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

<u>School Student VET referral form</u> (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



✓ 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:

- ✓ 1x 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?

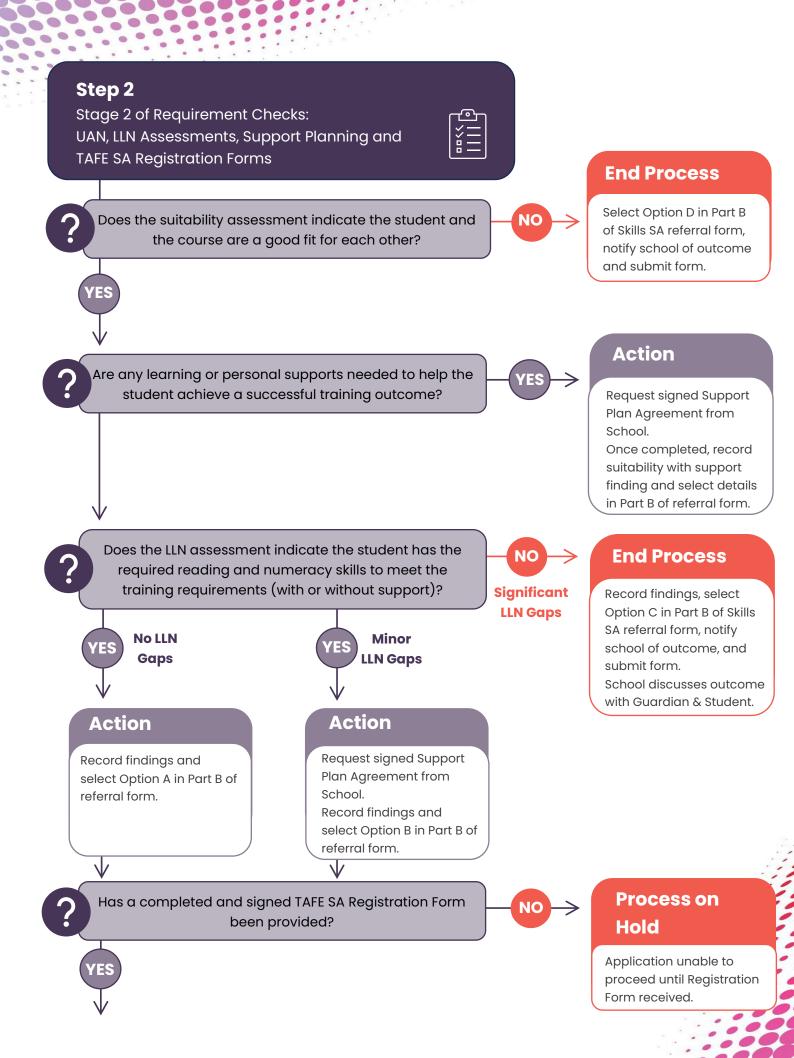


End Process

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

YES

V1 April 2024



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.



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.



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?



Action

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



Step 5

Approval Received (Part C)



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

End Process

School advises TAFE SA the referral to training is withdrawn.

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.

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