

# 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.

## Step 2

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



### End Process

Select Option D in Part B of Skills SA referral form, notify school of outcome and submit form.

### Action

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

### End Process

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

### Process on Hold

Application unable to proceed until Registration Form received.



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

NO

YES



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

YES



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

NO

Significant  
LLN Gaps

YES

No LLN  
Gaps

YES

Minor  
LLN Gaps

### Action

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

### Action

Request 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

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

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.

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.

### 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.

YES

#### 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.