

VETRO UAN process map

Start

School student VET referral form received by training provider from school



Step 1

Check eligibility



What must be checked

- ✓ Citizenship status
 - ✓ Are undertaking SACE or equivalent
- AND EITHER**
- ✓ Enrolled in Year 10, 11 or 12 and employed in a Training Contract that combines VET and schoolbased curriculum including SACE
- OR**
- ✓ Enrolled in Year 11, 12 or 13 and are 16 years of age or turning 16 years of age in the current year of that enrolment and,
 - ✓ Have completed a relevant preparatory VET pathway

? Are all eligibility criteria met?

NO

YES

End Process

Select Option D in Part B of referral form as outcome, discuss with school and submit form.

School and training provider receive PDF of completed referral form.

Step 2

Entitlement check



What must be checked

Prior completed subsidised qualifications do not exceed:

- ✓ 1 x Certificate II course
- ✓ 1 x Certificate III course

Qualification is subsidised on the current STL and approved for school enrolled students.

? Is the student entitled to access a subsidised course?

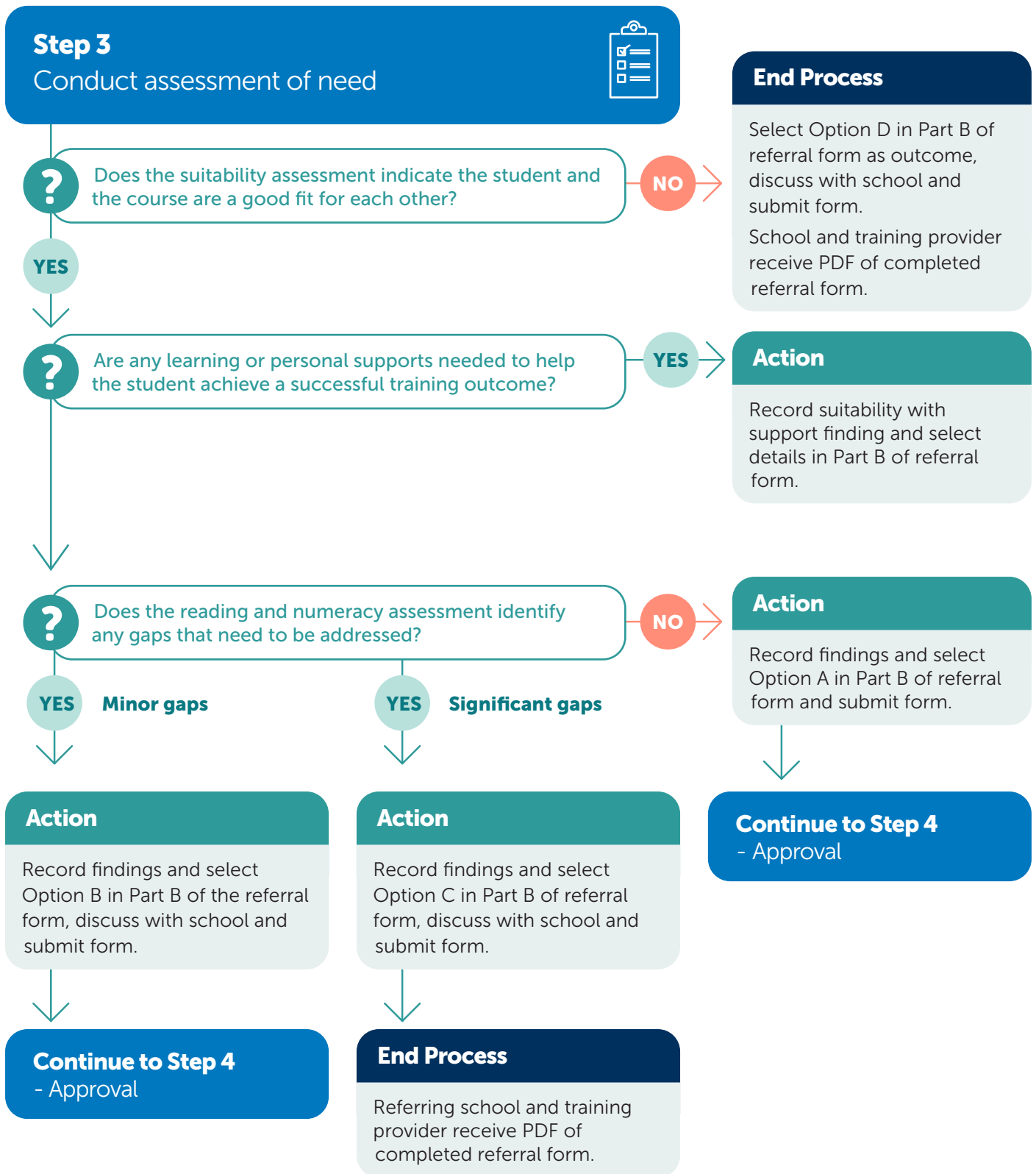
NO

YES

End Process

Select Option D in Part B of referral form as outcome, discuss with school and submit form.

School and training provider receive PDF of completed referral form.



Step 4 Approval



Parent/guardian or student receive summary of details of course for approval to proceed to enrolment with training provider

? Does parent/student approve enrolment into the course?

NO →

YES

Action

Referral form is finalised and PDF of completed form is sent to training provider, school and parent/guardian or student.

End Process

Training provider keeps the PDF record electronically or in hard copy on the students file.

Action

Parent/student discusses with school and school to resolve.

End Process

School advises training provider the referral to training is withdrawn.