

Good Jobs, Great Training

Queensland Skills Strategy 2024–2028

New Skills Assure Supplier (SAS) Framework
Career Ready SAS Expression of Interest

Application Guidelines

Department of Trade, Employment and Training (DTET)

Date of Issue:	Monday 24 February 2025
Closing Date & Time:	Friday 21 March 2025 at 12:00 pm Australian Eastern Standard Time (Queensland time)
Closing date for clarification of questions:	Thursday 6 March 2025 at 5:00pm Australian Eastern Standard Time (Queensland time)
Closing date Partner Portal and POL Account requests:	Thursday 6 March 2025 at 12:00pm Australian Eastern Standard Time (Queensland time)

1. Introduction

The introduction of a new Career Ready VET in Schools program is a key action under the *Good Jobs, Great Training: Queensland Skills Strategy 2024–2028* released in May 2024. The Strategy was informed by the most significant review in almost ten years including extensive research and analysis, and public consultation feedback from over 8,000 Queenslanders.

Supporting the Strategy, the Department of Trade, Employment and Training's *Training Priorities Plan 2024-25* outlines how government subsidised training ensures Queenslanders can access skills for jobs in demand at all stages including providing skills and support for secondary school students to choose a career and get a first job.

Visit the Department of Trade, Employment and Training (DTET) website <https://desbt.qld.gov.au/training/skills-strategy/training-priorities-plan> to access the *Training Priorities Plan 2024-25*.

2. Overview and objectives

In line with consultation findings, state priorities and National Skills Agreement commitments, the Queensland Skills Strategy commits to a new Skills Assure Supplier (SAS) framework to deliver quality training in priority skills.

Existing SAS arrangements were introduced in June 2020 to allow students, parents and employers to identify registered training organisations (RTOs) that met the Department's entry requirements to deliver subsidised training and assessment services in Queensland.

Through consultation, key feedback from communities included the need for new SAS providers to deliver more training and for more targeted training to be available in locations where it is needed, while RTOs raised opportunities for new SAS providers to support the Queensland Government's priorities.

As part of the new SAS framework, research and analysis and consultation findings identified opportunities to:

- better target the skills Queensland needs to drive economic and social benefits
- deliver more industry-connected skills in schools so secondary school students make more informed career and training choices
- reduce the incidence of training delivered into communities that does not align with local employment outcomes and community priorities
- enhance investment and performance frameworks to improve student support, outcomes and completions
- clarify the broader role expected of Queensland's public providers.

3. New SAS framework

The Queensland Skills Strategy recognises that all types of RTOs (public, private, not-for-profit, 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:

- ensuring statewide regional coverage and equitable access for Queenslanders to training
- consideration of delivery locations based on regions, Statistical Area Level 4 (SA4s) 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 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 periods 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.

4. Career Ready

Career Ready, Career Start and Career Boost are new investment programs being introduced under the Queensland Skills Strategy to support students at all career stages.

Career Ready will help secondary students get set for life after school, with career information, training and industry experience. The program focuses on improved support for secondary school students who have career aspirations aligned to priority VET pathways and improved school to work employment transitions and pathways.

Career Ready encompasses a suite of complementary programs supporting students across their secondary schooling to choose the right career and training pathways for them including:

- the Gateway to Industry Schools program
- new non-accredited Career Tasters for Year 10 students
- certificate I and II qualifications aligned to VET careers in demand for the economy and informed by industry consultations
- school-based apprenticeships and traineeships (SATs) providing strong post-school employment opportunities.

5. Purpose of EOI

The Career Ready SAS EOI is for a two-year delivery period from **1 January 2026** until **30 December 2027**.

The Department is releasing this **Career Ready SAS EOI** to provide the opportunity for all eligible RTOs (including current SAS providers) to submit an application to be considered for delivery of Queensland Government subsidised training and assessment services under the new SAS framework for the Career Ready program. This is a new program and current SAS providers must apply to be considered to be able to deliver the Career Ready program.

Career Ready will commence from 1 January 2026 supporting delivery of certificate I and II level qualifications in schools for eligible year 11 and 12 students. The Career Ready SAS EOI **does not** include Gateway to Industry Schools Program or Career Tasters.

The Career Ready SAS EOI does not include the new Career Start for job seekers and Career Boost for career advancement programs, which will start from 1 July 2025.

A provisional list of certificate I and II qualifications, which may be subject to change, has been provided for the Career Ready SAS EOI application process. The provisional list includes four qualifications that may be declared as traineeships. The Department **may not** fund all of these qualifications on the provisional list under Career Ready.

Qualification restrictions may include but are not limited to:

- 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; or
- Restricting delivery to a specified supplier.

The Department reserves the right to remove or place restrictions on qualifications from the Career Ready SAS EOI process where industry consultation has not supported the qualification as an effective school to post school employment and/or further VET study pathway. Qualifications which may be removed and/or restricted have been identified in the provisional list.

It is important to note that submitting a Career Ready SAS EOI application (response) will not guarantee the RTO will be awarded a SAS Agreement or that the RTO will be approved to deliver all qualifications listed in its application.

6. Who can Apply?

The Career Ready SAS EOI is open to RTOs approved by ASQA to **deliver and assess training in Queensland** including current SAS providers – referred to collectively in this document as ‘RTOs’ or ‘Respondents’.

All RTOs wishing to deliver DTET funded training to Queensland secondary school students will need to apply through this Career Ready SAS EOI to be considered for a SAS Agreement to deliver in secondary schools from 1 January 2026. The new SAS Framework (including application and assessment process) and new core VET programs are changing 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.

Late applications

Late applications will **not** be accepted. RTOs must submit their full application through the Partner Portal at <https://desbt.qld.gov.au/training/providers/partnerportal> by **12.00pm AEST, Friday 21 March 2025** (refer to **Timelines Item 6** below).

If the RTO does not submit a Career Ready EOI application by the Closing Date and Time (see **Item 6** below), they will not be considered and assessed for a SAS Agreement for the Career Ready program from 1 January 2026.

Applications that are still in draft status after the closing date will not be accepted.

Missing information or attachments for the application cannot be submitted after the closing date and time.

7. Timelines

The RTO must comply with the following due dates to be able to be considered and assessed for a SAS Agreement under this Career Ready SAS EOI process. Responses to this Career Ready SAS EOI will be considered through one discrete time-limited window. The Department reserves the right to vary dates where necessary.

EOI opening date 24 February 2025

EOI closing date 12pm 21 March 2025 AEST

End of period for clarification of questions 5pm 6 March 2025 AEST

End of period for Partner Portal and POL Account Requests 12pm 6 March 2025 AEST

End of period for information to be sent to Corporate Scorecard will be communicated by the Department to RTOs after the Career Ready SAS EOI closing date (see **Item 9 and Item 11**)

8. Application process

Career Ready SAS EOI applications

RTO are required to submit an online application through Partner Portal to:

- confirm they meet the Mandatory Eligibility Criteria (see **Schedule A**)
- select qualification/s the RTO is requesting approval to deliver from 1 January 2026 including delivery location(s), regions and predominant delivery mode (see **Schedule A**) noting some qualifications may be removed from this process after industry consultation
- acknowledge the RTO has scope of registration for the corresponding certificate III for each certificate II applied for, for post-school pathways for students
- provide acknowledgements and confirm acceptance of external due diligence assessments for identified Mandatory Eligibility Criteria (see **Schedule A**)
- provide Queensland employer and school referee contact information (see **Schedule A**)
- provide an Australian Securities and Investments Commission Current and Historical Company Extract or equivalent (see **item 9**)
- provide all required information (see **item 9**)
- provide financial, legal and training information to an independent organisation for assessment as part of the Due Diligence process (see **item 9**)
- provide detailed qualitative responses (word limits apply) about their organisation to questions that align with the Selection Criteria (see **Schedule B**) including:
 - delivery of quality training outcomes;
 - meeting local community, school, employer and industry needs;
 - supporting school to work transitions to employment; and
 - RTO history and past performance.

9. Required documents and information

The Career Ready SAS EOI provides eligible RTOs with the opportunity to submit a complete application which includes information about the RTO's training delivery and performance history.

To be considered for the Career Ready SAS EOI, the RTO must complete and submit the following documents by the due dates specified (see **Item 7**)

- a) **Request for Information (RFI)** – The Department has engaged Equifax Australasia Credit Ratings Pty Ltd trading as Corporate Scorecard (A.B.N 33 007 527 611) (**Corporate Scorecard**) to review and assess the RTO's financial viability, and legal and trading history on behalf of the Department. There is no fee or cost for the RTO for this assessment, as the Department will pay Corporate Scorecard's fees. (See **Schedule C Terms and Conditions** when fees will be incurred by the RTO). Please note the process below for the RTO to be prepared when requested to submit information.

RTO's will be required to provide Corporate Scorecard with either:

- audited financial statements for the last two years; **or**
- finalised signed and dated Accountant prepared Financial Statements (Profit & Loss, Balance Sheet and Notes) for the years ended 30 June 2024 and 30 June 2023; and

RTOs will also need to complete and submit a Questionnaire form to Corporate Scorecard.

The RTO must provide the **abovementioned mandatory information** directly to Corporate Scorecard by the due date specified by the Department (see **Item 7**). Further instructions will be provided after the Career Ready EOI Closing Date in the email from the Department.

Note: RTOs that have already submitted this documentation and information through the EOI SAS Stage 2 (Career Start and Career Boost) process are not required to repeat this process unless they have had a change in control after submitting an application through EOI SAS Stage 2 or Career Ready SAS EOI (see **Item 11**).

- b) **Australian Securities and Investments Commission (ASIC) Extract (Current and Historical) or ACNC Charity Register details or ABN Registration Certificate (for Sole Traders and Partnerships) (or equivalent)** – this document must be current in last 30 days from the date submitted.
- c) **Queensland Employer and School Referees** – the RTO must provide a minimum of **two** employer referee contacts with experience of your RTO's VETiS delivery **and one** school referee contact for **each** Industry Training Group (ITG) or qualification the RTO is requesting approval to deliver. This information must include the employer ABN and school ABN, referee's name, position, direct phone number and email address. The referee must be aware that they will be contacted, and willing to provide the Department with feedback on the quality of training your RTOs has delivered in the requested qualification.
- d) **RTO Queensland Training History** – RTOs are required to upload AVETMISS compliant information including qualification completions for Queensland training and assessment delivery to Queensland residents over at least a 12-month period. RTOs can submit AVETMISS data for 2022, 2023 and 2024 calendar years in separate files for each year. RTOs can only submit one set of AVETMISS files for each collection year.

The Department will only accept and assess AVETMISS files for this same training and assessment delivery (including direct superseded qualification data) for separate collection years i.e. 2022, 2023, 2024, 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 (See **Item 9** below).

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 1 and 2 above).

- e) **Online Career Ready SAS EOI Response form** – The RTO must access this form through Purchasing Online (POL) on the Partner Portal website (see **Item 9**) to:
 - address all questions and provide qualitative responses where required (character limits apply) about their organisation in Schedule A Mandatory Eligibility Criteria and Schedule B Selection Criteria (see **Schedule A and Schedule B**) and
 - select qualification/s the RTO is requesting approval to deliver from 1 January 2026.
- f) **Career Ready Delivery form** – The RTO must access this form through the department's website (https://desbt.qld.gov.au/data/assets/excel_doc/0030/27399/career-ready-delivery-

[form.xlsx](#)), follow the instructions provided to complete all sections of the form and attach to the **Online Career Ready SAS EOI Response form** through POL Partner Portal.

The RTO must select each qualification the RTO is requesting approval to deliver from 1 January 2026, **matching the qualification/s on this form** to the qualifications selected through the **Online Career Ready EOI Response Form**, and specify:

- every LGA where the RTO intends to deliver the qualification; and
- the RTO's intended mode of delivery; and
- the school location(s) for face-to-face delivery and the Queensland Statistical Area 4 (SA4) geographical areas in which the RTO will deliver training.

Note:

- further guidance on how to complete the Career Ready Delivery form will be provided within the form itself;
- the qualification list may be reduced or changed prior to the finalisation of the EOI process;
- RTOs may not be approved for all locations or qualifications applied for;
- **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.**

10. How to Apply

To apply to deliver Certificate I and Certificate II to secondary school students through Career Ready, the RTO must access and complete the **Online Career Ready SAS EOI Response form** through Purchasing Online (POL) on the Partner Portal website and submit all required documents and information (see **Item 9**) by the **Timelines** (see **Item 7**). If duplicated forms are submitted, the department will accept only the latest dated form completed by the RTO's Accountable Officer.

The Partner Portal is the Queensland Government secure website which can be accessed here: <https://portal.desbt.qld.gov.au/>.

Note: RTOs that do not hold a current POL account on the Partner Portal **must contact the Department in writing to apply for access without delay**. Application instructions can be found at <https://desbt.qld.gov.au/training/providers/partnerportal>

Requests for access will only be accepted by the Department through a written Partner Portal registration submission.

The Department will not accept requests for access (receipt of a Partner Portal registration submission) to the Partner Portal or POL received after **12pm 6 March 2025**.

To get started please visit: <https://portal.desbt.qld.gov.au/help>

11. Assessment process

The process for assessing the Career Ready SAS EOI is set out below. The Department has engaged an independent external Probity Advisor to ensure actions and activities accord with the highest probity standards.

a) Independent Financial Assessment by Corporate Scorecard (Mandatory Eligibility Criteria)

All RTOs that submit an expression of Interest under Career Ready SAS EOI will have an Independent Financial Assessment. The Department will utilise recent Independent Financial Assessments undertaken for RTOs that have progressed to the EOI SAS Stage 2 (Career Start and Career Boost). New RTOs and RTOs progressed to the EOI SAS Stage 2 that have had a change of control, will be contacted for this through this Career Ready SAS EOI process.

b) Assessment (Mandatory Eligibility Criteria)

The RTO will be assessed against the Mandatory Eligibility Criteria (see **Schedule A**) and RTOs will not receive a score but will either 'Meet' or 'Not Meet' the Mandatory Eligibility Criteria.

RTOs that do not meet **all** Mandatory Eligibility Criteria will be deemed **ineligible** and will be excluded from further consideration and Selection Criteria assessment for a SAS Agreement for Career Ready.

Only RTOs deemed **eligible** will have their responses to the Selection Criteria (see **Schedule B**) assessed.

c) Assessment (Selection Criteria)

Due Diligence (Phase 1) – The Department will undertake due diligence checks for RTOs that are deemed eligible through the Mandatory Eligibility Criteria assessment process. This will entail the collation of factual, substantiated and documented evidence pertaining to the RTO which will be considered and evaluated as part of the assessment against the related Selection Criteria.

The due diligence information will include:

- financial viability, and legal and trading history, confirmed by Corporate Scorecard as meeting (at a minimum) a satisfactory benchmark;
- direct telephone contact with Queensland employer and school referees to confirm relevant employer and school connections and relationships;
- review of the RTO's quality and compliance history;
- review of the RTO's twelve months of Queensland AVETMISS training activity to Queensland residents to confirm strong training outputs overall and no significant risk indicators (see **Schedule A**).

The Department will contact external third parties to confirm:

- compliance history including the national VET regulator (Australian Skills Quality Authority), state training authorities and other relevant parties (e.g. Office of Industrial Relations); and
- performance under government and quasi-government contracts (e.g. Construction Skills Queensland).

Assessment (Phase 2) – The Department will engage an independent, external and suitably qualified organisation to undertake the Phase 2 assessment. The external organisation will **not** be an RTO.

The external organisation will complete an assessment of Career Ready SAS EOI applications against the Selection Criteria. This activity will involve the review, assessment and scoring of each RTO's qualitative responses, as well as consideration of the related due diligence information.

Independent and external assessment phases will produce and confirm an RTO order of merit for nominated qualifications.

Recommendation (Phase 3) – The Department will establish an independent ‘Skills Assure Supplier Panel’ (Panel) comprising external industry, education sector and regional stakeholders to determine which RTOs will be awarded a SAS Agreement for Career Ready from 1 January 2026 to 31 December 2027.

The Panel will meet to consider the RTO order of merit for qualifications and may also take into account coverage in relation to:

- delivery locations and delivery method (e.g. face-to-face or online);
- understanding of local industry needs and connection to local employers,
- regional and remote schools.

To support its deliberations, the Panel may be provided with priority industry and regional training reports (e.g. demand and supply analysis, local industry profiles, regional profiles).

Note: the Panel reserves the right to exercise its discretion to consider an application where 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.

The department will issue written outcome advice to each RTO that has expressed an interest under Career Ready SAS EOI after all aspects of the Assessment Process, including the Mandatory Eligibility Criteria and Selection Criteria, have been assessed and finalised.

12. Terms and Conditions

The Terms and Conditions in Schedule C apply to this Career Ready SAS EOI.

13. Conflicts of Interest

A conflict of interest may arise if the RTO’s or any of its officers’ have an interest, affiliation or relationship (whether personal, financial, professional or otherwise) with the Department or any of its officers that would create a conflict for the Department or the relevant officer in serving the public interest. A conflict of interest can be real (or actual), apparent (or perceived) or potential.

Conflicts of interest could affect the awarding or performance of the RTO’s SAS Agreement with the Department. The RTO will be required to declare, as part of the Career Ready EOI, any interests, affiliations or relationships (whether personal, financial, professional or otherwise) that may be considered an actual, perceived or potential conflict of interest.

If the RTO later identifies any circumstance where an actual, apparent, or potential conflict of interest may be present or might arise in relation to the RTO’s application or SAS agreement, the RTO must inform the Department in writing of the relevant circumstances immediately.

14. Clarifications

Clarifications including any information updates will be published through Career Ready SAS EOI Frequently Asked Questions (FAQs) on the Department’s website and updated regularly.

For probity purposes, all questions must be provided in writing to the Department to the following email address with a **subject line of “Career Ready SAS EOI” and your RTO name:**

SAS.EOI@desbt.qld.gov.au

Questions received may not be responded to individually. Answers may be published in the updated FAQs to ensure all RTOs have access to the same information at the same time.

Clarification questions will only be accepted up until **5pm 6 March 2025 AEST**.

Please note the Department is unable to provide further instructions or advice to an RTO about how to answer a question including written qualitative responses.

15. Reviews

If an RTO is dissatisfied with a decision made by the Department in respect of the RTO's Career Ready EOI application, the RTO may request a review of the decision. A request for review must state the grounds on which the RTO is seeking a review.

Note: The review process is not an opportunity to change or update your Career Ready EOI submission.

Requests for review must be lodged within 28 calendar days of receiving written notice of a decision in writing to:

Appeals Officer
Investment Division
Department of Trade, Employment and Training
Email: SAS.Appeals@desbt.qld.gov.au

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

Schedule A – Mandatory Eligibility Criteria

Mandatory Eligibility Criteria	
Criteria	How this will be assessed:
RTO registration (Question 3.1 of Online Career Ready SAS EOI Questionnaire)	Current and active RTO registration status for at least two years (as at the closing date of the Career Ready SAS EOI) as verified on www.training.gov.au, to satisfy Skills Assure requirements relating to financial viability and training delivery experience. Note: this is the initial RTO registration date published on training.gov.au, and the RTO status is current on training.gov.au.
Relevant scope of registration (Question 3.2 of Online Career Ready SAS EOI Questionnaire)	Registration to deliver training and assessment in the full qualification in Queensland under the RTO's scope of registration (as verified on www.training.gov.au) for the qualification/s selected in the application process. Important information to note: <ol style="list-style-type: none"> 1. The system will autogenerate a list of eligible qualifications (subject to change) from the Career Ready consultation list based on the RTO's scope of registration specified for Queensland delivery. 2. The RTO will need to select the qualification/s from this list that it is seeking to deliver under Career Ready. 3. The RTO must acknowledge they have scope of registration for the corresponding certificate III for each certificate II applied for, for post-school pathways for students.
Evidence of 12 months training delivery history / experience in Queensland (Question 3.3 of Online Career Ready SAS EOI Questionnaire)	RTOs must demonstrate a minimum of twelve months delivery of training and assessment services and outcomes in Queensland in the full vocational qualification(s) applied for in this application. Important information to note: Partner Portal – to determine the twelve months of training delivery history in Queensland, the Department will review AVETMISS files for all 'Queensland student' enrolments by the RTO. RTOs can supply AVETMISS files for the 2022, 2023 and 2024 calendar years in separate files for each collection year. This data must be submitted using the Queensland Government's secure Partner Portal site (See Item 8). The RTO must have a current Partner Portal account (See Item 10). Student completions – minimum requirement of 10 unique student completions per qualification in the twelve-month period as indicated in the RTO's NAT130 file via the <i>Qualification Issued</i> flag, which must be checked. Note: for probity purposes the Department cannot infer qualification completion when assessing RTO data. Training delivery and completions – the following is <u>not</u> counted as acceptable evidence (including but not limited to): <ul style="list-style-type: none"> • over 50% of training through recognition of prior learning (RPL), or • combination of over 50% RPL and credit transfer, or • delivery of single units of competency or skill sets only with no qualification outcome, or • training delivery to RTO staff and family members, or • training delivery outside Queensland, or • training delivery to international students (Note: <i>only training delivery to students who permanently reside in Queensland and are either an Australian citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen – is counted as acceptable evidence</i>). Important information to note: <ol style="list-style-type: none"> 1. The term 'collection year' refers to the calendar year in which the training activity occurred. 2. The Department will not assess AVETMISS files that contain training activity for more than one collection year.

Mandatory Eligibility Criteria

Criteria	How this will be assessed:
<p>RTO place of business in Queensland</p> <p>(Question 3.4, 3.5, 3.6 & 3.7 of Online Career Ready SAS EOI Questionnaire)</p>	<p>Details for a head office, principal place of business or physical training location/s for the RTO in Queensland that can be independently verified by the Department (via business internet searches).</p> <p>Note: a PO Box address will not be accepted as evidence.</p>
<p>Third party delivery</p> <p>(Question 3.8 of Online Career Ready SAS EOI Questionnaire)</p>	<p>The Department is seeking to contract RTO entities directly i.e. the RTO contracted by the Department must deliver at least 50% of the approved training and assessment services. Training and assessment delivered by school staff is classified as third party arrangements. This does not include school student supervision requirements during training delivery by the RTO. The RTO will be asked to acknowledge and confirm acceptance of this requirement.</p> <p>Note: the Department may consider exceptions at the time of an agreement offer (if any) or negotiation with the Department, and based on submission of a detailed business case from the RTO (at that time) for review and consideration by the Department.</p>
<p>Ability to submit AVETMISS compliant training data</p> <p>(Question 3.9 of Online Career Ready SAS EOI Questionnaire)</p>	<p>Capacity to electronically report AVETMISS compliant training and assessment activity to the Department using the most current AVETMISS release.</p> <p>VET activity reported to DTET, is electronically assessed for Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) compliance and is also validated against Queensland reporting requirements.</p> <p>RTOs must meet Queensland VET Data Reporting Requirements https://desbt.qld.gov.au/data/assets/pdf_file/0017/10169/avetmiss-data-reporting-requirements_v9.0.pdf .</p> <p>Important information to note:</p> <ol style="list-style-type: none"> 1. The RTO will be assessed as not meeting this criterion if the AVETMISS files submitted in the application process that cannot be loaded into Departmental systems e.g. files that contain errors or data for more than collection year. 2. The National Centre for Vocational Education Research's AVETMISS Data Entry Tool does not meet state reporting requirements. For information on AVETMISS, visit www.ncver.edu.au.

Mandatory Eligibility Criteria

Criteria	How this will be assessed:
<p>RTO compliance history</p> <p>(Question 3.10, 3.11 & 3.12 of Online Career Ready SAS EOI Questionnaire)</p>	<p>The RTO will be required to:</p> <ul style="list-style-type: none"> • declare whether: <ul style="list-style-type: none"> – the RTO has had its Queensland VET Pre-qualified Supplier (PQS) Agreement, Queensland VET SAS Agreement, other DYJESBT/DESBT/DTET Agreements or any other RTO agreement terminated for non-compliance for any reason – any RTO officeholders or partners held management positions or ownership of an organisation that had contracts terminated for non-compliance or had any orders or judgments relating to workplace health and safety laws, industrial relations laws, privacy legislation or equivalent laws and legislation of any other state or territory. • acknowledge and consent to the Department contacting third parties including the Australian Skills Quality Authority, state training authorities and other relevant parties (such as Queensland Government agencies, quasi-government organisations and interstate government Departments) to confirm the RTO’s compliance history and performance under government and quasi-government contracts (specifically if there are any outstanding non-compliance matters). <p>Note: failure to declare this information may result in the RTO being deemed ineligible by the Department.</p>
<p>Legal and trading history</p> <p>(Question 3.13, 3.14, 3.15 & 3.16 of Online Career Ready SAS EOI Questionnaire)</p>	<p>The RTO will be required to declare and provide details of any legal/trading history of bankruptcy, disqualification, legal action or outstanding judgements including in respect of any company officeholder, partner or key personnel. Legal and trading history includes:</p> <ul style="list-style-type: none"> • bankruptcy in the last five years • banned or disqualified from managing a corporation • current (or pending) legal action • outstanding judgment in the District or Supreme Court in any State or in the Federal Court • conviction of a criminal offence relating to any organisation.
<p>Queensland Employer and School Referees</p> <p>(Question 3.17 of Online Career Ready SAS EOI Questionnaire)</p>	<p>Referee contacts must be provided including each employer’s ABN and school’s ABN to confirm experience of the RTO’s training history in Queensland. A minimum of two employer referees and a minimum of one school referee are required for each Industry Training Group (ITG) or qualification nominated by the RTO.</p> <p>School and employer referees must be included on the “Employer Referee Form” through POL Partner Portal.</p> <p>Important information to note:</p> <p>All referee contacts must:</p> <ul style="list-style-type: none"> • be independent from the RTO and RTO legal entity • be aware that they have been nominated as a referee and that they will be contacted by the Department • be available to speak directly with a Departmental officer (contact with referees to validate relationships and connections will take place during the Career Ready SAS EOI assessment process) • have engaged the RTO’s services for training delivery and/or employed participants who completed training with the RTO. <p>Referee contacts must not be from labour hire companies.</p>

Schedule B – Selection Criteria

Due Diligence Assessment (Phase 1)	
Criteria	How this will be assessed:
<p>Financial viability, legal and trading history</p> <p>(Question 3.13, 3.14, 3.15 & 3.16 of Online Career Ready SAS EOI Questionnaire)</p>	<p>The Department has engaged an independent organisation (Corporate Scorecard) to assess the financial viability and trading history of all RTOs that meet the Mandatory Eligibility Criteria.</p> <p>The RTO will be asked to declare any history of bankruptcy, disqualification, legal action or outstanding judgments relating to their organisation, key personnel or company officeholders.</p> <p>The RTO 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.</p> <p>The RTO will be asked to acknowledge and confirm acceptance of the Department undertaking searches on the RTO business through an independent external contractor to review:</p> <ul style="list-style-type: none"> financial viability and proportion of annual revenue from government funding director/management corporate and business relationships and connections. <p>Note: external checks for financial viability, legal and trading history, will be finalised in the assessment phase of the Career Ready SAS EOI, contingent on the RTO meeting all requirements of the Mandatory Eligibility Criteria. RTOs will not receive a copy of this report.</p>
<p>Detailed compliance history</p> <p>(Question 3.10, 3.11 & 3.12 of Online Career Ready SAS EOI Questionnaire)</p>	<p>The RTO will be required to declare and provide details of any history of non-compliance in relation to its performance as an RTO, including if the non-compliance is resolved or remains outstanding and why.</p> <p>Non-compliance history includes:</p> <ul style="list-style-type: none"> non-compliance with a Queensland VET Pre-qualified Supplier (PQS) Agreement, Queensland VET SAS Agreement, other DYJESBT/DESBT/DTET Agreement, or any RTO agreement significant or critical non-compliance outcomes from a Registration or Compliance Audit under the Australian Quality Training Framework (AQTF) or VET Quality Framework disciplinary action relating to the RTO's training and assessment services to either domestic or international students an adverse finding by another government entity <p>Note: failure to declare this information including if the non-compliance has not been resolved and why, may result in the RTO being deemed ineligible by the Department.</p>
<p>Employer and School feedback</p> <p>(Question 3.17 of Online Career Ready SAS EOI Questionnaire)</p>	<p>Results of employer and school referee checks will be evaluated in the Career Ready SAS EOI assessment phase.</p> <p>RTOs will not receive a copy of the employer and school feedback.</p>
<p>Career Ready Delivery Form</p> <p>(Question 3.17 of Online Career Ready SAS EOI Questionnaire)</p>	<p>Career Ready Delivery form completed and submitted that identifies each qualification the RTO is seeking to deliver including region and locations (Remoteness Areas), predominant delivery mode and the LGAs it relates to.</p>

Schedule B – Selection Criteria

Selection Criteria Assessment (Phase 2)	
Criteria	How this will be assessed but not limited to:
1. Delivery of quality training outcomes (Question 4.1 of Online Career Ready SAS EOI Questionnaire)	1.1 Quality and compliance history – Due Diligence check Assessment of this criterion will also be informed by the results of the checks undertaken at due diligence phase.
	1.2 Partnerships and relationships with local employers, industry and schools for each qualification – written response 3,000 character limit Demonstrated strong partnerships and relationships with local employers, industry and schools that enable the RTO to deliver high-quality, current and industry-standard training and assessment, suitable workplace experience/industry visits for the qualification/ITG under the training package. A separate response is required for each industry training group identified in the RTO's Career Ready Delivery Form. The response word limit is 3,000 characters for each ITG. If the RTO is applying to deliver training and assessment services in more than one Industry Training Group (ITG), the RTO must provide a response for one ITG in the Career Ready SAS EOI Response Form and utilise the "Delivery of Training Outcomes Form" on the department's website for the other ITGs, and attach each "Delivery of Training Outcomes Form/s" to the RTO's Career Ready SAS EOI Response Form through POL Partner Portal. Assessment of this criterion will also be informed by the results of the checks undertaken at due diligence.
	1.3 Relevant current and past training outputs – Due Diligence check Evidence of current and past performance in delivering VET to government funded and/or fee-for-service students which demonstrates the RTO's ability to provide effective training delivery and assessment services in the nominated qualifications and locations (note: delivery outside Queensland and to international students is not counted). The RTO's Total VET Activity (AVETMISS) data over the 2022, 2023 and 2024 period will be examined to confirm strong training outcomes overall and no significant risk indicators. Data considered (by each qualification) may include: <ul style="list-style-type: none"> - number of student commencements, withdrawals and completions, including the relative proportion of priority student cohorts assisted to participate in training - relative proportion of recognition of prior learning (RPL), credit transfers, in-person (face-to-face) delivery and locations - short training duration for the qualification compared to the expected or average delivery timeframe. Assessment of this criterion will also be informed by the results of the checks undertaken at due diligence.
	1.4 Queensland employer feedback – Due Diligence check Assessment of this criterion will be informed by employer feedback obtained through the Queensland employer and school referee checks.

Selection Criteria Assessment (Phase 2)

Criteria	How this will be assessed but not limited to:
<p>2. Meeting local community, employer and industry needs</p> <p>(Question 4.2 of Online Career Ready SAS EOI Questionnaire)</p>	<p>2.1 Local delivery and local employment opportunities – written response 3,000 character limit</p> <p>Clear explanation of how the RTO:</p> <ul style="list-style-type: none"> • engages with local employers and industry to identify skills needs for local jobs • plans to provide local face-to-face training and assessment services • will support school students in regional, rural and remote areas of Queensland (outside South-East Queensland and the eastern seaboard) if indicated in its Career Ready Delivery Form • matches school student enrolments with local or regional job demand.
<p>3. Supporting the student journey – school to work transitions</p> <p>(Question 4.3 of Online Career Ready SAS EOI Questionnaire)</p>	<p>3.1 School to work transition outcomes – written response 3,000 character limit</p> <p>Demonstrated actions including detailed examples, to show how the RTO has actively supported and measured school students’:</p> <ul style="list-style-type: none"> • connections to employers and workplaces e.g. work experience, vocational placement, industry visits • qualification completions • school to work transition outcomes (employment or further study) including exposure to employer workplaces. <p>Note: this criterion refers to how the RTO has actively assisted school students post school. Delivery to international students is not counted.</p>
<p>4. RTO history and past performance</p> <p>(Question 4.4 of Online Career Ready SAS EOI Questionnaire)</p>	<p>4.1 Relevant current and past delivery performance – Due Diligence check</p> <p>Assessment of this criterion will also be informed by review and analysis of the RTO’s AVETMISS data submitted through this EOI. Data considered may include number of student commencements, withdrawals, and completions (including if priority cohorts are supported by the RTO); relative proportion of Recognition of Prior Learning (RPL), credit transfers, face-to-face delivery; and relatively short training duration (comparative to the average delivery timeframe expected for the qualification)</p> <p>4.2 Capacity to manage – written response 3,000 character limit</p> <p>Demonstrated capacity to manage the SAS Agreement including relevant experience in managing government funding to deliver required outcomes within prescribed timeframes, to ensure effective public accountability (e.g. managing public funding awarded by other State, Territory or Australian government departments). Assessment of this criterion may also be informed by the RTO’s Independent Financial Assessment (Corporate Scorecard) report.</p> <p>4.3 Financial assessment, and legal and trading history – Due Diligence check</p> <p>Assessment of this criterion will be informed by the Eligibility Criterion – financial viability, legal and trading history (Corporate Scorecard report).</p> <p>4.4 Quality and compliance history – Due Diligence check</p> <p>Assessment of this criterion will be informed by the Eligibility Criterion – detailed compliance history outcomes. Nil issues identified pertaining to the RTO’s quality and compliance history, and performance under government and quasi-government contracts. This includes nil issues identified for the RTO’s management, officeholders, and key personnel.</p>

Schedule C – Terms and Conditions

In these Terms and Conditions **Respondent** means an RTO who has lodged an application with the Department under this Career Ready SAS EOI.

1. **The Department reserves the right to:**

- invite any person or entity to submit a Career Ready SAS EOI response
- extend the Closing Date and other dates for the Career Ready SAS EOI
- vary the Career Ready SAS EOI requirements at any time subject to the Department first giving each Respondent the opportunity to respond to the variations
- allow a Respondent to change its Career Ready SAS EOI response before the Closing Date but only if the same opportunity is given to all Respondents
- consider a Career Ready SAS EOI response submitted other than in accordance with the requirements of this Career Ready SAS EOI document
- consider an incomplete Career Ready SAS EOI response
- exclude from consideration a Career Ready SAS EOI response that has not been submitted by the Closing Date and Time
- alter or abandon this Career Ready SAS EOI process at any time
- clarify any aspect of a Career Ready SAS EOI response after the Closing Date
- seek the advice of external agencies (third parties) or consultants to assist the Department in the review and assessment of Career Ready SAS EOI responses
- make enquiries of any person or entity to obtain information about a Respondent and its business activities or Career Ready SAS EOI response
- seek information from any Respondent following consideration of a submitted Career Ready SAS EOI response
- enter into negotiations with any other person or entity who is not a Respondent
- discontinue negotiations at any time with any Respondent.
- assess any change in control of the Respondent (including change in the structure of the Respondent or there is otherwise a change in the person or persons who, directly or indirectly, ultimately control, as defined in the *Corporations Act 2001 Cth*) that occurs during the Career Ready SAS EOI process and terminate the Respondent's further participation in the Career Ready SAS EOI process, or to invite the

Respondent to amend its Career Ready SAS EOI response to take account of the change.

2. **No Legal Relationship**

The information in this Career Ready SAS EOI document has been compiled on behalf of the Department to inform and guide Respondents interested in being considered and assessed for the delivery of Queensland Government subsidised training and assessment services under the new SAS framework from 1 July 2025.

It does not constitute an offer or an invitation to make an offer. It also does not indicate an intention by the Department to enter into any form of legal relations with any party receiving it.

Nothing in this Career Ready SAS EOI amounts to any process contract, and in making this Career Ready SAS EOI available and conducting this Career Ready SAS EOI process, the Department expressly excludes any process contract arising.

3. **Expectations**

The Department expects, and by submitting a Career Ready SAS EOI response the Respondent accepts, that:

- the Respondent has fully informed themselves of all facts and conditions relating to this Career Ready SAS EOI process
- all costs relating to the preparation and submission of a Career Ready SAS EOI response are the sole responsibility of the Respondent. The Department shall not pay any Respondent, wholly or in part, for its Career Ready SAS EOI response
- the Respondent will not be entitled to claim compensation or loss from the Department for any matter in connection with the Career Ready SAS EOI process including from any termination of, suspension of or exclusion from the Career Ready SAS EOI process
- the Department is not obliged to accept any Career Ready SAS EOI response if, in its sole discretion, it does not meet the requirements stated in this Career Ready SAS EOI document
- the Department is not obliged to accept all or any courses (qualifications and/or skill sets) requested by the Respondent in their Career Ready Qualification Delivery Scope Form
- the Department may consider or accept (at its sole discretion) any Career Ready SAS EOI response including without limitation a late response or a response from a Respondent who has failed to submit a

- response in accordance with the requirements in this Career Ready SAS EOI document
- no acceptance of a Career Ready SAS EOI response, nor any invitation to negotiate, or to make an offer, will be binding on the parties, unless and until a formal written contract is executed by both parties' duly authorised representatives
 - the Respondent will give full cooperation to any probity auditor assigned to this Career Ready SAS EOI process (including the provision of additional information and making their personnel available for discussions)
 - the Respondent warrants that it does not have any conflicts of interests, except for any interests declared (actual, perceived or potential) in their Career Ready SAS EOI response
 - the Respondent will not unlawfully collude with any other potential Respondent
 - the Respondent will comply with all laws in force that may be applicable to the Career Ready SAS EOI process including the Competition and Consumer Act 2010 (Cth)
 - the Respondent will disclose whether acting as agent, nominee or jointly with another person and disclose the identity of the other person
 - the Respondent will not offer any incentive to, or otherwise attempt to influence, any employee of the Department involved in this Career Ready SAS EOI process or any member of an assessment or evaluation panel at any time, and
 - the Respondent will not make any news releases or responses to media enquiries and questions pertaining to this Career Ready SAS EOI process without the Department's express prior written approval.
 - the Respondent will promptly notify the Department **no later than two business days** following any change in control of the Respondent that occurs during the Career Ready SAS EOI process, including change in the structure of the Respondent or there is otherwise a change in the person or persons who, directly or indirectly, ultimately control (as defined in the *Corporations Act 2001* Cth) the Respondent
 - the Respondent accepts to incur Corporate Scorecard costs during the Career Ready SAS EOI, for the 2nd and more changes in structure of the Respondent or where there is otherwise a change in the person or persons who, directly or indirectly

ultimately control (as defined in the *Corporations Act 2001* Cth)

- If a Respondent acts contrary to these terms and conditions, the Department reserves the right (regardless of any subsequent dealings) to:
 - i. terminate negotiations
 - ii. terminate consideration of the Career Ready SAS EOI response or any subsequent offer, and
 - iii. terminate any contract (agreement) between the Respondent and Department in relation to the new SAS framework without any obligation or liability on the Department to make any payment or provide compensation to the Respondent.

4. No Warranties

This Career Ready SAS EOI and all statements and information made in relation to it reflects the Department's current intention only. The Respondent agrees that information and intentions set out in this Career Ready SAS EOI may change at any time at the Department's sole discretion without notice or reason.

Each Respondent accepts that the risk, responsibility and liability connected with a Career Ready SAS EOI response is solely that of each Respondent.

The Respondent will independently make their own enquiries, conduct their own due diligence and obtain their own advice in relation to this Career Ready SAS EOI.

5. Information Privacy

The Department is collecting Personal Information from the Respondent for the purpose of administering this Career Ready SAS EOI process.

Personal Information may be shared with third parties including Queensland Government agencies and bodies, non-government organisations and other governments in Australia for that purpose.

Personal Information may be made publicly available in accordance with the requirements of the Queensland Government's policy.