

# Upfront assessment of need process summary

For school students please refer to the VETRO UAN process map

Step 1

## Conduct 3 UAN assessments

The UAN process includes 3 distinct assessments that are of equal importance.



### Suitability



To ensure the right fit between the individual and qualification of choice.

Are the learner and the course a good fit?

Training providers must assess each learner against the 7 areas in the **UAN suitability and support needs assessment guide.**

### Support needs



To ensure early identification and planning for the learner's learning and personal support needs.

Are there any learning or personal supports needed for the learner to achieve a successful training outcome?

Training providers must assess each learner against the 7 areas in the **UAN suitability and support needs assessment guide.**

### Literacy and numeracy capabilities



To ensure early identification and planning for the learner's literacy and numeracy development needs.

A literacy and numeracy assessment is not required for learners who hold an AQF Certificate IV or above in certain circumstances. Refer to the **UAN Guidelines** for more information.

Does the learner have the literacy and numeracy skills to be successful in the qualification of choice? Training providers must assess each learner using ACER's Snapshot Reading and Numeracy Indicator tool (as a minimum).

- If SRNI outcome requires further assessment in reading and/or numeracy the learner will undertake the Core Skills Profile for Adults (CSPA) reading and/or numeracy assessment.
- If the CSPA outcome is below exit level 2, a CSPA interpretation report is undertaken by a qualified CSPA interpreter.
- If literacy and numeracy development is required, refer learner for fee-free literacy and numeracy support.

Training providers are responsible for ensuring a learner enrolls and completes the required literacy and numeracy support.

Step 2

## Decision to accept enrolment

**Outcome 1:** Accept enrolment with no support needs

**Outcome 2:** Accept enrolment with agreed supports

This is the first opportunity to refer an eligible learner to Learner Support Services (LSS) and/or a foundation skills training

**Outcome 3:** Accept enrolment after completion of the required foundation skills training

**Outcome 4:** Do not accept enrolment and refer to Skills SA Infoline for other options



Step 3

## Create training account



Once a training provider accepts an learner's enrolment, a training account can then be set up.

## Need more info?

Download the **UAN Guidelines** for more information or contact a **UAN mentor.**

Effective 6 May 2024