

VETRO Process Map

Applications and UAN at TAFE SA

Acknowledgement: Adapted from [2024 Skills SA VETRO UAN Process Map](#) to demonstrate combined TAFE SA & Skills SA requirements.

Start

School Student VET referral form (Part A) received
(completed by VET Coordinator)



Step 1

Stage 1 of Requirement Checks:
Skills SA Eligibility, Evidence and Entitlement



What eligibility must be checked

- ✓ Citizenship status
- ✓ Are undertaking SACE or equivalent
- ✓ Enrolled in either:
 - ✓ Year 10, 11 or 12 and employed in a School Based Apprenticeship or Traineeship

OR

- ✓ Year 11, 12 or 13 and are 16 years of age or turning 16 years of age in the current year of that enrolment

What evidence must be checked

- ✓ Completion of a relevant preparatory VET pathway (Not required for SBAT applications)

What entitlements must be checked

Current application will not exceed the students' maximum entitlement of:

- ✓ 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 applicant eligible and entitled to access a subsidised course?

NO

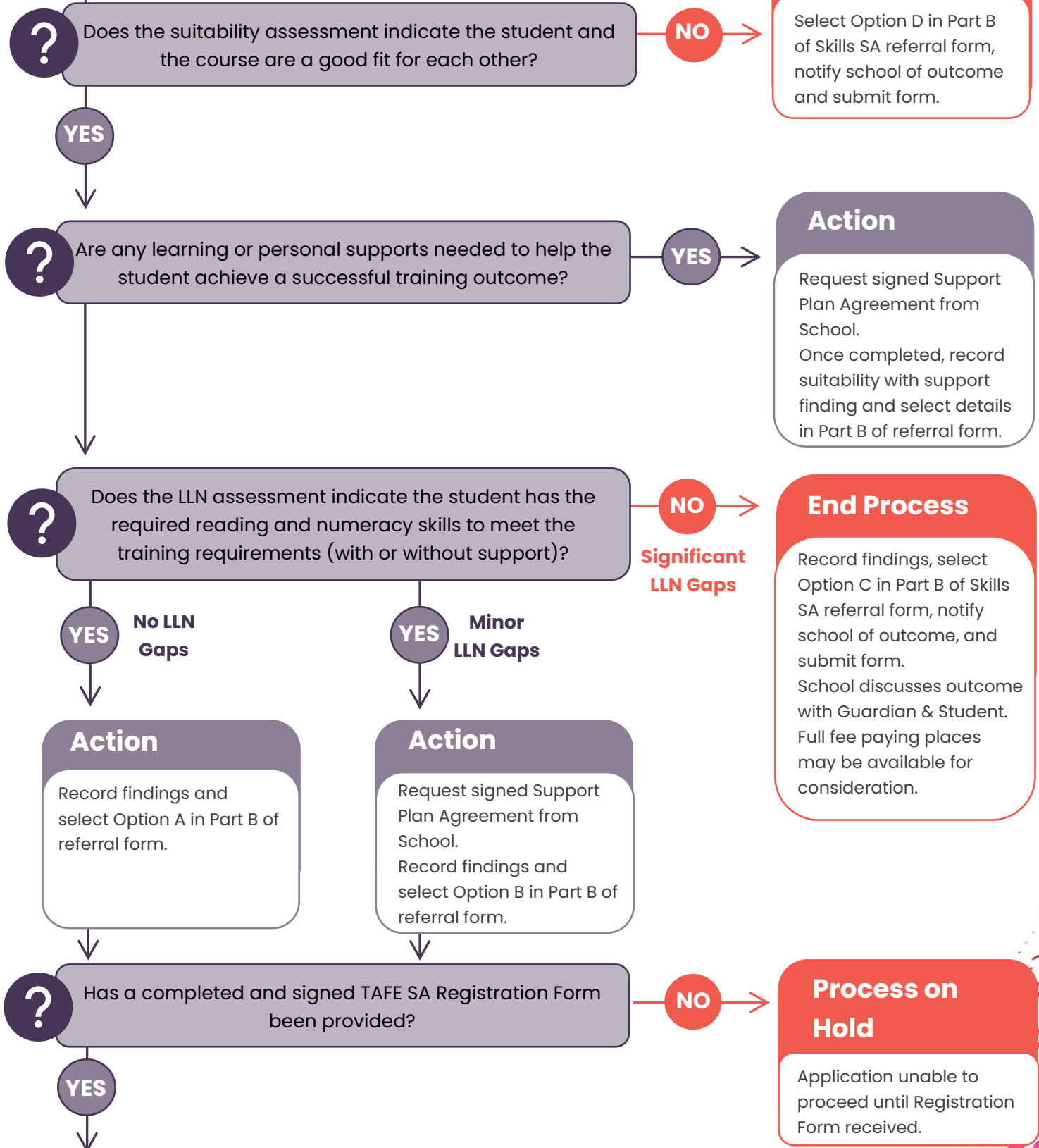
YES

End Process

Select Option D in Part B of Skills SA referral form, notify school of outcome and submit form. School discusses outcome with Guardian & Student. Full fee paying places may be available for consideration.

Step 2

Stage 2 of Requirement Checks:
UAN, LLN Assessments, Support Planning and
TAFE SA Registration Forms



Step 3

Application Processing Complete



All requirements met to be considered for future offer rounds



Are places available in the course?
(Question: have minimum capacity requirements and/or maximum capacity limits been reached)

NO

YES



Action

Record findings and select Option A in Part B of referral form.

Waiting List

Application unable to proceed immediately. Waiting list may be considered until course availability can be resolved.

End Process

Record findings, select Option D in Part B of Skills SA referral form, notify school of outcome, and submit form. School discusses outcome with Guardian & Student.

Step 4

Offer Round (Part B)



Parent/Guardian/Student receives Offer Letter Notification with details of course for approval to proceed to enrolment with training provider.



Does Parent/Guardian/Student accept offer and approve enrolment into the course?

NO

YES

Action

Parent/Guardian/Student discusses with school and school to resolve.

End Process

School advises TAFE SA the referral to training is withdrawn.

Step 5

Approval Received (Part C)



Parent/Guardian/Student accepts offer by completing the Part C Declaration in the online Skills SA Portal.

Step 6

Enrolment and Onboarding



Enrolment will commence in October 2024. Welcome Packs with onboarding information will be emailed regarding start dates, times, and attendance requirements.