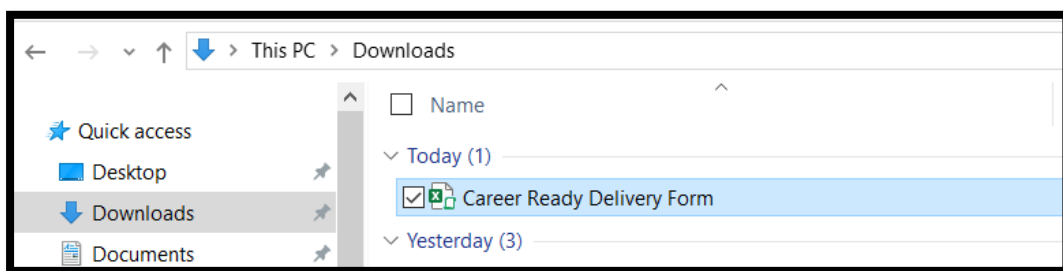


Career Ready Delivery Form Instructions

1. Enable the document permissions:

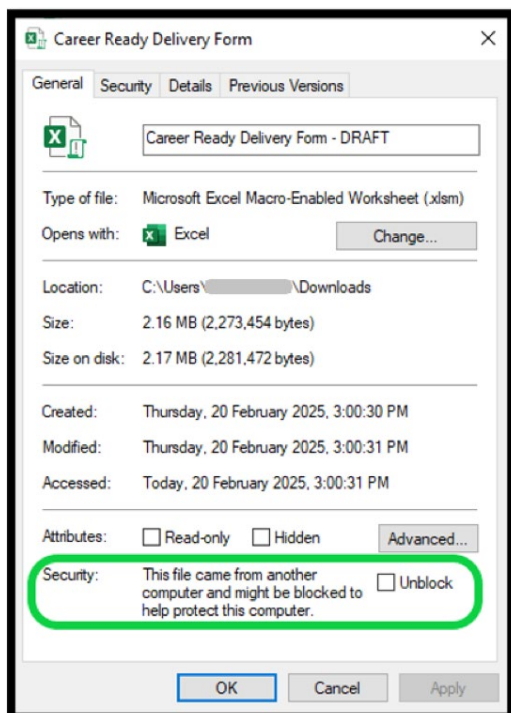
Before you start any work within the downloaded form ([accessible here](#)), please locate the document in your current Downloads folder on your computer. Once you locate the document in your downloads you will need to perform this step before opening and saving the document, otherwise this action will no longer be available.



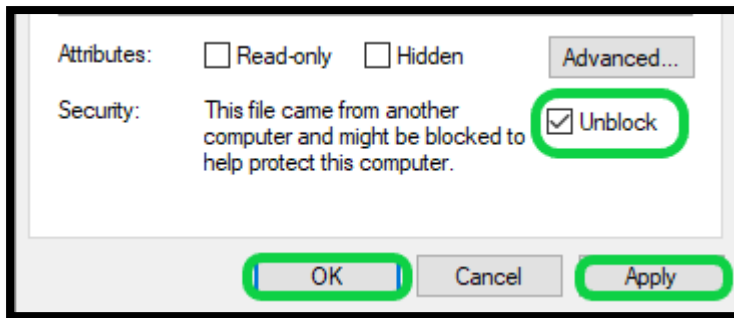
Right click on the document to initiate the menu, head down to and click properties to bring up the advanced menu:

NOTE: *Do this before you save a local copy*

In the general tab (the one that should be displayed upon opening) at the bottom where it has “security”:



Select Unblock check box, Apply and OK.



This has now enabled the blocked macro content within this document.

You may still need to select “enable content” within the document.

Once you have allowed access for the macro content, please save it save as a local copy to use as intended.

2. Open and Save your Enabled Document

Open the document you have unblocked, from your downloads, save this to your local drive and commence the input of your provider details as per the identified fields, save and continue to step 3, [Qualification Identifier](#).

3. Qualification Identifier (these selections must align with your delivery scope and match your nominated qualifications in your Career Ready SAS EOI Response Form)

There will be capacity to select all qualifications via the drop-down menu – you must only select the qualifications that you have scope of registration and match your nominated qualifications in your Online Career Ready SAS EOI Response Form.

After all the applicable qualifications are populated in your list you can then move onto the [Delivery Scope Identifier Tab](#).

4. Delivery Scope Identifier Tab Selection

This Tab will have your qualifications from the Qualification Identifier Tab populated and this Tab is to identify your intended modes of delivery as well as your intended Local Government Authorities (LGAs) for school delivery. These are multi select cells that rely on Step 1 Enable the document permissions to be completed to ensure that multi selections are enabled.

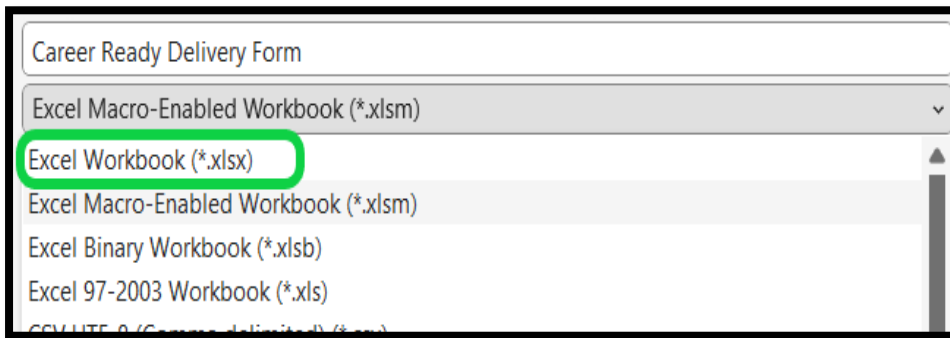
5. Third Party Delivery

For each qualification selection, you must select a tick or a cross for “Third Party Delivery” in column D. If you have third party arrangements, your third party arrangements must be select for each intended Local Government Authority (LGA) in column E. These are multi select cells that rely on Step 1 Enable the document permissions to be completed to ensure that multi selections are enabled.

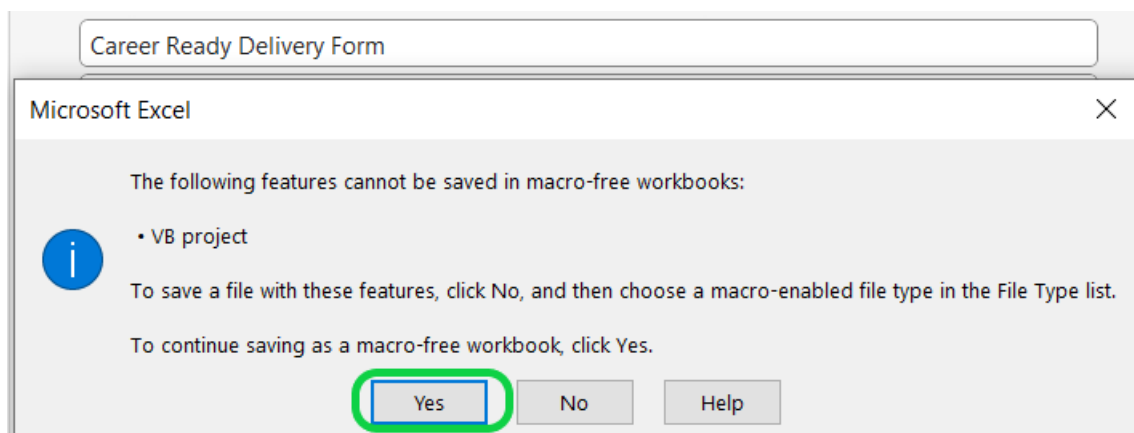
6. Save and upload

Once you have completed your entries on the downloaded form, please save the form.

Now you will need to create another copy of the completed form using “Save As” option as the copy you downloaded and worked on, is a macro enabled workbook and this WILL NOT be able to be uploaded to Purchasing Online (POL).



Once you have selected the Excel Workbook (**xlsx**) you will be prompted with a warning message as you are saving as plain text for upload compatibility – you need to select “Yes” to continue saving as a plain Excel Workbook:



This is now compatible for upload to Attachments section within POL Application. Please refer to the Career Ready POL Instructions [here](#) on how to upload attachments.