Instruction Guide for School Student VET Referral Form

Skills SA

Glossary of Acronyms

ACSF	Australian Core Skills Framework
CSPA	Core Skills Profile for Adults
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 instruction guide forms part of the training provider contract with Skills SA and is a component of the VETRO UAN Guidelines and supports the online School Student Referral to VET Form.

The instruction guide is used to assist with training to understand the basis for the information collected in the form and provide a step-by-step guide on how to complete each part of the form.

Before you get started

To be able to complete each Part in one sitting it is important that the person who will 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 needed 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.

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

For further information and assistance contact UANAdvice@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. Type the first letter of the name of the school to filter the list.

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 a school phone number which can be contacted during office hours and can be used to reach the school contact person.

Q: School email address
Enter an email address for the school. Schools are strongly advised to use a school inbox rather than an individual staff email address. Automatic notifications about this referral will be sent to this school email address.

Q: Is the referral for an independent student or a student 18 years or older?
Select either yes or no to this question. If yes is selected the form will hide the parent/guardian information option and open additional fields for student information.

Parent/guardian information

Q: Parent/guardian contact name
Enter the first and last name for the parent/guardian responsible for agreeing to proceed to enrolment in a course if the student is found suitable to commence.

Q: Parent/guardian contact number
Enter the phone number which can be contacted during office hours and can be used to reach the parent/guardian.

Q: Parent/guardian contact email
Enter the email address for the parent/guardian nominated in this form. Do not use Telstra Bigpond email addresses, there is a known issue, and the form will not accept these. Automatic notifications about this referral will be sent to this parent/guardian email.

Student information

Q: Student name

Enter the student's first and last name in full. Do not use initials or abbreviations, and ensure the spelling is correct. First and last names are very important in data matching that supports national reporting requirements. If the student is over 18 or has independent status, they will be responsible for agreeing to proceed to enrolment in a course if they are suitable to commence.

Q: Student email address

Enter the email address for the student. Do not use Telstra Bigpond email addresses, there is a known issue, and the form will not accept these. Automatic notifications about this referral will be sent to the student email if they are over 18 or have independent status.

Q: Student phone number

This field only appears if the student is over 18 or has independent status. Enter the phone number which can be contacted during office hours and can be used to reach the student.

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.

Q: The student meets the following eligibility criteria

Select either Australian Citizen or Permanent Australian resident or Eligible visa holder to confirm the student is eligible to apply for access to a subsidised course. For help with this question contact 1800 673 097.

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

Select either yes or no to this question.

Q: Gender

Select either female or male or non-binary to this question.

Q: Do you have a student SACE ID?

Select yes or no to this question. If yes, enter the student's SACE ID. 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 is selected, a SACE alternative field will open.

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. 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. Type the first letter of the name of the training provider to filter the list. Note the list draws the training provider legal name (not trading name) and registered training organisation ID number from www.training.gov.au. Check with the training provider what their legal name is if unsure. Incorrect selection of the training provider name will result in the school having to initiate a new referral.

Q: Training provider's 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. If unsure, contact the training provider to get this information.

Q: Training provider's contact number
Enter the training provider's preferred phone number which can be contacted during office hours and can be used to reach their nominated contact person.

Q: Training provider email
Enter the nominated email address for the training provide, if unsure, contact the training provider to get this information. Training providers are strongly advised to use an organisational inbox rather than an individual staff email address. Automatic notifications about this referral will be sent to this training provider email address.

Course information

Q: Will the course be delivered as a school-based apprenticeship or traineeship?
Select yes or no to this question.

Q: Course code
Enter the alpha/numeric code for the course. If unsure check the VET for School Students List for the correct information.

Q: Course name
Enter the title of the course using the format of Certificate II or III and the correct name of the course. If unsure check the VET for School Students List for the correct information.

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 charged by the training provider.

Q: Approximate other incidentals fee
Enter the numerical value of the approximate incidentals fee charged by the training providers. This amount is additional to the course fee.

Q: Term date in which the course will start
Term start date refers to the beginning of the school term in which the student wants to study. Enter the date 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 either Training Provider or Host School or Trade Training Centre/Technical College.

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

For Training Provider site, enter the name of their site, campus or suburb. For Host School or Trade Training Centre/Technical College enter the full name of the school and the suburb where they are located.

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

Select yes or no to this question. If yes, select either 'with the same training provider' or 'with a different training provider'.

Q: Prior referral ID number (if known)

Enter the prior referral ID number.

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

Select from one of the five options 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.

Note this question will not be visible in the form if the course will be delivered under a school-based training contract.

Select one of the three options:

1. Relevant work experience

2. Relevant accredited training

3. Relevant SACE curriculum

Refer to the VET for School Students Guide for evidence of a completed VET pathway for more information on each option.

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.

Attach the evidence using the 'upload button' or 'drag and drop' option on the form. Additional information supporting the referral can also be uploaded here.

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

Select what year level the student will be in when they commence the course from one of the four options:

1. Year 10 and the course is under school-based traineeship or apprenticeship arrangements
2. Year 11
3. Year 12
4. Year 13

Q: Support needs. Select any that are applicable.

If applicable select any of the options:

1. The student has a negotiated education plan
2. The student has a known disability
3. The student is under the Guardianship of the Minister

If any option is selected the form will open an additional field for more detailed information. This 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.

If the option 'student is under Guardianship of the Minister' is selected, the training provider is required to submit to Skills SA an [Application for Exemption as a person under the Guardianship of the Minister](#). This exemption will mean the training provider does not have to charge the student a course fee.

If any option is selected attach information on any supports currently being provided by the school using the 'upload button' or 'drag and drop' option on the form.

Tick Checklist

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

If the course is being delivered institutionally (off-the-job) seven statements appear. The first statement is optional and ONLY applies to Department for Education schools. The remaining six are compulsory for all schools.

1. If applicable, the school confirms the student is enrolled under Tailored Learning in a Department for Education school.
2. The school confirms the student and/or parent/guardian has agreed on the selection of the preferred training provider.
3. The school is satisfied that the method of delivery and duration of the course is appropriate for the student.
4. The school acknowledges the training provider will invoice the referring school for any applicable course or incidental fees, if the student is accepted into the course.
5. The school confirms the student and/or parent/guardian have been advised there may be fees the school may invoice them for, if the student is accepted into the course.
6. The school confirms they have explained to the student and/or parent/guardian that completion of this referral form does not guarantee enrolment into the course and that the training provider will assess the student's suitability, support needs and literacy and numeracy via the VET Readiness Orientation (VETRO) process to determine if they are ready.
7. The school agrees to the student accessing Success and Wellbeing Services through the training provider at no cost while in the course, to support a successful training outcome where needed.

For more information on consent to accessing Success and Wellbeing Services, see the [VET for School Students SWS Fact Sheet](#).

If the course is delivered as a training contract (on-the-job), four statements appear. The first statement is optional and ONLY applicable to Department for Education schools. The remaining three are compulsory:

1. If applicable, the school confirms the student is enrolled under Tailored Learning in a Department for Education school.
2. The school confirms they have advised the student and/or parent/guardian there may be fees the training provider may invoice them for.
3. The schools confirm 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.
4. The school agrees to the student accessing Success and Wellbeing Services through the training provider at no cost while in the course, to support a successful training outcome where needed.

For more information on consent to accessing Success and Wellbeing Services, see the [VET for School Students SWS Fact Sheet](#).

Submit

When all the questions and checklist are completed, click the 'submit' button in the form to send the referral to the training provider.

The form will not submit if any mandatory fields are incomplete. A message in red will appear below any questions or checklist to identify what needs to still be completed by the school.

Following submission:

1. The school will receive an automatic email notification to confirm the referral form has been successfully submitted and has been sent to the training provider.
2. The parent/guardian or student, if they are over 18 or have independent status, will receive an automatic email notification the referral form has been sent to the training provider.
3. The training provider will receive an automatic email notification that includes a link to the form so they can complete Part B.

Q: Suitability and support needs assessment findings

Refer to the Suitability and Support Needs Assessment Guide Checklist on what must be assessed at a minimum and Success and Wellbeing Services that can assist with complex needs.

Select one of the four following outcomes:

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/confirmed by the training provider.

Q: Living, learning and transition supports (select all that apply)

Select at least one option from the list of support types that appear when a student is selected as 'suitable with support' for living, learning or transition supports:

1. Trainer notified

2. Out of class support identified

3. Referred to Success and Wellbeing Services

4. In-class strategies developed

5. Referred to external agency

6. School providing support

Q: Literacy and numeracy assessment findings

Refer to the VETRO UAN Guidelines for more information on the required process for assessing literacy and numeracy, and guidance on interpreting results.

Select one of the five options to record the outcome of the literacy and numeracy assessment:

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 CSPA must be selected)

3. CSPA 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. CSPA 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

Selection of option 1 or option 3 will open an additional field requiring the training provider to select the following statement:

- Suitable: meets the minimum ACSF Exit levels required.

Selection of option 4 will open a statement requiring the training provider to confirm:

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

Selection of option 4 will require the training provider to identify an outcome of either 'suitable with support' or 'not suitable'.

Select at least one option for suitable with support:

1. Minor reading gaps that will be supported by training provider during the course
2. Minor reading gaps that will be supported by the school during the course
3. Minor numeracy gaps that will be supported by training provider during the course
4. Minor numeracy gaps that will be supported by the school during the course
5. Minor writing gaps that will be supported by training provider during the course
6. Minor writing gaps that will be supported by school during the course

OR

Select at least one option for not suitable:

1. Reading gaps cannot be supported during the course
2. Numeracy gaps cannot be supported during the course
3. Writing gaps cannot be supported during the course

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 'suitable with support' was selected as an outcome for either the suitability and support needs assessment OR the literacy and numeracy assessment. The training provider must confirm the statement.

Q: Please read and select the correct VETRO assessment option below
Select one of the four options:

1. Option A: Assessed and suitable to enrol – (this confirms the student is suitable, they do not have any living, learning or transition support needs or any identified literacy and numeracy gaps).

2. Option B: Assessed as suitable to enrol subject to agreed supports being provided by the school or training provider or both – (this confirms the student is suitable but does have living, learning or transition support needs and/or identified literacy and numeracy gaps that must be supported by either the school, training provider or both during the course.

3. Option C: Assessed as not ready at this time due to identified significant gaps in reading and/or

numeracy – (this confirms the student is not yet ready to enter the course, the referral is closed and the identified gaps in their literacy and/or numeracy must be addressed by the school before the student can re-apply for the course).

4. Option D: Not eligible or, assessed as not ready or, referral withdraw or, referral closed – (this confirms the student has not been accepted and the referral has been closed).

Selection of Option D will require the training provider to identify the reason why the referral has been closed:

1. Did not meet citizenship/residency/VISA requirements
2. Did not meet minimum age requirements
3. Did not demonstrate completion of a relevant preparatory VET pathway
4. Not ready at this time as unable to meet the inherent requirements of the course based on the assessment of suitability, and/or support needs, and/or literacy and numeracy
5. Referral was withdrawn by the school or the student
6. Referral was closed by the training provider

Q: What date would you like Part C be completed by?
If Option A or B is selected the training provider is required to enter the date they want Part C to be completed by the parent/guardian and/or student. Use the calendar tool or type in the date in the format of DD/MM/YYYY, this is the only format accepted.

Submit

When all the questions and statements are completed, click the 'submit' button in the form to send the referral to the parent/guardian/student.

The form will not submit if any mandatory fields are incomplete. A message in red will appear below any questions or statements to identify what needs to still be completed by the training provider.

Following submission:

If Option A or B were selected:

1. The school will receive an automatic email notification to advise the training provider has completed Part B and confirm Part C has been sent to the parent/guardian/student.
2. The parent/guardian or student, if they are over 18 or have independent status, will receive an automatic email notification that includes a link to the form so they can complete Part C.
3. The training provider will receive an automatic email notification to confirm the referral form has been successfully submitted and has been sent to the parent/guardian/student.

If Option C or D were selected

1. The school will receive an automatic email notification of this outcome with a PDF of the finalised referral attached. The school is responsible for discussing this outcome with the parent/guardian/ student.
2. The training provider will receive an automatic email notification of this outcome with a PDF of the finalised referral.

Part C
Parent/guardian or student to complete

Part C includes the name and contact details for the school, name of the training provider, course name and code, and the date of the school Term in which the course will start as static information.

Q: Declaration

The parent/guardian and/or student must read the following declaration and select 'I agree to this Declaration':

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 Skills SA. In addition, my training provider shares information about my participation, support needs and attendance in training with my school.

The school, training provider and Skills SA (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 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 Success and Wellbeing 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 Success and Wellbeing Services, see VET for School Students SWS Fact Sheet.

Submit

When the declaration statement has been selected, click the 'submit' button in the form to finalise the referral process and enable the training provider to proceed to enrolment.

The form will not submit if the declaration statement is not selected. A message in red will appear below to identify this still needs to be completed by the parent/guardian/student.

Following submission of Part C, the school, training provider and parent/guardian or student will receive an automatic email notification to advise the application process has been completed and include a PDF of the full completed referral form.