

## Australian Skills Guarantee

### Reporting Worksheet Instructions

The Skills Guarantee Reporting Worksheet is provided to enable suppliers and relevant entities of projects subject to the Australian Skills Guarantee to fulfil their reporting obligations. This template provides an interim solution until the department's online reporting tool is available.

DEWR collates all reporting information across all *relevant entities* and eligible projects to determine overall program performance.

This template is to be used for all major ICT and construction projects over \$10 million, and flagship construction projects over \$100 million, which are subject to the Australian Skills Guarantee.

For more information on the Australian Skills Guarantee or the reporting obligations, visit:

<https://www.dewr.gov.au/australian-skills-guarantee>

#### Privacy and collection of personal information

Before reporting any personal information, please confirm that the individual has understood and agreed to the collection and use of their personal information.

The Department of Employment and Workplace Relations only collects, holds, uses and discloses personal information for a lawful purpose that is reasonably necessary or directly related to one or more of our functions or activities or where otherwise required or authorised by law.

We use and disclose personal information for the primary purposes for which it is collected. We will only use your personal information for secondary purposes where we are able to do so in accordance with the Privacy Act.

The department's complete privacy policy, which includes information on how the department handles personal information, how you can access or correct personal information, and how to make a complaint, can be found at <https://www.dewr.gov.au/using-site/privacy-notice> or by requesting a copy from the department at [privacy@dewr.gov.au](mailto:privacy@dewr.gov.au).

The privacy notice for the Australian Skills Guarantee is available here:

<https://www.dewr.gov.au/australian-skills-guarantee/resources/australian-skills-guarantee-privacy-notice>

#### Using this worksheet - General notes

Suppliers and relevant entities should not amend the reporting worksheet template. If you have any issues with the template, please contact the DEWR team via [asg@dewr.gov.au](mailto:asg@dewr.gov.au).

Suppliers may submit additional information at the time of reporting by including attachments.

#### Field types

	These fields are to capture inputs from suppliers and relevant entities.
	These are calculation fields presenting a value based on your inputs into the worksheet.
	These are reference fields, displaying information for ease of use that has been provided elsewhere in the worksheet.

#### Project details

This page is to be completed by the relevant entity to set up the project details.

Information recorded should be entered exactly as per your contract with the supplier, and as per the details provided to AusTender.

This page captures summary information describing the project, as well as the agreed Skills Guarantee targets and estimated total hours.

If there is one or more variations to your contract while using this worksheet, please update the project details page to show the latest information for the value, timeline and estimated total hours.

#### Gender Equality Action Plan

Note: Flagship construction projects are required to propose higher targets for women and have a Gender Equality Action Plan (GEAP), which should be provided as an attachment when submitting this worksheet to the department.

Potential suppliers for major construction and major ICT projects are also encouraged to submit a GEAP as part of their tender submission.

Upon execution of the work order or contract, the GEAP (as submitted in the response to the approach to market) is considered to be approved by the relevant entity.

#### Participant reporting

This page is to be completed by the supplier.

Suppliers should record the details of all apprentices and ICT cadets working on their project, and the hours worked to enable accurate reporting on Skills Guarantee targets. Suppliers must also record, track, and report this information on behalf of their sub-contractors.

Suppliers must ensure that sub-contractors provide accurate and timely reporting against targets to the supplier, to enable the supplier to meet their reporting obligations to the relevant entity.

For ICT projects: All workers on eligible projects are required to have a USI. Where workers do not have a USI they must obtain one through [usi.gov.au](http://usi.gov.au). USIs are not required to be provided, however, suppliers must indicate 'Yes' to proceed in submitting a report.

Please refer to the Skills Guarantee Procurement Connected Policy - ([dewr.gov.au](http://dewr.gov.au)) for further details about on-site and off-site hours, and explanations of Trades and other defined terms.

#### Quarterly reports

This page is to be completed by both the supplier and the relevant entity. Suppliers should submit this report to the relevant entity no later than 10 working days after the end of each quarter.

Relevant entities submit data to DEWR every 6 months. These reports are due at the end of the calendar month following the end of the second quarter of a financial year.

**Note:** Suppliers may submit reports to contracting agencies early where appropriate, such as prior to Christmas shutdown or at the end of a project.

**ICT projects:** For the 2024-25 financial year, the department proposes that the relevant entity should notify the department as soon as an approach to market is released for a major ICT project, and that the Contracting Agency sends the first quarterly report as soon as it's available.

#### Financial Year Summary

This page does not require direct input from the supplier or the relevant entity.

This page provides an overview of progress for the full financial year.

#### End of project report

This page is to be completed by the relevant entity. Relevant entities should submit this report to DEWR no later than 20 working days after the end of the project.

## Australian Skills Guarantee

### Project Summary details

Use this sheet to report the summary and contact details of your project.

#### Project overview

Project name	Text Field
Eligible project type	Flagship Project
UNSPSC Category	Non-residential building construction services
Primary project location	Street Name, Suburb, Pcode, State
Total estimated labour hours	60,000

#### Contract details

Please enter details exactly as in the Contract Notice published on AusTender.

Contract Number (CN ID)	CN0000000
Agency	Commonwealth Agency
Contract period start date	2/09/2024
Contract period end date	6/06/2029
Contract value (AUD) (inc. GST)	\$ 135,000,000.00
Procurement method	Open tender
Supplier name	Text Field
Supplier ABN	11 111 111 111
Latest variation number (CN ID)	
Latest variation type	

#### Agency contact details

Contract Manager Name	Text Field
Contact Email	Text.Field@department.gov.au
Contact Phone number	02 1234 5678
Delegate name (if different)	Text Field

#### Supplier contact details

Name	Text Field
Position	Text Field
Contact email	Example@sample.com
Contact phone number	1234567890
Registered business address	Street Name, Suburb, Pcode, State

#### ASG Requirements

Custom Skilled Workforce Targets	Yes
Is there a Gender Equality Action Plan?	Yes
In-scope for ASG	Yes
Rationale	
Comments	

Sample  
DO NOT USE

#### Workforce Targets

Enter the estimated labour hours and, if required, update the default workforce targets as per the executed contract.

Financial Year	Estimated labour hours	Overall Apprentices / Cadets	Women Apprentices / Cadets	Women in Trades
2025	15,000	10%	7%	5%
2026	12,000	10%	8%	6%
2027	8,000	10%	9%	7%
2028	10,000	10%	10%	8%
2029	15,000	10%	11%	9%
2030		10%	0%	0%
2031		10%	0%	0%
2032		10%	0%	0%
2033		10%	0%	0%
2034		10%	0%	0%
<b>Total / Average</b>	<b>60,000</b>	<b>10.0%</b>	<b>9.0%</b>	<b>7.0%</b>
Remaining to allocate	0 Complete			

Update the default values above per financial year with the agreed targets in the executed Supplier contract. Submit a copy of the Gender Equality Action Plan to the department when submitting this report.

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**Participant details**

Use this sheet to report the details and hours of apprentices and ICT cadets working on your project for each reporting period.

Financial Year	Quarter	Surname	First Name	Date of Birth	Apprentice ID	ICT Cadet	Has USI?	Gender	Trade	Hours (on-site)	Hours (off-site)	Residential Post Code	Participant Contact Number	Participant Email
2025	1	Surname	First Name	15/06/2000	12345678	No	No	Male	Yes	200	120	2000	1234567890	example@example.com
2025	1	Family Name	Given Name	21/03/1998	98765432	No	Yes	Female	Yes	133	25	2021	09 8765 4321	fictitious@example.com.au
2025	1	Example	Sample	3/03/1989	11111111	No	Yes	Unspecified	No	100	34	4008	0000000000	ex.ample@sample.com.au
2025	2	Surname	First Name	15/06/2000	12345678	No	No	Male	Yes	10	5	2000	1234567890	example@example.com

Sample  
DO NOT USE

**Australian Skills Guarantee**

**Quarterly Summary Report**

Use this sheet to report the quarterly summary information of your project.  
Please complete the Participant reporting for the relevant quarter first.

Project Name   
 Eligible project type   
 Reporting year   
 Quarter

Sample  
DO NOT USE

**Quarterly performance**

	Reported hours	Total reference hours	Actual proportion	Annual target
Overall Apprentices/Cadets	612	3,750	16.3%	10.0%
Women Apprentices	158	612	25.8%	7.0%
Women in Trades	158	478	33.1%	5.0%

**Project performance to date**

	Reported hours	Total reference hours	Actual proportion
Overall Apprentices	612	3,750	16.3%
Women Apprentices	158	612	25.8%
Women in Trades	158	478	33.1%

**Supplier Report details**

Supplier to complete this section and submit to relevant agency.

Quarterly targets met:   
 Reason targets were not met:   
 Will this limit you meeting targets in future quarters?   
 How will you address these reasons to meet future targets?   
 Additional report comments:

**Gender equality action plan assessment**

Supplier to complete this section and submit to relevant agency.

Recruitment assessment:   
 Recruitment comments:   
 Retention assessment:   
 Retention comments:   
 Other goal assessment:   
 Other goal comments:

**Contracting Agency Assessment**

Agency to complete this section and submit to DEWR

Assessment outcome:   
 Assessment notes:   
 Is the supplier well-positioned to meet the targets for future quarters?   
 What actions are required to support the supplier in meeting future targets?

**Contracting Agency Compliance**

Agency to complete this section and submit to DEWR

Were any compliance activities undertaken this quarter?   
 Which stream of non-compliance applies?   
 What action was taken?   
 What were the outcomes of the compliance action?   
 Are there ongoing concerns about performance supplier compliance?   
 What action should be taken to support supplier compliance?

**Australian Skills Guarantee**

**Quarterly Summary Report**

Use this sheet to report the quarterly summary information of your project.  
Please complete the Participant reporting for the relevant quarter first.

Sample  
DO NOT USE

Project Name	Text Field
Eligible project type	Flagship Project
Reporting year	2025
Quarter	2

**Quarterly performance**

	Reported hours	Total reference hours	Actual proportion	Annual target
Overall Apprentices/Cadets	15	3,750	0.4%	10.0%
Women Apprentices	0	15	0.0%	7.0%
Women in Trades	0	15	0.0%	5.0%

**Project performance to date**

	Reported hours	Total reference hours	Actual proportion
Overall Apprentices	627	7,500	8.4%
Women Apprentices	158	627	25.2%
Women in Trades	158	493	32.0%

**Supplier Report details**

Supplier to complete this section and submit to relevant agency.

Quarterly targets met:	No
Reason targets were not met	Temporary site shutdown
Will this limit you meeting targets in future quarters?	Yes
How will you address these reasons to meet future targets?	Free Text Field
Additional report comments	Free Text Field

**Gender equality action plan assessment**

Supplier to complete this section and submit to relevant agency.

Recruitment assessment	Not meeting milestones and revising GEAP accordingly
Recruitment comments	Free Text Field
Retention assessment	On track
Retention comments	Free Text Field
Other goal assessment	Not applicable
Other goal comments	Free Text Field

**Contracting Agency Assessment**

Agency to complete this section and submit to DEWR

Assessment outcome	Mitigating factors accepted by Agency
Assessment notes	Free Text Field
Is the supplier well-positioned to meet the targets for future quarters?	Yes
What actions are required to support the supplier in meeting future targets?	Free Text Field

**Contracting Agency Compliance**

Agency to complete this section and submit to DEWR

Were any compliance activities undertaken this quarter?	Yes
Which stream of non-compliance applies?	Minor
What action was taken?	Email/Correspondence
What were the outcomes of the compliance action?	Free Text Field
Are there ongoing concerns about performance supplier compliance?	No
What action should be taken to support supplier compliance?	Free Text Field

**Australian Skills Guarantee**

**Quarterly Summary Report**

Use this sheet to report the quarterly summary information of your project.  
Please complete the Participant reporting for the relevant quarter first.

Project Name	Text Field
Eligible project type	Flagship Project
Reporting year	2025
Quarter	3

Sample  
DO NOT USE

**Quarterly performance**

	Reported hours	Total reference hours	Actual proportion	Annual target
Overall Apprentices/Cadets	0	3,750	0.0%	10.0%
Women Apprentices	0	0	Input data	7.0%
Women in Trades	0	0	Input data	5.0%

**Project performance to date**

	Reported hours	Total reference hours	Actual proportion
Overall Apprentices	627	11,250	5.6%
Women Apprentices	158	627	25.2%
Women in Trades	158	493	32.0%

**Supplier Report details**

Supplier to complete this section and submit to relevant agency.

Quarterly targets met:	Input data
Reason targets were not met	
Will this limit you meeting targets in future quarters?	
How will you address these reasons to meet future targets?	
Additional report comments	

**Gender equality action plan assessment**

Supplier to complete this section and submit to relevant agency.

Recruitment assessment	
Recruitment comments	
Retention assessment	
Retention comments	
Other goal assessment	
Other goal comments	

**Contracting Agency Assessment**

Agency to complete this section and submit to DEWR

Assessment outcome	
Assessment notes	
Is the supplier well-positioned to meet the targets for future quarters?	
What actions are required to support the supplier in meeting future targets?	

**Contracting Agency Compliance**

Agency to complete this section and submit to DEWR

Were any compliance activities undertaken this quarter?	
Which stream of non-compliance applies?	
What action was taken?	
What were the outcomes of the compliance action?	
Are there ongoing concerns about performance supplier compliance?	
What action should be taken to support supplier compliance?	

**Australian Skills Guarantee**

**Quarterly Summary Report**

Use this sheet to report the quarterly summary information of your project.  
Please complete the Participant reporting for the relevant quarter first.

Project Name	Text Field
Eligible project type	Flagship Project
Reporting year	2025
Quarter	4

Sample  
DO NOT USE

**Quarterly performance**

	Reported hours	Total reference hours	Actual proportion	Annual target
Overall Apprentices/Cadets	0	3,750	0.0%	10.0%
Women Apprentices	0	0	Input data	7.0%
Women in Trades	0	0	Input data	5.0%

**Project performance to date**

	Reported hours	Total reference hours	Actual proportion
Overall Apprentices	627	15,000	4.2%
Women Apprentices	158	627	25.2%
Women in Trades	158	493	32.0%

**Supplier Report details**

Supplier to complete this section and submit to relevant agency.

Quarterly targets met:	Input data
Reason targets were not met	
Will this limit you meeting targets in future quarters?	
How will you address these reasons to meet future targets?	
Additional report comments	

**Gender equality action plan assessment**

Supplier to complete this section and submit to relevant agency.

Recruitment assessment	
Recruitment comments	
Retention assessment	
Retention comments	
Other goal assessment	
Other goal comments	

**Contracting Agency Assessment**

Agency to complete this section and submit to DEWR

Assessment outcome	
Assessment notes	
Is the supplier well-positioned to meet the targets for future quarters?	
What actions are required to support the supplier in meeting future targets?	

**Contracting Agency Compliance**

Agency to complete this section and submit to DEWR

Were any compliance activities undertaken this quarter?	
Which stream of non-compliance applies?	
What action was taken?	
What were the outcomes of the compliance action?	
Are there ongoing concerns about performance supplier compliance?	
What action should be taken to support supplier compliance?	

# Australian Skills Guarantee

## End of Financial Year Summary

Use this sheet to review the annual performance of the supplier for your project.  
Please complete the Participant reporting for the full financial year first.

Project Name	Text Field
Eligible project type	Flagship Project
Reporting year	2025

Sample  
DO NOT USE

### Overall Apprentices/Cadets

Target

10.0%

	Reported hours	Estimated total hours	Actual proportion
Quarter 1	612	3,750	16.3%
Quarter 2	15	3,750	0.4%
Quarter 3	0	3,750	0.0%
Quarter 4	0	3,750	0.0%
Annual total	627	15,000	4.2%

### Women Apprentice metrics

Target

7.0%

	Reported hours	Total reference hours	Actual proportion
Quarter 1	158	612	25.8%
Quarter 2	0	15	0.0%
Quarter 3	0	0	Input data
Quarter 4	0	0	Input data
Annual total	158	627	25.2%

### Women in Trades metrics

Target

5.0%

	Reported hours	Total reference hours	Actual proportion
Quarter 1	158	478	33.1%
Quarter 2	0	15	0.0%
Quarter 3	0	0	Input data
Quarter 4	0	0	Input data
Annual total	158	493	32.0%



## Australian Skills Guarantee

### End of Project Report

Use this sheet to assess the overall project performance of the supplier for your project.  
Please complete the Participant reporting for all financial years first.

Project Name  
Eligible project type

Text Field
Flagship Project

Sample  
DO NOT USE

#### Overall performance

	Reported hours	Total reference hours	Actual proportion	Average target
Overall Apprentices	627	60,000	1.0%	10.0%
Women Apprentices	133	627	21.2%	9.0%
Women in Trades	158	493	32.0%	7.0%

#### Contracting Agency Assessment

Agency to complete this section and submit to DEWR

Overall assessment outcome

Satisfactory
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Outcome reason

Mitigating factors accepted by Agency
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What strategies were employed to achieve targets?

Free Text Field
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Were these strategies effective?

Yes
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Additional comments

Free Text Field
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#### Gender equality action plan assessment

Agency to complete this section and submit to DEWR

Overall assessment of actions and strategies

Effective and milestones met
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Overall comments

Free Text Field
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