

Application questionnaire

Career Ready Skills Assure Supplier Expression of Interest

This document is supplied as a reference only to assist with preparing Career Ready Skills Assure Supplier (SAS) Expression of Interest (EOI) responses and is NOT an application form.

All Career Ready SAS EOI applications must be submitted via Purchasing Online. When submitting an application for the Career Ready SAS EOI, applicants will be assessed against the Mandatory Eligibility Criteria and Selection Criteria. For more information on how to apply refer to the Career Ready Skills Assure Supplier Expression of Interest Application Guidelines as they set out detailed requirements for applicants and are available on the Skills Assure Supplier contracting webpage

<https://desbt.qld.gov.au/training/providers/sas/contracting/career-ready>.

Schedule A Mandatory Eligibility Criteria

3.1	<p>Has the organisation held active RTO status for a minimum of two years as at the Career Ready SAS EOI closing date?</p> <p>Note: The RTO must hold current and active RTO registration for a minimum period of two years (i.e. at least two years as at the Career Ready SAS EOI closing date).</p>
3.2	<p>I acknowledge the selection of qualifications is subject to holding current Queensland scope of registration in the full qualification listed in this application and for the corresponding certificate III for each certificate II listed in this application.</p> <p>Note: The RTO must hold scope of registration to deliver training and assessment in the full qualification in Queensland for each qualification being applied for and for each corresponding certificate III for post-school pathways for students.</p>
3.3	<p>Has your organisation delivered vocational training and assessment services in Queensland for the qualifications listed in this application for a minimum period of 12 months?</p> <p>Note: The RTO must be able to demonstrate evidence (as defined in the Career Ready SAS EOI Guidelines) of 12 months training and assessment delivery history, experience and full qualification completions in Queensland in the qualifications being applied for requiring provision of AVETMISS data.</p>
3.4	<p>I acknowledge that the RTO must demonstrate a minimum of ten (10) completions for Queensland students in each qualification applied for.</p> <p>Note: The RTO must acknowledge and demonstrate evidence (as defined in the Career Ready SAS EOI Guidelines) of full qualification completions for a minimum of ten (10) unique Queensland students in each qualification being applied for.</p>
3.5	<p>Is your organisation's head office in Queensland?</p> <p>Note: The RTO must have a legitimate physical place of business address in Queensland (excluding Postal addresses) that can be verified by the Department.</p>

3.6	<p>Does your organisation have a principal place of business in Queensland?</p> <p>Note: The RTO must have a legitimate and physical principal place of business address in Queensland (excluding Postal addresses) that can be verified by the Department.</p>
3.6 (a)	<p>If Yes to question 3.6, provide your full physical address for the principal place of business in Queensland.</p> <p>Note: The RTO must have a legitimate and physical principal place of business address in Queensland (excluding Postal addresses) that can be verified by the Department.</p>
3.7	<p>Does your organisation have physical Training Campus/Delivery location/s in Queensland?</p> <p>Note: The RTO must have a legitimate physical place of business address in Queensland (excluding Postal addresses) that can be verified by the Department.</p>
3.7 (a)	<p>If Yes to question 3.7, provide the physical address for your main Training Campus/Delivery location/s in Queensland where you deliver to secondary school students?</p> <p>Note: The RTO must have a legitimate physical place of business address in Queensland (excluding Postal addresses) that can be verified by the Department.</p>
3.8	<p>Does your organisation intend to have third party delivery of training and assessment services?</p> <p>Note: 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, except in exceptional circumstances where prior written approval from the Department has been given. Training and assessment delivered by school staff is classified as third party arrangements. This does not include school supervision requirements during training delivery by the RTO.</p> <p>Third party means any party that provides services on behalf of the RTO but does not include a contract of employment between an RTO and its employee. Any third party delivering training and assessment on behalf of the RTO must meet the National Standards for RTOs.</p>
3.8 (a)	<p>If Yes to question 3.8, the RTO acknowledges they must deliver at least 50% of the approved training and assessment services, except in exceptional circumstances where prior written approval from the Department has been given.</p> <p>Note: 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, except in exceptional circumstances where prior written approval from the Department has been given. Training and assessment delivered by school staff is classified as third party arrangements. This does not include school supervision requirements during training delivery by the RTO.</p> <p>Third party means any party that provides services on behalf of the RTO but does not include a contract of employment between an RTO and its employee. Any third party delivering training and assessment on behalf of the RTO must meet the National Standards for RTOs.</p>

3.9	<p>Can your organisation electronically report accurate training and assessment services activity to the Department using the most current AVETMISS release? [Note: NCVER's AVETMISS Data Entry Tool does not meet Queensland reporting requirements.]</p> <p>Note: The RTO must have the ability to electronically report accurate training and assessment activity to the Department using the most current AVETMISS release.</p>
3.10	<p>Has the RTO had its Queensland VET Pre-qualified Supplier (PQS) Agreement, Queensland VET SAS Agreement, other DYJESBT/DESBT/DTET Agreement, or any RTO agreement terminated for non-compliance for any reason?</p>
3.11	<p>Has the RTO's officeholders or partners held management positions or ownership in an organisation that had contracts terminated for non-compliance or had any orders or judgements against them including related to workplace health and safety laws, industrial relations laws, privacy legislation, or equivalent laws and legislation of any other state or territory?</p>
3.12	<p>Does the RTO acknowledge and agree that the Department may contact external third parties to confirm non-compliance history including the national VET regulator (Australian Skills Quality Authority), state training authorities and other relevant parties (such as Office of Industrial Relations and interstate government departments) to confirm the RTO's compliance history and performance under government and quasi-government contracts (e.g. Construction Skills Queensland).</p>
3.13	<p>Does the RTO acknowledge and accept that the Department may undertake searches on the RTO business through an independent external contractor to review and consider financial viability (including proportion of annual revenue from government funding).</p>
3.14	<p>Does the RTO agree to provide its most recent two-year audited or accountant prepared financial statements to the independent external contractor if and when requested by the Department?</p>
3.15	<p>Does the RTO have any legal/trading history of bankruptcy, disqualification, legal action or outstanding judgements including in respect of any company officeholder, partner or key personnel?</p> <p>Note: Legal and trading history includes any of the following: bankrupt in the last five years; banned or disqualified from managing a corporation; current (or about to commence) legal action or outstanding judgement within the District or Supreme Courts in any state, or in the Federal Court; convicted of a criminal offence relating to the conduct of any organisation. The external checks for financial viability, legal and trading history will be assessed contingent on the RTO meeting all Career Ready Mandatory Eligibility Criteria (see Career Ready SAS EOI Guidelines).</p>
3.15 (a)	<p>If Yes to question 3.15, provide details on the nature of the matter or circumstances and if the matter has been resolved or why the matter has not been resolved and remains outstanding.</p> <p>Note: The RTO must declare and detail any legal/trading history of bankruptcy, disqualification, legal action or outstanding judgments relating to their organisation including any company officeholder, partner or key personnel. Legal and trading history includes any of the following: bankrupt in the last five years; banned or disqualified from managing a corporation; current (or about to commence) legal action or outstanding judgement within</p>

	the District or Supreme Courts in any state, or in the Federal Court; convicted of a criminal offence relating to the conduct of any organisation. The external checks for financial viability, legal and trading history will be assessed contingent on the RTO meeting all Career Ready Mandatory Eligibility Criteria (see Career Ready SAS EOI Guidelines).
3.16	<p>Does the RTO acknowledge and agree that the Department may undertake searches on the RTO business through an independent external contractor to review and consider legal/trading information, including director/management corporate and business relationships and connections?</p> <p>Note: Legal and trading history includes any of the following: bankrupt in the last five years; banned or disqualified from managing a corporation; current (or about to commence) legal action or outstanding judgement within the District or Supreme Courts in any state, or in the Federal Court; convicted of a criminal offence relating to the conduct of any organisation. The external checks for financial viability, legal and trading history will be assessed contingent on the RTO meeting all Career Ready Mandatory Eligibility Criteria (see Career Ready SAS EOI Guidelines).</p>
3.17	<p>The RTO must complete within the online application all required information:</p> <ul style="list-style-type: none"> - Queensland Employer Referee Contact Form including school referee contacts - Qualifications selected from the available list within this online EOI application - Attachment - upload your ASIC Current and Historical Extract or ACNC Charity Register Details or ABR Details (for Sole Traders/Partnerships) dated within the last 30 days or equivalent - Attachment - upload your Career Ready Delivery Form <p>FOR NON SAS - Attachment - upload your AVETMISS Files</p>

Schedule B Selection Criteria

3,000 character limit for each of the RTO's written qualitative responses to address Career Ready SAS EOI Schedule B Selection Criteria.

4.1	<p>How will the RTO engage with local Queensland employers, industry and schools to deliver high quality, face-to-face, industry-current training and assessment services to Queensland secondary school students?</p> <p>Criteria 1. Delivery of quality training outcomes</p> <p>Note: If the RTO delivers 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.</p>
4.2	<p>How will the RTO engage with local employers and industry to identify skills needed for local jobs, match school student enrolments to local employment demand, provide face-to-face training delivery and assessment services and support school students in regional, rural and remote locations?</p> <p>Criteria 2. Meeting local community, employer and industry needs</p>
4.3	<p>How will the RTO support school students to connect with employers and workplaces, complete qualifications and make successful transitions from school to work related to their qualification completed with the RTO. How does the RTO measure school to work transitions.</p>

	Criteria 3. Supporting the student journey
4.4	<p>What is the RTO's experience in managing government funding and/or fee-for-service school students (excludes delivery to international students) to ensure public accountability, including delivering required outcomes within prescribed timeframes and working with a range of government agencies?</p> <p>Criteria 4. RTO history and past performance</p>

Conflict of interest

5.1	<p>Does the RTO or any of its officers have, or has the RTO or any of its officers had, any interests, affiliations or relationships (whether personal, financial, professional or otherwise) with the Department or any of its officers that could conflict with the Department's or its officers obligations to serve the public interest during the EOI process?</p>
5.1 (a)	<p>If Yes to question 5.1, please provide details of any actual, potential or perceived conflicts of interest that exist or may arise in relation to the EOI process or performance of the contract should you be successful.</p>

Certifications and execution

6.1	<p>This section requires the person to certify the RTO's (and thus the RTO's responsible officers) awareness and understanding of all elements of this Career Ready SAS EOI. This will include, but is not limited to, this process to apply for a SAS Agreement for Career Ready from 1 January 2026 and content of identified documents. As such, the person completing this Career Ready SAS EOI Response form certifies the RTO's understanding of all Career Ready SAS EOI requirements, terms and conditions. The Respondent:</p> <ul style="list-style-type: none">a) certifies they have read, understood and complied with all requirements of this Career Ready SAS EOI including all relevant documents and information referred to in this Career Ready SAS EOI documentb) understands if the required supporting information (forms) are not completed and submitted by the Closing Date and Time (Australian Eastern Standard Time), their Career Ready SAS EOI response may not be consideredc) acknowledges that if a conflict of interest not disclosed in the Respondent's application arises, or appears likely to arise during the Career Ready SAS EOI process, the Respondent must notify the Department immediately in writing and take such steps as the Department may reasonably require or otherwise to deal with the conflict. If the Respondent fails to notify the Department or is unable or unwilling to resolve or deal with the conflict to the Department's satisfaction, the Respondent may be excluded from the Career Ready SAS EOI processd) represents that all information contained in their Career Ready SAS EOI response is true, complete, accurate, up-to-date and not misleading in any way.
6.2	<p>This section requires the person to certify the RTO's (and thus the RTO's responsible officers) awareness and understanding of all elements of this Career Ready SAS EOI. This will include, but is not limited to, this process to apply for a SAS Agreement for Career Ready from 1 January 2026 and content of identified documents. As such, the person completing this Career Ready SAS EOI Response form certifies the RTO's understanding of all Career Ready SAS EOI requirements, terms and conditions. The Respondent:</p> <ul style="list-style-type: none">a) acknowledges the Department may change its policies and processes at any time without consultation including those related to eligibility and fundingb) acknowledges the Department may suffer damage if any of the information in their Career Ready SAS EOI response is incomplete, inaccurate, out-of-date or misleading in any wayc) accepts the Department's purpose in establishing a new SAS framework includes, but is not limited to, supporting the objectives and actions under the new Queensland Skills Strategy, including enabling the Department to determine what training products (courses) are delivered, by how many SAS providers and where. As part of this new EOI and merit-based assessment process to award SAS Agreements for Career Ready from 1 January 2026, RTOs may not be approved for all qualifications sought.