Purchasing Online (POL)

User Manual
Career Ready SAS Expression of Interest

Queensland
Government

Contents

Introduction

Welcome to Purchasing Online (POL)!

Developed by the Department of Trade, Employment, and Training (DTET), POL marks an advancement in streamlining processes for registered training organisations (RTOs) in Queensland. Launched on the DTET's Partner Portal platform in May 2024, POL replaced Variations Online (VOL) system and the previous format of the Purchasing Online web-based application, decommissioned in 2023.

Designed to provide a secure and confidential platform, POL serves as the central access point for RTOs, Skills Assure Suppliers (SAS) and other organisations to efficiently manage their funded program applications and variations to agreements.

This User Manual is focussed on **Career Ready SAS Expression of Interest (EOI)** application process.

Note – the information displayed in this manual including POL screen examples and program information is instructional only on how to use the POL system. It is not to be used for actual program content.

It is recommended that prior to commencing a Career Ready SAS EOI in POL that RTOs read through available guidelines and resources provided by the Department. These are available on the Department's [website](https://desbt.qld.gov.au/training/providers/sas/contracting/career-ready) (https://desbt.qld.gov.au/training/providers/sas/contracting/career-ready). Resources are provided to facilitate your preparation, ensuring that you can complete the application process promptly and efficiently.

Useful Links and Contacts

VET Programs & Investment Team – (on email [SAS.EOI@desbt.qld.gov.au)](mailto:SAS.EOI@desbt.qld.gov.au) – supports EOI Career Ready application process. Please submit any questions regarding this process in writing, stating your RTO Name, Number and **Career Ready** referenced in the subject line.

POL Help Desk Team - (on email [purchasingonline@desbt.qld.gov.au)](mailto:purchasingonline@desbt.qld.gov.au) - team provides support to POL users by offering guidance on using the application effectively, and by answering technical or system-related inquiries regarding the process of completing, submitting, and managing variations to agreements or applications, as well as how to attach any necessary documentation.

Partner Portal Team – supports RTOs to gain access to the Partner Portal and its applications. Assistance is accessible though the website https://portal.desbt.qld.gov.au/contact-us/ or email PartnerPortal@desbt.qld.gov.au

Accessing POL

Pre-requisite:

To be able to access Purchasing Online Application (POL App), the POL User must be authorised by your RTO's management to access Partner Portal https://portal.desbt.qld.gov.au/ and have access to the POL App enabled by the RTO's relevant Partner Portal Administrator.

If you currently do not have access to the POL App, please contact your RTO's Partner Portal Administrator to discuss your requirements. DTET staff cannot enable your access to Partner Portal or POL App on behalf of your organisation.

POL Authorised Users

A Partner Portal user who is authorised by RTO's Partner Portal Administrator to access POL can create Career Ready SAS EOI submission.

It is essential that the authorised POL User is familiar with the SAS framework, relevant program policies, application guidelines and related documents. More information is available on DTET web page Skills Assure Supplier contracting for Career Ready.

The RTO's Legally Responsible person is ultimately accountable for the actions of the staff approved to use the POL App on behalf of the organisation.

Navigating POL

When you log in to Partner Portal, please select the **Purchasing Online (POL)** tile.
Please note, depending on your access level in the Partner Portal, your home page may have less applications than in this screenshot below.
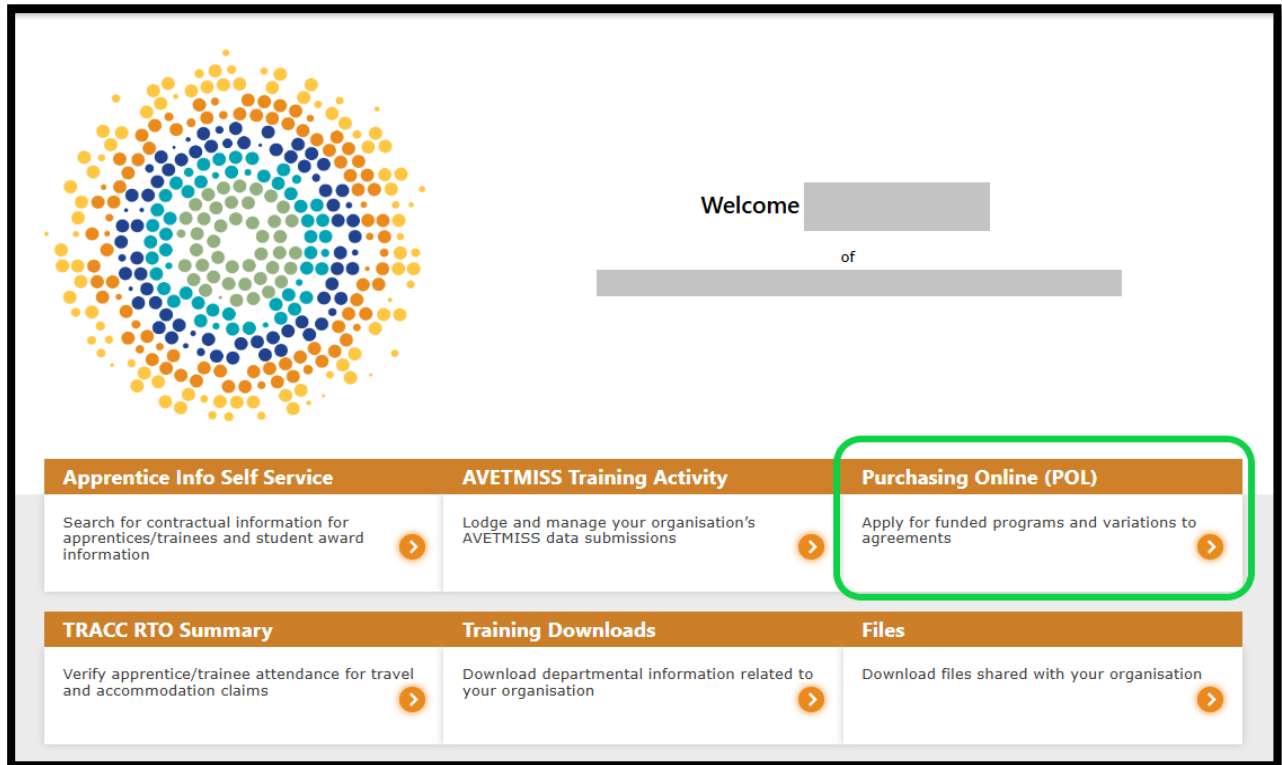
Read the **POL Access Statement** and select **I Accept** if you wish to continue.

Within the POL App you will see the following sections:

a. **Available Programs** (Funded Program application rounds may be displayed when released)

The following sections may be enabled for your organisation in POL, however please note for the purposes of this user manual in describing how to apply for the Career Ready SAS EOI, the following items are not relevant:

b. *Applications in Progress* *(if any)*

c. *Agreements* *(current agreements, if any, applies to current SAS only)*

d. *Variations* *(if any, applies to current SAS only)*

Online Application

Start the Application

To commence your online responses, click **Apply** for Career Ready SAS EOI program item.

Click **Next** to continue

RTO and Contact Details

In this section you will see your RTO's details pre-populated on the left.

On the right blank fields under RTO Contact Person and Legal Responsible Person, insert relevant information for your organisation. Please note the following:

- **RTO Contact Person** should be the RTO's nominated contact person who is responsible for the application responses and is nominated as a primary contact for this application.

- **Legal Responsible Person** should be your RTO's Director (or equivalent for your legal entity). Application lodgement notification will be sent to Legal Responsible Person's email address.

Important If the pre-populated information in the Legal Responsible Person section is incorrect, please ensure correct details are entered in this screen. To update this section, you are not required to contact partnerportal@desbt.qld.gov.au.

Once all information has been reviewed in this section, click **Next** to continue.

Application Questionnaire

New section **Evaluation** is enabled.

The Career Ready SAS EOI questionnaire is available on the Program's official webpage Career Ready Application Questionnaire.

It is recommended that you review the questionnaire in advance to familiarise yourself with the questions and required information. Taking the time to familiarise and prepare your responses will aid in a smoother and faster submission when you are ready to apply.

Please read each question carefully and provide a response in POL.

You will now see a set of mandatory questions – each question must be answered before you can progress.

Please note it may take several seconds for the entire questionnaire to load on the page as this depends on your browser, internet connection and how many users are accessing the POL App at the same time.

Important "None" default selection does not constitute an answer. YES or NO must be selected.

Important There is a 3,000 characters limit (including spaces) for each of the RTO's written qualitative responses to address Career Ready SAS EOI Schedule B Selection Criteria.

<u>Important</u> **All** responses in the Evaluation section must be completed before progressing to the next section.

You may experience a short delay when progressing to the next question. This may result in a message "Loading questionnaire ... Please wait". This should clear within a few seconds.
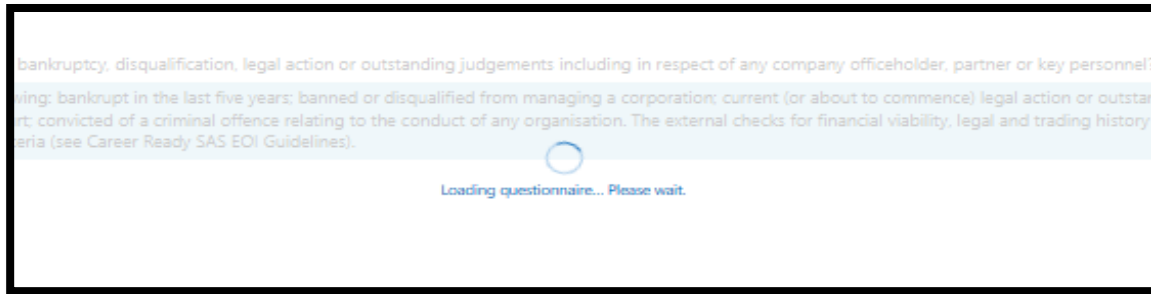
At the end of the questionnaire, when **all** questions have been addressed you will be able to click **Save and Next** to continue the next section. If the **Save and Next** is not available, please review your responses and ensure appropriate selections/entries to all mandatory questions have been made.
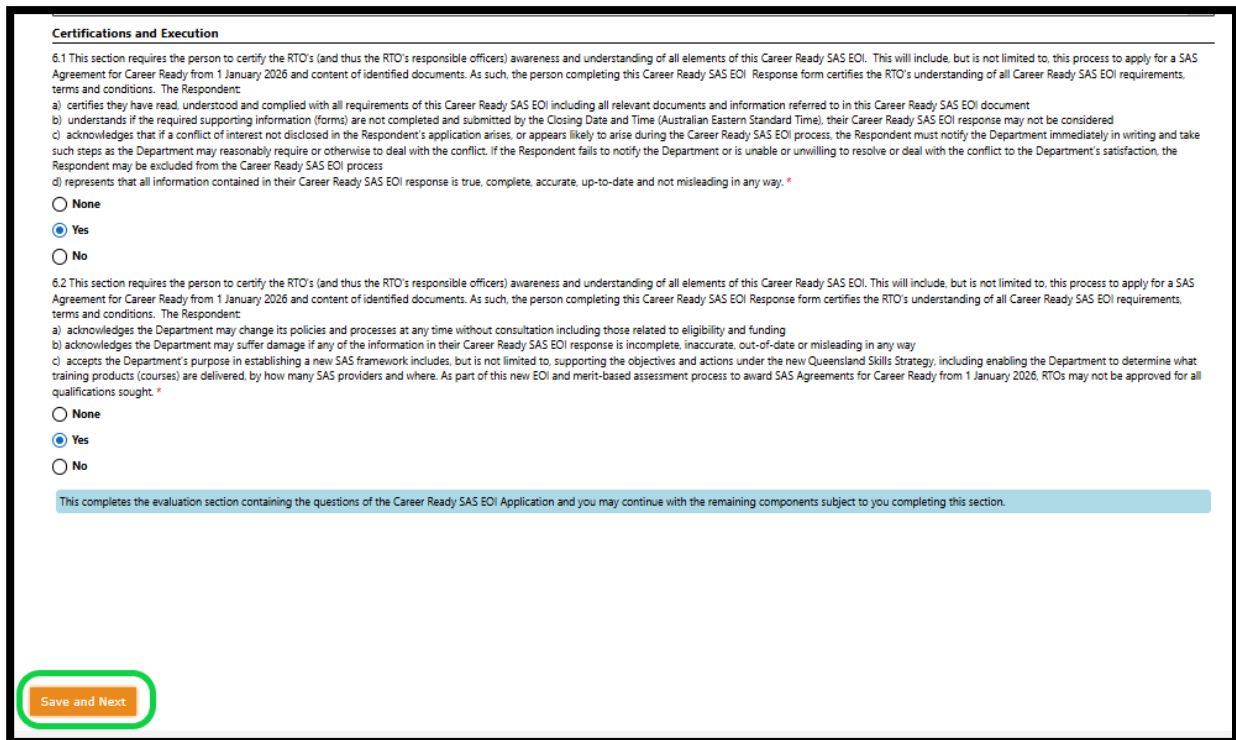
Click **Save and Next** to continue.

Qualifications

New section **Qualifications** is enabled.

In **Qualifications** section you will be able to select one or more qualifications as part of your application.

Please note, only qualifications listed on the Career Ready Provisional Qualification List that are also on your RTO's scope of registration will be visible to you.

To select, click **New Qualification.**

On the next screen select all qualifications that you wish to apply for.

You will be presented with a list of qualifications you can select from. At least one qualification must be selected in this step for the application to progress.
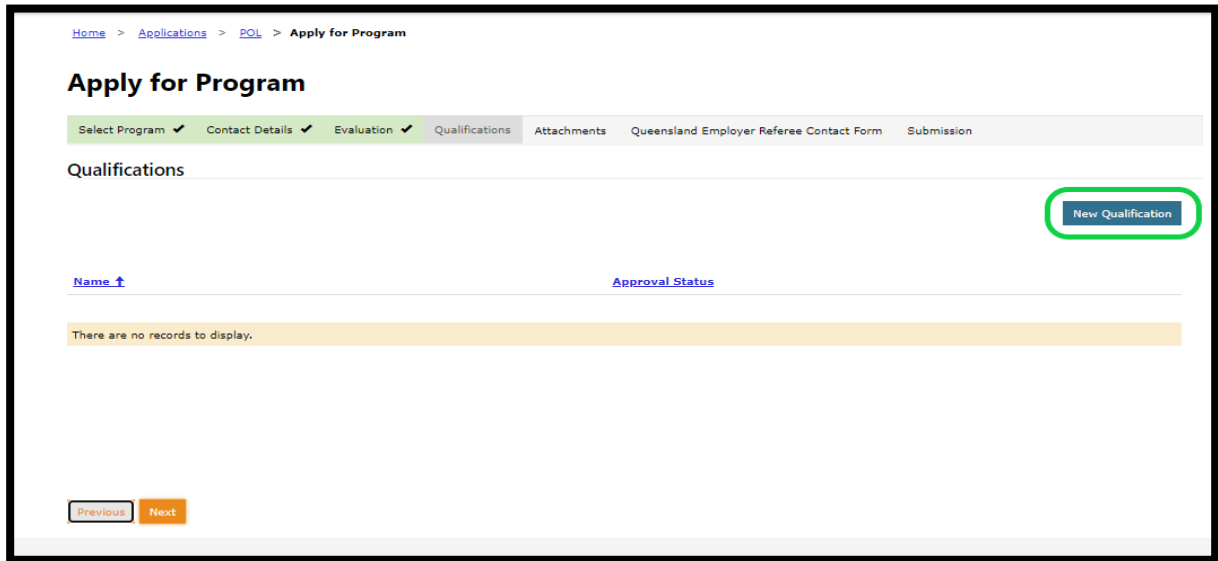
Helpful Tip – the Search box does not have to be used as the system will display all eligible qualifications on the Career Ready SAS EOI Provisional Qualification List that also are in your RTO's scope of registration for Queensland delivery. If the qualification list has been filtered and nothing is displayed, please clear the Search box and click on the magnifying glass icon or refresh the page using F5.

If a qualification you expect to be available on the list does not appear (i.e. the qualification is listed on the Career Ready Provisional Qualification List and is on your RTO's scope of registration for Queensland delivery, please contact SAS.EOI@desbt.qld.gov.au for assistance.
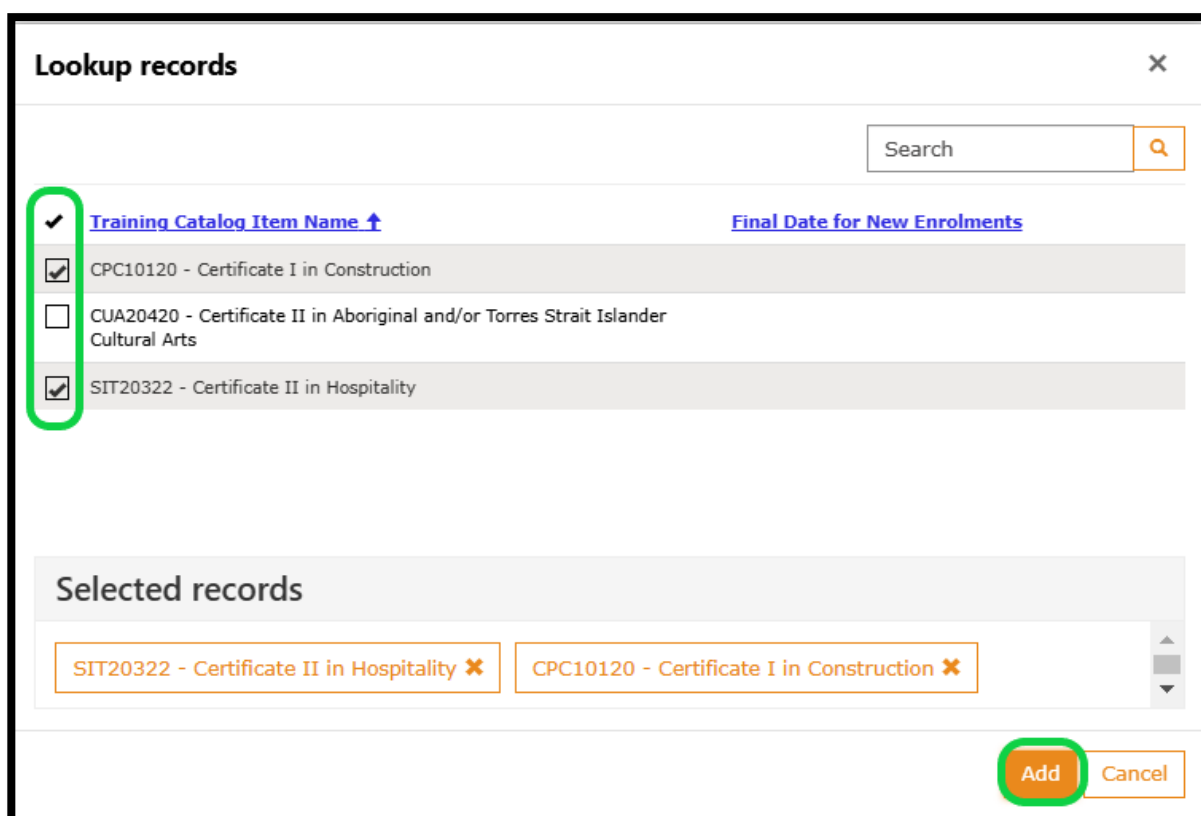
Once all selections have been made, click **Add** to continue.

Review your list of selected qualifications by navigating between pages if required.

If a qualification was added in error, please use the **Delete** action (dropdown) to the right in the Qualifications grid.

When the qualification/s selection has been finalised please proceed to the next section by clicking **Save and Next**.

Attachments

New section **Attachments** is enabled.

The Attachments section provides two areas to attach required documentation and files:

- General Attachments,
- AVETMISS data files upload facility.

General Attachments

The following types of files **must** be attached here:

- **ASIC Extract** (Current and Historical) or ACNC Charity Register details or ABN Registration Certificate (for Sole Traders and Partnerships) or equivalent document for your organisation type dated within 30 days. For more information on what evidence is acceptable for your RTO type in this section, please refer to the Career Ready Application Guidelines.

  Important All applicants are required to attach their organisation's ASIC Current and Historical Company extract or equivalent document for their legal entity. The attachment must be in **a PDF format**.

  To add an attachment, select **Add note.** In the popout box type a short description of the document you are attaching.

  Select **Choose file** and locate the relevant PDF document on your local drive. Click **OK**.

  To save the attachment and description you provided, click **Add note**.

Career Ready Delivery Form – please attach completed spreadsheet for the qualifications being applied for the Career Ready SAS EOI. The template is available here.

Qualifications selected in the spreadsheet must match the qualification/s nominated in the previous section - Qualifications tab. This document must be uploaded/attached in a **MS Excel format (.xlsx file extension).**

Important Files with **.xlsm** file extension cannot be uploaded as the POL App will not save this attachment. You will receive an error message if you attempt to upload an attachment that is not permissible.

Please save a copy of Career Ready Delivery form as a standard MS EXCEL workbook to your computer to be ready for uploading in the POL App. Detailed instructions how to complete the Career Ready Delivery Form in the format accepted in POL upload are available here.

Important 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.

Career Ready Delivery of Training Outcomes Form/s (when required)

This form is only applicable for RTO's applying for more than one Industry Training Group (ITG) in question 4.1 of Online Career Ready SAS EOI.You will be required to supply Responses to question 4.1 as follows:

- First ITG responses are to be provided within the online application's questionnaire.
- Second ITG responses are provided as an attachment using this template.
- Please download the template, complete your response and save the file as a PDF to your device with a descriptive file name such as *"Career Ready Delivery of Training Outcomes – Construction ITG.pdf"*, and upload it in the Attachments section of the POL App.
- Third ITG or more, follow the same steps as for the second ITG. Continue with same process for the attachments until all ITGs are responded to.

You will receive an error if your attachment's file type is not permissible in this section.

AVETMISS Training Activity attachments

Important – please review the Career Ready SAS EOI Application Guidelines published on DTET website to confirm your RTO's requirements for AVETMISS data submission.

Current SAS must submit their AVETMISS data to DTET through Partner Portal (AVETMISS Training Activity section). Please do not submit your data files through this POL Career Ready SAS EOI application facility. Current SAS can continue directly to the Referees Section.

If you are a new RTO to Partner Portal or have never submitted AVETMISS Training Activity to DTET, please continue and submit your AVETMISS data files in this section.

Important: AVETMISS data sets supplied as part of Career Ready SAS EOI must be single calendar year AVETMISS sets exported in the Queensland Specification format. AVETMISS software packages should offer a Queensland specific export option. Further information is available here.

Please create a compressed (ZIP) files of the required calendar years (2024, 2023 or 2022) separately on your computer/device first and make sure that all files from NAT00010 to NAT00130 are included in each calendar year collection. Only supply the collection years relevant for this application. To add zipped file, **click Add Zip File**.

In popout box select in the relevant year your AVETMISS Training Activity files pertains to for uploading, i.e. 2023.

Click **Choose file** and locate the relevant Zip file from your local drive. Click **upload file**. Repeat same steps for any other years of AVETMISS Training Activity files you wish to include (i.e. 2024).

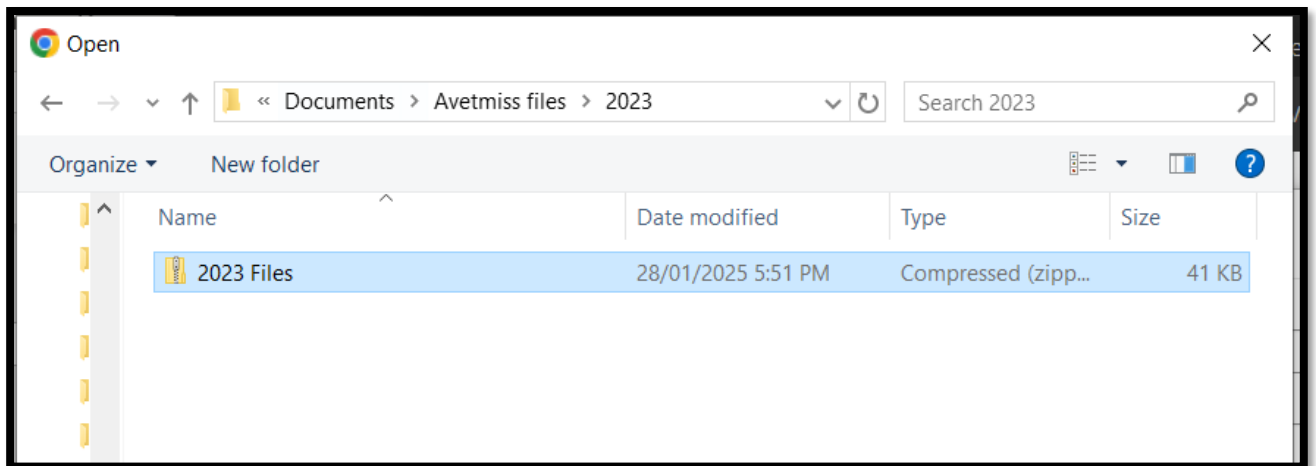You will receive an error message if your file type is not permissible in this section.

Please review your uploaded Zip files. If you need to remove any AVETMISS Training Activity files, click **Remove** and confirm removal.

When all required attachments (Notes) and AVETMISS Training Activity files have been included, please click **Save and Next** to proceed to the next section.

Quick check before finalising this section

The **general attachments** section must contain:
- ASIC Current and Historical Company extract (or equivalent document for your legal entity);
- Career Ready Delivery form as an Excel format workbook;
- If applicable, Career Ready Delivery of Training Outcomes Form/s for second, third or more ITGs being applied.

The AVETMISS Training Activity
- Current SAS – do not provide your attachments here. Your training activity data required for this application must be submitted through the ATA App within Partner Portal with your regular/monthly data submissions.
- New RTOs – your AVETMISS files for the relevant collection years must be submitted here within POL App.

Queensland Employer Referee Contacts (including Schools)

New section Queensland Employer Referee Contacts is enabled.

For each ITG selected in your application you are required to provide a minimum of two employer referee contacts with experience of your RTO's Vocational Education and Training in Schools (VETiS) delivery and one school referee contact.

Important Please note the same Queensland Employer Referee contact form can be used to enter both the Employer (minimum 2 per ITG) and School contacts (minimum 1 per ITG). Please make sure that School full names are entered for easy identification of contact types.

Please ignore instructions displayed on this screen, specifically relating to ITGs and the requirement for three referees displayed on this form.

<u>All other instructions apply</u>.

To create a contact, click **Create**.

For each Employer and School Referee contact please provide all the information on this page. Once all fields have been populated, click **Submit** to create a contact. Repeat steps until the required number of Queensland based employer contacts and schools is recorded for each ITG.

Queensland Employer Referee Contact Form

If an error occurred in data entry, the individual record can be edited or deleted by using the appropriate action on dropdown on the right of the form grid.

When all the required employer contacts have been entered and saved, click **Save and Next** to continue to the next stage of the application.

Submission

New section **Submission** is enabled.

It is recommended that at this stage you review all your responses in all sections of the application before submitting your application.

You can navigate through the tabs by using **Previous** to move back or **Save** to move forward.

Once you are satisfied with your responses, select **Submit** from Application Status dropdown and click **Submit button** to lodge the Career Ready SAS EOI submission.

What next

Once the application is lodged, it will appear in your POL Dashboard under Applications in Progress section with a Lodged status.

The POL system (sender is purchasingonline@desbt.qld.gov.au) will also send an automatically generated application lodgement confirmation to your Legal Responsible person's nominated email address within the application.

To view your responses, click on the hyperlinked number in the ID column.

It is important to note that once your application is in Lodged status, you should not attempt to make any amendments to your responses.

You are able print or PDF the response screens for your records. This ensures that you have a digital copy for reference.

Expample of printing as a PDF.

> **If you notice any omissions or errors in your application, please contact VET Programs & Investment immediately via email to SAS.EOI@desbt.qld.gov.au prior to the Career Ready SAS EOI application closing date.**

Important Once the Career Ready SAS EOI application has closed, VET Programs & Investment will not be able to assist with any application amendments.

How to recommence a partially completed application

If your application session was closed before it was submitted or your browser session timed out, you can recommence the application process. To do so, please return to the POL App and locate your application in Applications in Progress section.

Please click on the hyperlinked application ID to open your Career Ready application.

How to locate draft application

Once you have commenced a program application you will see 'Applied Already' next to your selected program. POL will automatically save your draft application as you navigate through the requirements, which means you can return to the existing application anytime while it is in draft status and update information from your last session.

To locate your existing draft, navigate to POL Dashboard - Applications in Progress section.

To continue with your existing draft, click on the application ID hyperlink.

How to cancel existing draft application

To locate your existing draft, navigate to the POL Dashboard. Look for your draft in the **Applications in Progress** section.

If you wish to cancel the draft, click on the corresponding application ID hyperlink associated with the draft you want to cancel.

To navigate through your draft application to cancel it, follow these steps:

- Click Next repeatedly on each tab until you reach the **Submission** tab. Alternatively, if all tabs have been previously saved, you will be able to go directly to the Submission tab clicking on the Submission hyperlink from the available tabs across the top of the screen.
- On the Submission tab, utilise the available drop-down menu and select the **Cancel** option.
- Click on **Submit** button to confirm the cancellation of your draft application.

After completing these steps, the application will be cancelled, and you will be able to begin a new application for Career Ready SAS EOI.
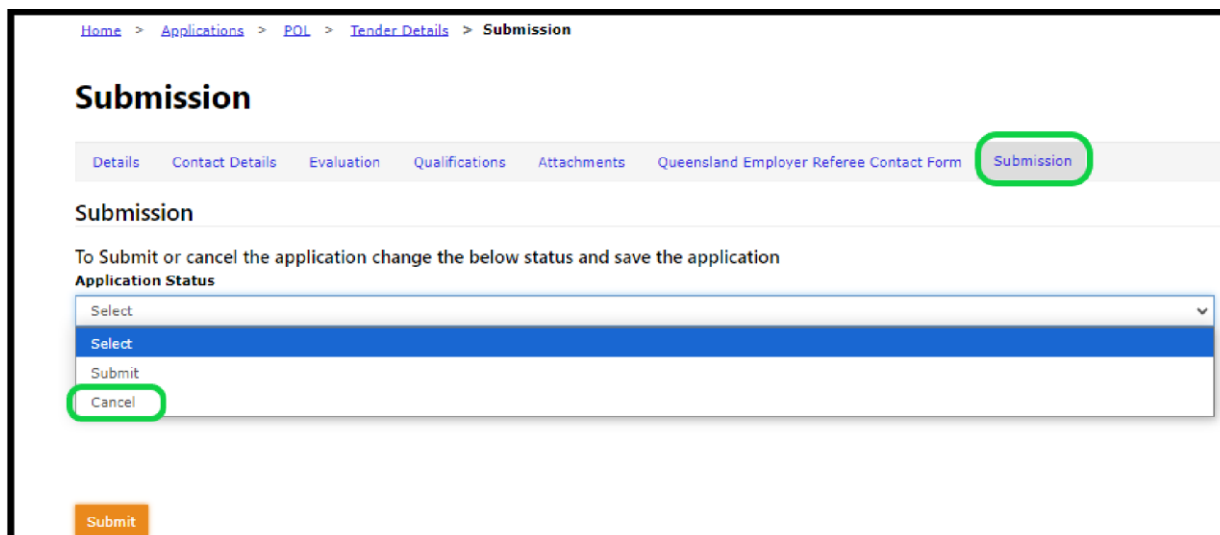
How to withdraw lodged application

Once an application is lodged, it cannot be cancelled or withdrawn by the POL user.

Please note the following guidelines for withdrawing an application:

To formally request the withdrawal of an application, the nominated Contact Person or Legally Responsible Person for the RTO must submit this request in writing.

Please address your email to the VET Programs & Investment team at SAS.EOI@desbt.qld.gov.au to proceed with the withdrawal.

In your written request to SAS.EOI@desbt.qld.gov.au include the application number you wish to withdraw (for instance, "115073"), along with your RTO Name and RTO Number.

Your RTO will be notified by returned email once your request to withdraw has been processed by the VET Programs & Investment team.

Your RTO will see in POL App that the status of the relevant application number will be updated to 'Withdrawn' in the 'Applications in Progress' section. Your RTO will be able to initiate a new draft application as the 'Apply' action will be reactivated for the Career Ready SAS EOI.

It is imperative that the new application be finalised and lodged before the stipulated deadline. Please ensure timely submission to meet the closing date/time requirements.

Application Status references

AVR Status	Summary
Draft	POL User commenced an application.
Cancelled	Draft application was cancelled by the POL User.
Withdrawn	Lodged Application was deactivated (withdrawn) by DTET staff on request from the RTO's Legally responsible person.
Lodged	Application was submitted by the POL User to DTET for consideration.

If you have any feedback, comments or require assistance with this User Manual or POL Career Ready SAS EOI process please do not hesitate to contact POL Help Desk Team - on email purchasingonline@desbt.qld.gov.au.