

VETRO Process

STEP 1: VETRO REFERRAL PART A

To be initiated and completed by the high school

School Enrolled Students VET Referral 2023
(cognitofirms.com)

School VET Coordinator/representative is to complete all required fields. Key criteria is captured:

- High School representative details
- Student information
- Parent/guardian information
- Training Provider contact details*
- Course information*
- Support Needs

*Details provided on each course page on www.civiltrain.com.au

All 3 parties will receive an email from the Department of Education confirming the referral

STEP 2: RTO PROCESSING

- RTO receives referral and arranges Upfront Assessment of Needs (UAN) session with Student.

STEP 3: UAN SESSION

- Learner to attend booked session, ensure to bring the following:
 - Student ID
 - Academic Transcripts for any previously completed training (e.g. CPCWHS1001 White Card)
 - Student/school information for CITB number registration
 - Pen, paper, and calculator

STEP 4: VETRO REFERRAL PART B

To be completed by Civil Train SA (RTO)

- RTO ensures all enrolment documentation is completed
- If the learner demonstrates:
 - ACSF level 2 or above RTO will **complete** Part B of the VETRO Referral
 - ACSF level 1 or below the RTO to provide results to the learner's school for determination if support is available to assist the student or further learning/training is required before participating.
- If support is identified the RTO is to **complete** Part B outlining the support plan.
- If no support identified the RTO is to **decline** Part B outlining the reason.

STEP 5: VETRO REFERRAL PART C

To be completed by the Parent/Guardian

- Parent/Guardian to review all information from Part A & B. Complete all required information and **submit** Part C.