

# Purchasing Online (POL)

User Manual

Career Ready SAS Expression of Interest



**Queensland**  
Government

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# 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 through the website <https://portal.desbt.qld.gov.au/contact-us/> or email [PartnerPortal@desbt.qld.gov.au](mailto: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

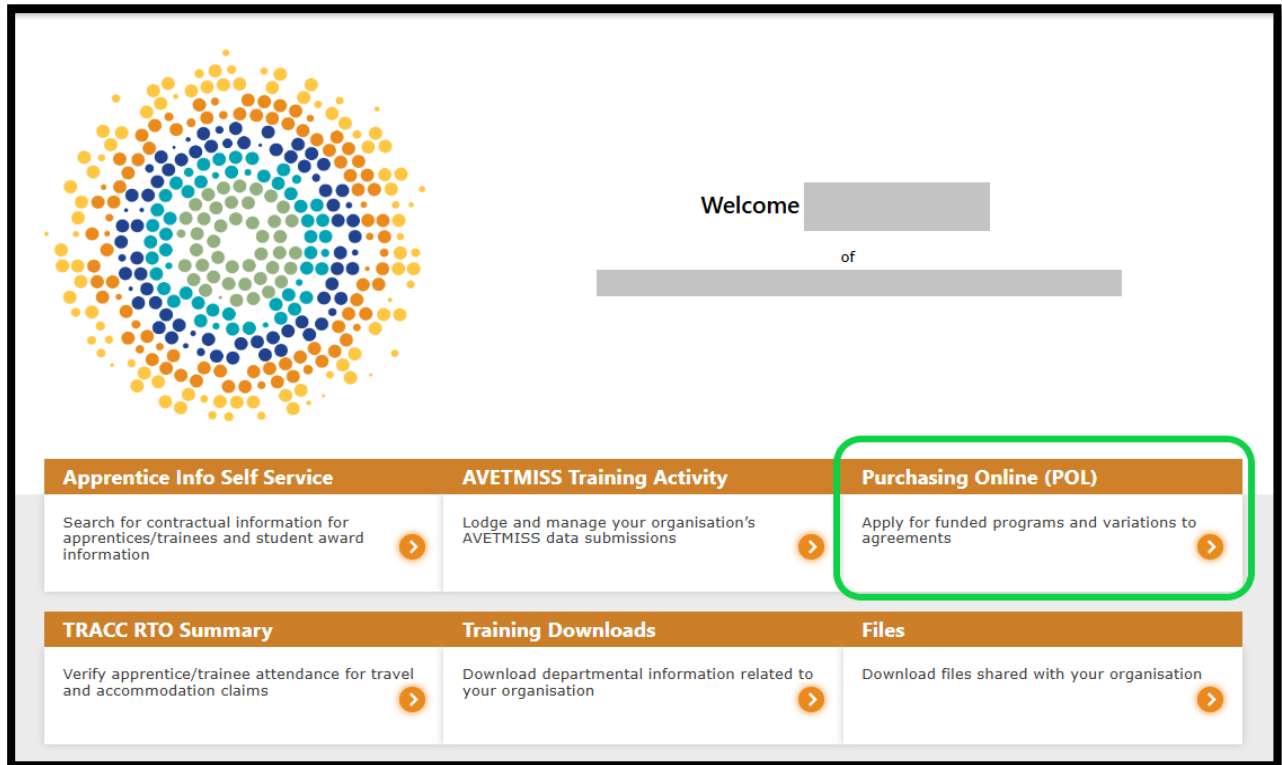
A Partner Portal user who is authorised by RTO's Partner Portal Administrator to access POL can create Career Ready SAS EOI submission.

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.

**Terminology**

In these Terms of Use:

- **Application** means applications to the department for funding and requests to deliver services or funded training and assessment services
- **Closing Time**, for an application, means the time specified by the department by which the application must be lodged through POL in order to be considered by the department
- **Department** means the State of Queensland acting through the Department of Employment, Small Business and Training
- **Funding Program** means a funding program of the department for the delivery of services and/or training and assessment services
- **You** and related parts of speech or other grammatical forms means:
  - you as an individual
  - and
  - the organisation you act on behalf of
- **POL and Purchasing Online** means the department's web-based system for Applications and Variations.
- **RTO** has the meaning given to 'Registered Training Organisation', in the National Vocational Education and Training Regulator Act 2011, and means the RTO you act on behalf of as part of your Partner Portal Account and logon credential.
- **Organisation** means the entity you act on behalf of as part of your Partner Portal Account and logon credential who is not an RTO.

**Terms of Use**

1. You acknowledge that you may be required to submit information and documentation additional to that contained in your application, as required by the department.
2. You acknowledge that applications must conform with the requirements of the specific funding program to be accepted through POL.
3. You acknowledge that if Your Application does not conform with the requirements of the system, on-screen messages or messages displayed in POL as validation issues will alert you to non-conforming sections of your application.
4. You acknowledge that the lodgement of your application or variation will be confirmed when a message stating that the application was successfully lodged is displayed on POL. You acknowledge that if you do not receive this message You will not have successfully lodged your application.
5. The department will not be responsible for, and you release the department from any liability for, system delays, failures or outages. You acknowledge that this may include any failure of hardware, software or services related to POL.
6. The department may monitor and analyse POL usage for evidence of misuse or attempted or actual security breaches.
7. The department may, at its absolute discretion, suspend or terminate at any time your access to POL.
8. You acknowledge that information on POL is subject to change without notice.
9. You acknowledge that the accessibility and operation of POL relies on internet technologies outside of the department's control and that internet communications may be susceptible to interference or interception by third parties. The department does not guarantee continuous accessibility or uninterrupted operation of POL, or the security, authenticity, integrity or confidentiality of any transactions and other communications made through POL.
10. The department may vary these terms of use. The variations will take effect from the date they are posted on the POL website and your continued use of POL will constitute Your acceptance of the varied terms of use.
11. Where applicable for applications with an advertised closing time:
  - you acknowledge that an application cannot be lodged on POL after the closing time
  - you acknowledge that the closing time for an application will be based on the clock within POL
  - you acknowledge that you can only make changes to an application after it has been submitted by making a request in writing to the department.

I Accept  I Do Not Accept

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.

Home > Applications > POL

### POL

Welcome to POL. Below are your current applications.

#### Available Programs

Search

<a href="#">Program ID</a>	<a href="#">Description ID</a>	<a href="#">Close Date</a> ▲
Career Ready Skills Assure Supplier Expression of Interest	The Department has opened the New Career Ready Skills Assure Supplier Expression of Interest application round with details published online <a href="https://desbt.qld.gov.au/training/providers/sas/contracting">https://desbt.qld.gov.au/training/providers/sas/contracting</a> . Eligible RTOs (including current SAS providers) who want to work with the Department to deliver the objectives of subsidised training in Queensland must complete and submit their expression of interest (EOI) application to be considered for the delivery of Queensland Government subsidised training and assessment services under the new SAS framework from 1 January 2026. This pertains to identified skills priorities and future core VET funding programs for the new VET in Schools (VETIS) program Career Ready. It excludes Career Start for job seekers and Career Boost for workers) under the Queensland Skills Strategy.	03/03/2025 12:00 PM <a href="#">Apply</a>

Click **Next** to continue

Home > Applications > POL > Apply for Program

## Apply for Program

Select Program | Contact Details | Evaluation | Qualifications | Attachments | Queensland Employer Referee Contact Form | Submission

### Select Program

Please confirm the application for the below program and click next

Career Ready Skills Assure Supplier Expression of Interest

**Description**

The Department has opened the New Career Ready Skills Assure Supplier Expression of Interest application round with details published online <https://desbt.qld.gov.au/training/providers/sas/contracting>. Eligible RTOs (including current SAS providers) who want to work with the Department to deliver the objectives of subsidised training in Queensland must complete and submit their expression of interest (EOI) application to be considered for the delivery of Queensland Government subsidised training and assessment services under the new SAS

[Next](#) [Cancel](#)

## 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](mailto:partnerportal@desbt.qld.gov.au).

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

The screenshot displays a web application interface for 'Apply for Program'. The breadcrumb trail at the top reads: Home > Applications > POL > Apply for Program. The main heading is 'Apply for Program'. Below this is a navigation bar with tabs: 'Select Program' (checked), 'Contact Details' (active), 'Evaluation', 'Qualifications', 'Attachments', 'Queensland Employer Referee Contact Form', and 'Submission'. The 'Contact Details' section is divided into two columns. The left column contains pre-populated fields for 'RTO Details': 'Legal Name', 'Business Name', 'ABN', and 'National ID', all of which are redacted with grey bars. The right column contains input fields for 'RTO Contact Person' and 'Legal Responsible Person'. The 'RTO Contact Person' section includes a 'Title' dropdown menu (set to 'Mr'), 'First Name' (John), 'Last Name' (Tester), 'Contact Number' (4000 100 100), 'Email' (Tester@Test.account), and 'Position' (Manager). The 'Legal Responsible Person' section includes a 'Title' dropdown menu (set to 'Ms'), 'First Name' (Mary), 'Last Name' (Jones), 'Contact Number' (07 3000 0000), 'Email' (redacted), and 'Position' (Chief Executive Officer). At the bottom of the form, there is a note: 'To update details for the Legal Responsible Person, please contact [partnerportal@desbt.qld.gov.au](mailto:partnerportal@desbt.qld.gov.au)'. At the very bottom, there are two buttons: 'Previous' and 'Next', with the 'Next' button highlighted by a green circle.



# 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.

Home > Applications > POL > Apply for Program

## Apply for Program

Select Program ✓ Contact Details ✓ Evaluation Qualifications Attachments Queensland Employer Referee Contact Form Submission

### Evaluations

The Respondent (RTO) is to address all questions in this Career Ready SAS EOI Response Form (application form) and respond in accordance with the New Skills Assure Supplier Framework Career Ready SAS Expression of Interest Application Guidelines (Career Ready SAS EOI Guidelines). By submitting a response, the RTO warrants that all information provided is complete, accurate, up-to-date and not misleading. The Department reserves the right to separately verify all responses and information provided by the RTO. If any information is found to be inaccurate, out of date or misleading the Department reserves the right to exclude the Respondent from the process.

#### Schedule A Mandatory Eligibility Criteria

3.1 Has the organisation held active RTO status for a minimum of two years as at the Career Ready SAS EOI closing date? \*

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).

None  
 Yes  
 No

3.2 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. \*

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.

None  
 Yes  
 No

3.3 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? \*

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.

None  
 Yes  
 No

3.4 I acknowledge that the RTO must demonstrate a minimum of ten (10) completions for Queensland students in each qualification applied for. \*

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.

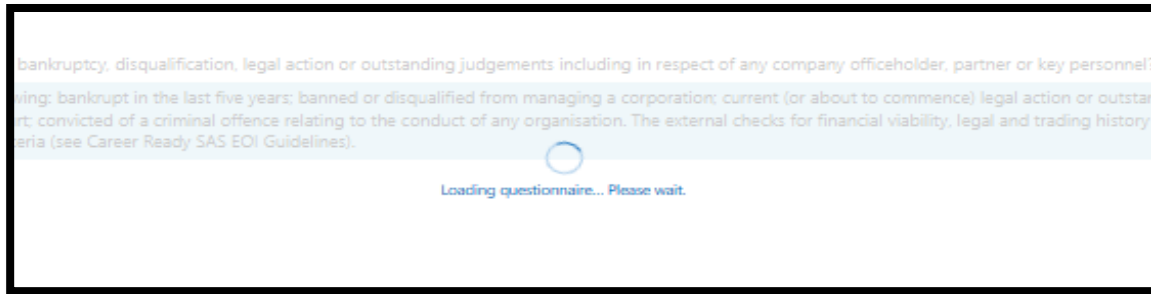
None  
 Yes  
 No

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

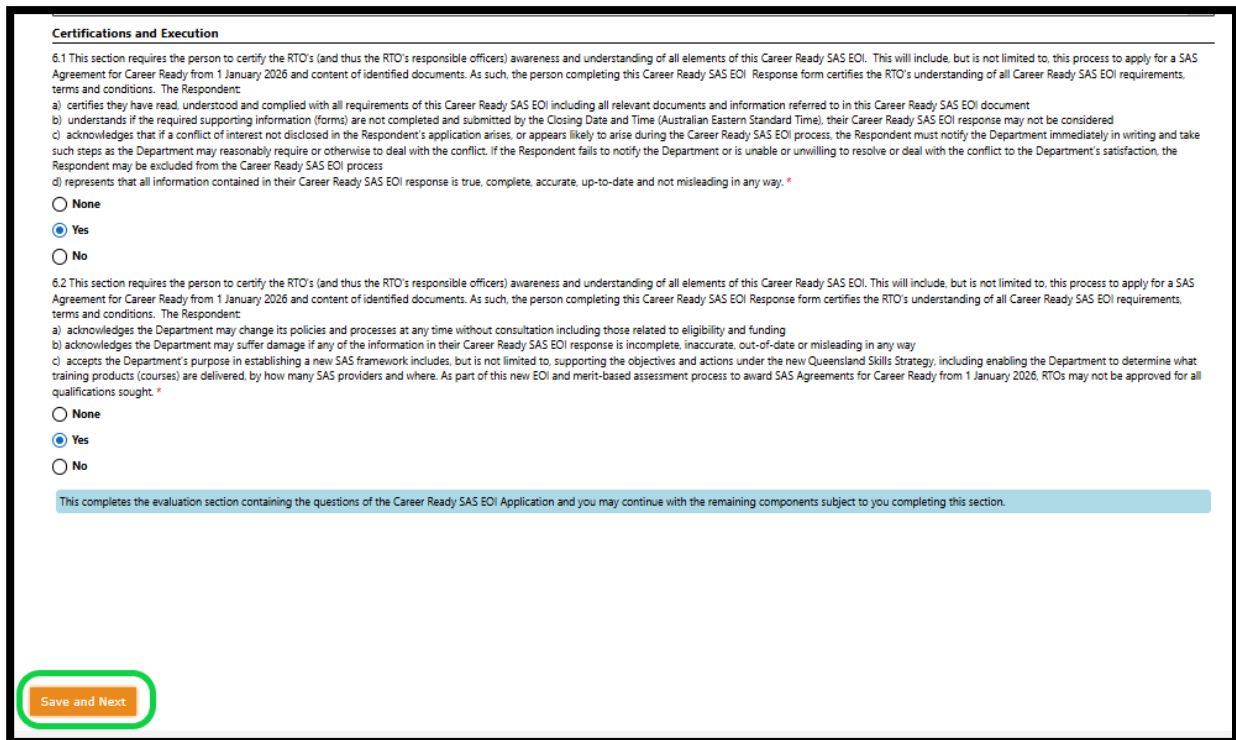
Important There is a 3,000 characters limit (including spaces) for each of the RTO’s written qualitative responses to address Career Ready SAS EOI Schedule B Selection Criteria.

**Important** 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.

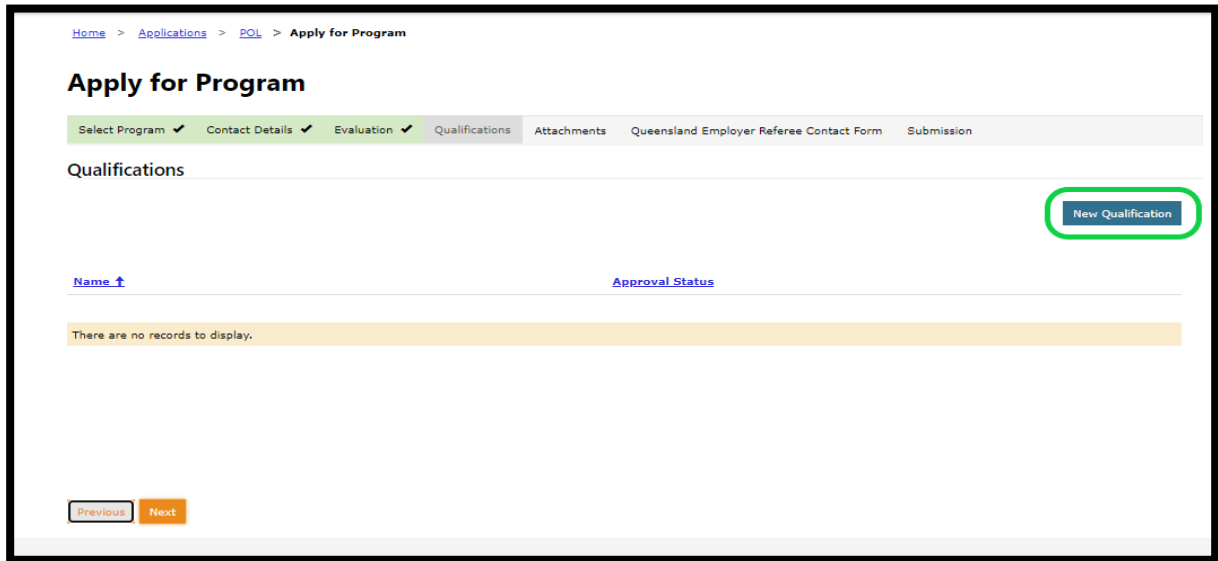
# Qualifications

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**.

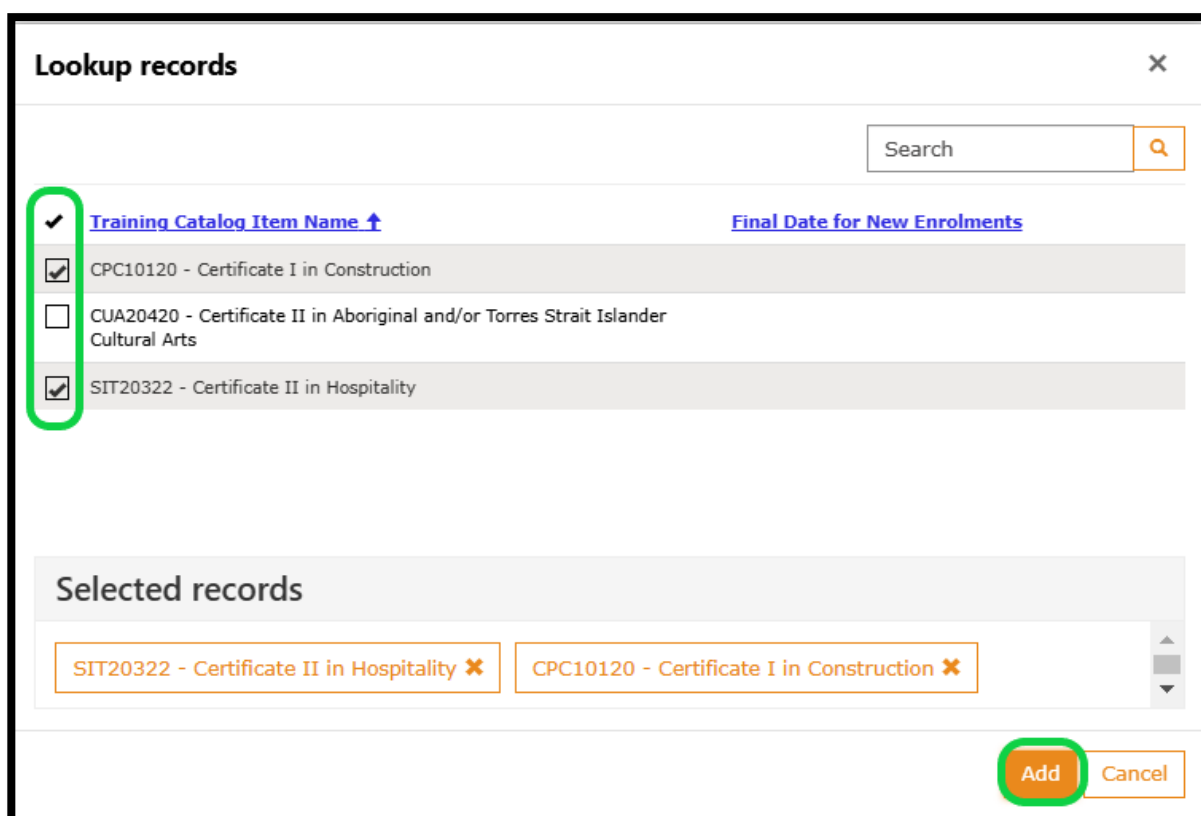


On the next screen select all qualifications that you wish to apply for.

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](mailto: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.

Home > Applications > POL > Tender Details > Qualifications

## Qualifications

Details Contact Details Evaluation **Qualifications** Attachments Queensland Employer Referee Contact Form Submission

Qualifications

New Qualification

Name ↓	Approval Status	Delete Option
SIT20322 - Certificate II in Hospitality	Approval Pending	▼
CPC10120 - Certificate I in Construction	Approval Pending	▼

Save and Next

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.

**Attachments**

Details Contact Details Evaluation Qualifications **Attachments** Queensland Employer Referee Contact Form Submission

**Attachments**

**Note Text**  
There are no notes to display.  
+ Add note

**General Attachments**

**Upload your historical AVETMISS Training Activity**  
Your organisation may be required to upload one or more AVETMISS data sets to support your application.  
To determine requirements for submitting AVETMISS files in this section, please refer to the relevant application guidelines document for details.  
AVETMISS files contained in each attachment must be specific to one calendar collection year. Only one set of AVETMISS files for each collection year will be accepted.  
If required, please upload your AVETMISS data and enter the year of return below.

Year Of Return	File

+ Add Zip File

Save and Next

## 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).



Add Historical AVETMISS Training Activity

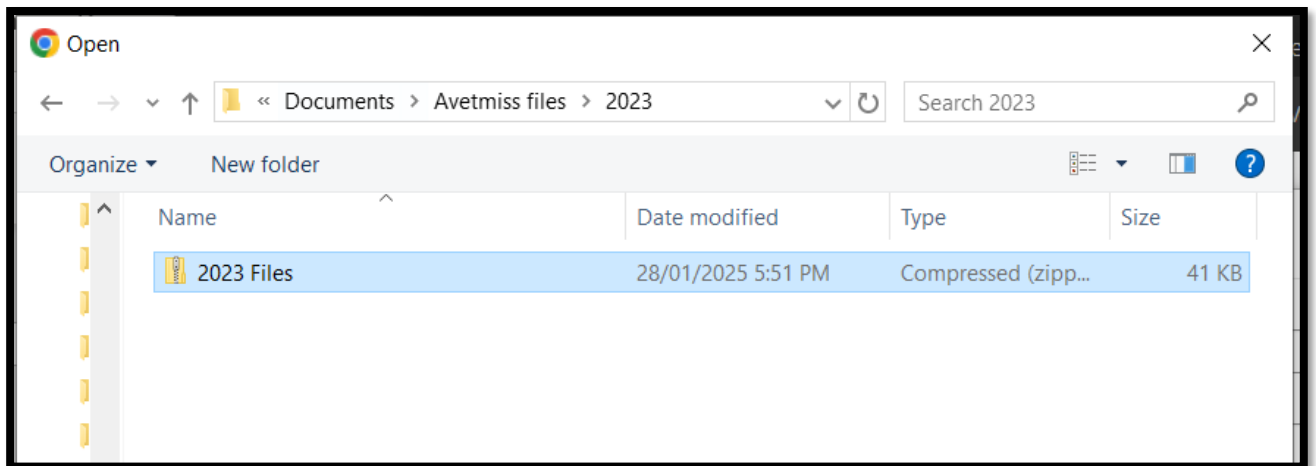
Year of Return

2023

AVETMISS Zip File

Choose file No file chosen

Upload File Close



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.

## Attachments

Details Contact Details Evaluation Qualifications **Attachments** Queensland Employer Referee Contact Form Submission

### Attachments

Note Text

21 minutes ago ASIC current and Historical Company extract for RTO ID 11115  
 ASIC current and historical extract - RTO ID 11115.pdf (75.78 KB)

+ Add note

**Upload your historical AVETMISS Training Activity**  
 Your organisation may be required to upload one or more AVETMISS data sets to support your application.  
 To determine requirements for submitting AVETMISS files in this section, please refer to the relevant application guidelines document for details.  
 AVETMISS files contained in each attachment must be specific to one calendar collection year. Only one set of AVETMISS files for each collection year will be accepted.  
 If required, please upload your AVETMISS data and enter the year of return below.

Year Of Return	File	
2024	2024_3e7cb43d-1add-ef11-95f6-7c1e522ac069.zip	+ Add Zip File
		Remove
2023	2023_3e7cb43d-1add-ef11-95f6-7c1e522ac069.zip	
		Remove

Save and Next

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.

All other instructions apply.

### Queensland Employer Referee Contacts

Please provide contact details for three Queensland-based employer referees per qualification/Industry Training Group. If you are applying for multiple Industry Training Groups in your SAS application, you will need to provide three employer referees for **EACH** industry area.

Employer referees MUST:

- have engaged your RTO for training delivery, employed students who completed training with your RTO, and/or hosted students for vocational placement;
- be independent from your organisation; and
- be willing to provide feedback on the quality of training delivered by your RTO.

**NOTE:** contact details MUST include the direct phone numbers and email address details. Generic contact information will not be accepted.

The Department will contact the referees you nominate to ascertain the quality of your RTO's training delivery and the support you provide to both students and employers.

### Queensland Employer Referee Contacts

Qualification Code	Qualification Title	Employer Name	Employer ABN	Employer Contact Name	Position Title	Phone	Email	Services provided to employer	Number of employees/apprentices/trainees
There are no records to display.									

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

Create
✕

**Qualification Code \***

**Qualification Title \***

**Employer Name \***

**Employer ABN**

**Employer Contact Name \***

**Position Title \***

**Email \***

**Phone \***

**Number of employees/apprentices/trainees \***

**Services provided to employer \***

Each contact form must be fully completed including Employer's or School's ABN.

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

Details Contact Details Evaluation Qualifications Attachments **Queensland Employer Referee Contact Form** Submission

**Queensland Employer Referee Contacts**

Please provide contact details for three Queensland-based employer referees per qualification/Industry Training Group. If you are applying for multiple Industry Training Groups in your SAS application, you will need to provide three employer referees for EACH industry area.

Employer referees MUST:

- have engaged your RTO for training delivery, employed students who completed training with your RTO, and/or hosted students for vocational placement;
- be independent from your organisation; and
- be willing to provide feedback on the quality of training delivered by your RTO.

**NOTE:** contact details MUST include the direct phone numbers and email address details. Generic contact information will not be accepted.

The Department will contact the referees you nominate to ascertain the quality of your RTO's training delivery and the support you provide to both students and employers.

**Queensland Employer Referee Contacts**

Search  Create

Qualification Code	Qualification Title	Employer Name	Employer ARN	Employer Contact Name	Position Title	Phone	Email	Services provided to employer	Number of employees/apprentices/trainees	
CPC10120	Certificate I in Construction	We Build Houses	45 123 456 456	Richard Builder	HR Manager	4000 000 000	<a href="mailto:Richard@builder.com.au">Richard@builder.com.au</a>	placement of students in work experience	23	<span style="border: 1px solid orange; border-radius: 50%; padding: 2px 5px;">Create</span>
CPC10120	Certificate I in Construction	Morayfield State High School	45 456 456 456	Mr Jim Waters	VET Coordinator	5500 0000	<a href="mailto:Jim@morayfield.school.com.au">Jim@morayfield.school.com.au</a>	coordinated students release for training with the RTO	60	<span style="border: 1px solid orange; border-radius: 50%; padding: 2px 5px;">Create</span>

Save and Next

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.

Home > Applications > POL > Tender Details > Submission

### Submission

Details Contact Details Evaluation Qualifications Attachments Queensland Employer Referee Contact Form **Submission**

**Submission**

To Submit or cancel the application change the below status and save the application

**Application Status**

Select

Select

Submit

Cancel

Submit

## 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](mailto: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.

ID	Program	Status	Created By	Created On
115352	Skills Assure Supplier Expression of Interest Career Ready	Lodged		28/01/2025 11:50 AM

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.

Example of printing as a PDF.

**Evaluation**

Details Contact Details Evaluation Qualifications Attachments

Queensland Employer Referee Contact Form Submission

Evaluations

https://portal.ecc.desbt.qld.gov.au/applications/pol/hender-details-new/evaluation/76b3a7d4361a684f11-05967c11e222ac093 1/16

28/01/2025, 21:13 Evaluation - Starter Portal

The Respondent (RTO) is to address all questions in this EOI Career Ready Response Form (application form) and respond in accordance with the New Skills Assure Supplier Framework Expression of Interest Career Ready Guidelines (EOI Career Ready Guidelines). By submitting a response, the RTO warrants that all information provided is complete, accurate, up-to-date and not misleading. The Department reserves the right to separately verify all responses and information provided by the RTO. If any information is found to be inaccurate, out of date or misleading the Department reserves the right to exclude the Respondent from the process.

**Schedule A Mandatory Eligibility Criteria**

3.1 Has the organisation held active RTO status for a minimum of two years as at the EOI Career Ready closing date? \*

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 EOI Career Ready closing date).

None  
 Yes  
 No

3.2 I acknowledge the selection of qualifications is subject to holding current Queensland scope of registration in the full qualification listed in this application. \*

The RTO must hold scope of registration to deliver training and assessment in the full qualification in Queensland for each qualification being applied for.

None  
 Yes  
 No

3.3 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? \*

The RTO must be able to demonstrate evidence (as defined in the EOI Career Ready Guidelines) of 12 months training and assessment delivery history, experience and full qualification completions in Queensland in the qualifications being applied for requiring provision

https://portal.ecc.desbt.qld.gov.au/applications/pol/hender-details-new/evaluation/76b3a7d4361a684f11-05967c11e222ac093 2/16

28/01/2025, 21:13 of AVETMISS data. Evaluation - Starter Portal

Print 16 pages

Destination Save as PDF

Pages All

Layout Landscape

More settings

Save Cancel

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](mailto: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.

Career Ready Skills Assure Supplier Expression of Interest The Department has opened the New Career Ready Skills Assure Supplier Expression of Interest application round with details published online <https://desbt.qld.gov.au/training/providers/sas/contracting>. Eligible RTOs (including current SAS providers) who want to work with the Department to deliver the objectives of subsidised training in Queensland must complete and submit their expression of interest (EOI) application to be considered for the delivery of Queensland Government subsidised training and assessment services under the new SAS framework from 1 January 2026. This pertains to identified skills priorities and future core VET funding programs for the new VET in Schools (VETIS) program Career Ready. It excludes Career Start for job seekers and Career Boost for workers) under the Queensland Skills Strategy. 03/03/2025 12:00 PM Applied Already

Applications in Progress

ID	Program	Status	Created By	Created On
<a href="#">115360</a>	Career Ready Skills Assure Supplier Expression of Interest	Draft		13/02/2025 07:33 PM

## 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.

Career Ready Skills Assure Supplier Expression of Interest    The Department has opened the New Career Ready Skills Assure Supplier Expression of Interest application round with details published online <https://desbt.qld.gov.au/training/providers/sas/contracting>. Eligible RTOs (including current SAS providers) who want to work with the Department to deliver the objectives of subsidised training in Queensland must complete and submit their expression of interest (EOI) application to be considered for the delivery of Queensland Government subsidised training and assessment services under the new SAS framework from 1 January 2026. This pertains to identified skills priorities and future core VET funding programs for the new VET in Schools (VETIS) program Career Ready. It excludes Career Start for job seekers and Career Boost for workers) under the Queensland Skills Strategy.    03/03/2025 12:00 PM    Applied Already

**Applications in Progress**

Search

ID	Program	Status	Created By	Created On
<a href="#">115360</a>	Career Ready Skills Assure Supplier Expression of Interest	Draft		13/02/2025 07:33 PM

## 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.

Career Ready Skills Assure Supplier Expression of Interest    The Department has opened the New Career Ready Skills Assure Supplier Expression of Interest application round with details published online <https://desbt.qld.gov.au/training/providers/sas/contracting>. Eligible RTOs (including current SAS providers) who want to work with the Department to deliver the objectives of subsidised training in Queensland must complete and submit their expression of interest (EOI) application to be considered for the delivery of Queensland Government subsidised training and assessment services under the new SAS framework from 1 January 2026. This pertains to identified skills priorities and future core VET funding programs for the new VET in Schools (VETIS) program Career Ready. It excludes Career Start for job seekers and Career Boost for workers) under the Queensland Skills Strategy.    03/03/2025 12:00 PM    Applied Already

**Applications in Progress**

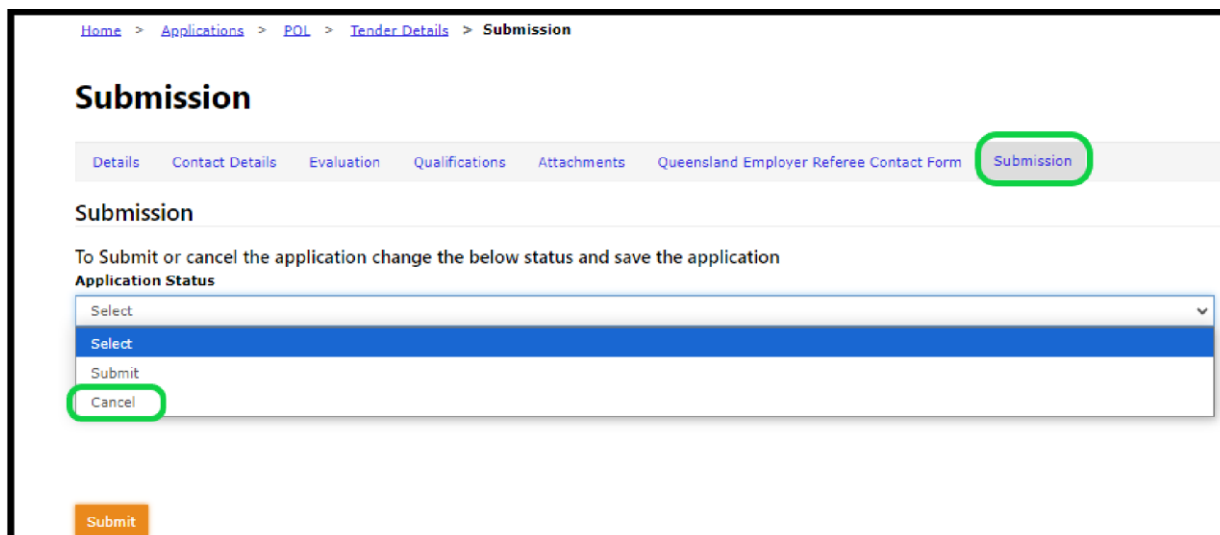
Search

ID	Program	Status	Created By	Created On
<a href="#">115360</a>	Career Ready Skills Assure Supplier Expression of Interest	Draft		13/02/2025 07:33 PM

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](mailto:SAS.EOI@desbt.qld.gov.au) to proceed with the withdrawal.

In your written request to [SAS.EOI@desbt.qld.gov.au](mailto: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.



**POL**

Welcome to POL. Below are your current applications.

**Available Programs**

Search

Program <b>II</b>	Description <b>II</b>	Close Date <b>▲</b>	<b>Apply</b>
Career Ready Skills Assure Supplier Expression of Interest	The Department has opened the New Career Ready Skills Assure Supplier Expression of Interest application round with details published online <a href="https://desbt.qld.gov.au/training/providers/sas/contracting">https://desbt.qld.gov.au/training/providers/sas/contracting</a> . Eligible RTOs (including current SAS providers) who want to work with the Department to deliver the objectives of subsidised training in Queensland must complete and submit their expression of interest (EOI) application to be considered for the delivery of Queensland Government subsidised training and assessment services under the new SAS framework from 1 January 2026. This pertains to identified skills priorities and future core VET funding programs for the new VET in Schools (VETIS) program Career Ready. It excludes Career Start for job seekers and Career Boost for workers) under the Queensland Skills Strategy.	03/03/2025 12:00 PM	<b>Apply</b>

**Applications in Progress**

Search

ID <b>↓</b>	Program	Status	Created By	Created On
115072	Career Ready Skills Assure Supplier Expression of Interest	<b>Withdrawn</b>		10/10/2024 07:40 PM

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](mailto:purchasingonline@desbt.qld.gov.au).