

Instructional Guide on the School Student VET Referral online form V3 (1 July 2022)

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Glossary of Acronyms

ACSF	Australian Core Skills Framework
DIS	Department for Innovation and Skills
LaNCA	Literacy and Numeracy Comprehensive Assessment
SACE	South Australian Certificate of Education
SRNI	Snapshot Reading and Numeracy Indicator
USI	Unique Student Identifier
VET	Vocational Education and Training
VETRO	Vocational Education and Training Readiness Orientation

How to use the instructional guide

This instructional guide forms part of the training provider contract with the Minister for Industry and Skills, is a component of the [Upfront Assessment of Need \(UAN\) Guidelines](#) and supports the online [School Student VET Referral form](#). The table of contents enables access to information on Part A, B or C of the referral form individually to find a quick answer to a question within each part.

The instructional guide is also a reference document to:

- assist with training to understand the basis for the information collected in the form,
- requirements that must be met,
- a step-by-step guide on how to complete each part of the form and
- the auto email notifications process.

Appendix A provides a short checklist of information that is required for each part of the form. Part A or B can be printed off separately to use as a guide for what information to collect, in preparation for filling in the form.

Sections A, B and C start on a new page so the relevant section may be printed as a set of instructions for clarification on the questions and how the information should be entered.

Use Part A, B or C and the associated checklist to help inform the development of new processes, policies, and procedures in your organisation to embed and implement the VETRO process.

Appendices B to D provide extracts from the online referral form to enable familiarisation with the look and structure. The questions that lead to additional fields opening are also shown.

Appendices E to G provide extracts from the email notifications that are sent to schools, training providers and parent/guardian or student to enable familiarisation with the information each party receives.

Appendix H is a copy of a completed School Enrolled Student VET Referral form to enable all parties to see how the information fits together and to demonstrate how effective a completed referral form is as a Learning and Support Report for both the school and training provider.

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Before you get started

To be able to complete each Part in one sitting it is important that the person who will be entering the information has all this information on hand first and that it is complete and correct. This will streamline the process and minimise the time need to complete your Part of the form. The referral form is an official record of VETRO under the Upfront Assessment of Need requirements for all individuals accessing subsidised training.

As the data collected in the form will be made available to training providers to use through the Skills and Employment Portal, quality of the data is paramount. The value of the reports that will be available and the ability to use the data to monitor and track the progress for each Part will depend of the efforts made to ensure it is accurate and complete.

Most questions in the form are mandatory and must be answered for the form to be submitted. Mandatory fields have a red asterisk next to them and if they are not completed the form will provide a red highlighted alert message.

For further information and assistance contact DIS.Skills@sa.gov.au.

Part A – Secondary school to complete

School representative contact information

Q: Referring secondary school

Select the name of the school from the alphabetically ordered drop-down list. Typing the first letter of the name of the school will assist with filtering, however, do not enter more than the one letter as it cannot filter beyond that.

Q: School contact person

Enter the first and last name of the person who is the contact for this referral in the school. This person will be who the training provider will communicate with in the school.

Q: School contact number

Enter the number for the person who is the contact for this referral in the school and double check to ensure the number is entered correctly. The training provider will contact this person on all matters relating to this referral.

Q: School email address (strongly advise using a central email inbox address)

Enter an email address for the school. Schools are strongly advised to use a central email rather than a staff email. Double check to ensure the address is entered correctly. Automatic notifications about this referral rely on the email being correct. If the first notification is not received within 24 hours of the school submitting Part A to confirm it has been sent, this will indicate an error in the school's email address and the school should immediately contact the training provider to notify them. Do not rely on receiving a bounce back message as this may not occur. The training provider can edit Part A to correct the email address once the school has submitted Part A.

Q: Is the referral for an independent student or a student 18 years or older?

Select yes or no to this question. If yes is selected the form will hide the parent/guardian information option and then go to student information and open more fields for student contact details.

Q: Parent/guardian information

Parent/guardian contact name

Enter the first and last name for the parent/guardian who will receive Part C of the referral form to approve enrolment into the course if the student is found suitable to commence.

Q: Parent/guardian contact number

Enter the number for the parent/guardian named in the form and double check to ensure the number is entered correctly. Schools are responsible for liaising with parents/guardians before, during and after the referral process. Training providers will not contact the parent/guardian prior to their completion of Part C.

Q: Parent/guardian contact email (please avoid using BigPond email addresses due to a know issue)

Enter the email address for the parent/guardian nominated in this form and double check to ensure the address is entered correctly. Note there is a known issue with BigPond email addresses and this

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means they are not successfully delivered. Please request an alternative email address and enter this into Part A. Automatic notifications about this referral will be sent to this email. If the parent/guardian advises the school they did not receive a confirmation email notification that the school had submitted Part A, this would indicate the email address has been incorrectly entered and the school should immediately contact the training provider to notify them of the error. Do not rely on receiving a bounce back message as this may not occur. The training provider can edit Part A to correct the email address once the school has submitted Part A.

Student information

Q: Student name

Enter the student's first and last name. It is important that the student's first name is not represented with an initial only or abbreviated. Correct spelling for first and last name is very important given there are many variations on how one name can be spelt. Ensure the spelling matches that which the school also uses. First and last name are very important in data matching that supports national reporting requirements. If the student is over 18 or has independent status, they will receive Part C of the referral form to approve enrolment into the course if they are found suitable to commence.

Q: Student email address (please avoid using BigPond email addresses due to a know issue)

This will only appear if the student is over 18 or has independent status. Enter the email address for the student and double check to ensure the address is entered correctly. Note there is a known issue with BigPond email addresses, and this means they are not successfully delivered. Please request an alternative email address and enter this into Part A. Automatic notifications about this referral will be sent to this email. If the student advises the school they did not receive a confirmation email notification that the school had submitted Part A, this would indicate the email address has been incorrectly entered and the school should immediately contact the training provider to notify them of the error. Do not rely on receiving a bounce back message as this may not occur. The training provider can edit Part A to correct the email address once the school has submitted Part A.

Q: Student phone number

This will only appear if the student is over 18 or has independent status. Enter the number for the student and double check to ensure the number is entered correctly. Schools are responsible for liaising with students before, during and after the referral process. Training providers will not contact a student prior to completion of Part C without the school's permission.

Q: Date of birth

Enter the date of birth using the calendar tool or type in the date in the format of DD/MM/YYYY, it will not accept any other format. The form will auto calculate the age and display this. If the student is not yet 15 the form will automatically alert the school that they are not eligible to apply for access to a subsidised course. If the school submits a referral for a student under 15 years the training provider will not consider them for access to the subsidised course, select an outcome of not suitable due to ineligibility and this will end the referral process.

Q: The student meets the following eligibility criteria

Select one of the three options provided in the form to confirm the student is eligible to apply for access to a subsidised course. If the student is a visa holder the school can check if the visa meets eligibility criteria by visiting <https://providers.skills.sa.gov.au/Deliver/Student-eligibility-for->

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[subsidised-training](#) this link is also included in the Referral form for quick reference . If the school submits a referral for a student who is not eligible the training provider will not consider them for access to the subsidised course, select an outcome of not suitable due to ineligibility and this will end the referral process.

Q: Does the student identify as Aboriginal or Torres Strait Islander?

Select yes or no.

Q: Gender

Select female or male or non-binary.

Q: Do you have a student SACE ID?

Select yes or no. If yes, enter the student's SACE ID and double check it is correctly entered. The SACE ID is very important in data matching that supports national reporting requirements A SACE ID must include six numerical and one alpha character to be valid and to be accepted in the form. If no, a SACE alternative option will appear.

Q: SACE alternative

If the student is completing a SACE equivalent, enter the name of this into the text box.

Q: USI

Enter the Unique Student Identifier for the student and double check it is correctly entered. The USI is very important in data matching that supports national reporting requirements. A USI must contain five numerical and five alpha characters to be valid and accepted in the form. For more information on what a USI is visit <https://www.usi.gov.au/>.

Training provider representative contact information

Q: Training provider name

Select the name of the training provider from the alphabetically ordered drop-down list. Typing the first letter of the name of the training provider will assist with filtering, however, do not enter more than the one letter as it cannot filter beyond that.

Q: Training provider contact person

Enter the first and last name of the person who is the training provider's nominated contact for receiving referrals in their organisation. This person will be responsible for managing the referral form in the organisation and communication with the school.

Q: Training provider contact number

Enter the number for the person who is the training provider's nominated contact for managing referrals in their organisation and double check to ensure the number is entered correctly.

Q: Training provider email (strongly advise using a central email inbox address)

Enter the email address for the training provider using their nominated email address and double check to ensure the address is entered correctly. Training providers are strongly advised to use an

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organisational email inbox. Automatic notifications about this referral will only come to this email address in the training provider's organisation. Do not rely on receiving a bounce back message as this may not occur. If an error has occurred the school should contact the Department for Innovation and Skills for assistance at DIS.Skills@sa.gov.au.

Course information

Q: Will the course be delivered as a school-based apprenticeship or traineeship?

Select yes or no. If yes is selected the school will not be required to include evidence of a completed preparatory VET pathway with the referral form, refer to the [VET for School Students Guidelines for Training Providers](#).

Q: Course code

Schools should ensure they have the correct course code. Enter the alpha/numeric course code and double check it has been entered correctly.

Q: Course name

Schools should ensure they have the full and correct course name. Enter the title of the course using the format of Certificate II or III in XXXXX and double check it is complete and spelt correctly.

Q: How many nominal hours does the student require from the course for SACE attainment?

Enter the number of nominal hours the student requires from the course for SACE attainment.

Q: Approximate course fee

Enter the numerical value of the approximate course fee. Co-contribution is required under subsidised training arrangements for the course and the training provider will determine the course fee based on the difference between the subsidy paid by the Department for Innovation and Skills and the cost to the provider for delivery of the course.

Q: Approximate other incidentals fee

Enter the numerical value of the approximate incidentals fee charged by the training providers that are additional to the course fee.

Q: Term date in which the course will start

Enter a date from the Term in which the course is anticipated to start using the calendar tool or type in the date in the format of DD/MM/YYYY, this is the only accepted format.

Q: Course location

Select from the three options, based on where the course will be delivered.

Q: Campus location (Include name for host school or trade training centre)

If delivery is at a training provider's own site enter the name of the campus or suburb if known or to be confirmed if not yet known. If delivery is at a host school or trade training centre, enter the full name of the school and the suburb where they are located.

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Q: Is this referral a re-application for the same course?

Select yes or no. If yes, the form will open additional fields for further details to be provided by the school. It is important for the training provider to know if this is a re-application as this enables them to streamline the VETRO process to only focus on any areas that need re-assessment based on the outcome of the previous application.

The re-application is:

Select one of the two options to indicate the re-application is with the same training provider or with a different training provider.

Q: Prior referral ID number (if known)

If the re-application is with the same provider enter the prior referral ID number that will be on the completed PDF copy of the application the school received, or in the subject line of email notifications the school received relating to this previous application. Schools should make every effort to provide this ID number if the re-application is with the same training provider to help streamline the VETRO process for the student. Including the ID number even where it is not the same training provider also provides value to the Department for Innovation and Skills for reporting on re-applications.

Q: What was the outcome for the previous referral for the same course?

Select from one of the five options for the circumstances that best describe the reason for the re-application. This information will assist the training provider to streamline the VETRO process for the student. The five options are:

1. Suitable but student is now enrolled with a different school
2. Suitable but student did not commence the course
3. Suitable, subject to provision of literacy and numeracy supports, but student did not commence the course
4. Not suitable due to literacy and numeracy development needs, that have now been addressed
5. Not suitable due to ineligibility or further preparation for entry into VET was required, that have now been addressed

Q: Select one or more of the following three categories to indicate what eligibility evidence has been uploaded with this referral form.

School students must demonstrate they have completed a relevant preparatory VET pathway to be eligible to access a subsidised course and training providers will determine this based on the evidence provided. The [VET for School Students Approved Evidence Guide for Completion of a Relevant VET Pathway Guide](#) provides detailed information that should be read to ensure evidence will meet eligibility requirements. This is not required if the student will be under School Based Apprenticeship or Traineeship arrangements. If the school submits a referral for a student who is not eligible, the training provider will not consider them for access to the subsidised course, select an outcome of not suitable due to ineligibility and this will end the referral process.

Q: Evidence the student has completed a preparatory VET pathway must be provided to the training provider with this referral to support their assessment of eligibility.

Schools are required to upload the evidence with the referral form at this point in the referral form. This does not apply if the course is delivered under a School Based Apprenticeship or Traineeship arrangement.

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Q: What year level will the student be in when commencing the course?

Select from one of the year levels. A school student is only eligible to access subsidised training while in Year 10 if they are under a School Based Traineeship and Apprenticeship arrangement. Otherwise students must be 16 years of age or turning 16, and commencing the course in Year 11, 12 or 13 to be eligible for subsidised training.

Q: Support needs. Select any that are applicable.

Select if applicable any one or combination of all three options, including negotiated education plan, disability or under Guardianship of the Minister, that apply. If selected the form will open an additional field for more information. Training providers are required to submit an [Application for Exemption as a person under the Guardianship of the Minister](#) to ensure the school student receives full subsidy (no student fees) from the Department for Innovation and Skills if the student is identified as such by the school in the form.

Q: Summarise any supports or services being provided by the school or other agency and, if the student has a disability outline the nature of the disability.

Schools need to provide this information to enable the training provider to plan for and accommodate specific needs during VETRO, and to assist with planning to meet individual needs during training that are identified through the VETRO process. This important information will enable the training provider to work in partnership with the school to support the student to experience a positive and successful training outcome. It is important schools discuss with school students and their families what information they agree to being disclosed on the Referral form prior to submitting Part A.

Q: Upload information on supports currently provided by the school (optional)

Schools can attach additional information for the training provider to assist with their understanding of the students' needs however, this is optional.

Tick Checklist

Prior to completion of Part A, schools must complete the checklist.

Where the course is being delivered institutionally, there are seven statements. The first statement is not compulsory and relates to confirming the student is FLO enrolled in a government school, if applicable. The remaining six statements enable the school to confirm that the student named in the referral and their parent/guardian are fully informed and agree to the course, choice of provider, any cost sharing with the school for course fees, invoicing, the VETRO process, accessing additional supports through the training provider and that all parties understand that access to the subsidised course is subject to the outcome of the VETRO process. The Fact sheet embedded into this section on Learner Support Services and TAFE SA Student Services for School Students provides more information on the services and policies on confidentiality and information sharing.

Where the course is being delivered as a School-Based Apprenticeship or Traineeship, the checklist will include four statements. The first statement is not compulsory and relates to confirming the student is FLO enrolled in a government school, if applicable. The second and third statements enable the schools to confirm that student and/or parent/guardian are aware the training provider may invoice them for fees and that the VETRO process has been explained. The final statement relates to

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the school consenting to the student accessing Learner Support Services or TAFE SA Student Services whilst in training.

Submit

Once the school has completed Part A of the referral form, click on the submit button. If there are any incomplete mandatory fields the form will highlight a message in red beneath the question to flag what the issue is so the school can resolve this.

Once the form is submitted an email notification will be sent to the school to advise the referral form has now progressed to the training provider. The parent/guardian or student, if they are over 18 or have independent status, will also receive an email notification the referral form has been sent to the training provider. The nominated training provider will receive an email notification that the student has been referred to them for consideration for access to the course of choice and the email will include a link to the form so they can complete Part B.

Part B – Training provider to complete

Training providers use Part B to guide the VETRO assessment process and record the findings and outcome. Following the VETRO assessment, the completed referral form doubles as a Learning and Support Report for training provider compliance requirements under their Funded Activities Agreement and for the schools, parent/guardian, or students' own records.

Training providers on receipt of Part B should check the information carefully in Part A to ensure the information is correct and complete. It is important to provide feedback to schools where needed to support ongoing learning during implementation and to maintain a quality VETRO process in the long term.

Q: Suitability and support needs assessment findings

Select one of the four options to record the outcome of the suitability and support needs assessment. Refer to the [Suitability and Support Needs Checklist](#) on what must be assessed at a minimum and [Learner Support Services](#) that can assist with complex needs. As a guide the four options and their meaning are:

1. Suitable – this indicates that the student and the course are a good fit and the support needs assessment did not indicate living, learning or transition supports are required to support a successful training outcome
2. Suitable with support – this indicates the student and course are a good fit however there are personal, or learning supports that are essential to a successful training outcome
3. Not suitable – this indicates that the student and the course are not a good fit and the reasons why will need to be addressed by the school before the student can re-apply
4. Not eligible or assessed as not ready at this time or referral withdrawn by school or student, or referral closed by training provider

If suitable with support is selected the form will open additional fields for further details to be provided by the training provider. An additional statement will also appear further on in Part B that requires the training provider to confirm all supports have been discussed with the school and confirmed via email between the two parties.

Q: Living supports (select all that apply)

Select any options from the list that apply. The first five options are what the training provider has identified they will facilitate. The sixth option identifies the school will be providing supports and this will be detailed in the email between the school and the training provider. The seventh option allows for identification that living supports are not applicable to the 'suitable with support' finding.

Q: Learning supports (select all that apply)

Select any options from the list that apply. The first five options are those the training provider has identified they will facilitate. The sixth option identifies the school will be providing supports which will be detailed in the email between the school and the training provider. The seventh option allows for identification that learning supports are not applicable to the 'suitable with support' finding.

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Q: Transition supports (select all that apply)

Select any options from the list that apply. The first five options are those the training provider has identified they will facilitate. The sixth option identifies the school will be providing supports which will be detailed in the email between the school and the training provider. The seventh option allows for identification that transition supports are not applicable to the 'suitable with support' finding.

Q: Literacy and numeracy assessment findings

Select one of the five options to record the outcome of the literacy and numeracy assessment. Refer to the [Upfront Assessment of Need Guidelines](#) for more information on the required process for assessing literacy and numeracy and guidance on interpreting results. As a guide the five options and their meaning are:

1. SRNI completed no further assessment required – this indicates the student is at least ACSF Exit Level 2 in reading or numeracy and meets the minimum required
2. SRNI completed further assessment was required – this indicates the student may not be at ACSF Exit Level 2 in reading and/or numeracy and another option relating to the LaNCA must be selected
3. LaNCA completed no interpretation was required – this indicates the student is not below ACSF Exit Level 2 in reading or numeracy or any higher level required by the training package as determined by the training provider and meets the minimum required
4. LaNCA completed and interpretation of the result was required – this indicates the student did not meet the minimum ACSF Exit Level required in reading and/or numeracy and/or writing if the training provider chose to assess writing as well
5. Not eligible or assessed as not ready at this time or referral withdrawn by school or student, or referral closed by training provider

Depending on the options selected the form will add additional fields to enable the training provider to record the outcome of the literacy and numeracy assessment finding. If option 5, is selected, no additional fields will be added to the form.

Q: The training provider has discussed the findings of the LaNCA results and the interpretation of these results with the school and provided the school with an electronic copy of the LaNCA results via email.

The statement will appear in the form if option five, 'LaNCA completed and interpretation of the result was required', is selected. The training provider must check the box next to this statement to confirm they have discussed with the school and provided both the LaNCA results and LaNCA Fact Sheet for Schools. Providing the LaNCA results to the school will enable them to address the identified gaps through curriculum to assist the student to bring their foundation skills up to the minimum ACSF Exit levels required so that the student can re-apply later. Training providers should also discuss the findings of the interpretation of the LaNCA as it relates to the course of choice to help the school understand the impacts the gaps have on the course. However, the training provider must not provide the interpretation report to the school.

Q: Suitable (outcome for literacy and numeracy assessment)

The single option to check the box, to indicate the student meets the minimum ACSF Exit levels required, will appear if the training provider chooses:

- SRNI completed no further assessment required OR
- LaNCA completed no interpretation required OR

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- SNRI completed further assessment required AND LaNCA completed no interpretation, are both selected

Q: Suitable with support (outcome for literacy and numeracy assessment)

The multiple options for suitable with support will appear, in addition to the previous field, if the training provider selects:

- LaNCA completed and interpretation was required OR
- SRNI completed further assessment was required AND LaNCA completed and interpretation was required, are both selected

The suitable with support field provides six options relating to minor reading or numeracy or writing gaps, and with support provided by either the training provider or school during the course. Any combination of these options can be selected.

Q: Not suitable (outcome for literacy and numeracy assessment)

The multiple options for not suitable will appear, in addition to the previous field, if the training provider selects:

- LaNCA completed and interpretation was required OR
- SRNI completed further assessment was required AND LaNCA completed and interpretation was required are both selected

The not suitable field provides three options relating to, reading or numeracy or writing that cannot be supported during the course. Any combination of these options can be selected.

Q: Supports identified from the suitability/support needs assessment or literacy and numeracy assessment, have been discussed with the school. The school has confirmed via email their commitment to deliver the identified supports they are nominated to provide.

This statement will appear if the student has been identified as suitable with support. The training provider must check the box to confirm they have discussed the support needs with the school and negotiated with them the supports the school will provide and any the training provider will provide prior to completion of Part B. Literacy and numeracy supports are a condition of access to subsidised training and the training provider must ensure this is explained to the school prior to completion of Part B, and monitor that the condition is met by the student and the school through their supports during training.

Q: Please read and select the correct VETRO assessment option below

The training provider can select the outcome of an assessment following:

- the completion of the VETRO assessment process, which includes provision of the LaNCA if applicable,
- discussion with the school on the outcomes, and
- emailed confirmation received from the school for any supports they have agreed to provide.

There are four options to select from and as a guide these are what they mean:

1. Option A – assessment of the student has identified the student is suitable, they do not have any support needs or literacy and numeracy gaps.

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2. Option B – assessment of the student has identified the student as suitable with supports that may include personal and/or learning supports or literacy and/or numeracy supports and it has been agreed these will be provided by either the school, training provider or both during the course.
3. Option C – assessment of the student has identified that the student has significant gaps in their literacy and/or numeracy that must be addressed by the school before the student can re-apply for the course.
4. Option D – the training provider has identified that the student is not eligible for access to subsidised training at this time and therefore the student was not assessed OR the assessment of the student has identified the student cannot meet the inherent requirements from a suitability, support needs or literacy and numeracy perspective or combination or the referral has been withdrawn by the school or the student, or the referral has been closed by the training provider.

If Option D is selected the form will open a list of six tick boxed more detailed explanations and the one selected will appear in the finalised referral sent to the training provider and school.

Q: How many nominal hours does the course provide the student on completion?

If the training provider selects Option A, B or C the form will open this additional field. Enter the number of hours the course provides on completion. The form will auto check this against the value the school entered for the number of hours the student needs for SACE. If the number the school entered is more than the value of the hours the training provider identified, the form will alert the training provider to discuss this with the school.

Q: What date would you like Part C be completed by?

Enter the date the training provider would like Part C to be completed by the parent/guardian and/or student using the calendar tool or type in the date in the format of DD/MM/YYYY, this is the only format accepted. Training providers must enter a date so that the email notification to the parent/guardian and/or student and Part C will indicate when Part C needs to be completed by to secure a place for the student. This date also allows training providers to use the reporting function in the Skills and Employment Portal for the referral form to filter outstanding Part C referral forms that have not been received and determine what action they will take.

Submit

Once the training provider has completed Part B of the referral form, click on the submit button. If there are any incomplete mandatory fields the form will highlight a message in red beneath the question to flag what the issue is so the training provider can resolve this.

If Option A or B were selected as the outcome of the assessment an email notification will be sent to the parent/guardian or student, if they are over 18 or have independent status, and the email will include a link to the form so they can complete Part C which indicates they agree to proceed to enrolment in the course. The school and training provider will also receive an email notification that Part B is now complete, and the referral has been forwarded to the parent/guardian or student to action.

If Option C or D were selected as the outcome of the assessment the referral process is completed and an email notification with a PDF copy of the finalised referral form will be sent to the training provider and school for their record. The school is responsible for discussing an Option C or D outcome

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with the parents/guardian and student, who will not receive any email notification or copy of the completed referral form.

Part C – Parent/guardian or student to complete

The nominated parent/guardian and student or just the student, if they are over 18 or have independent status, receive Part C after the training provider has completed Part B and selected either Option A or B and submitted the form. Part C summarises the school, training provider and course information and includes a declaration that covers the management of the information collected in the referral form, privacy, and parental/guardian consent for minors to access Learner Support Services or TAFE SA Student Services.

The declaration requires the parent/guardian and student or just the student, if they are over 18 or have independent status, to check the box they agree with the declaration statements. This agreement signifies they approve the student commencing in the course. When they submit Part C of the referral form the VETRO process is finished and the parent/guardian or student, school and training provider all receive a PDF copy of the full completed referral form.

Appendix A – Checklist of required information to complete the form

Part A Checklist – School to complete

- Confirmed if the referral is a re-application for the same course
- Have on hand the prior referral ID number
- Confirmed what the outcome was for the previous referral for the same course
- School representative contact information
- School contact name
- School contact number
- School contact email (strongly advise using a central email inbox address rather than an individual)
- Parent/guardian information
- Parent/guardian contact number
- Parent/guardian contact email (do not use BigPond email addresses they have a known issue – ask for an alternative)
- Student name
- Student email address (do not use BigPond email addresses they have a known issue – ask for an alternative)
- Student phone number
- Date of birth
- Gender
- Confirmed if the student is an independent student or over 18 years of age
- Confirmed what year level the student be in when commencing the course
- Confirmed if the student is a FLO enrolled student in a government school
- Confirmed if the student identifies as Aboriginal or Torres Strait Islander
- Confirmed if the student has a negotiated education plan and/or know disability and/or is under the Guardianship of the Minister
- Have details on hand of any supports or services being provided by the school or other agency and, if the student has a disability, details on the nature of the disability, including any documents on supports that can be attached to the form
- Confirmed the student is an Australian Citizen or Permanent Australian Resident or eligible visa holder
- Confirmed what the category or categories for evidence of completed relevant preparatory VET pathway are
- Have on hand an electronic copy of evidence of completed preparatory VET pathway that meets the standards set in the evidence guide
- SACE ID or SACE alternative
- Unique Student Identifier (USI)
- Training provider name
- Training provider contact name
- Training provider contact number
- Training provider contact email (strongly advise using a central organisational email inbox address rather than an individual)
- Confirmed course information
- Confirmed course code
- Confirmed course name
- Confirmed number of nominal hours the student requires from the course for SACE attainment
- Approximate course fee
- Approximate other incidentals fee
- Term date the course is anticipated to start in
- Confirmed course location
- Confirmed campus name for training provider and name of host school or trade training centre and suburb

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- Confirmed the parent/guardian and/or student have been informed and agreed to the choice of training provider, course, and any cost sharing arrangements with the school for the course fee and incidentals
- Confirmed school understands the training provider will invoice school directly for institutional courses OR
- Confirmed with family the training provider may invoice them for courses delivered as SBATs
- Confirmed school is satisfied with method of delivery and duration of course for the student and agrees to the student accessing Learner Support Services or TAFE SA Student Services while in training

Part B Checklist – Training provider to complete

- Confirmed all eligibility criteria have been met and if not, on hand the details of what has not been met
- Have on hand the suitability and support needs assessment findings
- Have on hand what, if any, living supports will be provided and by whom
- Have on hand what, if any, learning supports will be provided and by whom
- Have on hand what, if any, transition supports will be provided and by whom
- Have on hand the literacy and numeracy assessment findings and decision based on the results of the SNRI, LaNCA or CSPA Interpretation Report
- Confirmed, if applicable, that the findings of the LaNCA results and the interpretation of these results have been discussed with the school and the school has been provided an electronic copy of the LaNCA results via email
- Confirmed, if applicable, that the supports identified from the suitability/support needs assessment or literacy and numeracy assessment, have been discussed with the school
- Have on hand the school email confirming their commitment to deliver the identified supports they are nominated to provide
- Confirmed decision on outcome of VETRO assessment
- Confirmed date that Part C must be completed by

Part C Checklist – Parent/guardian and/or student to complete

- Contacted the school VET co-ordinator to discuss any questions about information in Part C
- Have read the summary of the course information
- Have read the declaration and are ready to agree

Appendix B - Part A Online View of Starting Questions

Additional fields will open depending on the answers to the questions – refer to instructional guide for more information

Part A – Secondary School to complete

School Representative Contact Information

Referring secondary school *

Type the first letter of the School to filter the list. Please note that typing more than 1 character will filter the list further.

School contact person *

School phone number *

School Email address *

Strongly advise using a central Email inbox address.

Is this referral for an independent student or a student 18 years or older? *

Yes No

Student information

Student name *

Student Email address

Please avoid using BigFont email addresses due to known issues.

Date of birth *

Age in years

The student meets the following eligibility criteria *

- Australian Citizen
- Permanent Australian resident
- Eligible visa holder

For more information see [Student eligibility for subsidised training](#)

Does the student identify as Aboriginal or Torres Strait Islander? *

Yes No

Gender *

- Female
- Male
- Non-binary

Do you have a Student SACE ID? *

Yes No

USI *

Training Provider Representative Contact Information

Training provider name *

Training provider contact person *

Training provider phone number *

Training provider Email address *

Course information

Will this course be delivered as a school-based apprenticeship or traineeship? *

Yes No

Course code *

Course name *

How many nominal hours does the student require from the course for SACE attainment? *

Course code *

Course name *

How many nominal hours does the student require from the course for SACE attainment? *

Approximate course fee *

Approximate incidentals fees *

Term date in which the course will start *

Course location *

- Training provider
- Host School
- Trade Training Centre

Is this referral a re-application for the same course? *

Yes No

What year level will the student be in when commencing the course? *

- Year 10 and the course is under school-based traineeship or apprenticeship arrangements
- Year 11
- Year 12
- Year 13

Support needs

Select any that are applicable

- The student has a negotiated education plan
- The student has a known disability
- The student is under the Guardianship of the Minister

Submit

Appendix C – Part B Online View of Starting Questions

Additional fields will open depending on the answers to the questions – refer to instructional guide for more information

Part B - Training provider to complete

VET Readiness Orientation Assessment details

Suitability and Support Needs Assessment Findings *

- Suitable
- Suitable with support
- Not suitable
- Not eligible or assessed as not ready or referral withdrawn or referral closed

Literacy and Numeracy Assessment Findings *

- SRNI completed no further assessment required
- SRNI completed further assessment was required
- LaNCA completed no interpretation was required
- LaNCA completed and interpretation of the result was required
- Not eligible or assessed as not ready or referral withdrawn or referral closed

Please read and select the correct option below *

- Option A - Assessed and suitable to enrol
- Option B - Assessed as suitable to enrol subject to agreed supports being provided by the school or training provider or both
- Option C - Assessed as not ready at this time due to identified significant gaps in reading and/or numeracy
- Option D - Not eligible or assessed as not ready or referral withdrawn or referral closed

Submit

Appendix D – Part C Online View of Starting Questions

Additional fields will open depending on the answers to the questions – refer to instructional guide for more information

Part C – Parent/Guardian to complete

An agreement has been finalised for Melaine Green to access training subsidised by the South Australian Government.

Speak to your Schools VET Coordinator if you have any questions and agree to the declaration by **4/07/2022**

A summary of the enrolment details are below.

Secondary School details

- Referring School: Aberfoyle Park High School
- School contact person: Jane Smith
- Phone number: 00000000

Training Provider details

- Registered Training Organisation: Clip Joint Academy of Hairdressing Pty Ltd as trustee for The EDC Unit Trust 0186
- Course name: Cert III not real course
- Course code: AAA11111
- Commencement date: 25/07/2022

Once you submit this form you, the secondary school, and the training provider will all receive a full copy of the referral.

Declaration

Your name

Trevor Green

Your email

michelle.potts@sa.gov.au

Student name

Melaine Green

I understand that the information on this form is being collected for the purpose of giving me access to training subsidised by the South Australian Government. The information on this form is shared with my school, my training provider and the Department for Innovation and Skills. In addition, my training provider shares information about my participation, support needs and attendance in training with my school.

The school, training provider and the Department for Innovation and Skills (the Parties) will ensure that any personal information collected, pertaining to me is treated in accordance with the 'Information Privacy Principles' issued by the South Australian Department of Premier and Cabinet, or other applicable Privacy legislation.

Parties will ensure that access to my personal information is restricted to those of its employees and officers who require access in order to perform their duties under this Referral Form, and that personal information is not to be disclosed other than for the purpose of the performance of the services under this Referral Form.

I understand and give parental/guardian consent for my child to access Learner Support Services or TAFE SA Student Services through the training provider, at no cost, while in the course to support a successful outcome where needed.

For more information on consent to access additional personal and learning supports, see [VET for School Students Fact Sheet](#).

Agreed by parent or guardian

Agreed by student

Submit

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Appendix E - Example of email notifications to school

Email 1 confirming referral sent to training provider

Department for Education

School Enrolled Students VET Referral 2023

Thank you for completing Part A of the School Enrolled Students VET Referral for Melaine Green.

An email has been sent to Mary Martins at Clip Joint Academy of Hairdressing Pty Ltd as trustee for The EDC Unit Trust 0186 requesting they undertake VETRO with Melaine Green and complete Part B.

Next steps

You will receive a second email notification once the training provider has completed Part B. If they assessed the student as suitable to enrol, the email will advise that a notification has also been sent to the parent/guardian, or student if they have independent status or are 18 plus years of age, to request they complete Part C. Alternatively, if the student was assessed as not suitable the second email will notify you of this outcome and provide you with a copy of the completed referral form.

When Part C is completed by either the parent/guardian, or student if they have independent status or are 18 plus years of age, you will receive a third email notification and it will include a copy of the completed referral form for your records.

Contact

If you have any questions or need help during this process, contact Clip Joint Academy of Hairdressing Pty Ltd as trustee for The EDC Unit Trust 0186 and speak to Mary Martins on 00000000 or contact the Department for Innovation and Skills on 1800 673 097.

Email 2 notification training provider has completed Part B

Department for Education

School Enrolled Students VET Referral 2023

This email is to advise you that Clip Joint Academy of Hairdressing Pty Ltd as trustee for The EDC Unit Trust 0186 has completed Part B of the School Enrolled Students VET Referral Form for Melaine Green and they have been assessed Option B - Assessed as suitable to enrol subject to agreed supports being provided by the school or training provider or both

An email has been sent to the parent/guardian or student if they have independent status or are 18 plus years of age, to request they complete Part C.

Next steps

Once Part C is completed you will receive a final email notification which will include a copy of the completed referral form for your records.

Contact

If you have any questions or need help during this process, contact Clip Joint Academy of Hairdressing Pty Ltd as trustee for The EDC Unit Trust 0186 and speak to Mary Martins on 00000000 or please contact the Department for Innovation and Skills on 1800 673 097.

Email 3 notification VETRO process completed and copy of completed referral form



Department for Education

School Enrolled Students VET Referral 2023

The application process for Melaine Green to undertake the Cert III not real course with Clip Joint Academy of Hairdressing Pty Ltd as trustee for The EDC Unit Trust 0186 whilst enrolled in school is now complete.

Please find attached a copy of the completed application form for your records.

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Appendix F - Example of email notifications to training provider

Email 1 notification a school has referred and link Part B

Department for Education

School Enrolled Students VET Referral 2023

This email is to advise you that Aberfoyle Park High School has initiated a School Enrolled VET Referral Form for Melaine Green.

As the nominated training provider please contact Jane Smith at Aberfoyle Park High School to arrange a VETRO assessment process for the nominated student. Use the 'edit the shared entry' link to complete Part B of the referral form.

[Edit the shared entry.](#)

Next steps

You will receive a second email when you complete Part B advising you that a notification has been sent to the parent/guardian, or student if they have independent status or are 18 plus years of age, requesting they complete Part C of the referral form, if you assessed the student as suitable to enrol. Alternatively, if the student was assessed as not suitable the second email will confirm this outcome and provide you with a copy of the completed referral form.

An email notification will also be sent to the school to alert them that your organisation has completed Part B and that either Part C has been sent or, the student was assessed as not suitable and the referral process is completed and a copy of the referral form is attached.

A third email notification will be sent to you when Part C is completed, and this will include a copy of the completed referral form for your records.

Contact

If you have any questions about the process or need help please contact the Department for Innovation and Skills on 1800 673 097.

Email 2 confirming Part B completed and Part C has been sent to parent/guardian or student

Department for Education

School Enrolled Students VET Referral 2023

Thank you for completing Part B of the School Enrolled Students VET Referral for Melaine Green from Aberfoyle Park High School

An email has been sent to michelle.potts@sa.gov.au to request they complete Part C.

Next steps

A final email notification will be sent to you when Part C is completed, and this will include a copy of the completed referral form for your records.

Contact

If you have any questions about the process or need help, please contact the Department for Innovation and Skills on 1800 673 097.

Email 3 notification VETRO process completed and copy of completed referral form



Department for Education

School Enrolled Students VET Referral 2023

The application process for Melaine Green to undertake the Cert III not real course with Clip Joint Academy of Hairdressing Pty Ltd as trustee for The EDC Unit Trust 0186 whilst enrolled in school is now complete.

Please find attached a copy of the completed application form for your records.

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Appendix G - Example of email notifications to parent/guardian or student
Email 1 notification that the school has sent a referral to the training provider

Department for Education
School Enrolled Students VET Referral 2023

This email is to advise you that Aberfoyle Park High School has made an application for Melaine Green to undertake the Cert III not real course with Clip Joint Academy of Hairdressing Pty Ltd as trustee for The EDC Unit Trust 0186 whilst enrolled in school, as part of their Education Plan and SACE attainment.

Once Clip Joint Academy of Hairdressing Pty Ltd as trustee for The EDC Unit Trust 0186 completes their assessment of the application, if Melaine meets the requirements for the course, you will receive a second email asking you to provide your approval to enrol.

If you have any questions or would like more information on the application process and course, including any fees you may be responsible for, please contact Aberfoyle Park High School and speak to Jane Smith on 00000000 .

Email 2 to confirm the VETRO assessment has been completed and a link to Part C

Department for Education
School Enrolled Students VET Referral 2023

This email is to advise you that Clip Joint Academy of Hairdressing Pty Ltd as trustee for The EDC Unit Trust 0186 has completed Part B of the School Enrolled Students VET Referral Form for Melaine Green and they have been assessed Option B - Assessed as suitable to enrol subject to agreed supports being provided by the school or training provider or both

An email has been sent to the parent/guardian or student if they have independent status or are 18 plus years of age, to request they complete Part C.

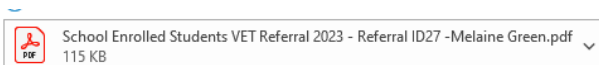
Next steps

Once Part C is completed you will receive a final email notification which will include a copy of the completed referral form for your records.

Contact

If you have any questions or need help during this process, contact Clip Joint Academy of Hairdressing Pty Ltd as trustee for The EDC Unit Trust 0186 and speak to Mary Martins on 00000000 or please contact the Department for Innovation and Skills on 1800 673 097.

Email 3 notification VETRO process completed and copy of competed referral form




Department for Education
School Enrolled Students VET Referral 2023

The application process for Melaine Green to undertake the Cert III not real course with Clip Joint Academy of Hairdressing Pty Ltd as trustee for The EDC Unit Trust 0186 whilst enrolled in school is now complete.

Please find attached a copy of the completed application form for your records.

Appendix H - Example of completed School Students VET Referral form

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Department for Education

School Enrolled Students VET Referral 2023

Part A – Secondary School to complete

School Representative Contact Information

Referring secondary school
Aberfoyle Park High School

School contact person
Jane Smith

School phone number
00000000

School Email address
michelle.potts@sa.gov.au

Is this referral for an independent student or a student 18 years or older?
No

Parent/Guardian Information

Parent/Guardian contact name
Trevor Green

Parent/Guardian contact number
00000000

Parent/Guardian contact Email
michelle.potts@sa.gov.au

Student Information

Student name
Melaine Green


Student Email address
michelle.potts@sa.gov.au

Date of birth 2/02/2005	Age in years 17
----------------------------	--------------------

The student meets the following eligibility criteria
Australian Citizen

Does the student identify as Aboriginal or Torres Strait Islander?
No

Gender
Female

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Department for Education

Do you have a Student SACE ID?
Yes

Student SACE ID
123456a

USI
12345asdfg

Training Provider Representative Contact Information

Training provider name
Clip Joint Academy of Hairdressing Pty Ltd as trustee for The EDC Unit Trust 0186

Training provider contact person
Mary Martins

Training provider phone number
00000000

Training provider Email address
michelle.potts@sa.gov.au

Course information

Will this course be delivered as a school-based apprenticeship or traineeship?
Yes

Course code
AAA11111

Course name
Cert III not real course

How many nominal hours does the student require from the course for SACE attainment?
650

Approximate course fee
\$1,000.00

Approximate incidentals fees
\$50.00

Term date in which the course will start
25/07/2022

Course location
Training provider

Campus location (Include name for host school or trade training centre)
Adelaide CBD

Is this referral a re-application for the same course?

No

What year level will the student be in when commencing the course?
Year 11

Support needs

Select any that are applicable
The student has a known disability

Summarise any supports or services being provided by the school or other agency and, if the student has a disability outline the nature of the disability.
Dyslexia that is supported with additional remedial tutoring.

Upload information on supports currently being provided by the school

Checklist

If applicable, the school confirms the student is FLO enrolled in a government school.
No

The school confirms they have advised the student and/or parent/guardian there may be fees the training provider may invoice them for.
Yes

The school confirms they have explained to the student and/or parent/guardian that completion of this referral form enables the training provider to assess the student's suitability, support needs and literacy and numeracy via the VET Readiness Orientation (VETRO) process to determine if there are supports the school or training provider or both will need to provide to support a successful training outcome.
Yes

The school agrees to the student accessing learner Support Services or TAFE SA Student Services, through the training provider, at no cost, while in the course to support a successful training outcome where needed.
Yes

For more information on consent to access additional personal and learning supports, see [VET for School Students Fact Sheet](#).

Part B – Training provider to complete

VET Readiness Orientation Assessment details

Suitability and Support Needs Assessment Findings
Suitable with support

Living supports (select all that apply)
Not applicable

Learning supports (select all that apply)

Trainer notified
Out of class supports identified
In-class strategies developed
School providing support

Transition supports (select all that apply)

Not applicable

Literacy and Numeracy Assessment Findings

SRNI completed further assessment was required
LaNCA completed and interpretation of the result was required

The training provider has discussed the findings of the LaNCA results
The training provider has discussed the findings of the LaNCA results and the interpretation of these results with the school and provided the school with an electronic copy of the LaNCA results via email.

Please select an option from either Suitable with Support, or Not Suitable.

Suitable with support

Minor reading gaps that will be supported by training provider during the course
Minor numeracy gaps that will be supported by the school during the course

Supports identified from the suitability/support needs

Supports identified from the suitability/support needs assessment or literacy and numeracy assessment, have been discussed with the school. The school has confirmed via email their commitment to deliver the identified supports they are nominated to provide

Please read and select the correct option below

Option B - Assessed as suitable to enrol subject to agreed supports being provided by the school or training provider or both

Option B

Melaine Green was assessed for the Cert III not real course and found to be suitable to commence the course on 25/07/2022 subject to the agreed supports being provided by the school or training provider or both to address identified gaps.

You have now completed the section for training providers, click 'Submit' and all parties will be notified of the progress of this referral as appropriate.

What date would you like Part C to be completed by?
4/07/2022

Part C – Parent/guardian to complete

An agreement has been finalised for Melaine Green to access training subsidised by the South Australian

Government.

Speak to your Schools VET Coordinator if you have any questions and agree to the declaration by 4/07/2022

A summary of the enrolment details are below.

Secondary School details

- Referring School: Aberfoyle Park High School
- School contact person: Jane Smith
- Phone number: 00000000

Training Provider details

- Registered Training Organisation: Clip Joint Academy of Hairdressing Pty Ltd as trustee for The EDC Unit Trust 0186
- Course name: Cert III not real course
- Course code: AAA11111
- Commencement date: 25/07/2022

Once you submit this form you, the secondary school, and the training provider will all receive a full copy of the referral.

Declaration

Your name
Trevor Green

Your email
michelle.potts@sa.gov.au

Student name
Melaine Green

I understand that the information on this form is being collected for the purpose of giving me access to training subsidised by the South Australian Government. The information on this form is shared with my school, my training provider and the Department for Innovation and Skills. In addition, my training provider shares information about my participation, support needs and attendance in training with my school.

The school, training provider and the Department for Innovation and Skills (the Parties) will ensure that any personal information collected, pertaining to me is treated in accordance with the 'Information Privacy Principles' issued by the South Australian Department of Premier and Cabinet, or other applicable Privacy legislation.

Parties will ensure that access to my personal information is restricted to those of its employees and officers who require access in order to perform their duties under this Referral Form, and that personal information is not to be disclosed other than for the purpose of the performance of the services under this Referral Form.

I understand and give parental/guardian consent for my child to access Learner Support Services or TAFE SA Student Services through the training provider, at no cost, while in the course to support a successful outcome where needed.

For more information on consent to access additional personal and learning supports, see [VET for School Students Fact Sheet](#).

Agreed by parent or guardian
Agreed by parent or guardian

Agreed by student
Agreed by student