines](#) details the required documents and information to be submitted through Partner Portal for the Career Ready SAS EOI. Twelve months of your Queensland AVETMISS training activity (calendar data of 2024, 2023 or 2022) to Queensland residents, including qualification completions for the same time period, must be uploaded electronically as part of your Career Ready SAS EOI Response. Additionally, the "How to use the POL application to submit a Career Ready SAS EOI response" provides details of how to attach your training and assessment activity.

The Department will only accept and assess AVETMISS files for qualifications applied for through this process, through the following methods:

- **RTOs with a current Skills Assure Supplier Agreement**, for existing program funded data – through normal AVETMISS submission to DTET via AVETMISS Training Activity (ATA) Partner Portal
- **RTOs with a current Skills Assure Supplier Agreement**, additional fee-for-service data - through normal AVETMISS submission to DTET via AVETMISS Training Activity (ATA) Partner Portal
- **RTOs that do not have a current Skills Assure Supplier Agreement** – NAT files submitted to DTET via Purchasing Online (POL) on the Partner Portal website

Note: For RTOs with a current Skills Assure Supplier Agreement, the department **will not** assess VET activity data submitted via Purchasing Online (POL) on the Partner Portal website (see dot points above).

Can my RTO provide data on student completions in the superseded qualification version to support an application?

Yes, if recent. RTOs must be able to meet the Queensland training and assessment delivery history as set out in the [Career Ready SAS EOI Application Guidelines](#). The Department may consider completion data from the direct superseded qualification to the current qualification listed on the Career Ready Provisional Qualification List as part of its assessment process for this criterion. This data must be reported under the superseded qualification number.

Please refer to the existing FAQ “What evidence of training activity do I need to provide?” for additional information.

What information do you require for qualifications listed in our application that are yet to have completion information available?

Applications without completion information do not meet the mandatory criteria. RTOs must be able to meet the Queensland training and assessment delivery history as set out in the [Career Ready SAS EOI Application Guidelines](#). The Department will consider the RTO’s Total VET Activity data and delivery history in each qualification.

My training delivery history is fee-for-service or to visa holders. Can I still apply?

Yes. The department will consider Total VET Activity data submitted, not just government subsidised training data.

RTO applicants can submit outcomes including skill clusters/skill sets, fee-for-service and/or delivery history to eligible visa holders however RTOs must also be able to meet the Queensland training and assessment delivery history as set out in the [Career Ready SAS EOI Application Guidelines](#). Refer to Schedule A - *Evidence of 12 months training delivery history / experience in Queensland* for the list of training delivery and completions data that will not be accepted as evidence.

Are current SAS required to attach Total VET Activity (TVA) data to the online application in Purchasing Online?

No., The department **will not** assess VET activity data from SAS submitted via Purchasing Online (POL) on the Partner Portal website.

SAS must upload their TVA data submission by the closing date and time of the SAS EOI Stage 1 **through their usual AVETMISS reporting system being used for current SAS Agreement/s**. If your RTO is seeking to deliver a new qualification (i.e. a qualification delivered outside of the current SAS Agreement) that has not been included in your previous TVA AVETMISS data submissions, then you will also need to submit your previously unreported AVETMISS data through the usual process. Your AVETMISS submission must include a completed NAT130 file to record student completions evidence.

Note: AVETMISS data set supplied as part of SAS EOI Stage 1 must be a single calendar year AVETMISS set, exported in the Queensland specification format. AVETMISS software packages should offer a Queensland specific export option. Further information is available here:

https://desbt.qld.gov.au/data/assets/pdf_file/0017/10169/avetmiss-data-reporting-requirements_v9.0.pdf

Career Ready Delivery Form

How do I select multiple locations or delivery methods in the Career Ready Delivery Form?

Macros need to be enabled to add multiple delivery modes/locations per qualification.

Upon opening the document, you may see a Security Warning ribbon. Click 'Enable Content'.

A Security Warning pop-up will appear. Select "Do not ask me again for network files" button then click 'Yes'.

Then, click on the drop-down box again to add each additional selection one at a time. You can repeat this process until you've selected all the necessary locations or delivery methods.

Note: Should you select a delivery mode or location in error, deselecting is not allowed. You must delete everything in the cell and add all the selections again.

Refer to [instructions for completing the Career Ready Delivery Form](#) including how to save this form in the correct format to upload and attach to the online Career Ready SAS EOI Application on Partner Portal.

Macros are not working in the Career Ready Delivery Form how can I resolve this?

Please refer to the [Enable or disable macros in Microsoft 365 files - Microsoft Support](#) and follow the steps provided under *Change macro settings in the Trust Centre*.

Troubleshooting Instructions for Enabling Macros in Microsoft 365 Files

If you encounter issues enabling macros in Microsoft 365 files following the provided instructions, please try the following steps:

1. Download the document to your desktop.
2. Attempt to enable the macros on the downloaded file.
3. After completing your responses, upload the document back to your online Career Ready SAS EOI Response for submission.

Note: Should the issue persist, and you are unable to enable macros, it may be necessary to consult with your RTO's IT or systems administrator for assistance. They can help determine if there are any restrictive firewall settings or system configurations preventing the action.

The Department will not accept Career Ready Delivery form/s from RTOs if alterations, overrides or modifications have been made to the format or content of the template form including but not limited to, macros or drop down and multiselect lists.

I deliver training which includes online delivery and workplace placement hours (Blended delivery), do I need to choose a location against these qualifications?

No. The selection of Online or Blended as your delivery mode, will result in the qualification being considered Statewide, therefore you do not need to select a location or LGAs against these qualifications.

Independent Financial Assessment

Can I have an extension to submitting the Corporate Scorecard documentation for the independent financial assessment?

No. After the partner portal for the Career Ready SAS EOI closes, the Department will contact you with instructions to provide documents to Corporate Scorecard with a due date. For probity reasons, extensions cannot be granted to applicant RTOs. If the Corporate Scorecard documentation required as part of the Career Ready SAS EOI application is not submitted by the due date determined by the Department (through email after the Career Ready SAS EOI close date), you may not be considered and assessed for a SAS Agreement from 1 January 2026.

What is meant by audited financial reports?

Where your financial year reporting ends 30 June, we deem your latest audited financial statement to be for the year ended 30 June 2024.

Where your financial year reporting ends 31 December, we deem your latest audited financial statement to be for the year ended 31 December 2024 if the 31 December 2025 audited financial statements are not available.

The financial statements must:

- contain each audited financial statement for a distinct 12-month period and include an independent audit report, and;
- have the independent audit report issued by a person or entity listed as a current Registered Auditor with ASIC. You can check if you've met this requirement at ASIC Registered Audit.

What if my RTO does not have audited financial statements?


The Department has engaged an independent organisation, Corporate Scorecard, to assess financial viability and trading history of all RTOs that submitted an application through Career Ready SAS EOI. RTOs must agree to supply Finalised and Signed Accountant Prepared or Audited Financial Statements (P&L, Balance Sheet and Notes) for the years ended 30 June 2024 and 30 June 2023 directly to Corporate Scorecard if and when requested by the Department.

Do I need to have another financial viability assessment by Corporate Scorecard if a financial viability assessment was completed through SAS EOI Stage 2 process?

No. The Department will utilise the recent financial viability assessment undertaken by Corporate Scorecard when you progressed to the EOI Stage 2 (Career Start and Career Boost) process if there have been no changes in control for your RTO.

We are preparing the Financial Statements for the submission and have a question, where can I direct it?

The financial assessment is being managed by an independent organisation, Equifax t/a Corporate Scorecard.



The Department will email you details of what to complete, where to send completed documents and the due date. A Corporate Scorecard RTO Guide will be emailed to you by the Department and you must provide responses to the questions, ensuring the information is as full and accurate as possible. Corporate Scorecard will contact you if they need to clarify the information provided.

Do not send this documentation to the Department.

Equifax t/a Corporate Scorecard will contact you if they have any questions regarding your submission.

Can I submit draft financial statements in my response?

No. RTOs should submit all documents, which they believe adequately address the Corporate Scorecard questions. Corporate Scorecard will inform you if further information is necessary.

For probity reasons, the department is not able to review application submissions or offer specific guidance on responses for the Career Ready SAS EOI.

Why did I not receive a read receipt when submitting my documents to Equifax (Corporate Scorecard)

If you are using Trend Micro, emails are blocked and this may be a reason why you have not been provided with a receipt if requested. There is no resolution for this issue.