# VETRO Process Map
## Applications and UAN at TAFE SA

**Acknowledgement:** Adapted from 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 11, 12 or 13 and are 16 years of age or turning 16 years of age in the current year of that enrolment

**OR**

Year 10, 11 or 12 and employed in a School Based Apprenticeship or Traineeship (SBAT)

**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** →

**End Process**
Not Eligible for Subsidised Training. TAFE SA to select Option D in Part B of Skills SA referral form, notify school of outcome and submit form. School discusses outcome with Guardian & Student.

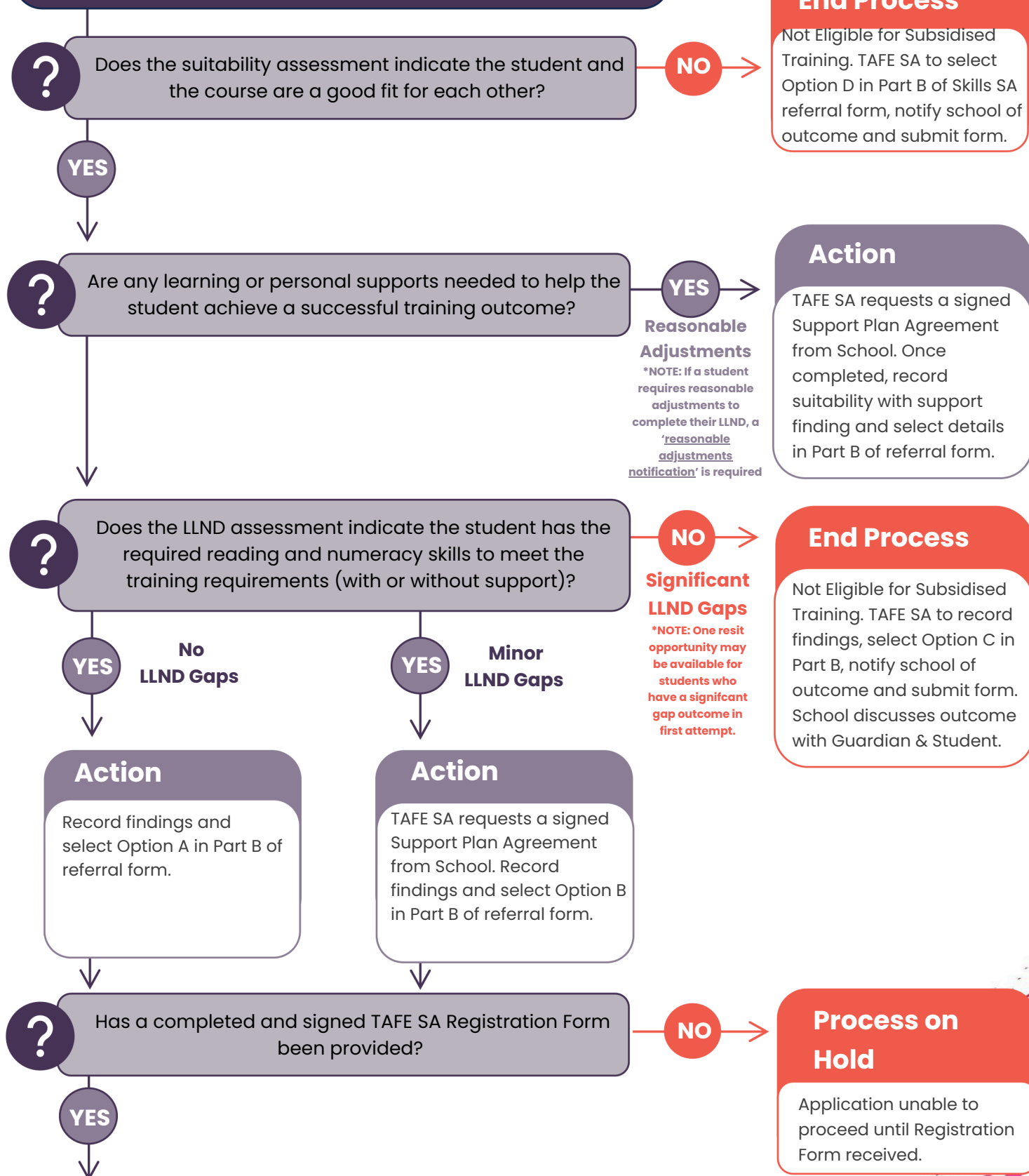**YES**

# Step 2

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

**?** Does the suitability assessment indicate the student and the course are a good fit for each other?

**NO** →

## End Process

Not Eligible for Subsidised Training. TAFE SA to select Option D in Part B of Skills SA referral form, notify school of outcome and submit form.

**YES**

**?** Are any learning or personal supports needed to help the student achieve a successful training outcome?

**YES**

**Reasonable Adjustments**

*NOTE: If a student requires reasonable adjustments to complete their LLND, a 'reasonable adjustments notification' is required

## Action

TAFE SA requests a signed Support Plan Agreement from School. Once completed, record suitability with support finding and select details in Part B of referral form.

**?** Does the LLND assessment indicate the student has the required reading and numeracy skills to meet the training requirements (with or without support)?

**NO** →

**Significant LLND Gaps**

*NOTE: One resit opportunity may be available for students who have a signifcant gap outcome in first attempt.

## End Process

Not Eligible for Subsidised Training. TAFE SA to record findings, select Option C in Part B, notify school of outcome and submit form. School discusses outcome with Guardian & Student.

**YES** — **No LLND Gaps**

**YES** — **Minor LLND Gaps**

## Action

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

## Action

TAFE SA requests a signed Support Plan Agreement from School. Record findings and select Option B in Part B of referral form.

**?** Has a completed and signed TAFE SA Registration Form been provided?

**NO** →

## Process on Hold

Application unable to proceed until Registration Form received.

**YES**

## 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** →

### End Process
Not Eligible for Subsidised Training. TAFE SA to record findings, select Option D in Part B, notify school of outcome, and submit form. School discusses outcome with Guardian & Student.

**YES**

**?**

### Action
Offer can be made. TAFE SA to 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.

## 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** →

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

### End Process
School advises TAFESA the referral to training is withdrawn.

**YES**

## Step 5
### Guardian 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.
Welcome Packs with onboarding information will be emailed regarding start dates, times, and attendance requirements.