

KEY DATES QUICK REFERENCE GUIDE

FOR SEMESTER 2 2025 AND SEMESTER 1 2026 INTAKES

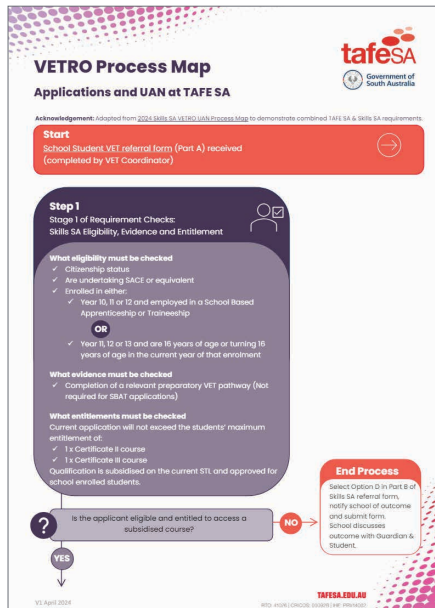
Flexible Industry Program
Referral Process

BEFORE YOU START



You can learn more about the entire referral process for students in our **VETRO process map**. The map will show you what's needed to complete the VET for Secondary Schools Referral application.

It outlines how we process each part of the application, and how we use Language, Literacy and Numeracy (LLN) Assessment results to set your students up for success.



WHAT YOU NEED TO SUBMIT IN YOUR REFERRAL

Before we can make an offer, you'll need to make sure that we've received:

- > a completed **VETRO Referral Part A** form
- > approved evidence
 - check the **TAFE SA VETRO Evidence Guide** for more information
- > a completed TAFE SA registration and consent form
- > a completed LLN assessment
- > a **support plan agreement** if needed.

EXAMPLE DOCUMENTS

We've put together some examples to help you complete your own forms, including a:

- > **SUCCESSFUL PART A FORM**
- > **COMPLETED REGISTRATION FORM**

We make offers in order of when all of the referral requirements were met. Referrals that have not provided all documentation will not be able to receive an offer. Head to our **website** for more information.

KEY DATES



SCHOOL NOMINATIONS FOR LLN INVIGILATION

TERM 1 WEEK 9

INVIGILATING YOUR OWN LLN ASSESSMENTS

You can invigilate LLN assessment at your school. This allows you to schedule sessions at times that suit your invigilators and your students.

Before you can host LLN assessments at your school, you need to confirm your **registration form for nominated school staff** each year in April. Once staff are registered, they can invigilate assessments for a period of 12 months.

Make sure you've read our **invigilation guidelines** before completing the registration form. We'll send your student's login details to you once they've met our entitlement, eligibility and evidence requirements.

REASONABLE ADJUSTMENTS FOR YOUR STUDENTS

We understand that some students might require extra support to complete the LLN assessment.

You can let us know that your student needs reasonable adjustments for their session by completing our **notification form**.

Our **LLN Assessment invigilation guidelines** outlines when adjustments can be made.

WHAT IS A LANGUAGE, LITERACY AND NUMERACY ASSESSMENT?

Students need to complete an LLN assessment before we can make an offer for a subsidised course, in line with **Skills SA requirements**. LLN assessments help us to set your students up for success. It allows us to understand how we can best support them, before they start.

The LLN assessment is a combined Snapshot Reading and Numeracy Indicator (SRNI) and Core Skills Profile for Adults (CSPA) assessment. You can learn more about how students complete their assessment on our **website**.

LLN assessments can take up to three hours to complete.

Learn more about how we help students with support needs.



PART A – VET REFERRAL OPEN

SEMESTER 2 2025

MONDAY 31 MARCH

Term 1 Week 10

SEMESTER 1 2026

MONDAY 18 AUGUST

Term 3 Week 5

To start the referral process, complete the **VETRO Part A referral form**.

ACCESS THE PART A REFERRAL FORM 

Remember to upload these essential documents:

- > a completed **TAFE SA Registration & Consent** form
- > approved evidence as per the **Skills SA Guide**.

EXAMPLE FORMS

You can find examples of our completed forms on our **website**:

- > **VETRO PART A REFERRAL FORM**
- > **TAFE SA REGISTRATION AND CONSENT FORM**

TECHNICAL COLLEGE APPLICATIONS

Applications to study at a Technical College may require an alternative application process. Please contact the relevant Technical College for full details.

KEY DATES



LLN ASSESSMENTS

WHAT IS AN LLN ASSESSMENT?



SEMESTER 2 2025



MONDAY 31 MARCH – FRIDAY 13 JUNE

Term 1 Week 10 – Term 2 Week 7

SEMESTER 1 2026



MONDAY 18 AUGUST – FRIDAY 7 NOVEMBER

Term 3 Week 5 – Term 4 Week 5

Once you've completed the Part A referral form, your students need to complete an LLN assessment. Referrals can't progress until the LLN is complete.

Please prioritise LLN Assessments to keep referrals moving. This gives your students the best chance of getting an offer in their chosen course.

If a student has not met the required LLN outcome set by Skills SA, they may be able to resit the assessment. Terms and conditions apply and all resits are supervised by TAFE SA staff and need to be undertaken by **19 December**.

Please refer to the **LLN Resit Process for significant gaps outcomes** and complete our **online form** to request a resit.



SUPPORT PLAN AGREEMENTS

SEMESTER 2 2025



MONDAY 31 MARCH – FRIDAY 20 JUNE

Term 1 Week 10 – Term 3 Week 8

SEMESTER 1 2026

MONDAY 18 AUGUST – FRIDAY 14 NOVEMBER

Term 3 Week 5 – Term 4 Week 6

Helping students succeed is a collaboration between your school and TAFE SA. This helps ensure that any personal, learning or disability support needs are planned for.

WHEN A STUDENT NEEDS A SUPPORT PLAN AGREEMENT

If a student:

- > has minor LLN gaps
- > needs extra support (identified by VET Coordinators in the Part A referral)

a **support plan agreement** needs to be completed before we can make an offer. The agreement needs to be signed by both the student and a school representative.

Head to our **website** to learn more about the ways we support your students.

You can also refer to our **VETRO process map** for details on LLN outcomes and student suitability, based on Skills SA's guidelines.

KEY DATES



PART B – OFFERS COMMENCE

SEMESTER 2 2025



MONDAY 5 MAY

Term 2 Week 2

SEMESTER 1 2026



MONDAY 29 SEPTEMBER

Term 3 School Holidays

At this stage, parents and students receive an offer notification email. The offer email includes details of the course for their approval.

To receive an offer for a TAFE SA course, the following requirements must be completed for each student:

- > Part A referral form submitted through the Skills SA Portal
- > Eligibility, entitlement and evidence received and verified
- > TAFE SA registration and consent forms completed
- > LLN assessment result of no gaps or minor gaps
- > Support plan agreements submitted (for relevant students).

IMPORTANT INFORMATION

- > Offers are limited and based on availability.
- > Students will be considered in the order all VETRO requirements are met.
- > Incomplete referrals may be declined.

Different dates and requirements apply for Technical Colleges. Contact these colleges directly for more details.



PART C – AGREEMENT DECLARATION

SEMESTER 2 2025



MONDAY 5 MAY – FRIDAY 4 JULY

Term 2 Week 2 – Term 2 Week 10

SEMESTER 1 2026



MONDAY 29 SEPTEMBER – FRIDAY 21 NOVEMBER

Term 3 School Holidays – Term 4 Week 7

Students and parents can head to the online Skills SA Portal to accept their offer and complete the Part C declaration.

Part C must be completed for a student to be enrolled into their course and receive onboarding information. You'll need to make sure that the Part C is completed within 14 days. After the 14 day window passes, we can't guarantee a place for your students.



VET REFERRALS CLOSE

SEMESTER 2 2025



FRIDAY 30 MAY

Term 2 Week 5

SEMESTER 1 2026



FRIDAY 31 OCTOBER

Term 4 Week 3

Part A referrals need to be completed by 5:00pm on the closure date. Students have two weeks to complete their LLN assessment after referrals close.

KEY DATES



REFERRAL OUTCOMES, ENROLMENT AND ONBOARDING INFORMATION

SEMESTER 2 2025



MONDAY 9 JUNE – FRIDAY 27 JUNE

Term 2 Week 7 – Term 2 Week 9

SEMESTER 1 2026



MONDAY 3 NOVEMBER – FRIDAY 28 NOVEMBER

Term 4 Week 4 – Term 4 Week 7

We will send out onboarding information once the Part C declaration is complete, before the school holidays. This is to ensure schools can finalise study plans and students have all the information they need before they start their studies with us.

We will let VET Coordinators know of the outcome for unsuccessful students at this point.



LATE REFERRALS FOR EXCEPTIONAL CIRCUMSTANCES

SEMESTER 2 2025



SATURDAY 31 MAY – FRIDAY 20 JUNE

Term 2 Week 5 – Term 2 Week 8

SEMESTER 1 2026



SATURDAY 1 NOVEMBER – FRIDAY 30 JANUARY

Term 4 Week 4 – Term 1 Week 1

Late referrals are only accepted under certain conditions, and need approval. Before submitting a Part A referral, **get in touch** with our team and request an exceptional circumstances referral.

Exceptional circumstances referrals will only be considered for students under the following conditions:

1. New student enrolments to your school
2. Students who are approved to resit their LLN assessment
3. Students who have experienced a significant set-back during the referral period

We can't accept late referrals outside of those circumstances. Referrals need to be submitted on time so we can manage class sizes, assess course viability, and provide outcomes before students leave for the summer break.



COURSE COMMENCEMENT

SEMESTER 2 2025



MONDAY 21 JULY

Term 3 Week 1

SEMESTER 1 2026



TUESDAY 27 JANUARY

Term 1 Week 1

Most classes will start in Week 2 of the semester, with a small number commencing in week 1.

ORIENTATION

Students need to attend their first day for orientation.

Orientation often includes:

- > campus tours
- > safety and evacuation plans
- > important information about our systems and learning environments.

KEY DATES

JANUARY 2025 – JANUARY 2026 

JANUARY	FEBRUARY	MARCH MONDAY 31 MARCH Part A – VET referral applications open (S2 2025) MONDAY 31 MARCH – FRIDAY 13 JUNE LLN assessments (S2 2025)	APRIL	MAY MONDAY 5 MAY Part B – offers commence (S2 2025) MONDAY 5 MAY – FRIDAY 4 JULY Part C – Agreement Declaration (S2 2025) FRIDAY 30 MAY VET referrals close (S2 2025) SATURDAY 31 MAY – FRIDAY 20 JUNE Late referrals for exceptional circumstances (S2 2025)
JUNE MONDAY 9 JUNE – FRIDAY 27 JUNE Referral outcomes, enrolment and onboarding information (S2 2025) FRIDAY 13 JUNE LLN assessments due (S2 2025) FRIDAY 20 JUNE Support plan agreements due (S2 2025) Late referrals close (S2 2025)	JULY FRIDAY 4 JULY Part C – Agreement Declaration due (S2 2025) MONDAY 21 JULY Course commencement (S2 2025)	AUGUST MONDAY 18 AUGUST Part A – VET referral applications open (S1 2026) MONDAY 18 AUGUST – FRIDAY 7 NOVEMBER LLN assessments (S1 2026)	SEPTEMBER MONDAY 29 SEPTEMBER Part B – offers commence (S1 2026) MONDAY 29 SEPTEMBER – FRIDAY 21 NOV Part C – Agreement Declaration (S1 2026)	OCTOBER FRIDAY 31 OCTOBER VET referrals close (S1 2026)
NOVEMBER SATURDAY 1 NOVEMBER – FRIDAY 30 JAN Late referrals for exceptional circumstances (S1 2026) MONDAY 3 NOVEMBER – FRIDAY 28 NOV Referral outcomes, enrolment and onboarding information (S1 2026) FRIDAY 7 NOVEMBER LLN assessments due (S1 2026) FRIDAY 14 NOVEMBER Support plan agreements due (S1 2026) FRIDAY 21 NOVEMBER Part C – Agreement Declaration due (S1 2026)	DECEMBER	JANUARY 2026 TUESDAY 27 JANUARY Course commencement (S1 2026) FRIDAY 30 JANUARY Late referrals close (S1 2026)		

