

PEER VETRO Process

STEP 1

VETRO Referral Part A: to be initiated by the high school

<https://providers.skills.sa.gov.au/school-student-referral-to-vet-form>

Key Criteria:

- High School representative details
- Student information
- Parent/Guardian information
- Training Provider contact details
- Course information
- Support Needs
- Evidence to support student has completed a preparatory VET pathway for RTO to assess student's eligibility.



Step 2 RTO Processing

RTO to process student details from the referral received from student's school VET Coordinator. Student will then be booked to attend a UAN session.

An email will be sent to the student, home school VET Coordinator and nominated parent/care giver with details of UAN session date, location, and time.

Location of UAN session will be determined by the student's chosen course delivery location in 2026. This may be at PEER, their home school, or a host school.



Step 3 UAN Session

Students will need to bring the following to their scheduled UAN session.

- Photo ID – Student ID or Drivers licence (L's/P's)
- Laptop and Charger
- Pen and Calculator
- Mobile phone and access to their email account (required for CITB registration)

QUESTIONS?

Speak to your VET Coordinator or contact PEER
vetis@peer.com.au | 8348 1200



PEER RTO Code: 45744

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STEP 3 (continued) UAN Session

Student will also complete the following at their UAN session:

- › Students will register for CITB number.
- › Student will commence the DocuSign enrolment pack including:
 - PEER Enrolment Form
 - Work Ready Agreement
 - Support Needs Assessment check list.

Once the student has completed their sections of DocuSign forms and submitted, the documents will then automatically forward to their nominated parent/care giver to complete and finalise the DocuSign enrolment process.

The student's home school VET coordinator will automatically receive a copy of the students completed PEER enrolment form and Work Ready agreement upon completion via email.



Step 4 VETRO Referral Part B: to be completed by the RTO (PEER)

Student has demonstrated ACSF level 2 or above & DocuSign Enrolment packs is completed - PEER complete Part B of the VETRO Referral

If student has demonstrated ACSF level 1 or below. RTO to provide results to the student's school for determination if support is available to assist the student or further learning/training is required before participating.

A Student Support Plan will be required from student's school outlining support to be provided to the student while participating in the course.

- If appropriate support is identified via submitted student support plan - RTO to complete Part B outlining the support plan
- If no support identified - RTO to decline Part B outlining the reason. Referral rejected; no further action required.



Step 5 VETRO Referral Part C: to be completed by the Parent/Guardian

Parent/Guardian to review all information from Part A & B, fill out the required information and submit Part C.

All 3 parties will then receive a final email from the Department for Education with a PDF version of the referral including part A, B and C.

QUESTIONS?

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