











## Process Map Supporting Information for VETRO (page 3)

### 3.3 Literacy and Numeracy Assessment

If the assessment identifies the school student has met the minimum literacy and numeracy requirements specified by DIS or by the training provider they record this finding and select Option A or Option B (if there are learning or personal supports required) and submit the form.

Where minor gaps are identified, the training provider needs to discuss these with the school and provide a copy of the Literacy and Numeracy Comprehensive Assessment report to enable the school to consider how they can address these gaps through curriculum. The training provider will need to reach agreement with the school on who will provide foundation skills development, when and how while the student is in training. School agreed supports must be documented via email between the school and the RTO. Once agreement is reached the training provider can select in the Referral form what type of support will be provided and by whom, the training provider Select Option B and submit the form.

Where significant gaps are identified, the training provider needs to discuss these with the school and provide a copy of the Literacy and Numeracy Comprehensive Assessment report to enable the school to consider how they can address these gaps through curriculum. School students with significant gaps can re-apply once their gaps have been addressed through school curriculum. The training provider records the findings and selects Option C and submits the form. The training provider and the school will receive a PDF copy of the completed Referral form.

Where there are significant gaps in literacy and numeracy combined with personal or learning support needs that cannot be met, the training provider selects Option D and submits the form. The training provider and the school will receive a PDF copy of the completed Referral form.

### 4. Parent/guardian or student approves enrolment into a course

Once the training provider selects Option A or B and submits the form, a summary of course details will be sent to the parent/guardian or student who is over 18 years/has independent status for their approval.

The Referral form advises the parent/guardian or student to contact the school if they have any questions and to agree to the form and return by the date specified by the training provider in Part B of the Referral form. If the parent/guardian or student do not approve the student being enrolled into the course, the school will advise the training provider the Referral has been withdrawn.

Once the parent/guardian or student approves the Referral form they submit the form and a PDF copy of the completed Referral form is sent to the training provider, school and parent/guardian or student for their records.

Training providers must retain the PDF either electronically or in print form on the student's file. The contents of the Referral form also serve as the Learning and Support Report and meets this compliance aspect of the UAN.