VET Delivered to Secondary Students

2021 Course Application Guide

Introduction

This user guide provides step by step instructions on how to apply for a VETDSS course for 2021.
Before you start your application, you will need the following:

- School Curriculum and Standards Authority (SCSA) number this 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/;
- Parent or guardian email address and mobile number;
- School report in electronic format (e.g. PDF);
- Resume, references and any certificates which will help support your application; and
- A Student Statement outlining why you should be selected to participate in the course (**please note there is a limit of 500 characters that can be entered in this section)**
- If you were a previous student at SMTAFE, please ensure you have your student ID to register

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.

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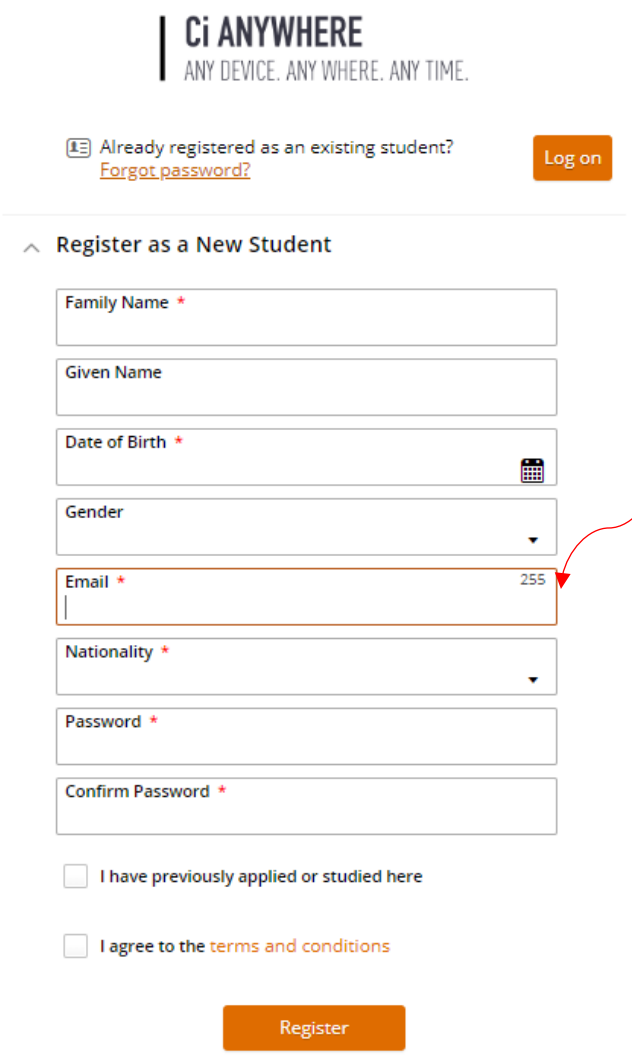
Registering as a new student



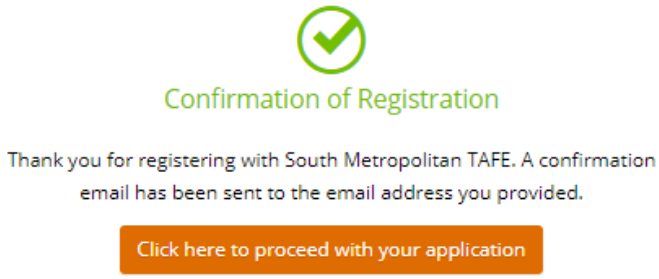
Fill in all fields, agree to the terms and conditions then click **'Register'.**

Note: Registering name must be the students Legal Name

Please use parent guardian email

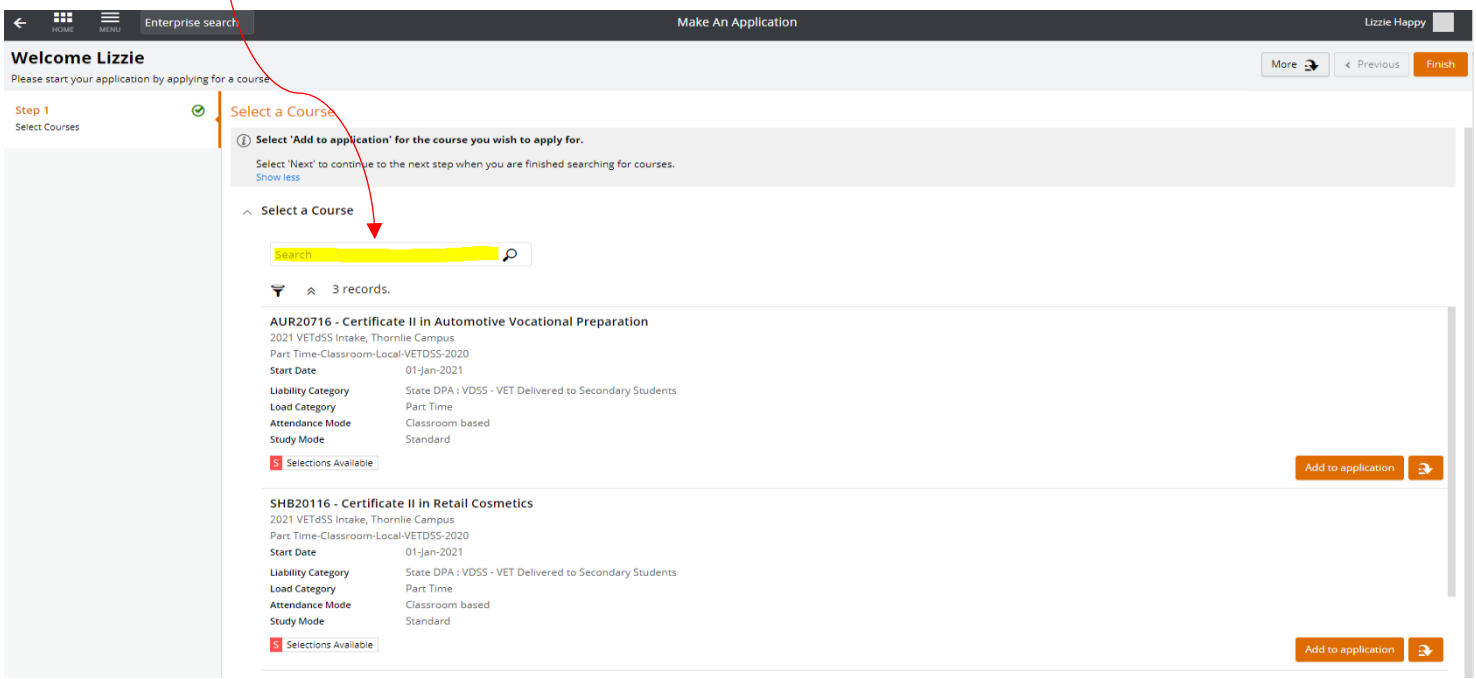
Please ensure your **password is between 8-10 characters long with at least 1 uppercase letter.**
Tip: Note down your password as you may need it for future application log in.

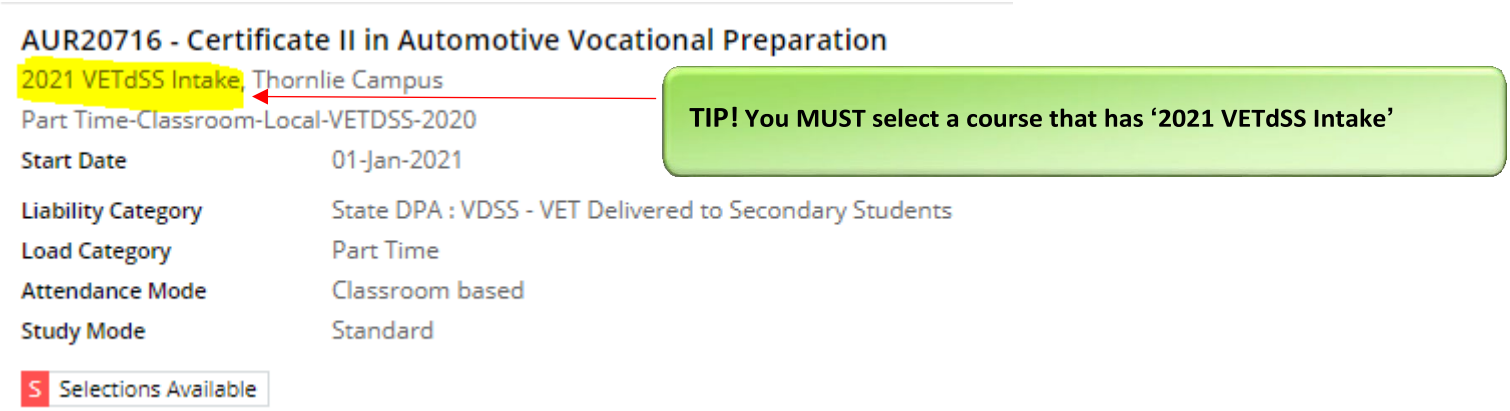
After clicking 'Register' you will receive a confirmation of registration as well as a confirmation email which will contain you log on details and Log on ID number.



Searching for Courses

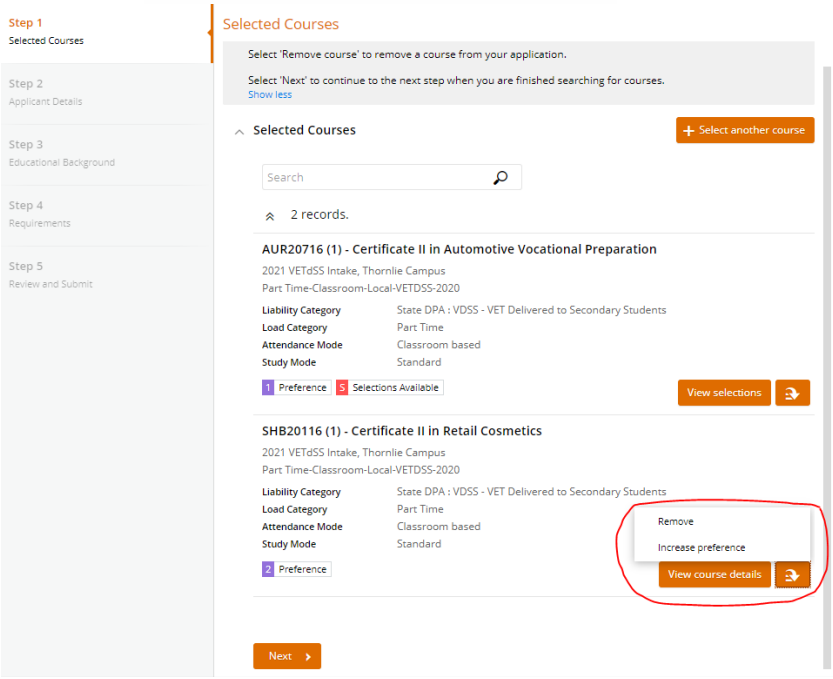
To find the course you are wanting to apply for, type in the course code or part of the course title. You can enter that in the search box

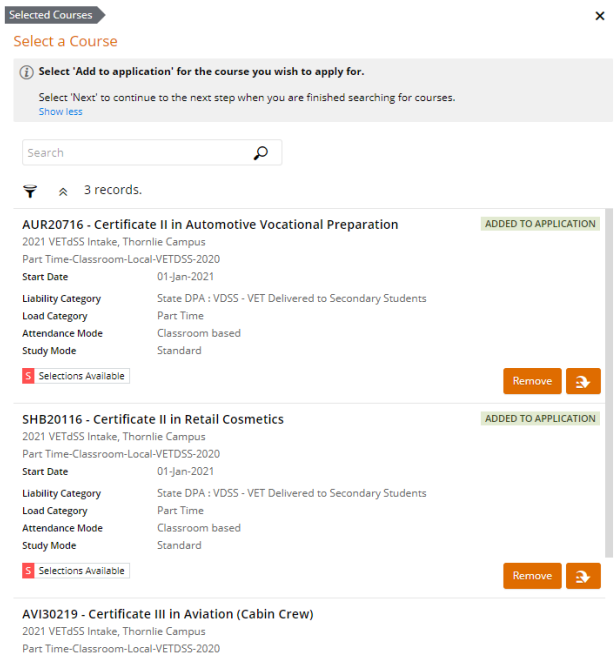




Once you have found your course, click 'Add to application". If you wish to select another course, you can click on "Select another course" and use the search box as used in previous instruction. **(Maximum of 2 courses can be selected).**

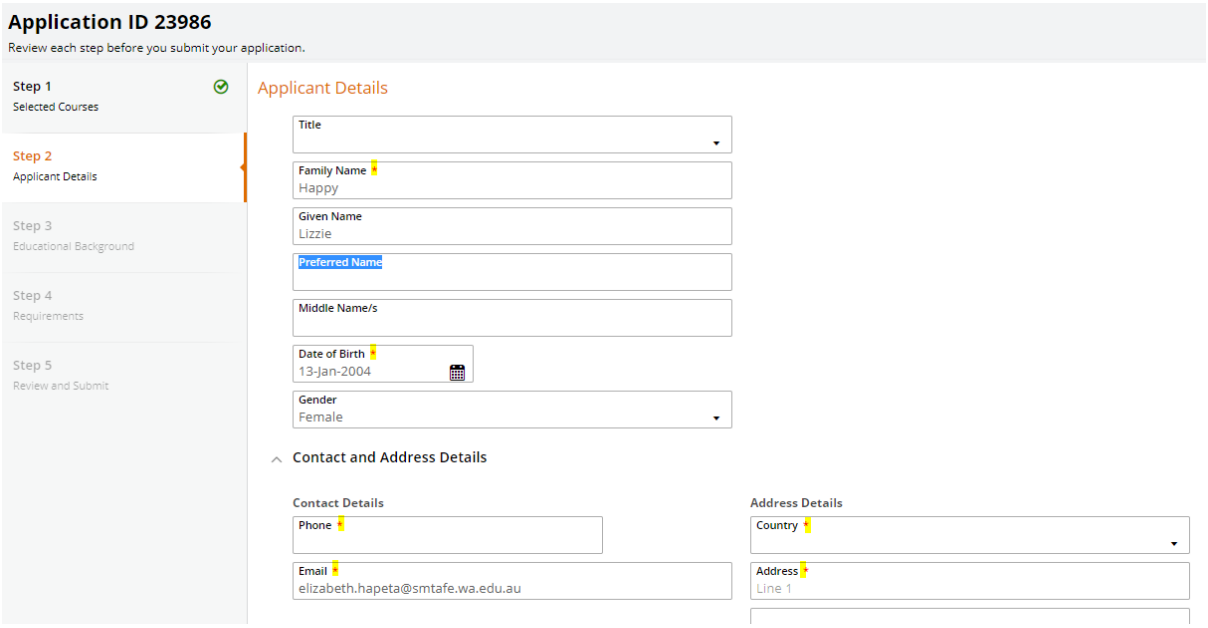
To ensure courses are put in the correct preference order (e.g. 1st preference being your most preferred course), you can change this by using the increase/decrease preference tab as per screen shot below. Click on the orange box with the white arrow to have this function appear. Then click **"Next".**

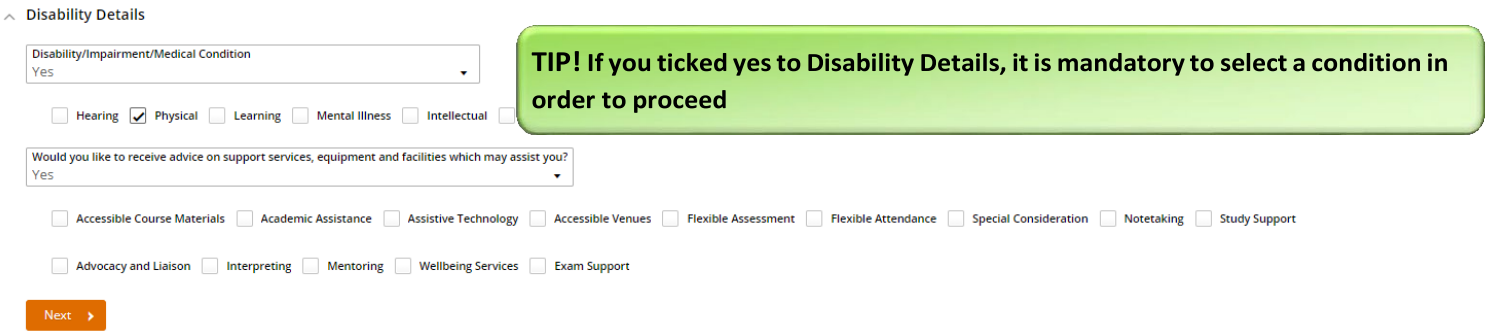




Application Details Page

Fill out all mandatory fields (see table below) which are marked with a red asterisk *

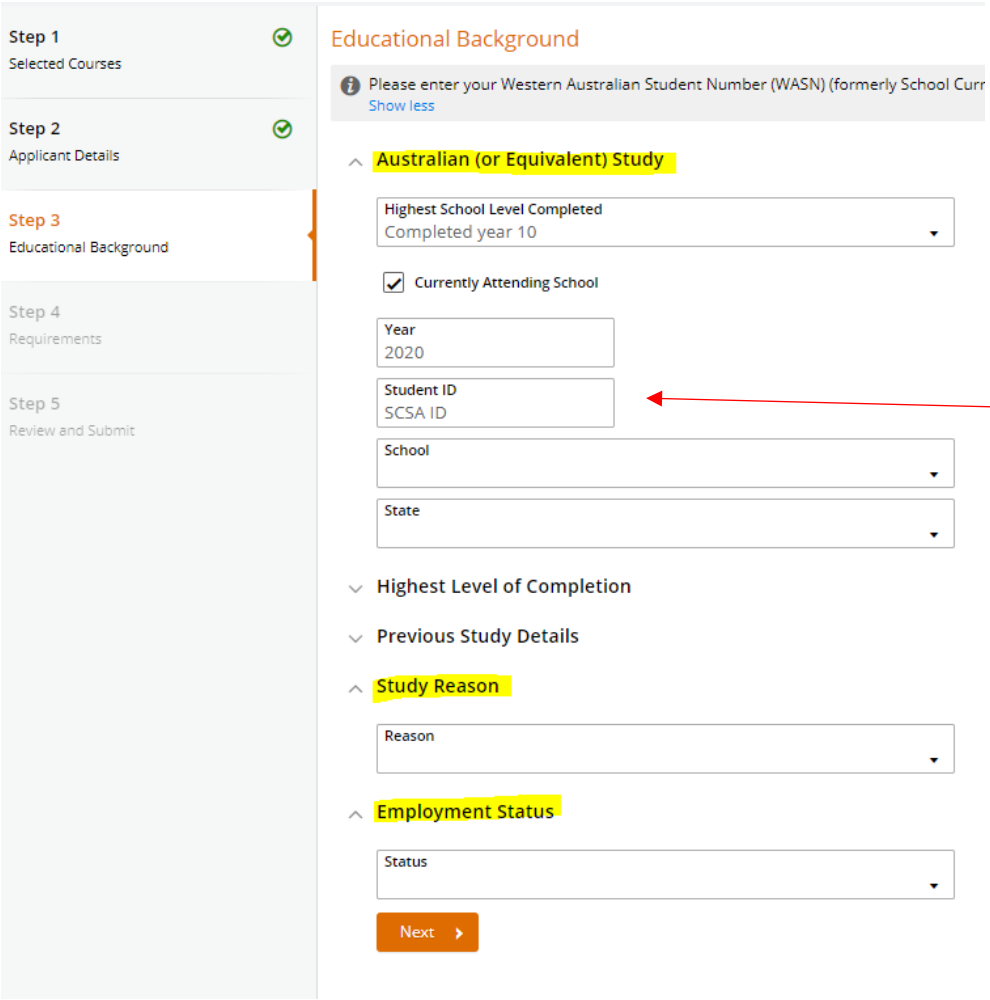




TIP! If you ticked yes to Disability Details, it is mandatory to select a condition in order to proceed

Educational Background

Not all fields in this section are mandatory. Highlighted below are the mandatory fields for completion:

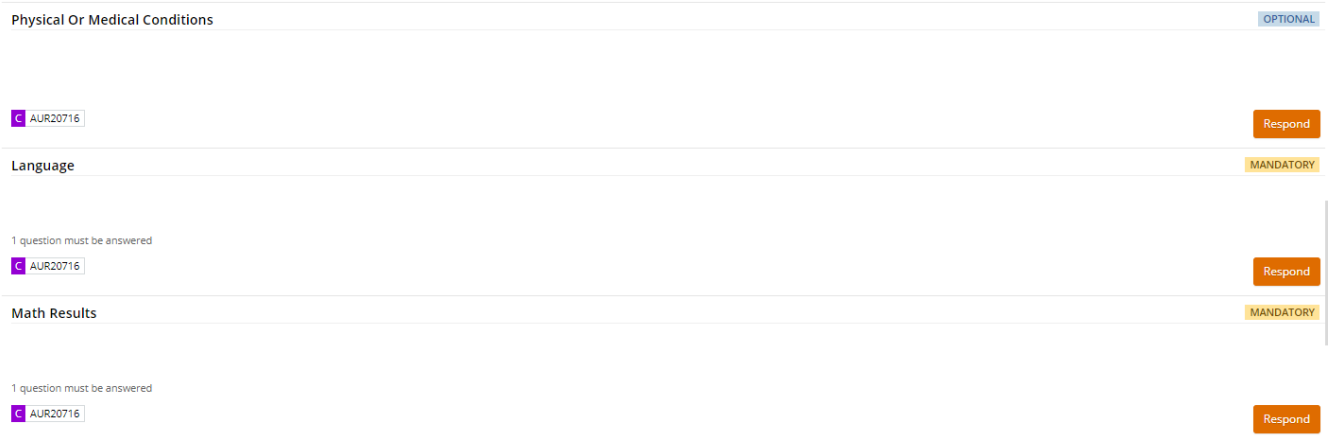


All highlighted yellow fields are mandatory

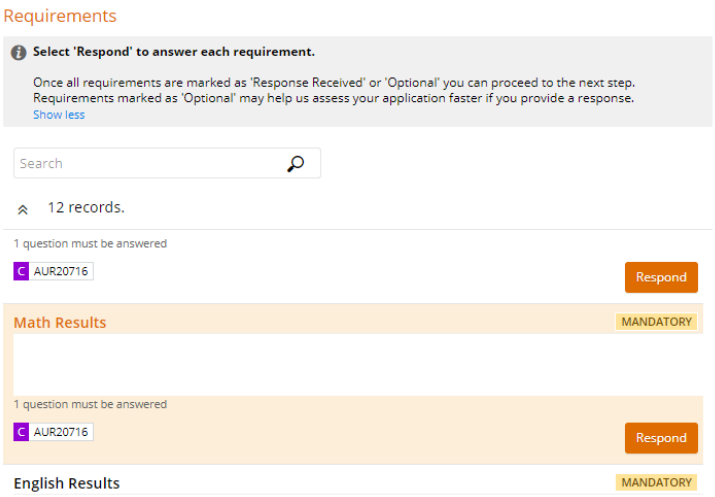
In this field please enter your SCSA ID number.

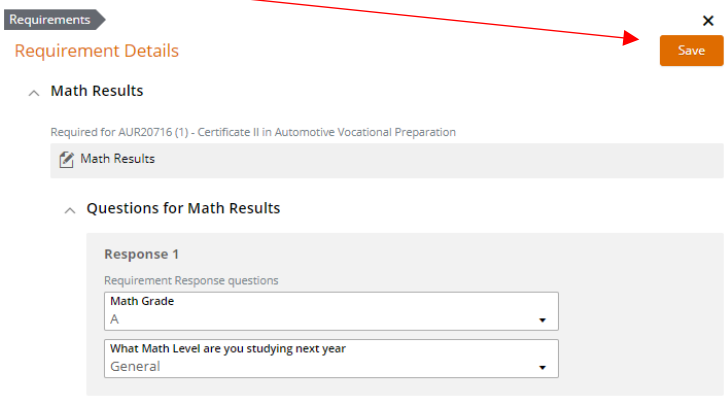
Requirements

On the right-hand side mandatory fields are highlighted yellow. *Note: 'Optional Fields' in blue are not required to be completed*

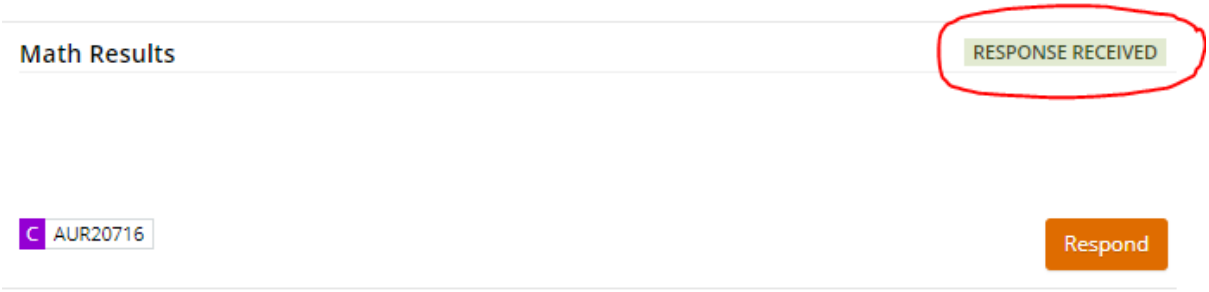


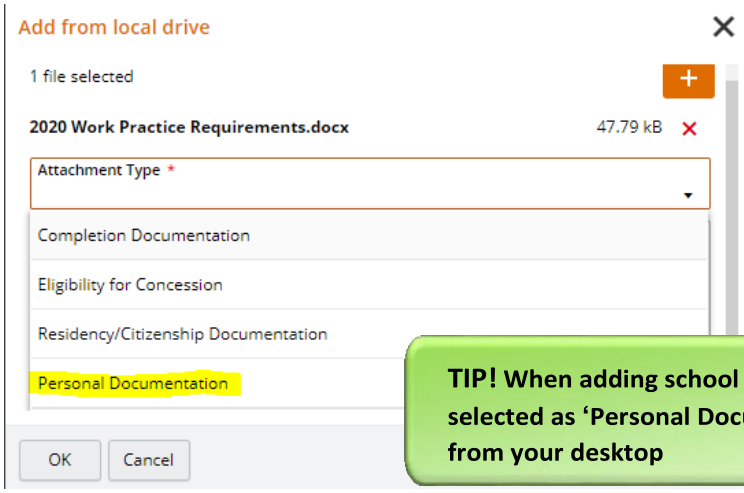
To answer, click on Respond which will prompt you to enter the required information. Once you have entered the correct information, click save.





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





TIP! When adding school report or references, the 'attachment type' can be selected as 'Personal Documentation'. You can also drag attachments or files from your desktop

Review and Submit Application

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

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

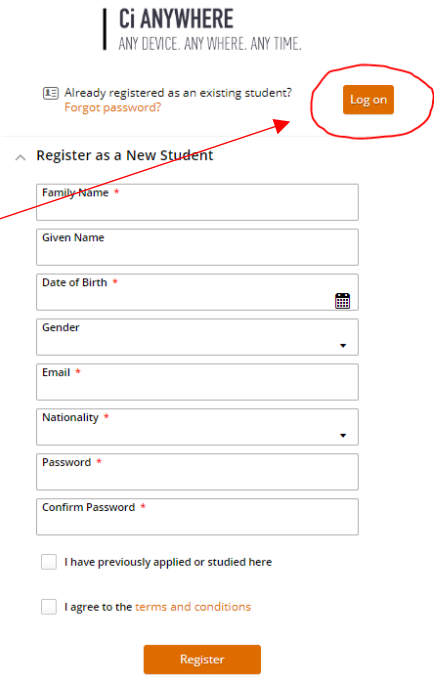
You can now click on Submit in the top right-hand corner of the screen.

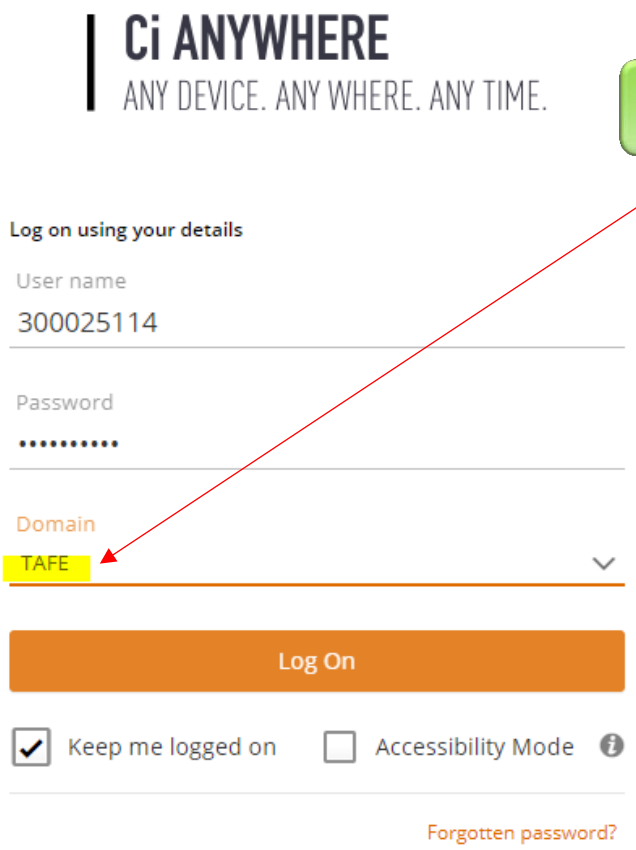
A confirmation of your application will be sent to your email. If you do not receive one you must contact South Metropolitan TAFE.

Logging back into your application

During 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





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

Existing Student Log in

Are you an existing student and already have a Student ID number? Before you register you will need to ensure you know your 8 Digit Student ID Number and your password.

Don't remember your password? Follow this link to reset your password before you begin your application: Password Reset

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.