

School Enrolled Students VET Referral

Part A - Secondary School to complete

Complete Part A to enable the training provider to undertake an assessment of the student.

The school and training provider **MUST** retain a copy of this completed form for documentary evidence and monitoring purposes, which will be emailed to you once the referral is finalised.

Next steps

Once you click submit an email notification will be sent to the training provider for them to complete Part B. You will receive a notification once Part B is complete and the referral progresses to Part C if the student is accepted to enrol into the course.

The parent/guardian or independent student/student aged 18 years or older must then complete Part C of this form to give approval to proceed to enrolment with the training provider.

Once Part C is finalised by the Parent/Student, a copy of the completed referral will be provided to all involved.

Note that if the student is found not suitable at this time, Part C will not be sent to the parent/guardian or independent student/student aged 18 years or older. In this situation only the training provider and the school will receive a copy of the completed referral.

Part A – Secondary School to complete

School Representative Contact Information

Referring secondary school *

Aberfoyle Park High School

Type the first letter of the School to filter the list. Please note that typing more than 1 character wont filter the list further.

School contact person *

Jane

Smith

School phone number *

81234567

School Email address *

aberfoyle@school.sa.edu.au

Strongly advise using a central Email inbox address.

Is this referral for an independent student or a student 18 years or older? *

☐ Yes ☒ No

Parent/Guardian Information

Parent/Guardian contact name *

Melanie

Green

Parent/Guardian contact number *

0412345678

Parent/Guardian contact Email

melaniegreen@email.com.au

Bigpond Email addresses are not accepted due to known issues.

Student Information

Student name *

Sarah

Green

Student Email address *

sarahgreen@email.com.au

Bigpond Email addresses are not accepted due to known issues.

Date of birth *

20/05/2008

Age in years

16

The student meets the following eligibility criteria *

- ☒ Australian Citizen
- ☐ Permanent Australian resident
- ☐ Eligible visa holder

For more information see [Student eligibility for subsidised training](#)

Does the student identify as Aboriginal or Torres Strait Islander? *

☐ Yes ☒ No

Gender *

- ☒ Female
- ☐ Male
- ☐ Non-binary

Do you have a Student SACE ID? *

☒ Yes ☐ No

OFFICIAL

Student SACE ID *

123456a

E.g. #####A

USI *

23456ABCDE

Training Provider Representative Contact Information

Training provider name *

TAFE SA 41026

Training provider contact person *

Manager

Schools

Training provider phone number *

1800882661

Training provider Email address *

schools@tafesa.edu.au

Course information

Will this course be delivered as a school-based apprenticeship or traineeship? *

☐ Yes ☒ No

Course code *

UEE22020

Course name *

Certificate II in Electrotechnology (Career Start)

How many nominal hours does the student require from the course for SACE attainment? *

400

Approximate course fee *

\$260.00

Approximate incidentals fees *

\$290.00

Term date in which the course will start *

3/02/2025

Term start date refers to the beginning of the school term in which the student wants to study. This is not the date the VET course will start. The school and RTO will confirm the VET course commencement date with the student directly.

Course location *

☐ Training provider

☐ Host School

☒ Trade Training Centre/Technical College

Campus location (Include name for host school or trade training centre) *

Western Technical College

Is this referral a re-application for the same course? *

☐ Yes ☒ No

Select one or more of the following three categories to indicate what eligibility evidence has been uploaded with this referral form *

☐ Relevant industry exposure

☒ Relevant accredited training

☐ Relevant SACE curriculum-based project work or industry immersion activity

Refer to the VETRO Guidelines for Schools for important information on the types and forms of acceptable evidence for each category to meet eligibility requirements.

Evidence the student has completed a preparatory VET pathway must be provided to the training provider with this referral to support their assessment of eligibility. *

Upload or drag files here.



[Sarah Green Evidence.docx](#)

26.4 KB



[Sarah Green TAFE SA Registration Form.docx](#)

0.3 MB



What year level will the student be in when commencing the course? *

☐ Year 10 and the course is under school-based traineeship or apprenticeship arrangements

☒ Year 11

☐ Year 12

☐ Year 13

Support needs

Select any that are applicable

- ☐ The student has a negotiated education plan
- ☒ The student has a known disability
- ☐ The student is under the Guardianship of the Minister

Summarise any supports or services being provided by the school or other agency and, if the student has a disability outline the nature of the disability. *

Sarah has dyslexia which is supported with additional remedial tutoring. Sarah also receives additional support in class from a SSO.

Upload information on supports currently being provided by the school

Upload or drag files here.



[Sarah Green Support Plan.docx](#)

26.4 KB



Checklist

- ☐ If applicable, the school confirms the student is FLO enrolled in a government school.
- ☒ The school confirms the student and/or parent/guardian has agreed on the selection of the preferred training provider.
- ☒ The school is satisfied that the method of delivery and duration of the course is appropriate for the student.
- ☒ The school acknowledges the training provider may invoice the referring school for any applicable course or incidental fees, if the student is accepted into the course.
- ☒ The school confirms the student and/or parent/guardian have been advised there may be fees the school may invoice them for, if the student is accepted into the course.
- ☒ The school confirms they have explained to the student and/or parent/guardian that completion of this referral form does not guarantee enrolment into the course and that the training provider will assess the student's suitability, support needs and literacy and numeracy via the VET Readiness Orientation (VETRO) process to determine if they are ready.
- ☒ The school agrees to the student accessing learner Support Services or TAFE SA Student Services, through the training provider, at no cost, while in the course to support a successful training outcome where needed.

For more information on consent to access additional personal and learning supports, see [VET for School Students Fact Sheet](#).

You have now completed the section for Secondary school representatives, click 'Submit' and the other parties will be sent an editable link to complete their section.

Contact Details for TAFE SA

Training provider name: TAFE SA 41026

Training provider contact person

First Name: Manager Last Name: Schools

Training provider phone number: 1800882661

Training provider Email address:

schools@tafesa.edu.au

Please upload approved evidence and a completed TAFE SA Registration form in the Evidence section.

Please upload a support plan if student has any known support needs.