

Fact sheet- UQ Probity in procurement training modules

Audience- All Procurement stakeholders including Procurement specialists

Refer to the table for details on accessing and completing each course, and how to confirm successful course completion.

	Probity in Procurement for UQ staff	Probity in Procurement for non-UQ staff and contract staff
Target audience	<ul style="list-style-type: none"> UQ staff who have access to UQ's HR system, Workday. 	<ul style="list-style-type: none"> Non-UQ staff who are involved in UQ procurement activities, e.g., external advisors, external evaluation panel members, and contract staff who are unable to access the training available in UQ's HR system, Workday.
Accessing the course	Probity in procurement (log in to Workday)	Probity in procurement for non-UQ procurement stakeholders
Completing the course	<ul style="list-style-type: none"> Complete the assessment (90% to pass). Click the Exit Course button at the end of the course. <p>Note: Staff must click the Exit Course button to register completion of the course. Assessment is mandatory</p>	<ul style="list-style-type: none"> Complete the assessment and take a screenshot of the results (90% to pass). Complete the online form linked at the end of the course and attach the screenshot confirming results. <p>Note: Non-staff must submit the online form to register completion of the course. They must nominate the email of the UQ contact managing the specific procurement activity who will receive a copy of completion as well</p>
Confirming course completion	<p>Staff who completed the course:</p> <ul style="list-style-type: none"> View your learning history in Workday. <p>Procurement specialists:</p> <ul style="list-style-type: none"> Log in to Reportal and run the report: <i>Staff > Workplace Training > All Training Completions – Select Staff Member(s) > Enter UQ username or staff name.</i> For Reportal help email pbi-support@uq.edu.au. 	<p>Stakeholders who completed the course:</p> <ul style="list-style-type: none"> Check your email inbox for the confirmation email received after submitting the online form linked within the course. The other party email address nominated on the form (the UQ contact) will also receive a copy of the confirmation email for their information. <p>Procurement specialists:</p> <ul style="list-style-type: none"> View the results in Qualtrics. <p><i>If you are unable to access the above link, email n.knezevic@uq.edu.au to request access.</i></p>