

# Pre-qualified supplier application

## Fact sheet

### What is the pre-qualified supplier framework?

The Queensland Government is committed to doing all it can to ensure Queenslanders have access to high quality training that leads to job outcomes. A key feature of Queensland's training market is a network of quality registered training organisations (RTOs) pre-qualified by the department (as pre-qualified suppliers or PQS) to deliver eligible training and assessment services.

Pre-qualification applies to all RTOs directly contracted by DET to deliver training and assessment services in Queensland.

The PQS framework consists of national standards and DET-specific requirements in quality management. It aims to provide consumers with greater choice and a level of assurance that their chosen RTO is able to deliver high quality, industry standard training that best meets their skilling and learning needs, and supports employment opportunities.

There are no application fees or annual registration fees directly associated with becoming a PQS in Queensland.

### Objectives of the PQS framework

- RTOs that wish to deliver publicly-funded training and assessment services in Queensland must first be granted PQS status to deliver under the funded program — Queensland VET Investment or User Choice.
- PQS status is granted from the start date specified in DET's letter of authority to the

RTO advising of their PQS approval for specific training programs.

- DET reserves the right to revoke an RTO's PQS status subject to their non-compliance with the:
  1. 2016–17 *VET Pre-qualified Supplier (PQS) Agreement*
  2. Associated PQS and funded program policies for 2016–17.

All agreements and funded program policies are available on the DET website and must be read by the RTO's authorised officers prior to seeking PQS status. **Note:** User Choice has a separate *VET Pre-qualified Supplier (PQS) Agreement* and PQS Policy to the other funded programs.

### PQS participation in funded programs

An RTO that is authorised as a PQS in one funded program may be able to deliver training and assessment services in other funded programs, subject to DET requirements and written approval from DET. Some DET funding programs may require an RTO to be a PQS before they are able to deliver VET and related services.

### Who is eligible to become a PQS?

RTOs must meet the following requirements to be eligible to apply for PQS status:

- have an active RTO registration status (as indicated on [www.training.gov.au](http://www.training.gov.au))

- be registered to deliver full qualifications in Queensland under its scope of registration (as indicated on [www.training.gov.au](http://www.training.gov.au)) for the qualifications it wishes to deliver under a funded program
- have at least one funded vocational qualification on its scope of registration
- meet and adhere to the requirements of the relevant DET funding program and its policies
- meet the requirements of the PQS application process
- have a 12 month trading history in Queensland (i.e. delivering training and assessment services in Queensland for a minimum of 12 months before applying for PQS status in Queensland)
- agree to the terms and conditions contained within the applicable *VET Pre-qualified Supplier Agreement* and PQS Policy.

**Note:** As per the VETiS VET Funding Framework, school RTOs delivering to school students are not eligible to become a PQS.

## What is the application process?

To apply for PQS status, RTOs must complete and submit a PQS application through the Purchasing Online (POL) system for the relevant funded program — Queensland VET Investment or User Choice.

POL is a web-enabled system for RTOs to make application to deliver publicly funded training in Queensland. The application process and forms for a POL account are available on the DET website. If an RTO already holds a POL account, then the POL account holder can go directly to POL and access the PQS application.

PQS applicants must complete and submit the online PQS application to be considered for PQS status. Within the PQS application, RTOs will be required to nominate the funded qualification(s) they intend to deliver.

PQS applicants must print two (2) *VET Pre-qualified Supplier Agreements*, complete their details on the cover page, page 3 and the signature page, and return them to DET as part of their application to:

VET Investment  
Department of Education and Training  
Level 6, Education House  
LMB 527 GPO  
BRISBANE QLD 4001

Once the POL application is made, DET will seek further information from the RTO to assist in the application assessment process.

## How are applications evaluated?

Assessment of PQS applications submitted to DET may include, but is not limited to:

- confirming the accuracy of responses to the application questions
- reviewing previous training and assessment services delivery in Queensland
- seeking additional industry advice
- reviewing the RTO's latest Queensland VET Quality Framework, Australian Quality Training Framework and/or previous DET compliance audit results
- reviewing the compliance history of the RTO in Queensland and nationally
- confirming the financial viability of the RTO's business to meet its obligations under the applicable *VET Pre-qualified Supplier Agreement*.

## What is the approval process?

PQS status will only be granted upon receipt and approval of an RTO's application and subsequent execution of the *VET Pre-qualified Supplier Agreement* by DET. Applicants will be notified in writing of DET's decision regarding their application.

Successful applicants will be advised on their letter of authority to commence delivery against the approved qualification(s) and will

receive an executed *VET Pre-qualified Supplier Agreement* for their records.

DET will publish details of the successful RTO along with the list of approved qualification(s) they can deliver, on the Queensland Skills Gateway website — see [www.training.qld.gov.au/skillsgateway](http://www.training.qld.gov.au/skillsgateway).

Any training and assessment services delivered prior to the period specified in DET's letter of authority cannot be claimed for, or receive payment for, under the *VET Pre-qualified Supplier Agreement* and related funding program(s).

Once approved, a PQS can immediately commence delivering services in accordance with the approval provided to them. Selection of training participants is subject to the eligibility requirements of the approved funded program.

## **More information**

For more information on becoming a PQS, including PQS and funded program policies, visit [www.training.qld.gov.au/pqs](http://www.training.qld.gov.au/pqs).