

Applicant Checklist

Skills Assure Supplier Expression of Interest Stage 1

Required documents and information

When submitting an application for the Skills Assure Supplier (SAS) Expression of Interest (EOI) Stage 1, applicants will be assessed against the Stage 1 Mandatory Eligibility Criteria.

The Skills Assure Supplier Expression of Interest – Stage 1 Guidelines are published on the department's website and set out detailed requirements for applicants.

Refer to the frequently asked questions published on the department's website to ensure you meet the minimum requirements before you submit your EOI.

Applicants will not be permitted to submit documents after the closing date **5pm (AEST) Friday 8 November 2024**.

Document Checklist

BEFORE you submit the EOI response check that you have:

- Read the [SAS framework – EOI Stage 1 Guidelines](#)
- Read the [SAS framework – EOI Stage 1 frequently asked questions](#)
- Nominate [all qualifications](#) to be delivered

Ensure you have included the following documents:

- Australian Securities and Investments Commission (ASIC) Extract (Current and Historical) or ACNC Charity Register details or ABN Registration Certificate (for Sole Traders and Partnerships) dated within 30 days** (or equivalent).
- Queensland Employer Referees** – provide a minimum of three employer referee contacts for each qualification or Industry Training Group (ITG) area the registered training organisation (RTO) is requesting approval to deliver.
- RTO Queensland Training History – Existing SAS** - ensure your AVETMISS data submissions are finalised prior to the closure of the SAS EOI process to be considered.
RTOs (not currently a SAS) – Total VET Activity data (including AVETMISS data files) are uploaded into the Purchasing Online Portal application.

Late applications will not be accepted.