

# VETRO Process

## Part A Referral

### Part A - To be completed by referring high school

Refer to: [www.providers.skills.sa.gov.au](http://www.providers.skills.sa.gov.au)-Instructional Guide on the School Referral Form (PDF)

Use checklist "**Appendix A**" to complete form

Go to High School Representative

Key Criteria:

- High School representative details
  - Parent/Guardian details
  - Training Provider contact details
    - RTO name and code
    - Course Code
    - Course name
    - Nominal hours
  - Fees
  - Support needs
  - Checklist - select correct options
- Click "Submit"

All 3 parties will receive an email confirming referral

### Part B - to be completed by RTO - PEER

PEER to email school SRNI (Snapshot Reading and Numeracy Indicator) assessment dates/times supervised by PEER at partnered school.

Students to demonstrate they are at ACSF Exit Level =>2

No

Yes

Where no further assessment is required individual can leave, PEER completes Part B, all 3 parties receive a copy of the form then parent can complete their section Part C.

If SRNI identifies further assessment is required, proceed to LaNCA on the day

LaNCA assessment on the day

Yes

### Part C - Parent/Guardian to complete

This agreement signifies parents approve the student commencing the course. Click 'Submit' and all 3 parties will receive the completed form

Yes

No

Additional school support

Complete and return

- PEER enrolment form and
- DIS PARTICIPANT AGREEMENT FORM

PEER to create training account

The VETRO will determine the student's readiness and identify a personalised approach to the learning which may include additional training and wraparound supports. As part of VETRO, PEER will assess each student's suitability, support needs and learning needs.

In the event that PEER deems a student is not yet ready for a qualification following VETRO, then the parent/guardian will receive a different Part C. In this instance, there will only be a message that the school will be in touch to discuss the outcome of the application.

## QUESTIONS?

Speak to your VET Coordinator or contact PEER  
[vetis@peer.com.au](mailto:vetis@peer.com.au) | 8348 1200

