

### How to use this Guide

The guide is designed to ensure that there is clarity on what is accepted evidence to demonstrate a school student has completed a relevant VET Pathway to meet eligibility requirements. The guide was developed in conjunction with training providers, school sectors and Department for Innovation and Skills key staff. The guide will be reviewed annually to ensure that it remains current.

Schools can use the guide to help school students explore different ways in which they can prepare for a VET pathway. The table below outlines a range of activities that will ensure the option selected is relevant to the preparatory needs of the course and the school student.

The guide provides specific details on what evidence is accepted for the range of activities and the form it must take to assist schools to ensure the evidence is collected by the student and/or school, recorded and provided in the manner described in the table below, before uploading the evidence with the School Student VET Referral form.

Training providers must use the table below to ensure the evidence provided complies with this standard so that they are able to effectively determine if it demonstrates the school students meet the eligibility criteria of having completed a relevant VET pathway. It is a training providers responsibility under their FAA to determine if the evidence provided meets the eligibility criteria.

### Important information



\* The category of Relevant SACE Curriculum Based Project Work in the table is only accepted as the only category of activity selected, where the industry the course is aligned to does not provide opportunities for Relevant Industry Exposure or Relevant Accredited Training.



Training providers will use the evidence provided to determine if it is relevant to the chosen VET pathway and demonstrates completion of preparation for the category or categories of accepted activity.



The evidence provided can be used by the training provider during the VETRO assessment of suitability.












Multiple categories of activities can be selected by the school if the school student has completed activities across any two or three with accompanying evidence uploaded with the referral form.












School Based Apprentices and Trainees are not required to demonstrate a completed VET pathway as part of their eligibility.







### Table of Approved Evidence for Completion of a Relevant VET Pathway Guide (#1)

Category of Activity	Type of Activity	Evidence
 <p>Relevant Industry Exposure</p>	<ul style="list-style-type: none"> <li data-bbox="465 459 891 555">Part-time/casual work </li> <li data-bbox="465 587 891 683">Volunteering </li> <li data-bbox="465 715 891 810">Unpaid work in family business </li> <li data-bbox="465 842 891 938">Virtual work experience </li> <li data-bbox="465 970 891 1066">Onsite work experience </li> <li data-bbox="465 1098 891 1193">Training work placement </li> </ul>	 <p>Copy of email from employer, letter from employer, or a up to 2 page report from the school or employer that must include:</p> <ul style="list-style-type: none"> <li>• Start and finish dates</li> <li>• Total hours or equivalence in 7.5 hour long working days</li> <li>• Student name</li> <li>• Type of work experience and tasks</li> <li>• Organisation name</li> <li>• Contact person and their contact details</li> <li>• Signed and dated</li> </ul>  <p>If work experience was undertaken as part of accredited or non-accredited training a copy of:</p> <ul style="list-style-type: none"> <li>• Certificate of participation or</li> <li>• Letter or email from work experience host in line with above requirements or</li> <li>• Work experience contract for insurance purposes</li> </ul> <p style="text-align: right; font-size: small;">For further information, please go to <a href="https://providers.skills.sa.gov.au/Deliver/Upfront-Assessment-of-Need">https://providers.skills.sa.gov.au/Deliver/Upfront-Assessment-of-Need</a>            Effective Date: 1 July 2021            Version 1.1 - 24 May 2021</p>

### Table of Approved Evidence for Completion of a Relevant VET Pathway Guide (#2)

Category of Activity	Type of Activity	Evidence
 <p>Relevant Accredited Training</p>	<p>VET Taster </p>	
	<p>Skill set or skill cluster </p>	<p>For completed accredited training, a copy of the:</p> <ul style="list-style-type: none"> <li>• <b>Testamur</b> – issued by an RTO to school students who have met the requirements of a VET qualification, <b>and</b></li> <li>• <b>Record of result</b> – issued by an RTO to accompany the testamur, <b>or</b></li> <li>• <b>Statement of Attainment</b> – issued by an RTO to certify the completion of one or more units or modules from a VET qualification, or the completion of an accredited short course</li> </ul>
	<p>Short course </p>	
	<p>Certificate course </p>	<p>For completed accredited training delivered by the same training provider the Referral is for, a copy of:</p> <ul style="list-style-type: none"> <li>• The original enrolment form signed by parent/guardian or school student or</li> <li>• A document provided by school outlining the course details</li> </ul>
	<p>Micro-credential </p>	 <p>For accredited training not completed yet, a copy of a letter from the RTO confirming the:</p> <ul style="list-style-type: none"> <li>• Date the training was started and the date it is due to finish</li> <li>• Student name</li> <li>• Type of accredited training</li> <li>• RTO name</li> <li>• Contact person and their contact details, signed, and dated or</li> <li>• A self-service report produced from RTO website by student</li> </ul> <p>For further information, refer to <a href="https://providers.skills.sa.gov.au/Deliver/Upfront-Assessment-of-Need">https://providers.skills.sa.gov.au/Deliver/Upfront-Assessment-of-Need</a> Effective Date: 1 July 2021 <span style="float: right;">Version 1.1 - 24 May 2021</span></p>

### Table of Approved Evidence for Completion of a Relevant VET Pathway Guide (#3)

Category of Activity	Type of Activity	Evidence
 <p>Relevant SACE Curriculum Based Project Work*</p>	<p>Industry immersion activity </p> <p>Research Project </p> <p>Workplace Practice Stage 1 or 2 </p>	 <p>For the industry immersion activity, an up-to-2 page report from the school which must include the:</p> <ul style="list-style-type: none"> <li>• Start and finish dates</li> <li>• Total hours or equivalence in 7.5 long working days</li> <li>• Student name</li> <li>• Type of industry immersion and activity</li> <li>• Organisation names</li> <li>• Contact names and contact details, signed and dated by the supervising teacher</li> </ul>  <p>For the Research Project or Workplace Practices Stage 1 or 2 activity, an up-to-2 page summary from the school that must include:</p> <ul style="list-style-type: none"> <li>• Confirmation of relevancy to the VET course</li> <li>• Outline the nature of the industry exposure</li> <li>• Summary of the level of knowledge gained by the school student on the field of work, required skills, nature of work and working conditions</li> <li>• Signed and dated by the supervising teacher</li> </ul> <p>For further information, refer to <a href="https://providers.skills.sa.gov.au/Deliver/Upfront-Assessment-of-Need">https://providers.skills.sa.gov.au/Deliver/Upfront-Assessment-of-Need</a>                      Effective Date: 1 July 2021                      Version 1.1 - 24 May 2021</p>