

Purchasing Online (POL)

User Manual SAS EOI Stage 1



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Introduction

Welcome to Purchasing Online (POL)!

Developed by the Department of Employment, Small Business, and Training (DESBT), POL marks an advancement in streamlining processes for registered training organisations (RTOs) in Queensland. Launched on the DESBT'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 SAS Expression of Interest (EOI) Stage 1 application process.

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

Useful Links and Contacts

POL Help Desk Team - (on email purchasingonline@desbt.qld.gov.au) - supports POL Users by providing assistance on how to use the POL Application and answering technical or system questions on completing and lodging SAS EOI Stage 1 responses and required documents.

VET Programs & Investment Team – (on email SAS.EOI@desbt.qld.gov.au) – supports SAS EOI Stage 1 process. Please submit any questions regarding the EOI Stage 1 process in writing, stating your RTO Name and Number in the subject line.

Partner Portal Team – supports RTOs to gain access to the Partner Portal and its applications. Assistance is accessible through 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 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. DESBT 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 a SAS EOI Stage 1 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 DESBT web page [Skills Assure Supplier contracting](#).

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 more applications than in this screenshot below.



Name

Organisation

Current Date

26/09/2024



Welcome

of

Purchasing Online (POL) Files

Apply for funded programs and variations to agreements



Download files shared with your organisation



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 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)
- 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 for the SAS EOI Stage 1, click **Apply** for Skills Assure Supplier Expressions of Interest Stage 1 program item.

POL

Welcome to POL. Below are your current applications.

Available Programs

Search

Program	Description	Close Date
Skills Assure Supplier Expression of Interest Stage 1	The Department has opened the New Skills Assure Supplier Framework Expression of Interest Stage 1 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 July 2025. This pertains to identified skills priorities and future core VET funding programs (Career Start for job seekers and Career Boost for workers) under the Queensland Skills Strategy. It excludes the new VET in Schools (VETIS) program (Career Ready) under the Queensland Skills Strategy to be managed under separate arrangements.	30/09/2024 05:00 PM

Click **Next** to continue

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.

Skills Assure Supplier Expression of Interest Stage 1

Description

The Department has opened the New Skills Assure Supplier Framework Expression of Interest Stage 1 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 July 2025. This pertains to identified skills priorities and future core VET funding programs (Career Start for job seekers and Career Boost for workers) under the

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. **Note** the Legal Responsible Person should be your RTO's Director (or equivalent for your legal entity), and the RTO Contact Person should be the person submitting the EOI or the nominated contact officer responsible for the EOI.

Click **Next** to continue.

The screenshot shows a web form titled "Apply for Program" with a navigation bar containing: "Select Program" (checked), "Contact Details" (active), "Evaluation", "Qualifications", "Attachments", "Queensland Employer Referee Contact Form", and "Submission".

Contact Details

RTO Details

Agreement Legal Name
DEPARTMENT OF EMPLOYMENT, SMALL BUSINESS AND TRAINING

Agreement Business Name
DEPARTMENT OF EMPLOYMENT, SMALL BUSINESS AND TRAINING

ABN
84 375 484 963

National ID
0154

RTO Contact Person

Title
Ms

First Name
Jane

Last Name
[Redacted]

Contact Number
3000000

Email
[Redacted]

Position
Contract Manager

Legal Responsible Person

Title
Mr

First Name
Chris

Last Name
[Redacted]

Contact Number
+61 [Redacted]

Email
[Redacted]

Position
[Redacted]

To update details for the Legal Responsible Person, please contact partnerportal@desbt.qld.gov.au

Navigation buttons: Previous, Next

Application Questionnaire

New section **Evaluation** is enabled.

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

Please read each question carefully and provide a response after you have read all the supporting documents and guidelines provided by the Department.

At the end of the questionnaire, when **all** questions have been addressed you will be able to click Next to continue. If not, please review and ensure appropriate selections to all questions have been made.

Click **Next** to continue.

Qualifications

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

Please note, only qualifications listed on the Queensland Subsidied Training List which are also on your RTO's scope will be visible to you.

To start, click **New Qualification**

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.



Tip – the Search box does not have to be used as the system should display all eligible qualifications under SAS EOI that also are in your RTO's scope of registration for Queensland Delivery. If the qualification list has been filtered and nothing is displaying, please clear the Search box and click 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 funded per the Queensland Subsidised Training List and is on your RTO's scope of registration for Queensland delivery), please contact purchasingonline@desbt.qld.gov.au for assistance.

The screenshot shows a web interface titled "Lookup records" with a search bar and a list of training catalog items. The list has two columns: "Training Catalog Item Name" and "Final Date for New Enrolments". The items are:

✓ Training Catalog Item Name ↑	Final Date for New Enrolments
<input checked="" type="checkbox"/> 10849NAT - Diploma of Applied Blockchain	
<input type="checkbox"/> 52887WA - Certificate II in Plumbing	
<input checked="" type="checkbox"/> CPC30220 - Certificate III in Carpentry	
<input type="checkbox"/> HLT35021 - Certificate III in Dental Assisting	
<input checked="" type="checkbox"/> PMB30121 - Certificate III in Polymer Processing	
<input type="checkbox"/> SISS500132 - Swimming and Water Safety Teacher	

Below the list is a "Selected records" section containing two items:

- 10849NAT - Diploma of Applied Blockchain ✕
- CPC30220 - Certificate III in Carpentry ✕

At the bottom right are "Add" and "Cancel" buttons.

Use the form's scroll bar to locate the qualification/s you wish to apply for and select the required qualification/s by ticking the box to the left of the code.

Lookup records [X]

Search [Q]

- 10849NAT - Diploma of Applied Blockchain
- 52887WA - Certificate II in Plumbing
- CPC30220 - Certificate III in Carpentry
- HLT35021 - Certificate III in Dental Assisting
- PMB30121 - Certificate III in Polymer Processing
- SISS500132 - Swimming and Water Safety Teacher
- UEE30820 - Certificate III in Electrotechnology Electrician

Selected records

- 10849NAT - Diploma of Applied Blockchain [X]
- CPC30220 - Certificate III in Carpentry [X]

[Add] [Cancel]

Once all selections have been made, click **Add** to continue.

Review your list of selected qualifications by toggling between pages if required. If a qualification was added in error, please use the Delete action to the right in the Qualifications grid.

Name ↑	Approval Status
SISS500132 - Swimming and Water Safety Teacher	Approval Pending
UEE30820 - Certificate III in Electrotechnology Electrician	Approval Pending

< 1 2 >

[Delete]

When you have finalised your qualification/s selection and are ready to proceed, please click **Next**.

The screenshot shows the 'Apply for Program' interface. At the top, there is a green notification bar that says 'The record has been deleted.' Below this is a progress bar with several steps: 'Select Program' (checked), 'Contact Details' (checked), 'Evaluation' (checked), 'Qualifications' (active), 'Attachments', 'Queensland Employer Referee Contact Form', and 'Submission'. The 'Qualifications' section is currently active and displays a table with the following data:

Name ↑	Approval Status
10849NAT - Diploma of Applied Blockchain	Approval Pending
CPC30220 - Certificate III in Carpentry	Approval Pending
HLT35021 - Certificate III in Dental Assisting	Approval Pending
PMB30121 - Certificate III in Polymer Processing	Approval Pending

Below the table, there are navigation arrows and a page indicator showing '1' out of '2' pages. At the bottom of the interface, there are 'Previous' and 'Next' buttons, with 'Next' being highlighted in orange.

Attachments

The Attachments section provides two separate sections to attach ASIC Current and Historical Company Extract OR equivalent document, and AVETMISS data files (if required, see *AVETMISS Training Activity* section of this manual).

Notes attachments

The first requirement, **Notes**, is to be used to upload PDF files such as your RTO's ASIC Current and Historical Company Extract. You must follow the **New Skills Assure Supplier Framework Expression of Interest - Stage 1 Application Guidelines (published on DESBT website)** and attach the required ASIC or applicable document for your organisation's legal entity type.

Important - All applicants are required to attach the organisation's ASIC extract or applicable document for their legal entity. The attachment must be in 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 from your local drive. Click **OK**.

Home > Applications > POL > Apply for Program

Apply for Program

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

Attachments

Note Text

There are no notes to display.

[Add note](#)

Upload your historical AVETMISS Training Activity
As part of evaluation of the organisation to become a SAS their AVETMISS activities will be evaluated. Please upload your AVETMISS data below and type in the year of return.

Year Of Return File [+ Add Zip File](#)

[Previous](#) [Next](#)

Add note

ASIC Current and Historical Company Extract for RTO XXXX

*** Note**
add a short description for this attachment please

[Choose file](#) ASIC Current ...RTO NAME.pdf

*** Attach a file**

[Add note](#) [Cancel](#)

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

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

Add note

The uploaded file does not match the required type. The accepted formats are .pdf, word, excel, outlook msg and images

Another Attachment

*** Note**

[Choose file](#) OneDrive_1_10-07-2024.zip

*** Attach a file**

[Add note](#) [Cancel](#)

AVETMISS Training Activity attachments

Important – please review the New Skills Assure Supplier Framework Expression of Interest - Stage 1 Application Guidelines, published on DESBT to confirm your requirements for AVETMISS data submission

Current SAS and RTOs who regularly submit their AVETMISS data to DESBT through Partner Portal (AVETMISS Training Activity section) – please do not submit your data files through this facility.

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

Please create a compressed (ZIP) files of your calendar data 2024, 2023 or 2022 (only if required) separately on your computer/device first and make sure that all files from NAT00010 to NAT00130 are included in each calendar year collection.

To add zipped file, **click Add Zip File.**

Apply for Program

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

Attachments

Note Text

7 minutes ago ASIC Current and Historical Company Extract for RTO XXXX
ASIC Current and Historical Company Extract - RTO NAME.pdf (75.83 KB)

less than a minute ago RTO details report
26 Sept 2024.xlsx (5.98 KB)

+ Add note

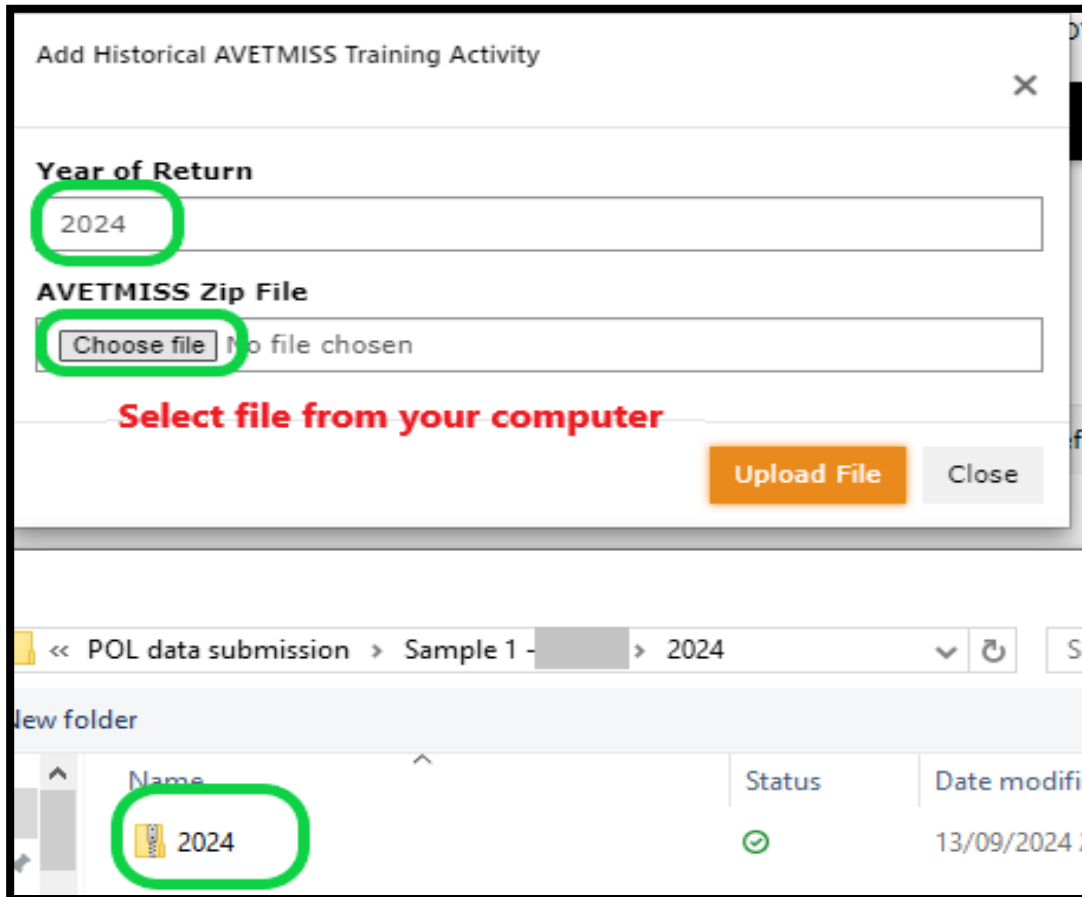
Upload your historical AVETMISS Training Activity
As part of evaluation of the organisation to become a SAS their AVETMISS activities will be evaluated. Please upload your AVETMISS data below and type in the year of return.

Year Of Return	File
	+ Add Zip File

Previous Next

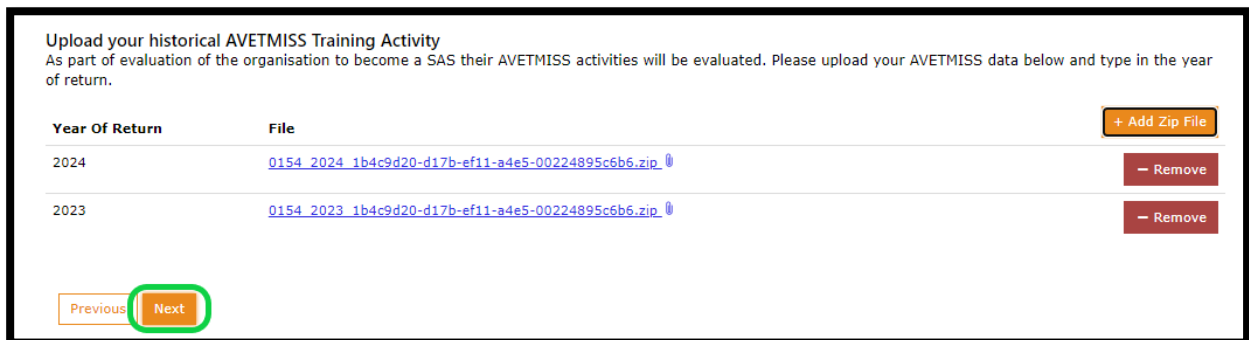
In popout box type in the relevant year your AVETMISS Training Activity files pertains to for uploading, i.e. 2024.

Click **Choose file** and locate the relevant Zip file from your local drive. Click **upload file**. Repeat same steps for any other year of AVETMISS Training Activity files you wish to include (i.e. 2023).



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

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

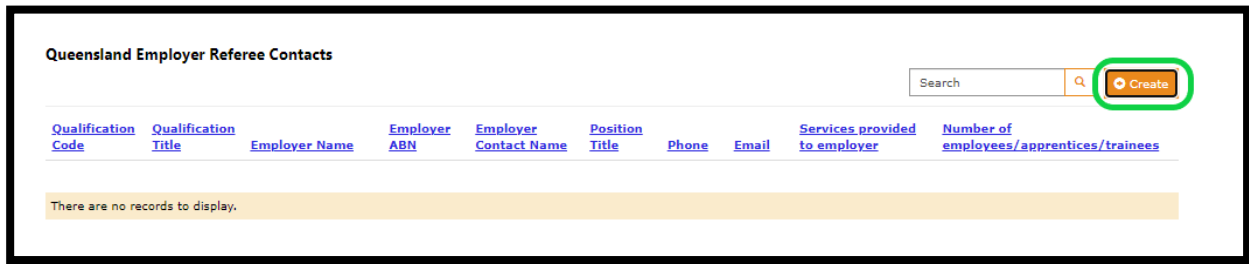


When all required attachments (Notes) and AVETMISS Training Activity files have been included, please click **Next** to proceed to the next section.

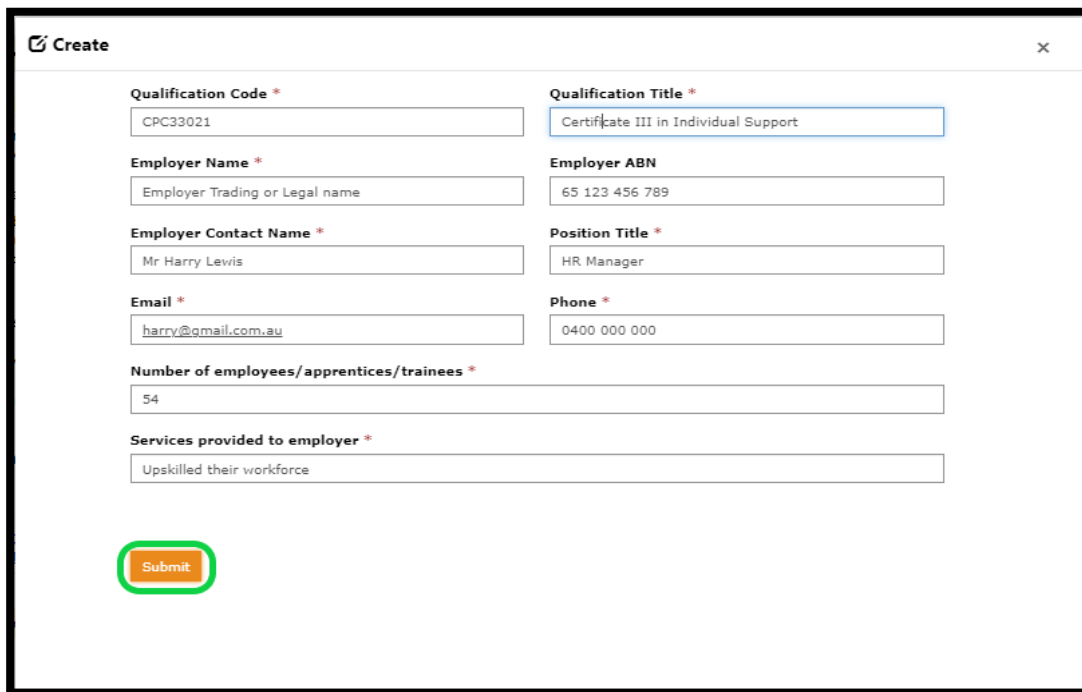
Queensland Employer Referee Contacts

For each qualification (or Industry Training Group) selected in the Qualifications section, you are required to supply contact details of three Queensland based employers.

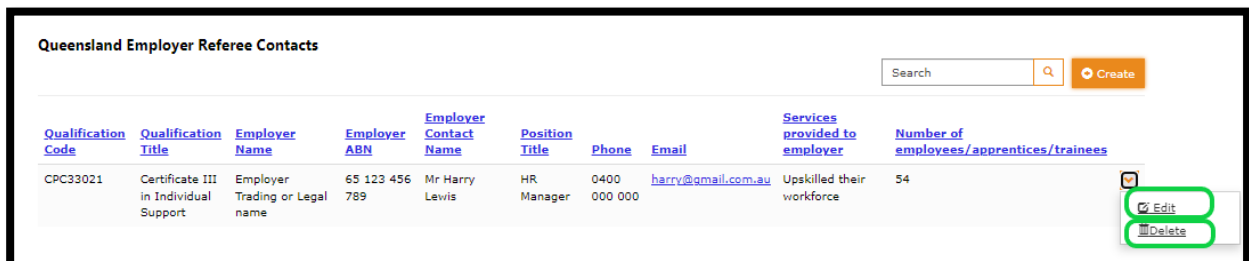
To commence please, click **Create**.



For each Employer Referee contact please provide all the information on this page. Once all fields have been populated, click **Submit** to create a contact. Repeat step until three Queensland based employer contacts have been submitted for each Industry Training Group. For example, if your RTO is applying for qualifications in two Industry Training Groups, there should be six contacts included in your application.



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 **Next** to continue to the next stage of the application.

Queensland Employer Referee Contacts

Search

Qualification Code	Qualification Title	Employer Name	Employer ABN	Employer Contact Name	Position Title	Phone	Email	Services provided to employer	Number of employees/apprentices/trainees
CHC33021	Certificate III in Individual Support	Employer Name 1	65 123 456 789	Mr Harry Lewis	HR Manager	0400 000 000	harry@gmail.com.au	Upskilled their workforce	54
CHC33021	Certificate III in Individual Support	Employer Name 2	58 145 789 321	Roger Smith	Centre Manager	4000 100 100	roger@community.com	Referred course graduates to the employer.	20
CHC33021	Certificate III in Individual Support	Employer Name 3	32 236 569 587	Mrs Amanda Watson	Owner	07 4879 4789	amanda@sample.com.au	RTO has ongoing arrangement to deliver training and upskilling to new and existing employees	15

Submission

If required, at this stage you can review all of your responses. 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 **Save** to lodge the SAS EOI Stage 1 submission.

[Home](#) > [Applications](#) > [POL](#) > [Apply for Program](#)

Apply for Program

Select Program ✓ 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

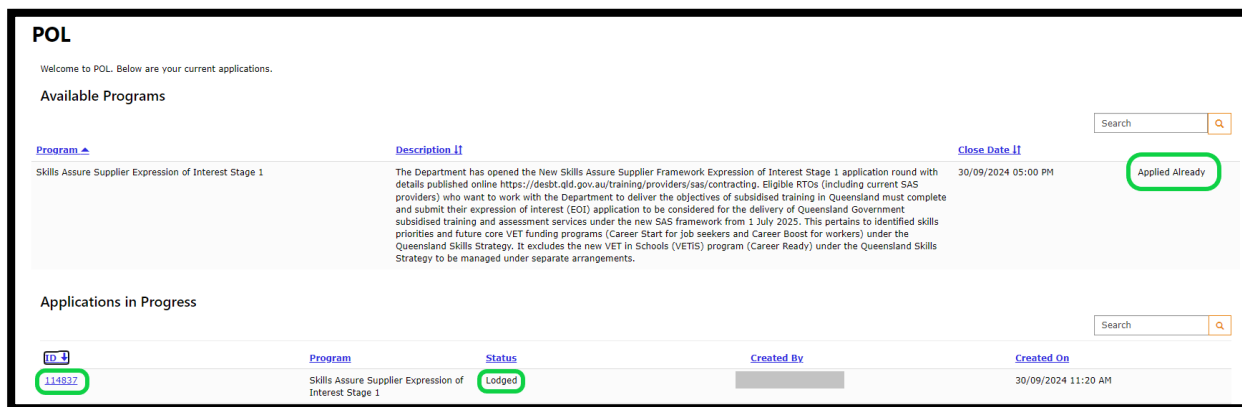
Select

Submit

Cancel

What next

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



You are able to view your responses by clicking the hyperlinked number in the ID column.

Please do not attempt to amend your responses while your application is in Lodged status.

If you notice any omissions or errors in your application, please contact VET Program & Investment immediately via email to SAS.EOI@desbt.qld.gov.au

Note once the SAS EOI stage 1 application has closed, VET Program & Investment will not be able to assist with application amendments.

Application Status references

AVR Status	Summary
Draft	POL User commenced an application.
Cancelled	Draft cancelled by the POL User.
Withdrawn	Lodged AVR was deactivated by DESBT staff on request from POL User.
Lodged	Application was submitted by the POL User to DESBT for consideration.

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