

Application questionnaire

Skills Assure Supplier EOI Stage 1

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

All SAS EOI applications must be submitted via Purchasing Online.

When submitting an application for the SAS EOI Stage 1, applicants will be assessed against the Stage 1 Mandatory Eligibility Criteria.

For more information on how to apply refer to the Skills Assure Supplier Expression of Interest – Stage 1 Guidelines 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>.

Mandatory eligibility

3.1	<p>Has the organisation held active RTO status for a minimum of two years as at the EOI Stage 1 closing date?</p> <p><i>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 EOI Stage 1 closing date).</i></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.</p> <p><i>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.</i></p>
3.3	<p>Has your organisation delivered vocational training and assessment services in Queensland for the qualifications or industry training group (ITG) areas for a minimum period of 12 months?</p> <p><i>Note: The RTO must be able to demonstrate evidence (as defined in the EOI Stage 1 Guidelines) of 12 months training and assessment delivery history, experience and full qualification completions in Queensland in the qualifications or industry training group (ITG) areas being applied for requiring provision of AVETMISS data.</i></p>
3.4	<p>Is your organisation's head office in Queensland?</p> <p><i>Note: The RTO must have a legitimate physical place of business address in Queensland (excluding Postal addresses) that can be verified by the Department.</i></p>
3.5	<p>Does your organisation have a principal place of business in Queensland?</p> <p><i>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.</i></p>
3.5 a)	<p>If yes to question 3.5, provide your full physical address for the principal place of business in Queensland.</p> <p>If no to question 3.5, go to question 3.6</p> <p><i>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.</i></p>



3.6	<p>Does your organisation have physical Training Campus/Delivery location/s in Queensland?</p> <p><i>Note: The RTO must have a legitimate physical place of business address in Queensland (excluding Postal addresses) that can be verified by the Department.</i></p>
3.6 a)	<p>If yes to question 3.6, list your main physical Training Campus/Delivery location/s in Queensland? If no to question 3.6, go to question 3.7</p> <p><i>Note: The RTO must have a legitimate physical place of business address in Queensland (excluding Postal addresses) that can be verified by the Department.</i></p>
3.7	<p>The RTO acknowledges the new SAS framework does not allow third party delivery of training and assessment services, except in exceptional circumstances where prior written approval from the Department has been given.</p> <p><i>Note: The new SAS framework does not allow third party delivery of training and assessment services, except in exceptional circumstances where prior written approval from the Department has been given.</i></p>
3.8	<p>Can your organisation electronically report 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><i>Note: The RTO must have the ability to electronically report training and assessment activity to the Department using the most current AVETMISS release.</i></p>
3.9	<p>Has the RTO had its Queensland VET Pre-qualified Supplier (PQS) Agreement, Queensland VET SAS Agreement, other DYJESBT/DESBT Agreement, or any RTO agreement terminated for non-compliance for any reason?</p>
3.10	<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>
3.11	<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>
3.12	<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>
3.13	<p>Does the RTO agree to provide its most recent two-year audited financial statements to the independent external contractor if and when requested by the Department?</p>

3.14	<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><i>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 at EOI Stage 2, contingent on the RTO meeting all Stage 1 Mandatory Eligibility Criteria (see EOI Stage 1 Guidelines).</i></p>
3.14 a)	<p>If yes to question 3.14, 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>If no to question 3.14, go to question 3.15</p>
3.15	<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><i>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 at EOI Stage 2, contingent on the RTO meeting all Stage 1 Mandatory Eligibility Criteria (see EOI Stage 1 Guidelines).</i></p>
3.16	<p>The RTO must complete all required information:</p> <ul style="list-style-type: none"> - The Queensland Employer Referee Contact Form template has been completed (a template will be sent to the RTO to complete, example at Annexure A) - Qualifications have been selected - AVETMISS DATA <ul style="list-style-type: none"> o For existing SAS – ensure AVETMISS data upload is finalised prior to submitting this EOI form o For RTOs (not currently as SAS) – once you submit this application form, the department will create a SharePoint folder - 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.

Conflict of interest

4.1	<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>
4.2	<p>If yes to question 4.1, please provide details of any actual, potential or perceived conflicts of interest that exist or may arise in relation to the EOI process.</p> <p>If no to question 4.1, please go to question 5.1.</p>

Certifications and execution

5.1	<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 EOI Stage 1. This will include, but is not limited to, this process to apply for a SAS Agreement from 1 July 2025 and content of identified documents.</p> <p>As such, the person completing this EOI Stage 1 Response form certifies the RTO's understanding of all EOI Stage 1 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 EOI Stage 1 including all relevant documents and information referred to in this EOI Stage 1 documentb) understands if the required supporting information are not completed and submitted by the Closing Date and Time (Australian Eastern Standard Time), their EOI Stage 1 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 Stage 1 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 Stage 1 EOI processd) represents that all information contained in their EOI Stage 1 response is true, complete, accurate, up-to-date and not misleading in any way.
5.2	<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 EOI Stage 1. This will include, but is not limited to, this process to apply for a SAS Agreement from 1 July 2025 and content of identified documents. As such, the person completing this EOI Stage 1 Response form certifies the RTO's understanding of all EOI Stage 1 requirements, terms and conditions.</p> <p>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 EOI Stage 1 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 two-stage EOI and merit-based assessment process to award SAS Agreements from 1 July 2025, RTOs may not be approved for all qualifications sought.