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VETRO UAN process map

Start

School student VET referral form received by training provider from school



Step 1

Check eligibility



What must be checked

- Citizenship status
- Are undertaking SACE or equivalent



Enrolled in Year 10, 11 or 12 and employed in a Training Contract that combines VET and schoolbased curriculum including SACE



- Enrolled in Year 11, 12 or 13 and are 16 years of age or turning 16 years of age in the current year of that enrolment and,
- ✓ Have completed a relevant preparatory VET pathway





YES

Step 2



Entitlement check

What must be checked

Prior completed subsidised qualifications do not exceed:

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

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



Is the student entitled to access a subsidised course?



End Process

End Process

submit form.

referral form.

Select Option D in Part B of referral form as outcome,

School and training provider receive PDF of completed

discuss with school and

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

School and training provider receive PDF of completed referral form.



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Step 3 **End Process** Conduct assessment of need Select Option D in Part B of referral form as outcome, Does the suitability assessment indicate the student and discuss with school and the course are a good fit for each other? submit form. School and training provider receive PDF of completed referral form. **Action** Are any learning or personal supports needed to help YES the student achieve a successful training outcome? Record suitability with support finding and select details in Part B of referral form. Action Does the reading and numeracy assessment identify any gaps that need to be addressed? Record findings and select Option A in Part B of referral form and submit form. YES YES Significant gaps **Minor gaps** Action **Action Continue to Step 4** - Approval Record findings and select Record findings and select Option B in Part B of the referral Option C in Part B of referral form, discuss with school and form, discuss with school and submit form. submit form. **End Process Continue to Step 4** - Approval Referring school and training provider receive PDF of

completed referral form.

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Step 4Approval



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

?

Does parent/student approve enrolment into the course?

NO

Action

Parent/student discusses with school and school to resolve.



Action

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



End Process

School advises training provider the referral to training is withdrawn.

End Process

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