

VET for School Students – Guide for evidence of completed VET Pathway

School students seeking access to subsidised qualifications for institutional delivery (off-the-job) are required to submit evidence of a completed a VET Pathway to meet eligibility requirements. The evidence must be attached to the School Student Referral to VET online form by the school of enrolment. Refer to [VET for School Students Guidelines for Training Providers](#) for information on eligibility criteria.

There are three approved categories of activity used to prepare a school student to enter a subsidised VET course. Examples of activities and evidence for each category are provided but not limited to these. Evidence for at least one of the three approved categories must be submitted with the School Student Referral to VET online form.

Training providers are responsible for determining if evidence attached to the School Student Referral to VET online form by the school of enrolment demonstrates the school student meets the eligibility criteria of a completed a VET pathway. Training providers determination on evidence provided will take into consideration the relevance of the completed activity to the expectations of the course, training provider and industry/employers.

For further information or assistance with this guide contact UANAdvice@sa.gov.au

Category One: Relevant Work Experience

Example Activities	Examples of Evidence
<ul style="list-style-type: none"> • Part-time/casual work • Volunteering • Unpaid work in family business • Virtual work experience • Onsite work experience • Training work placement 	<p>If work experience was undertaken as part of accredited or non-accredited training, examples of evidence could be a copy of:</p> <ul style="list-style-type: none"> • Certificate of participation or • Letter or email from work experience host or • Work experience contract for insurance purpose <p>If work experience was not part of accredited or non-accredited training, examples of evidence could be a copy of a letter/email from an employer, or report from employer or school. The email/letter/report could include information such as:</p> <ul style="list-style-type: none"> • Start and finish dates, or start date if ongoing • Total hours completed in the workplace, or undertaken each week if ongoing • Student name • Type of work experience and tasks performed • Name of the organisation or business • Contact person for author of the email/letter/report and their contact details • Date email/letter/report written

Category Two: Relevant Accredited Training

Example Activities	Examples of Evidence
<ul style="list-style-type: none"> • VET taster • Skill set or skill cluster • Short course • Certificate course • Micro-credential 	<p>Evidence for completed accredited training could be for example, a copy of the:</p> <ul style="list-style-type: none"> • Qualification parchment issued by an RTO to a school student who has met the requirements of the VET qualification • Record of results issued by an RTO to accompany a qualification parchment • Statement of attainment issued by an RTOP to certify the completion of one or more units or modules from a VET qualification, or the completion of an accredited short course <p>If the accredited training was delivered by the same RTO the VETRO referral is for, evidence could be for example, a copy of:</p> <ul style="list-style-type: none"> • The original enrolment form signed by parent/guardian or school student or • A document provided by the school outlining the course details

Continued next page >

Example Activities	Examples of Evidence
	<p>For accredited training commenced but not yet completed, evidence could be for example, a copy of a letter/email from the RTO including information like:</p> <ul style="list-style-type: none"> • Date the student commenced and is due to finish • Student's name • Type of accredited training • RTO name • Contact person for the author of the letter/email and their contact details <p>Alternatively, the evidence could be a self-service report produced from an RTO's website by the student that provides similar information.</p>

Category Three: Relevant SACE Curriculum

Example Activities	Examples of Evidence
<ul style="list-style-type: none"> • Employer/industry engagement • SACE units, for example: <ul style="list-style-type: none"> - Exploring Identities and Futures - Activating Identities and Futures 	<p>Example of evidence for employer/industry activities could be, for example, a summary report/email/letter from the school that includes information like:</p> <ul style="list-style-type: none"> • Date(s) for the activity • Student's name • Type of engagement and information about the activity • Information about the employer/industry involved • Name of the person providing the information <p>Examples of evidence for SACE units could be, for example, a reflection summary by the student or summary report from the school that includes information like:</p> <ul style="list-style-type: none"> • Name of the SACE unit and industry focus • Summary of the knowledge gained by the school student about the industry, required industry skills, nature of working in the industry, and working conditions • Name of the person providing the summary