NMTAFE VETDSS Application Guide 2023

Introduction

This guide provides step-by-step instructions on how to submit an application for a 2023 VET Delivered to Secondary Students (VETDSS) course.

Before you start your application, you will require all of the following:

- School Curriculum and Standards Authority ID (SCSA Student Number). This is also known as a WA Student Number (WASN) – It can be found on your school report.
- A Unique Student Identifier (USI) – You cannot submit an application without one. If you do not have a USI you must create one at https://www.usi.gov.au/
- Year 10 or 11 school report in electronic format (e.g.: PDF);
- Online Literacy and Numeracy Assessment (OLNA) results if applicable;
- Parent or guardian email address and mobile phone number;
- Resume, references and any certificates which will help support your application;
- A Student Statement for each course which outlines why you should be selected to participate in this course (please note there is a **limit of 500 characters** that can be entered in this section).
- Proof of Citizenship:
    - For Australian Citizens - Provide a copy of either your birth certificate, passport or Certificate of Australian citizenship. The copy must include proof of full name.
    - For New Zealand Citizens - Provide a copy of your passport. The copy must include proof of full name.
    - For Australian permanent residents or humanitarian visa holders - Provide a copy of your passport. The copy must include proof of full name and also visa sub-class number.
    - For Citizens other than Australia or New Zealand - Provide a copy of your passport and visa document. The copies must include proof of full name and citizenship.

VETDSS courses are extremely competitive and it is recommended that as much evidence as possible is provided to support your application. These documents must be uploaded when applying through our online system.

Your school will be asked to endorse and support the application before the selection process begins.

Instructions begin on the following page - Please read all details and complete carefully.
Please email VETDSS@nmtafe.wa.edu.au or call 9427 1146, should you require assistance with your application.

Please allow at least 30 minutes to complete your application in one sitting.

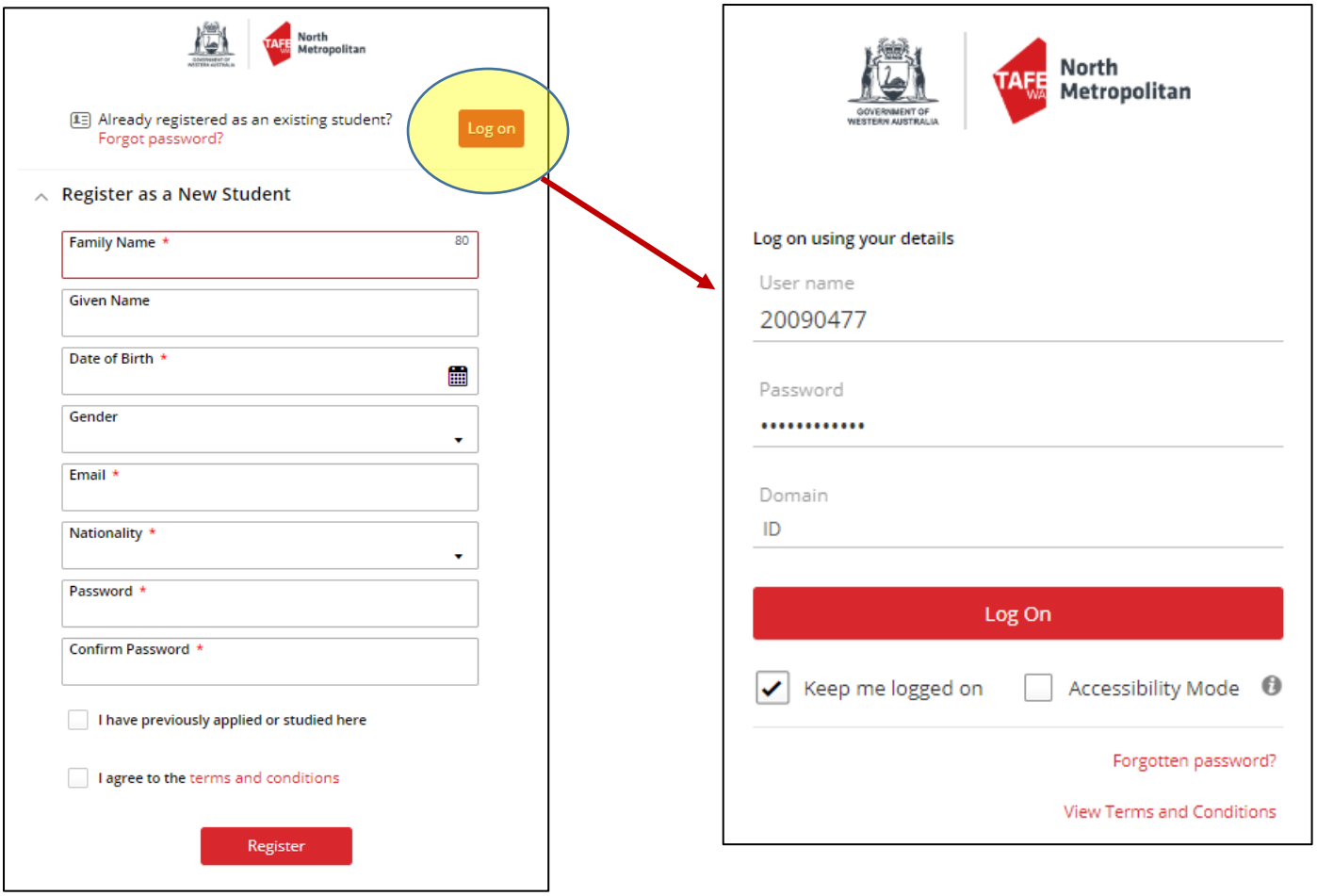
How to apply

1. Click on the URL below to begin the application process (recommend browser Google Chrome).
   https://sms.tafe.wa.edu.au/T1PRD/CiAnywhere/Web/NMT/f/$SC.STUAPPREG.MNT?suite=SM

With this URL open, students without an existing NMTAFE student account please now go to STEP 2 to continue

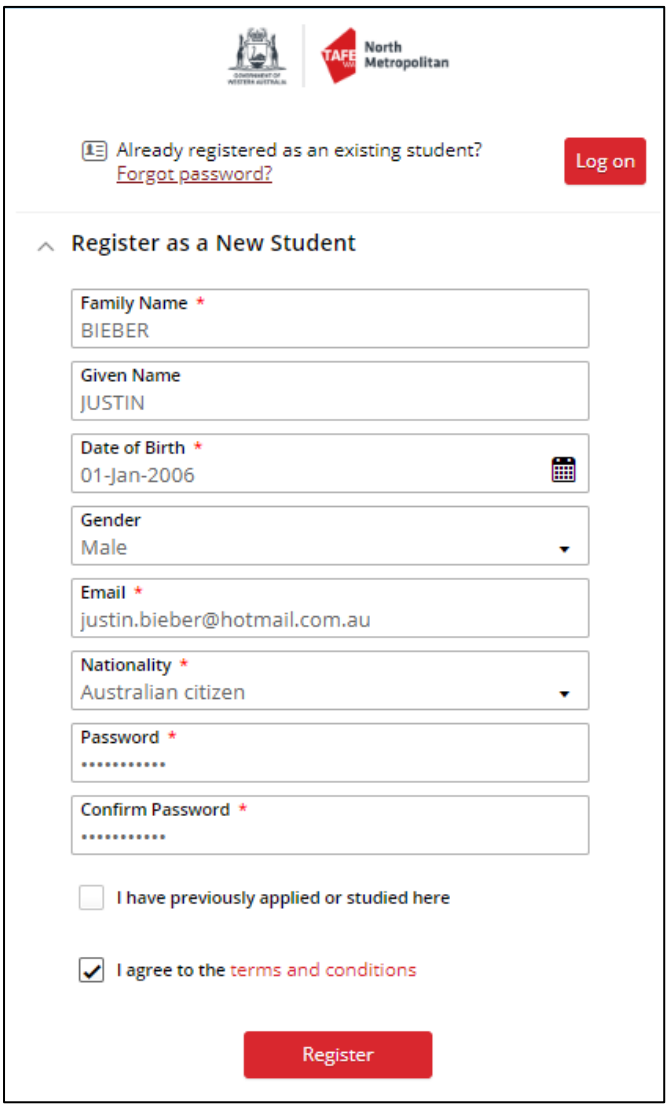
OR

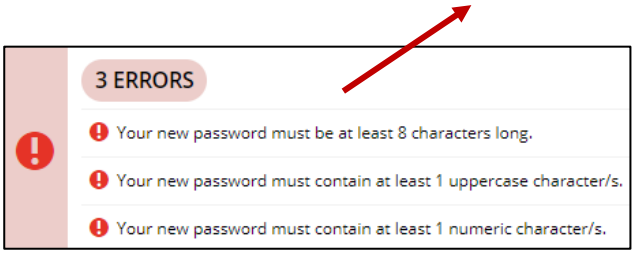
If you have participated in a Try-a-Trade, or suspect you have previously applied for an NMTAFE course in 2022, you must **NOT** register as a new student – Instead, please email VETDSS@nmtafe.wa.edu.au to obtain your existing login details, after which, please enter them as below and then go to page 4 of this document. Do not complete page 3 of this guide.



2. Fill in all the fields as per the example and then click **'Register'.** Please ensure your name is in all CAPS as per the example

Please ensure your password is between 8-10 characters long or you will receive the below warnings.



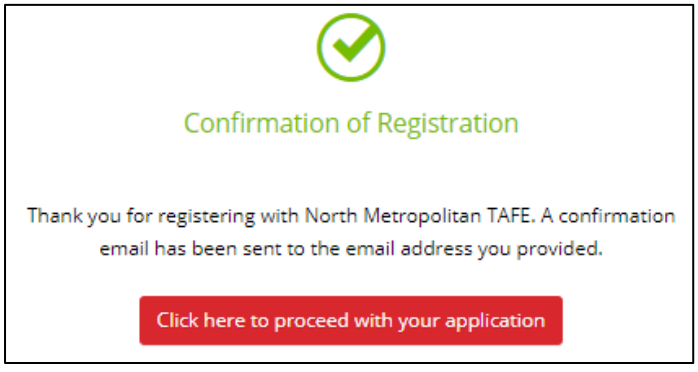


Logging back into your application

After you have registered, you can log back in to resume your application. Please refer to the last page of this application guide for login instructions.

Please do not register as a new student again.

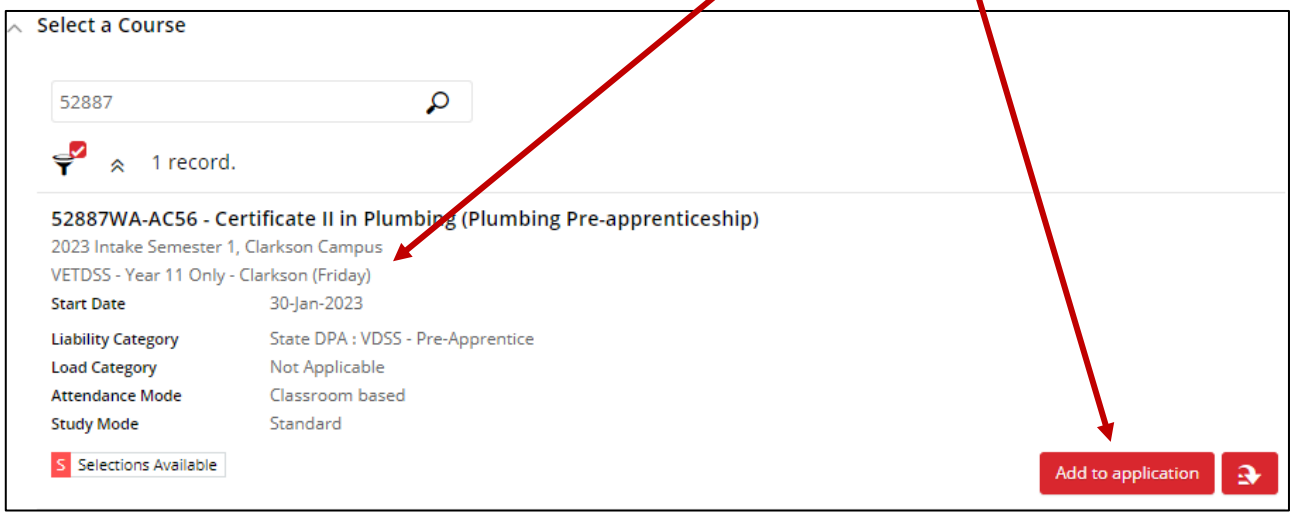
3. After clicking **'Register'** you will receive the following notification and an email confirming your registration. Click the red box to continue with your application.



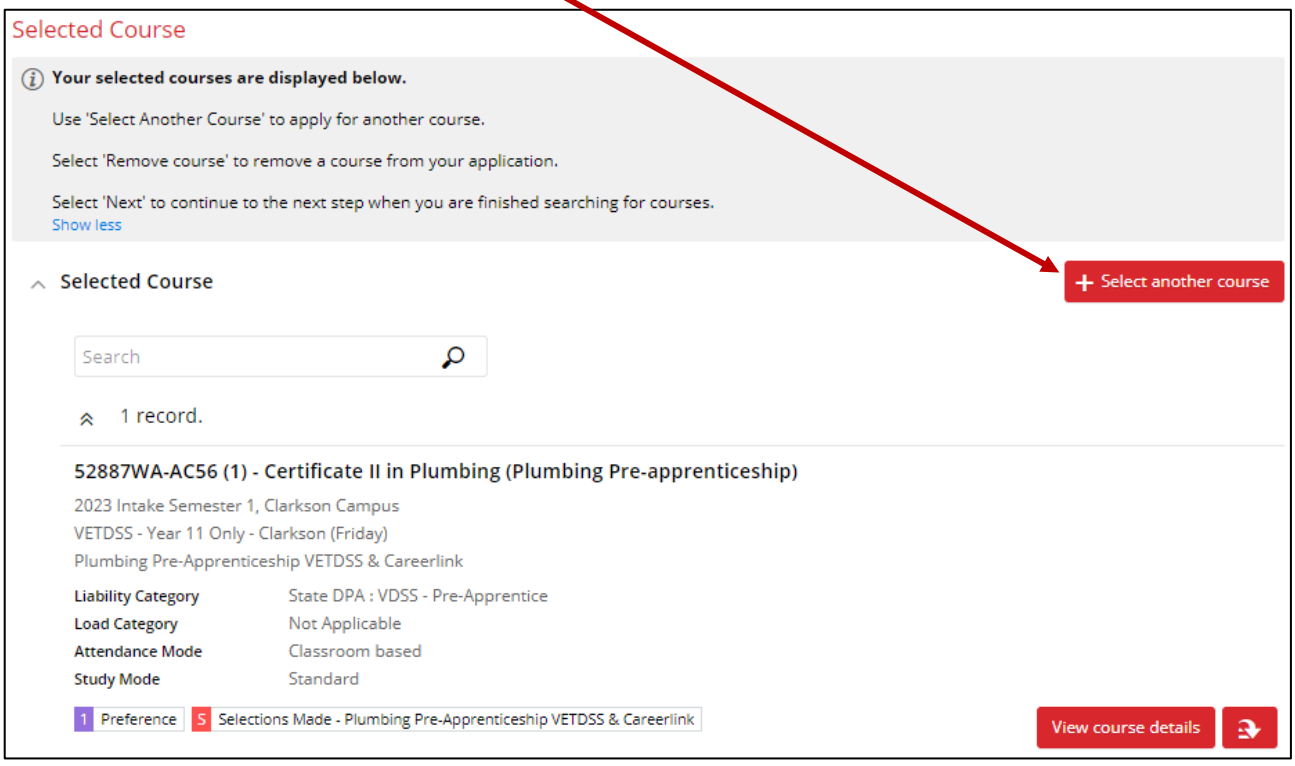
4. You are now on the application (Select Courses) page. You **MUST** filter down the course search **BEFORE** typing course name by clicking on the 'filter' icon click on **'YEAR'** and select **'2023'**. – Please be patient, it can take some time to load the filter.

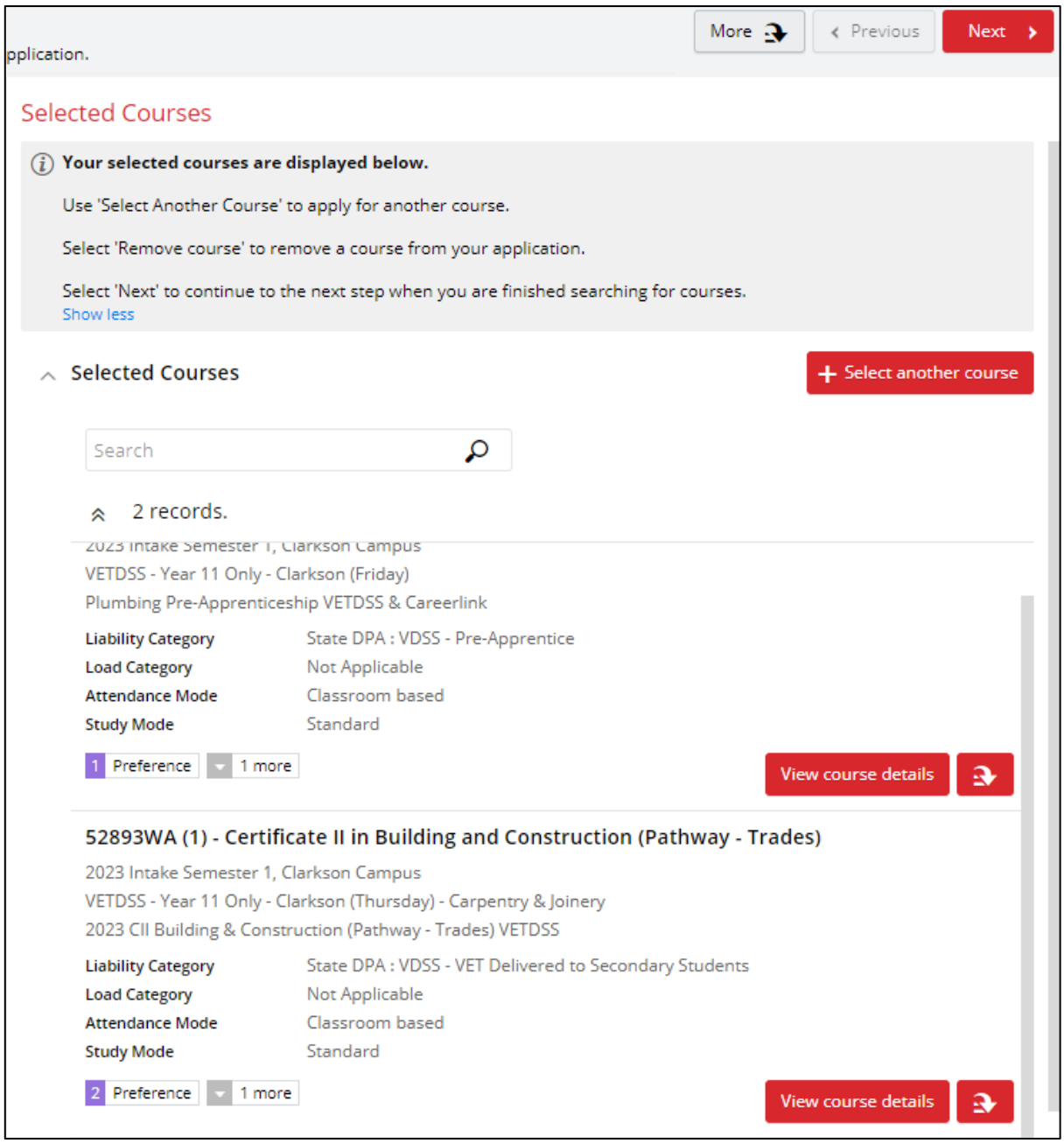
Using the Text Box – type in the code (Full course list available on page 9 & 10) of the certificate you wish to apply for as your 1st preference. Once you have found the course you wish to apply for, click on the **'Add to application'** button on the right.

Pay close attention to make sure that you select the correct campus, year group and/or delivery day.

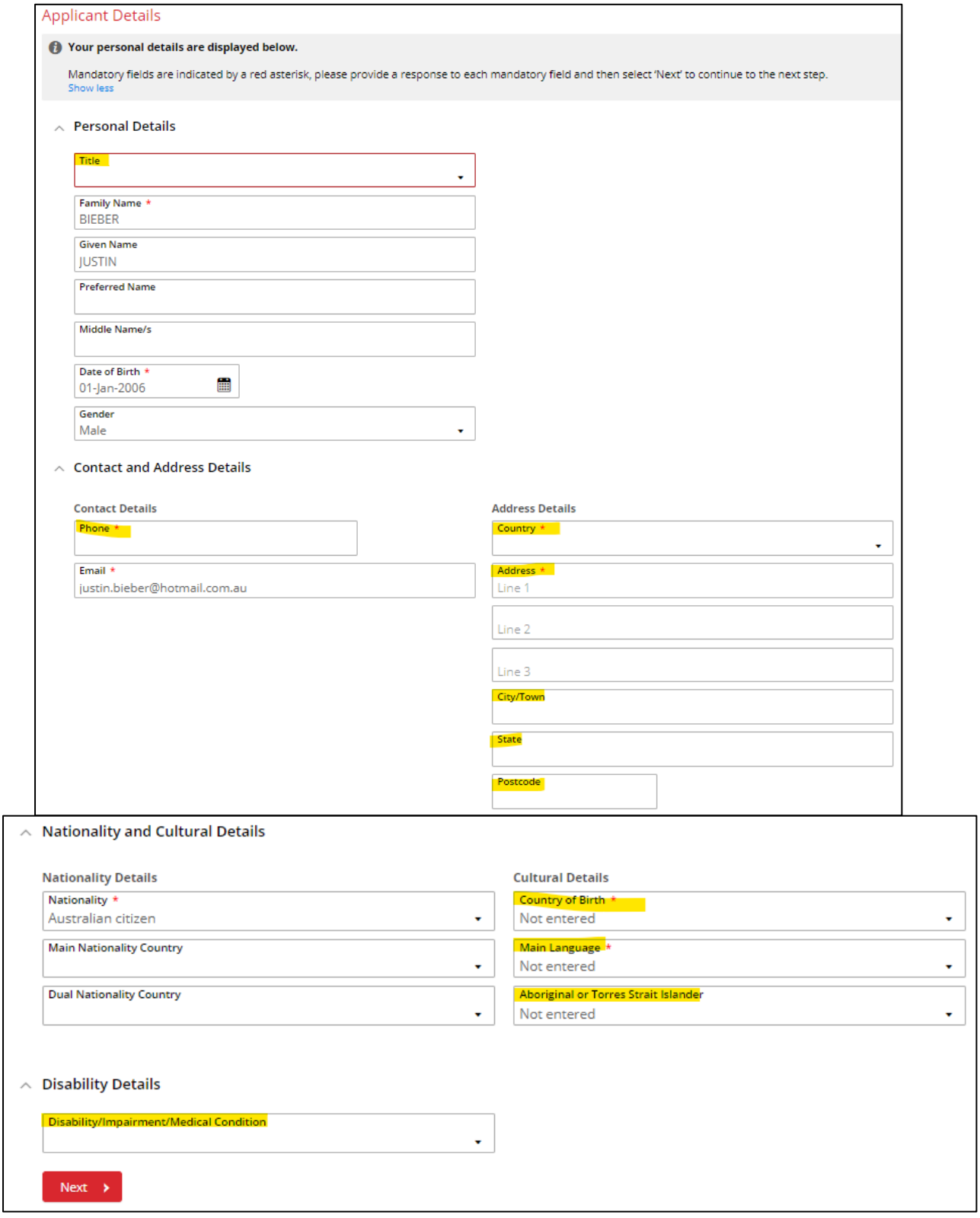


5. Click on **'+ Select another course'** to add your 2nd preference. Your selected courses will now appear as below. If correct, click the **'Next'** button at the top right of the page. Students will be considered for the first course they selected in the first instance so make sure your courses appear in the correct order. Any 3rd and 4th preference courses will be deleted from the application.

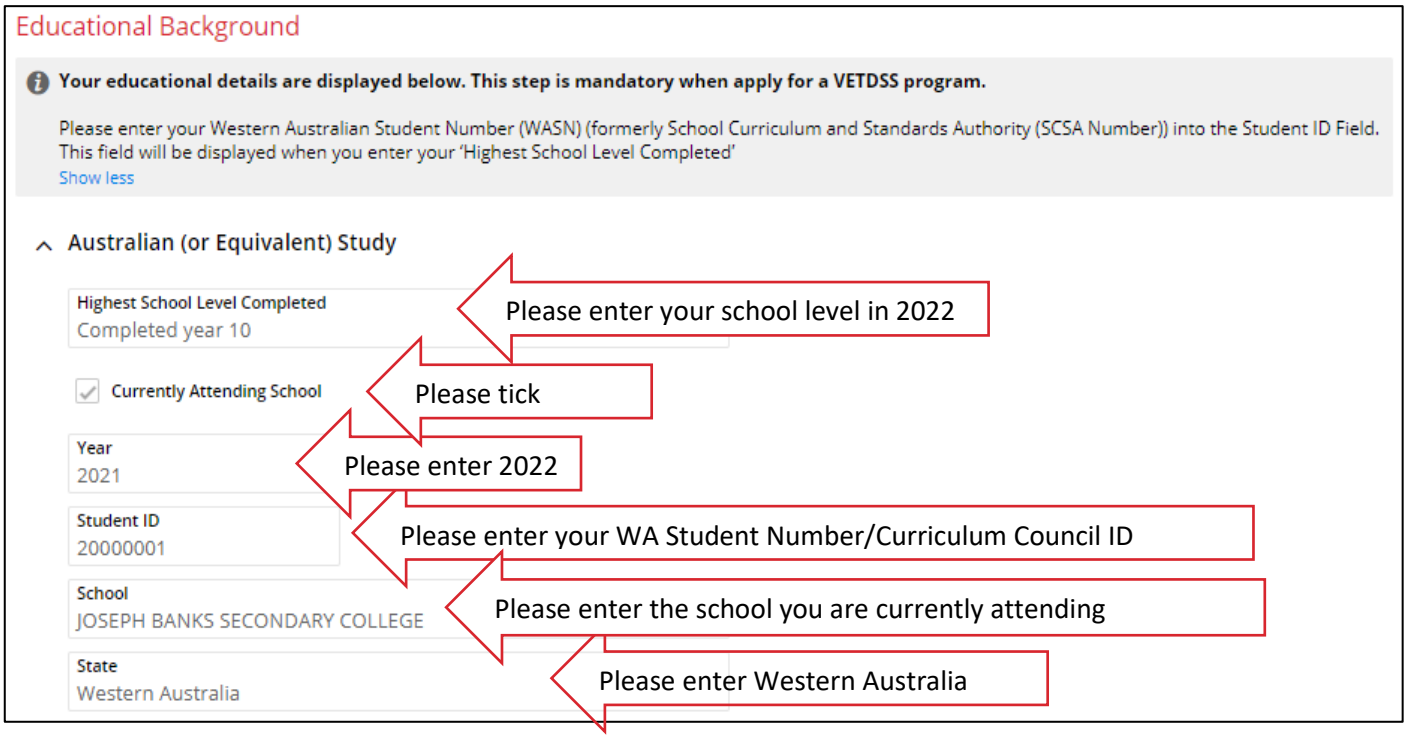



More
Previous
Next
pplication.
Selected Courses
Your selected courses are displayed below.
Use 'Select Another Course' to apply for another course.
Select 'Remove course' to remove a course from your application.
Select 'Next' to continue to the next step when you are finished searching for courses.
Show less
Selected Courses
Select another course
Search
2 records.
2023 Intake Semester 1, Clarkson Campus
VETDSS - Year 11 Only - Clarkson (Friday)
Plumbing Pre-Apprenticeship VETDSS & Careerlink
Liability Category
State DPA : VDSS - Pre-Apprentice
Load Category
Not Applicable
Attendance Mode
Classroom based
Study Mode
Standard
1 Preference
1 more
View course details
52893WA (1) - Certificate II in Building and Construction (Pathway - Trades)
2023 Intake Semester 1, Clarkson Campus
VETDSS - Year 11 Only - Clarkson (Thursday) - Carpentry & Joinery
2023 CII Building & Construction (Pathway - Trades) VETDSS
Liability Category
State DPA : VDSS - VET Delivered to Secondary Students
Load Category
Not Applicable
Attendance Mode
Classroom based
Study Mode
Standard
2 Preference
1 more
View course details

6. On the Applicant Details page, please complete all mandatory fields. See highlighted image below for all required fields. Click **'Next'** at the bottom of the page to continue.

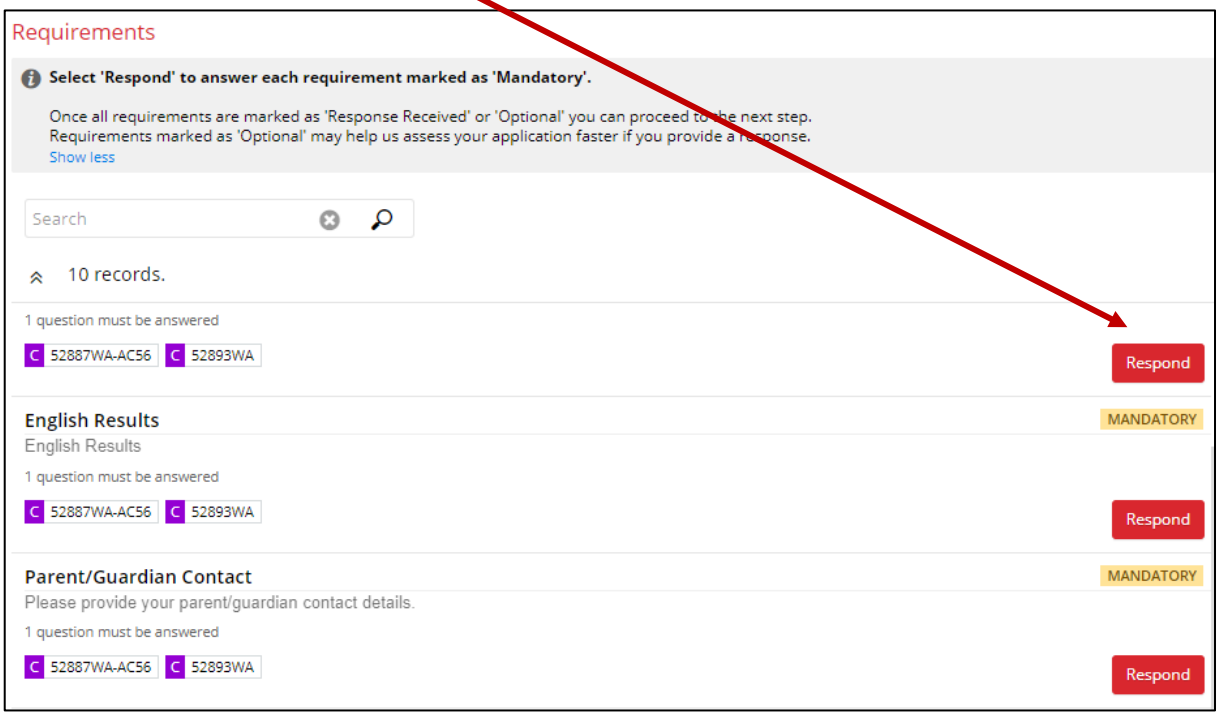


7. Complete the following fields on the Educational Background page. **These fields MUST be entered.**

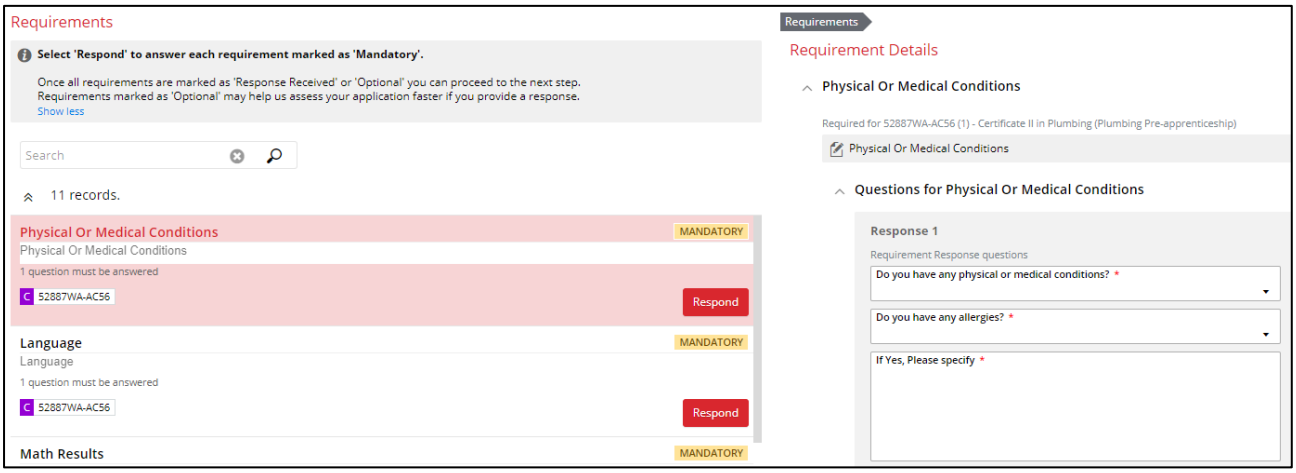


You are not required to complete any further fields on this page. Click **'Next'** in the top right once you have filled in the 'Australian (or Equivalent) Study' section.

8. This will take you to the Requirements section where there are mandatory fields (see image below) to complete. Click on the **'Respond'** button to expand the section to input your information/upload your documentation. Please do not complete any **'Optional'** fields.



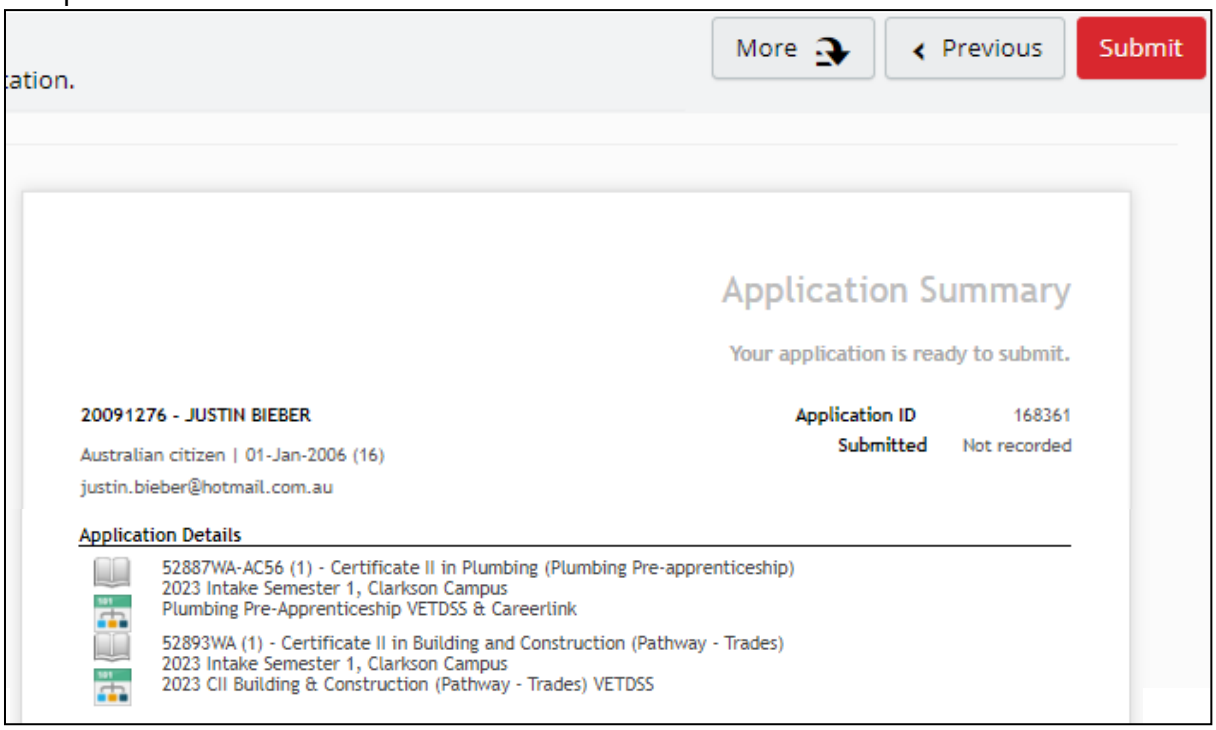
Here is an example of one of the required fields. This will open to the right, where you can input the required information, and click **'Save'** once the fields are entered.
Only after you have completed all of the mandatory fields, please click **'Next'** in the top right corner of the page.



This table outlines all of the required information:

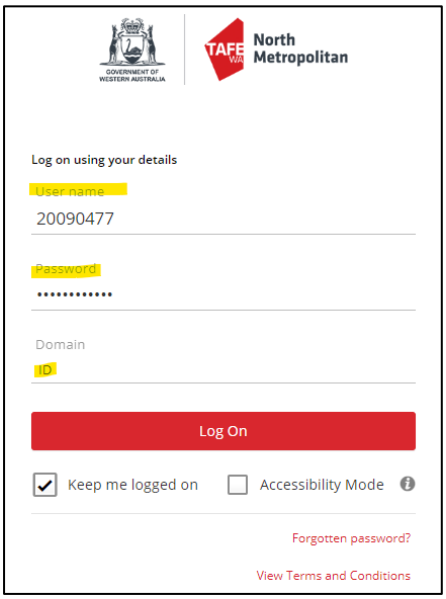
Requirement	Information Required
Physical Or Medical Conditions	This is where you tell us if you have any physical/medical conditions or allergies that we need to be aware of.
Language	Please answer all 4 questions. If you only speak English, please put 'English' in the first drop down, and still answer the other questions.
Math Results	Please enter your Maths Grade from 2022 and the Math Level you will be studying in 2023. If you have not completed Maths in 2022 then please enter your OLNA Numeracy Achievement.
English Results	Please enter your English Grade from 2022 and the English Level you will be studying in 2023. You also have the option of entering your OLNA Reading & Writing Achievement here.
Parent/Guardian Contact	Please enter your Parent/Guardian's First Name, Surname, mobile phone number and email address.
Year 10 or 11 School Report and OLNA Report	Please attach your most recent school report, OLNA report (if applicable) **and any supporting documents**.
School Attending in your Year of Study	This is where you tell us what year group you will be in next year. Please advise us if you are moving schools in 2023. Please answer **'No'** if you will be staying at your current school and type in 'not applicable' in the text box. If you have answered **'Yes'**, please let us know in the text box the name of your new school.
Student Statement section	This is where you tell us why you should be selected to participate in the 1st and/or 2nd course you have chosen. Please note there is a **limit of 500 characters** that can be entered in this section for each course.
Unique Student Identifier	Please enter your Unique Student Identifier (USI) number. You will need to select **'Yes'** before a 2nd field will open where you can enter your USI number.
Proof of Citizenship	• For Australian Citizens - Provide a copy of either your birth certificate, passport or Certificate of Australian citizenship. The copy must include proof of full name. • For New Zealand citizens - Provide a copy of your passport. The copy must include proof of full name. • For Australian permanent residents or humanitarian visa holders - Provide a copy of your passport. The copy must include proof of full name and also visa sub-class number. • For Citizens other than Australia or New Zealand - Provide a copy of your passport and visa document. The copies must include proof of full name and citizenship.
Under 18 at Commencement	**Please do not complete this field**

9. At this Review and Submit section, you will receive your Application to ensure correct information is in place. If all is correct, please click **'Submit'** in the top right of the screen. You will receive an acknowledgement email (to the email you have provided) - the Application is received and completed.

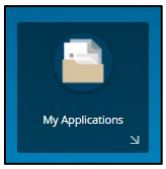


10. If you commenced an application but did not submit it, you can return to it by logging in using the URL below:

https://sms.tafe.wa.edu.au/T1PRD/CiAnywhere/web/NMT/LogOn/$S1_STU



- Your **'User Name'** is the student number you received in the acknowledgement email you received (if you registered new), or from VETDSS@nmtafe.wa.edu.au
- Then enter the **'Password'** you created.
- Change the domain to **'TAFE'**
- Click on **'Log On'**
- Select the **'My Applications'** icon to resume your application.



11. Thank you for submitting your application to study a VETDSS course at NMTAFE in 2023! Please contact VETDSS@nmtafe.wa.edu.au for further information or assistance.

GOVERNMENT OF WESTERN AUSTRALIA

TAFE WA North Metropolitan

2023 VETDSS Course List

Study Package Code	Study Package Full Title	Description
22527VIC-AB91	Certificate II in Integrated Technologies (Pre-vocational) (Robotics Control Systems)	VETDSS - Year 11 Only - Clarkson (Tuesday)
52825WA	Certificate II in Building and Construction (Pathway - Para Professional)	VETDSS - Year 11 Only - Perth (Thursday)
52845WA	Certificate II in Autonomous Workplace Operations	VETDSS - Year 11 or 12 - East Perth (Friday)
52887WA-AC56	Certificate II in Plumbing (Plumbing Pre-apprenticeship)	VETDSS - Year 11 Only - Clarkson (Friday)
52893WA	Certificate II in Building and Construction (Pathway - Trades)	VETDSS - Year 11 Only - Balga (Thursday) - Carpentry & Joinery
52893WA	Certificate II in Building and Construction (Pathway - Trades)	VETDSS - Year 11 Only - Clarkson (Thursday) - Carpentry & Joinery
52895WA	Certificate IV in Preparation for Health and Nursing Studies	VETDSS - Year 11 Only - Mount Lawley (Friday)
AHC20416	Certificate II in Horticulture	VETDSS - Year 11 Only - Joondalup (Thursday)
AUR20720	Certificate II in Automotive Vocational Preparation	VETDSS - Year 11 or 12 - Midland (Thursday)
AUR20720	Certificate II in Automotive Vocational Preparation	VETDSS - Year 11 or 12 - Midland (Friday)
BSB30120	Certificate III in Business	VETDSS - Year 11 or 12 - Midland (Thursday AND Friday)
BSB30120	Certificate III in Business	VETDSS - Year 11 or 12 - Perth (Thursday AND Friday)
BSB30120-AC47	Certificate III in Business (Medical Administration)	VETDSS - Year 11 or 12 - Perth (Thursday AND Friday)
BSB30320	Certificate III in Legal Services	VETDSS - Year 11 or 12 - Perth (Thursday AND Friday)
BSB30420	Certificate III in Library and Information Services	VETDSS - Year 11 Only - Perth (Friday)
CHC22015	Certificate II in Community Services	VETDSS - Year 11 or 12 - Joondalup (Friday)
CHC22015	Certificate II in Community Services	VETDSS - Year 11 or 12 - Leederville (Friday)
CHC22015	Certificate II in Community Services	VETDSS - Year 11 or 12 - Midland (Friday)
CHC30121	Certificate III in Early Childhood Education and Care	VETDSS - Year 11 Only - Joondalup (Thursday AND Friday)
CHC30121	Certificate III in Early Childhood Education and Care	VETDSS - Year 11 Only - Leederville (Thursday AND Friday)
CHC30121	Certificate III in Early Childhood Education and Care	VETDSS - Year 11 Only - Midland (Thursday AND Friday)
CHC30221	Certificate III in School Based Education Support	VETDSS - Year 11 Only - Leederville (Thursday)
CHC30221	Certificate III in School Based Education Support	VETDSS - Year 11 Only - Leederville (Friday)
CPC20220	Certificate II in Construction Pathways	VETDSS - Year 11 or 12 - Clarkson (Thursday AND Friday)
CPP20121	Certificate II in Surveying and Spatial Information Services	VETDSS - Year 11 or 12 - East Perth (Friday)
CUA30620	Certificate III in Arts and Cultural Administration	VETDSS - Year 11 Only - Perth (Friday)
CUA30720	Certificate III in Design Fundamentals	VETDSS - Year 11 Only - Perth (Friday)
CUA30720	Certificate III in Design Fundamentals	VETDSS - Year 11 Only - Perth (Friday) - Jewellery Design
CUA30920	Certificate III in Music	VETDSS - Year 11 Only - Leederville (Friday)
CUA31020-AC71	Certificate III in Screen and Media (Film & Television)	VETDSS - Year 11 or 12 - Perth (Thursday)
CUA31020-AC71	Certificate III in Screen and Media (Film & Television)	VETDSS - Year 11 or 12 - Perth (Friday)
CUA31020-AC89	Certificate III in Screen and Media (Animation)	VETDSS - Year 11 or 12 - Perth (Friday) - Animation & Game Art
FNS30317	Certificate III in Accounts Administration	VETDSS - Year 11 or 12 - Perth (Thursday AND Friday)
HLT36015	Certificate III in Population Health	VETDSS - Year 11 Only - McLarty (Friday)
HLT36015	Certificate III in Population Health	VETDSS - Year 11 Only - Midland (Friday)
HLT36015	Certificate III in Population Health	VETDSS - Year 11 Only - Mount Lawley (Friday)
ICP20120	Certificate II in Printing and Graphic Arts	VETDSS - Year 11 Only - Perth (Thursday)
ICT30120-AC12	Certificate III in Information Technology (Cyber Security)	VETDSS - Year 11 Only - Joondalup (Friday)

Study Package Code	Study Package Full Title	Description
MEM20413	Certificate II in Engineering Pathways	VETDSS - Year 11 or 12 - Midland (Thursday AND Friday)
MEM20413	Certificate II in Engineering Pathways	VETDSS - Year 11 or 12 - Clarkson (Thursday AND Friday)
MEM30505	Certificate III in Engineering - Technical	VETDSS - Year 11 Only - East Perth (Friday)
MSF20313-AA45	Certificate II in Furniture Making (Cabinet Making/Furniture Making Pre-Apprenticeship)	VETDSS - Year 11 Only - Balga (Thursday)
MSF20313-AA45	Certificate II in Furniture Making (Cabinet Making/Furniture Making Pre-Apprenticeship)	VETDSS - Year 11 or 12 - Balga (Thursday AND Friday)
MSL20118	Certificate II in Sampling and Measurement	VETDSS - Year 11 or 12 - East Perth (Friday)
MST20616	Certificate II in Applied Fashion Design and Technology	VETDSS - Year 11 Only - Perth (Thursday)
SHB20216	Certificate II in Salon Assistant	VETDSS - Year 11 or 12 - Balga (Thursday)
SHB20216	Certificate II in Salon Assistant	VETDSS - Year 11 or 12 - Midland (Thursday)
SHB30215	Certificate III in Make-Up	VETDSS - Year 11 Only - McLarty (Thursday)
SHB30215	Certificate III in Make-Up	VETDSS - Year 11 Only - McLarty (Friday)
SHB30215	Certificate III in Make-Up	VETDSS - Year 11 Only - Perth (Thursday)
SHB30215	Certificate III in Make-Up	VETDSS - Year 11 Only - Perth (Friday)
SIS30115	Certificate III in Sport and Recreation	VETDSS - Year 11 or 12 - Leederville (Friday) - $3581*
SIS30321	Certificate III in Fitness	VETDSS - Year 11 Only - Joondalup (Friday)
SIS30321	Certificate III in Fitness	VETDSS - Year 11 Only - Perth (Thursday)
SIT20316	Certificate II in Hospitality	VETDSS - Year 11 Only - Joondalup (Friday)
SIT20316	Certificate II in Hospitality	VETDSS - Year 11 Only - Perth (Friday)
SIT20416-AB10	Certificate II in Kitchen Operations (Commercial Cookery/Patisserie Pre-Apprenticeship)	VETDSS - Year 11 Only - Joondalup (Friday)
SIT30116	Certificate III in Tourism	VETDSS - Year 11 Only - Perth (Friday)
SIT30516	Certificate III in Events	VETDSS - Year 11 Only - Joondalup (Friday)
SIT30516	Certificate III in Events	VETDSS - Year 11 Only - Perth (Friday)
UEE20520	Certificate II in Computer Assembly and Repair	VETDSS - Year 11 Only - Midland (Friday)
UEE20520	Certificate II in Computer Assembly and Repair	VETDSS - Year 11 Only - Clarkson (Friday)
UEE21920	Certificate II in Electronics	VETDSS - Year 11 Only Midland (Friday)
UEE21920	Certificate II in Electronics	VETDSS - Year 11 Only Clarkson (Friday)