



Thank you for expressing interest in undertaking a VET qualification in 2023.

If you have not yet had a family appointment with a member of the Careers Team about VET, please contact Mr David Green via phone: 8568 5100 or email: David.Green642@schools.sa.edu.au as a matter of urgency.

Please read carefully the information below, which will outline the steps that you will need to undertake to formalise your enrolment in this course. Note that this information is only relevant to eligible students who meet the following criteria:

1. Are accessing a VET course that is on the Government Subsidized Training List
2. Will be in Year 11 or 12 in 2023
3. Will be turning 16 years of age (or older) in 2023
4. Have undertaken a relevant "Industry Immersion Activity" such as Work Experience, a VET "Taster" course or extensive Career Research. Evidence of this will need to be submitted with your application for the course.

APPLICATION PROCESS

Students will need to complete the relevant application forms and processes for the course that they are applying for. For courses that are a part of the Adelaide Hills network (AHSP's), students will need to go to the AHSP's website (<https://www.ahsps.com.au/application-documents>) and complete and submit the following:

1. 2023 AHSP's Application Form
2. The relevant RTO enrolment form (e.g. TAFE SA) – please see the course information if you are unsure.
3. The costs of the course (include both training costs and consumables as separate amounts – if applicable)
4. Evidence of their Industry Immersion Activity (please speak with Mr Green for further information) these documents will need to be completed in full and submitted to **Mr Green**.

For students undertaking a subsidized VET course outside of the Adelaide Hills, you will need to go to the relevant training provider's website and download their application form. This, along with evidence of your "Industry Immersion Activity" will need to be completed and returned to Mr Green.



Birdwood High School

INTERVIEWS

Students should be aware that some training providers and courses will require students to undertake an interview as part of the application process. Students will be notified of this directly but should be prepared by updating their resumes and finding past school reports, work experience feedback etc.

VETRO REFERRAL

Upon receipt of a student's application form, Birdwood High School will submit an online application (VETRO) to access Government funding for a subsidized course, on a student's behalf. Students and parents will receive an email notification about this when it occurs, and as part of the process, will be required to give permission for this to proceed. Once permission has been granted, students will be invited by the Training Provider to attend an Upfront Assessment of Need (UAN). This will occur in early **Term 4**, and consists of a basic literacy and numeracy assessment, to gauge what support a student may need with their learning as part of the course. It is not a "test" that students must pass to gain access to the course. Example questions of the UAN can be accessed from the Careers Team if required.

SUBJECTS FOR 2023 & TIMETABLING

Timetables for Semester 1, 2023, are usually finalized towards the end of Term 4, 2022. Upon notification of a student's acceptance into a VET course, families will be emailed a copy of their Semester 1 timetable to discuss any subject withdrawals to accommodate their VET course.

IMELINES

Submission of AHSP & RTO Application forms, plus evidence of Industry Immersion Activity to Mr Green

End of Term 3

VETRO referrals will be

VET SUBSIDISED COURSE

completed by the College, on behalf of students/families.

Term 4

UAN's will occur, including interviews (if applicable) for all subsidized courses

Students will be notified of VET course acceptance.

VET students will be provided with their 2023 Semester 1 timetables to discuss VET & subject withdrawals. For students undertaking VET in Semester 2, 2023, they will be contacted mid-Term 2, 2023.

Should you have any questions about any part of this process, please contact Mr David Green, Pathways Coordinator Phone: 8568 5100

Email: David.Green642@schools.sa.edu.au