

# TAFE SA'S VET FOR SCHOOL STUDENTS APPROVED EVIDENCE FOR COMPLETION OF A RELEVANT VET PATHWAY GUIDE

## HOW TO USE THIS GUIDE:

This guide has been developed with reference to [Skills SA's VET for School Students Approved Evidence for Completion of a Relevant VET Pathway Guide](#). The aim of TAFE SA's guide is to provide further transparency on what TAFE SA will accept as evidence for a school student who is applying to study as part of their VET Readiness Orientation (VETRO) application.

Schools can use this guide in conjunction with Skills SA's guide to help understand the different ways students can prepare for a VET pathway. The below table outlines the range of pathways students can consider when planning for future VET studies.

This guide contains specific details on what evidence will be accepted and how that evidence should be recorded and presented before being uploaded with the [School Student VET Referral form](#). TAFE SA intends to use this guide to ensure that evidence provided from schools meets the criteria outlined to make sure that school students meet the eligibility criteria of having completed a relevant VET pathway. The relevant VET pathway needs to align with the qualification the student is applying for.

Evidence provided will be used as part of the VETRO assessment of suitability and if the evidence is relevant to the chosen VET pathway. Multiple categories of activities can be submitted with the referral form if a student has completed more than one activity listed in this guide.

## FURTHER INFORMATION:

For further information or assistance with this guide contact [schools@tafesa.edu.au](mailto:schools@tafesa.edu.au)

School Based Apprentices and Trainees are not required to demonstrate a completed VET pathway as part of their eligibility.

This guide in no way replaces [Skills SA's Approved Evidence for Completion of a Relevant VET Pathway Guide](#) but is intended to be used in conjunction with it to provide clear guidelines for students and VET Coordinators.

## IMPORTANT INFORMATION:













When a student is unable to participate in approved activities and the referring school would like TAFE SA to consider alternative evidence please attach the completed [alternative evidence template](#) as part of your referral submission.

# TABLE OF APPROVED EVIDENCE FOR COMPLETION OF A RELEVANT VET PATHWAY GUIDE #1

CATEGORY OF ACTIVITY	TYPE OF ACTIVITY	EVIDENCE*
 <b>Relevant Industry Exposure</b>	Part-time/casual work 	 Copy of email from employer, letter from employer, or a up to 2 page report from the school or employer that <b>should</b> meet the following criteria: <ul style="list-style-type: none"> <li>&gt; If a letter or report, must be on company/school letterhead or from their organisation email address</li> <li>&gt; <b>Organisation name</b></li> <li>&gt; <b>Student name</b></li> <li>&gt; <b>Contact person and their contact details</b></li> <li>&gt; <b>Start and Finish Dates</b></li> <li>&gt; <b>Total hours or equivalence in 7.5 hour long working days</b></li> <li>&gt; <b>Type of work experience and tasks undertaken</b></li> <li>&gt; Signed and dated by employer (can be electronically signed and dated)</li> </ul>
	Volunteering 	
	Unpaid work in family business 	
	Virtual work experience 	
	Onsite work experience 	
	Training work placement 	
		 If work experience was undertaken, please supply a copy of one of the following: <ul style="list-style-type: none"> <li>&gt; Certificate of participation</li> <li>&gt; Letter (on workplace letterhead) or email from work experience host in line with above requirements</li> <li>&gt; Work experience contract for insurance purposes</li> </ul>







\*Points in bold are essential to be included when providing evidence for that type of activity.

# TABLE OF APPROVED EVIDENCE FOR COMPLETION OF A RELEVANT VET PATHWAY GUIDE #2

CATEGORY OF ACTIVITY	TYPE OF ACTIVITY	EVIDENCE*
 <b>Relevant Training</b>	Industry Immersion Activity 	 For the industry immersion activity, report from the school is to be submitted which <b>should</b> meet the following criteria: <ul style="list-style-type: none"> <li>&gt; Be no longer than 2 pages and on school letterhead or sent from school email address</li> <li>&gt; <b>Student name</b></li> <li>&gt; <b>Type of industry immersion and activity</b></li> <li>&gt; <b>Organisation names</b></li> <li>&gt; <b>State start and finish dates</b></li> <li>&gt; <b>Total hours or equivalence in 7.5 hour long working days</b></li> <li>&gt; <b>Contact names and contact details</b></li> <li>&gt; Signed and dated by the supervising teacher (can be electronically signed and dated)</li> </ul>
	VET Taster / VET Try a Trade 	
	VET Stackable/Skill Set or Skill Cluster/Short Course 	
	Certificate course 	 For completed training, an official copy of any one of the following: <ul style="list-style-type: none"> <li>&gt; Parchment</li> <li>&gt; Academic Transcript</li> <li>&gt; Statement of Attainment</li> <li>&gt; Certificate of Completion</li> </ul>
	Micro-credential 	 For completed training delivered <b>by TAFE SA</b> , a copy of: <ul style="list-style-type: none"> <li>&gt; The original registration form signed by parent/guardian and student or</li> <li>&gt; A document provided by the school outlining the course details on school letterhead or from school email</li> </ul>
		 For training not completed yet, a copy of a letter from the RTO with the following: <ul style="list-style-type: none"> <li>&gt; <b>Letter is on RTO letterhead or from RTO email</b></li> <li>&gt; <b>RTO name</b></li> <li>&gt; <b>Type of training</b></li> <li>&gt; <b>Student name</b></li> <li>&gt; <b>Date the training started and the date it is due to finish</b></li> </ul> Or <ul style="list-style-type: none"> <li>&gt; A self service report produced from RTO website by the student showing their enrolments and any grades for completed components</li> </ul>

\*Points in bold are essential to be included when providing evidence for that type of activity.

# TABLE OF APPROVED EVIDENCE FOR COMPLETION OF A RELEVANT VET PATHWAY GUIDE #3

CATEGORY OF ACTIVITY	TYPE OF ACTIVITY	EVIDENCE*
<div></div> <div>Relevant SACE Curriculum Based Project Work**</div>	<div>Exploring Identities &amp; Futures (EIF) Stage 1 subjects</div> <div></div>	<div></div> <div>For the EIF Stage 1 subject, AIF Stage 2 subject, Research Project or Workplace Practices Stage 1 or 2 activity a summary from the school <b>must</b> meet the following criteria:</div> <div><div>&gt; <b>Be no longer than 2 pages and on school letterhead</b></div><div>&gt; <b>Student name</b></div><div>&gt; <b>Confirmation of relevancy to the VET course</b></div><div>&gt; <b>Outline the nature of the industry exposure</b></div><div>&gt; <b>Summary of the level of knowledge gained by the student on the field of work, required skills, nature of work and working conditions</b></div><div>&gt; Signed and dated by the supervising teacher</div></div>
	<div>Activating Identities &amp; Futures (AIF) Stage 2 subjects</div> <div></div>	
	<div>Research Project</div> <div></div>	
	<div>Workplace Practice Stage 1 or 2</div> <div></div>	
<div>*Points in bold need to be included when providing evidence for that type of activity.</div> <div>**The category of Relevant SACE Curriculum Based Project Work in the table is only accepted as the only category of activity selected, where the industry the course is aligned to does not provide opportunities for Relevant Industry Exposure or Relevant Accredited and Non Accredited Training.</div>		