

Introduction

This user guide provides step by step instructions on how to apply for a VETDSS course for 2023. To complete the application, you will need:

- Google Chrome is the preferred browser when completing an application.
- This portal works best on a laptop or desktop computer.
- If you are a previous student of SMTAFE (Taster courses, Try a Trade, Work Ready), please ensure you have your TAFE student ID to register.
- WA Student Number (WASN) [formerly known as SCSA] this is an eight-digit number that can be found on your school report or ask your school VET Coordinator if unsure.
- A Unique Student Identifier (USI) – if you don't have one please visit <https://www.usi.gov.au/>; This is 10 characters long.
- Parent or guardian email address and mobile number.
- OLNA (Online Literacy and Numeracy Assessment) report (if applicable).
- Proof of Citizenship (birth certificate, passport, proof of residency, Medicare etc.).
- Your last two school reports in electronic format ie.PDF ("C" Grade in Mathematics and English is preferred. However, all applications will be considered.
- Resume, references, and any certificates which will help support your application.
- A student statement outlining why you should be selected to participate in the course (limit of 500 characters).
- Note: once your application is submitted, you will be unable to review or edit.

VETDSS courses are extremely competitive, and it is recommended that as much evidence is provided to support your application. These documents must be uploaded at the time of application.


Your school will need to endorse and support the application before the selection process begins. Outcomes of selections will be announced in October.

Table of Contents

Registering as a new student	2
Existing Student Log in	3
Select a Course	4
Applicant Details	5
Educational Background	6
Requirements	7
Review and Submit Application	8
Logging back into your application	9
Further information and assistance	9

Registering as a new student

Ci ANYWHERE
ANY DEVICE. ANY WHERE. ANY TIME.


 Already registered as an existing student?
[Forgot password?](#)

Log on

Register as a New Student

Family Name *

Given Name

Date of Birth * 

Gender

Email * 255

Nationality *

Password *

Confirm Password *

☐ I have previously applied or studied here

☐ I agree to the [terms and conditions](#)

Register

Fill in all fields, agree to the terms and conditions then click '**Register**'.

Note: Given and Family name must be student legal name

Please ensure your **password is between 8-10 characters long with at least 1 uppercase letter.**

Tip: note down your password as you may need it for future application log in.

After clicking 'Register' you will receive a Confirmation of Registration as shown below as well as a confirmation email to the email address you have provided above. This email will indicate your TAFE Student ID and application acknowledgement.



Confirmation of Registration

Thank you for registering with South Metropolitan TAFE. A confirmation email has been sent to the email address you provided.

[Click here to proceed with your application](#)

Existing Student Log in

Are you a previous/existing student and already have a TAFE Student ID number? Before you register you will need to ensure you know your password.

Don't remember your password?

Please email vetdss@smtafe.wa.edu.au with your name, your TAFE student ID number and we will arrange to change your password for you. Once your password has been updated and you're logged in, you may continue with the above steps.

ci ANYWHERE
ANY DEVICE. ANY WHERE. ANY TIME.

Log on using your details

User name

300025114

Password

.....

Domain

TAFE



Log On



Keep me logged on



Accessibility Mode



[Forgotten password?](#)

TIP! You must select 'TAFE' from the drop-down option to proceed

Select a Course

To find the course you want to apply for, type in the course code or part of the course title in the box below and press enter.

Select a Course

2 records.

CHC30213 - Certificate III in Education Support

2023 VETdSS Intake, Rockingham Campus

Part Time-Classroom-VETdSS

Start Date 01-Jan-2023

Liability Category State DPA : VDSS - VET Delivered to Secondary Students

Load Category Part Time

Attendance Mode Classroom based

Study Mode Standard

S Selections Available

TIP! You MUST select a course that has '2023 VETDSS Intake' carefully checking campus

Once you have found your course, click 'Add to application'. If you wish to select another course, you can click on "Select another course" and use the search box as used in previous instruction. (Maximum selection are 2 courses; any others will automatically be disregarded). Click '**Next**' to continue.

Step 1
Selected Courses

Step 2
Applicant Details

Step 3
Educational Background

Step 4
Requirements

Step 5
Review and Submit

Selected Courses

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

Search

2 records.

AUR20716 (1) - Certificate II in Automotive Vocational Preparation

2021 VETdSS Intake, Thornlie Campus

Part Time-Classroom-Local-VETDSS-2020

Liability Category State DPA : VDSS - VET Delivered to Secondary Students

Load Category Part Time

Attendance Mode Classroom based

Study Mode Standard

P Preference **S** Selections Available

View selections

SHB20116 (1) - Certificate II in Retail Cosmetics

2021 VETdSS Intake, Thornlie Campus

Part Time-Classroom-Local-VETDSS-2020

Liability Category State DPA : VDSS - VET Delivered to Secondary Students

Load Category Part Time

Attendance Mode Classroom based

Study Mode Standard

P Preference

Remove

Increase preference

View course details

Next

Selected Courses

Select a Course

Select 'Add to application' for the course you wish to apply for.

Select 'Next' to continue to the next step when you are finished searching for courses.

[Show less](#)

Search

3 records.

AUR20716 - Certificate II in Automotive Vocational Preparation

2021 VETdSS Intake, Thornlie Campus

Part Time-Classroom-Local-VETDSS-2020

Start Date 01-Jan-2021

Liability Category State DPA : VDSS - VET Delivered to Secondary Students

Load Category Part Time

Attendance Mode Classroom based

Study Mode Standard

S Selections Available

Remove

SHB20116 - Certificate II in Retail Cosmetics

2021 VETdSS Intake, Thornlie Campus

Part Time-Classroom-Local-VETDSS-2020

Start Date 01-Jan-2021

Liability Category State DPA : VDSS - VET Delivered to Secondary Students

Load Category Part Time

Attendance Mode Classroom based

Study Mode Standard

S Selections Available

Remove

AVI30219 - Certificate III in Aviation (Cabin Crew)

2021 VETdSS Intake, Thornlie Campus

Part Time-Classroom-Local-VETDSS-2020

Applicant Details

Fill out all mandatory fields (see table below) which are marked with a **red asterisk ***
Once completed, click '**Next**' to continue.

Step 1
Selected Course

Step 2
Applicant Details

Step 3
Educational Background

Step 4
Requirements

Step 5
Review and Submit

Applicant Details

Your personal details are displayed below.

Mandatory fields are indicated by a red asterisk, please provide a response to each mandatory field and then select 'Next' to continue to the next step.
[Show less](#)

Personal Details

Title

Mr

Family Name *

Jones

Given Name

John

Preferred Name

Middle Name/s

Steven

34

Date of Birth *

27-May-2005

Gender

Male

Contact and Address Details

Contact Details

Phone *

0419864210

10

Email *

jones1@hotmail.com

Address Details

Country *

Australia

Address *

3A Fourth Avenue

Line 2

Line 3

City/Town

Applecross

State

WA

Postcode

6153

Nationality and Cultural Details

Nationality Details

Nationality *

Australian citizen

Main Nationality Country

Australia

Dual Nationality Country

Cultural Details

Country of Birth *

Australia

Main Language *

English

Aboriginal or Torres Strait Islander

Aboriginal

TIP! If you ticked yes to Disability Details, it is mandatory to select a condition in order to proceed

Disability Details

Disability/Impairment/Medical Condition
Yes

☐ Hearing ☐ Physical ☐ Learning ☐ Mental Illness ☐ Intellectual ☐ Mobility ☐ Vision ☐ Medical ☐ Other ☐ Acquired brain injury

Would you like to receive advice on support services, equipment and facilities which may assist you?
No

Next

Educational Background

Not all fields in this section are mandatory. Mandatory fields are highlighted below. Once completed, click 'Next' to continue.

Step 1
Selected Course

Step 2
Applicant Details

Step 3
Educational Background

Step 4
Requirements

Step 5
Review and Submit

Educational Background

Please enter your Western Australian Student Number (WASN) (formerly School Curriculum and Standards Authority (SCSA Number)) into the Student ID Field.
[Show less](#)

Australian (or Equivalent) Study

Highest School Level Completed
Completed year 10

☒ Currently Attending School

Year
2021

Student ID
WASN

School

State
Western Australia

Highest Level of Completion

Previous Study Details

Study Reason
Reason

Employment Status
Status

Next

Requirements

Not all fields in this section are mandatory. Mandatory fields are highlighted below.
To answer click 'Respond' and enter the required information.
Once complete, click 'Save' to continue.

Requirements

Select 'Respond' to answer each requirement.

Once all requirements are marked as 'Response Received' or 'Optional' you can proceed to the next step.
Requirements marked as 'Optional' may help us assess your application faster if you provide a response.
[Show less](#)

9 records.

Unique Student Identifier

MANDATORY

From 1 January 2015 a student must have a 'unique student identifier' (USI) in order to obtain a VET qualification or VET statement of attainment.

You will have to register for a Unique Student Identifier to apply for this course. You can create your USI [here](#).

Once you have been issued your USI, please enter it into the response field below.

If you have forgotten your USI number or are experiencing problems, please contact the USI office on 13 38 73.

1 question must be answered

CHC30213

Respond

Physical Or Medical Conditions

MANDATORY

Physical Or Medical Conditions

1 question must be answered

CHC30213

Respond

Language

MANDATORY

Language

1 question must be answered

CHC30213

Respond

Math Results

MANDATORY

Math Results

English Results

MANDATORY

English Results

1 question must be answered

CHC30213

Respond

Parent / Guardian

MANDATORY

Parent / Guardian Details

1 question must be answered

CHC30213

Respond

Student Statement section

MANDATORY

Student Statement section

1 question must be answered

CHC30213

Respond

Supporting Documents

MANDATORY

Please provide any additional information that will support your application

2 supporting documents must be provided

CHC30213

Respond

VETDSS Students with a White Card

MANDATORY

White card is the common name for the 'Prepare to Work Safely in the Construction Industry' unit. A white card is a mandatory work card required in Australia in order to work on a construction site.

1 question must be answered

CHC30213

Respond

Respond

To answer, click on the respond button which will prompt you to enter the required information. Click save

Requirements

Select 'Respond' to answer each requirement.

Once all requirements are marked as 'Response Received' or 'Optional' you can proceed to the next step. Requirements marked as 'Optional' may help us assess your application faster if you provide a response. [Show less](#)

Search

12 records.

1 question must be answered

C AUR20716

Respond

Math Results

MANDATORY

1 question must be answered

C AUR20716

Respond

English Results

MANDATORY

Requirements

Requirement Details

Math Results

Required for AUR20716 (1) - Certificate II in Automotive Vocational Preparation

Math Results

Questions for Math Results

Response 1

Requirement Response questions

Math Grade

A

What Math Level are you studying next year

General

Save

Once saved, a 'Response Received' icon in green will appear. ALL Mandatory fields will need to be completed. Click 'Next' once completed.

Math Results

RESPONSE RECEIVED

C AUR20716

Respond

Review and Submit Application

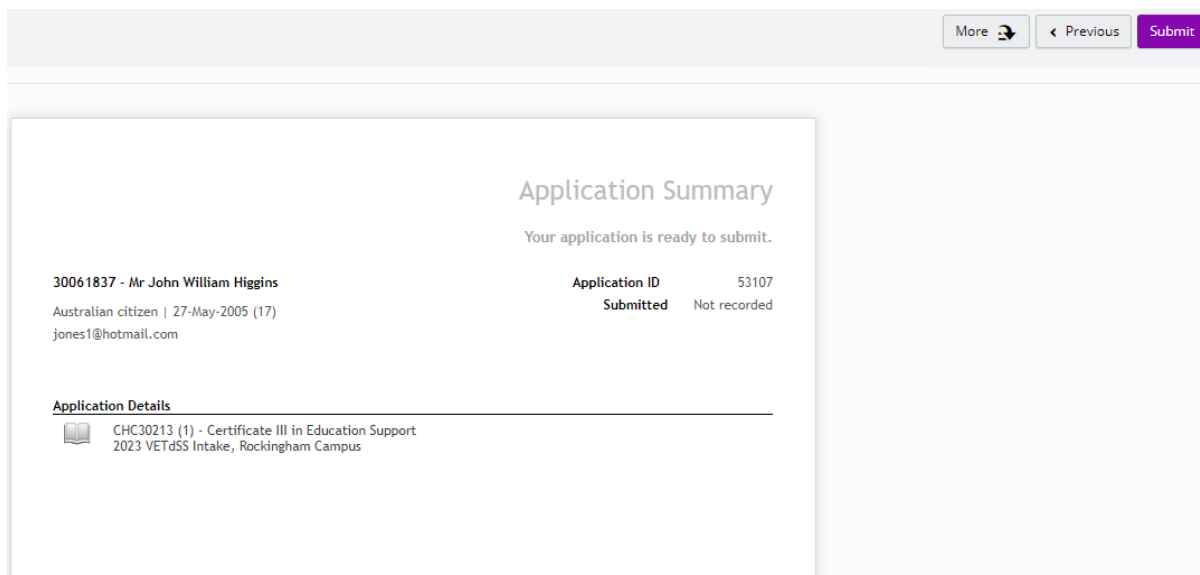
You are now ready to review your application and submit. Please make sure you double check:



- You have used your legal name correctly
- Date of birth is correct
- Email address is correct
- Course and campus selection are correct

You can now click on **Submit** in the top right-hand corner of the screen.

****Please note once your application has been submitted it cannot be changed****

A confirmation of your application will be sent to your email. Please check your junk folder. If you do not receive an email, you must contact South Metropolitan TAFE by emailing vetdss@smtafe.wa.edu.au



More  Previous  Submit


Application Summary

Your application is ready to submit.

30061837 - Mr John William Higgins
Australian citizen | 27-May-2005 (17)
jones1@hotmail.com

Application ID 53107
Submitted Not recorded

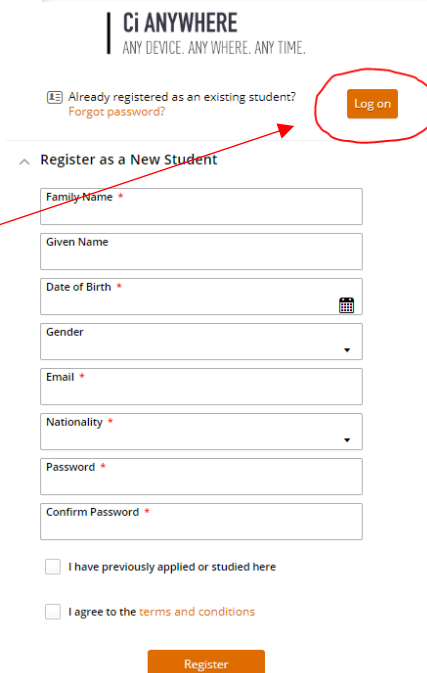
Application Details

 CHC30213 (1) - Certificate III in Education Support
2023 VETdSS Intake, Rockingham Campus


Logging back into your application

Throughout your application, you can log back in to pick up where you left off. Please ensure you have your Log on ID Number (8-digit number sent to your email) and your password used when creating your profile. By going back to the main application page, click on the 'Log on' icon.

This will take you to another screen. Where you can enter your log in details (example on the right). Once logged in click on 'My Applications' where you will find your incomplete application.




CI ANYWHERE
ANY DEVICE. ANY WHERE. ANY TIME.

☐ Already registered as an existing student?
Forgot password? 

Register as a New Student

Family Name *

Given Name

Date of Birth * 

Gender

Email *

Nationality *

Password *

Confirm Password *

☐ I have previously applied or studied here

☐ I agree to the [terms and conditions](#)

Register

Further information and assistance

Please contact vetdss@smtafe.wa.edu.au or 9599 8652 if you require any more information or assistance with this guide.