

# 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 learner details from the referral received from student's school VET Coordinator.

Learner 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 RTO. ActualText: EFFF0009BDC ()TJEMC ETEMC /P Lang (en-US)/MCID BDC B



QUESTIONS?

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



PEER RT - 45744

### STEP 3 (continued) UAN Session

Student will also complete the following at their UAN session:

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

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 students 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)

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

If learner has demonstrated ACSF level 1 or below. 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.

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.

## QUESTIONS?

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