From Semester 2, 2021 any student wanting to undertake Vocational Education Training (VET) will need to be enrolled in the VET Readiness Orientation (VETRO) process.

Eligibility age for school enrolled students means that from January 2021, a student who turns 16 in Year 11 will be able to access subsidised training from the beginning of the school year.

Registered Training Organisations (RTO’s) will be asking prospective students wishing to undertake VET to complete the online referral form for VETRO through their school VET Coordinator.

There are three parts to the form – the first part initiated by your child’s School (**Part A**) as a referral to the respective RTO. The second part is for the RTO to complete at the conclusion of the VETRO (testing) process (**Part B**) and the third part to be completed by the parent/guardian (**Part C**).

**To note: The parent will receive email notification that the form has been initiated when the School fills in Part A with the student and submits it, however they will  not be able to complete their section (Part C) until the RTO has completed Part B.**

Once the RTO receives the DIS School Enrolled Students VET Referral Form email, the student, parent and school will receive an email from the RTO detailing the next step is for the student to undertake an SRNI (Snapshot Reading and Numeracy Assessment) to demonstrate they are at an ACSF Exit Level 2 or above. The SRNI is in replacement of the traditional Language, Literacy and Numeracy test usually conducted.

Once the date and times have been secured with Partnered Schools, students will be notified of session details that they will be required to attend.

Once the student has successfully completed the SRNI; the RTO will complete **Part B** of the VETRO process and accept the referral for enrolment.

Once the RTO completes Part B, all three parties will receive a copy of the form (with Parts A and B completed) and the parent will then be able to complete their section. **Only the person (parent/guardian) who’s email address the form goes to will be able to complete Part C – the School or RTO or any other party will not be able to complete that section for them.**

Once the parent/guardian completes their section and presses submit, all three parties will receive the completed form (with all three parts completed). The parental/guardian part has been placed at the end of the process so that they are not asked to sign off more than once, but it is essential that the School discusses details of the course, the fees, and confirms the RTO the student will be applying to with the parent/guardian before referring the student. The School must also tick a box that says they are confident the student is ready for the VET course – having first counselled and assessed them appropriately.

In the event that the RTO deems a student to not yet be 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.

Once all forms have been received by the RTO and VETRO Parts A through to C have been completed; the RTO will send through a Confirmation of Enrolment and a Training Plan with course dates and course requirements.

Any further queries with regards to the VETRO referral process can be directed to your Home School VET Coordinator.