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 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 →

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
↓

Step 2

Stage 2 of Requirement Checks:
UAN, LLN 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

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** →

Action

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

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? 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** →

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.

YES **No LLN Gaps** ↓

Action

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

YES **Minor LLN Gaps** ↓

Action

Request signed Support Plan Agreement from School.
Record findings and select Option B in Part B of referral form.

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? 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

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.

End Process

School advises TAFE SA the referral to training is withdrawn.

YES ↓

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