

# NMTAFE VETDSS Application Guide 2022

## Introduction

This user guide provides step-by-step instructions on how to submit an application for a 2022 VET Delivered to Secondary Students (VETDSS) course.

**Before you start your application**, you will require the following:

- Western Australian Student Number (WASN). This can be found on your school report.
- A Unique Student Identifier (USI) – if you don't have one please visit <https://www.usi.gov.au/>;
- Year 10 or 11 school reports 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 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).
- 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.

**Please allow yourself 30 minutes to complete your application.**

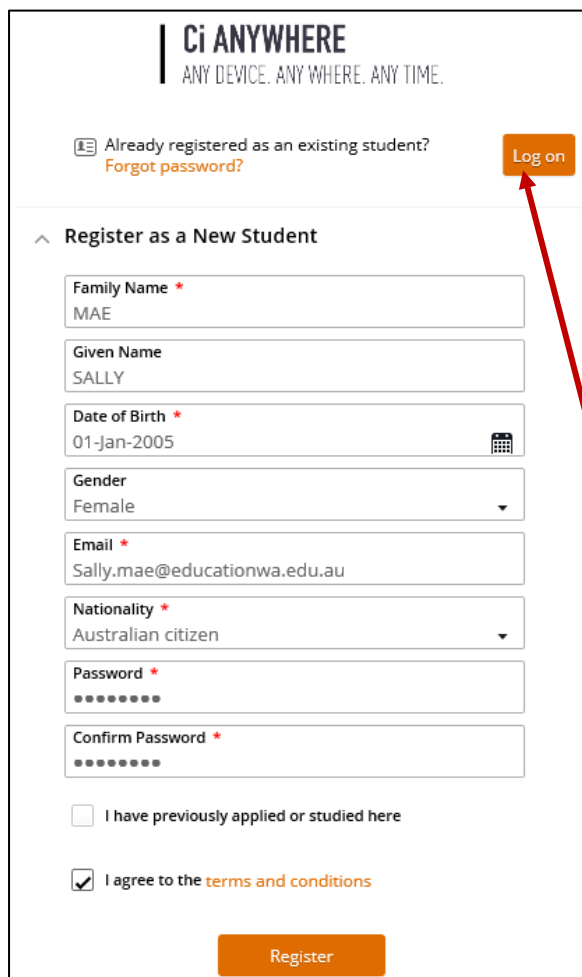
## New students – How to apply

1. Click on the URL below to register as a student (recommend browser Google Chrome).

[https://sms.tafe.wa.edu.au/T1PRD/CiAnywhere/Web/NMT/f/\\$SC.STUAPPREG.MNT?suite=SM](https://sms.tafe.wa.edu.au/T1PRD/CiAnywhere/Web/NMT/f/$SC.STUAPPREG.MNT?suite=SM)

If you have previously participated in Try-a-Trade or applied for a course in 2021 and withdrew you must please not register as a new student. Please email [VETDSS@nmtafe.wa.edu.au](mailto:VETDSS@nmtafe.wa.edu.au) to obtain your login details.

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



**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 \*  
MAE

Given Name  
SALLY

Date of Birth \*  
01-Jan-2005

Gender  
Female

Email \*  
Sally.mae@educationwa.edu.au

Nationality \*  
Australian citizen

Password \*  
●●●●●●

Confirm Password \*  
●●●●●●

I have previously applied or studied here

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

**Register**

All VETDSS applicants must use a valid parent/guardian email address.

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

1 ERROR  
! Password length must be less than or equal to 10.

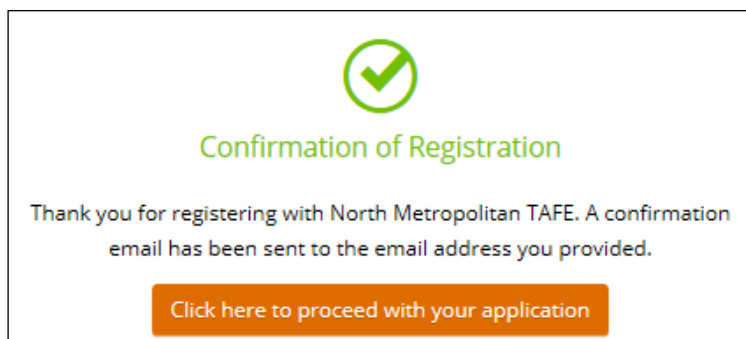
1 ERROR  
! Your new password must be at least 8 characters long.


### 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 orange box to continue with your application.





**Confirmation of Registration**

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

**Click here to proceed with your application**

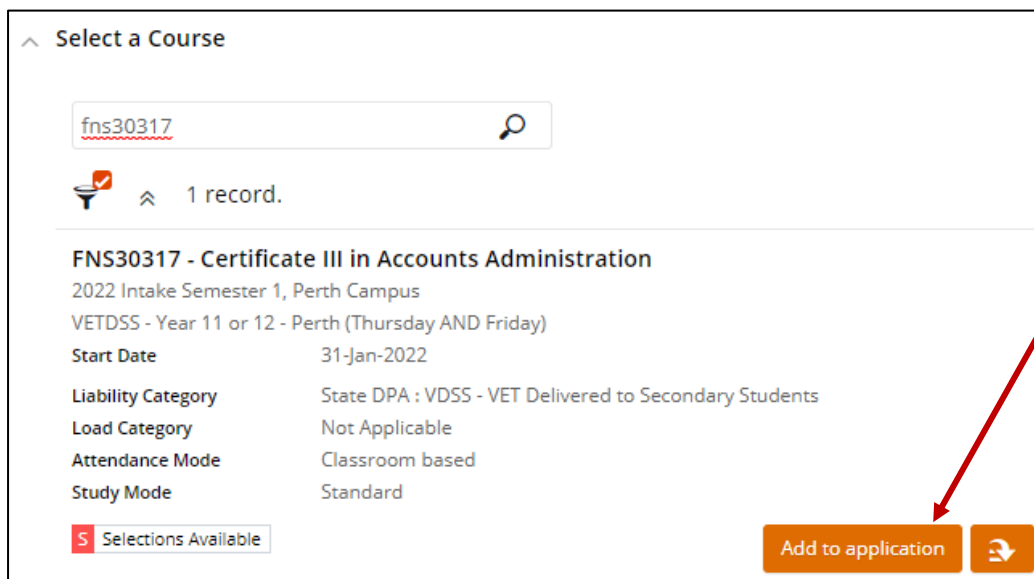
4. You are now on the application page. You **MUST** filter down the course search by clicking on the 'filter' icon



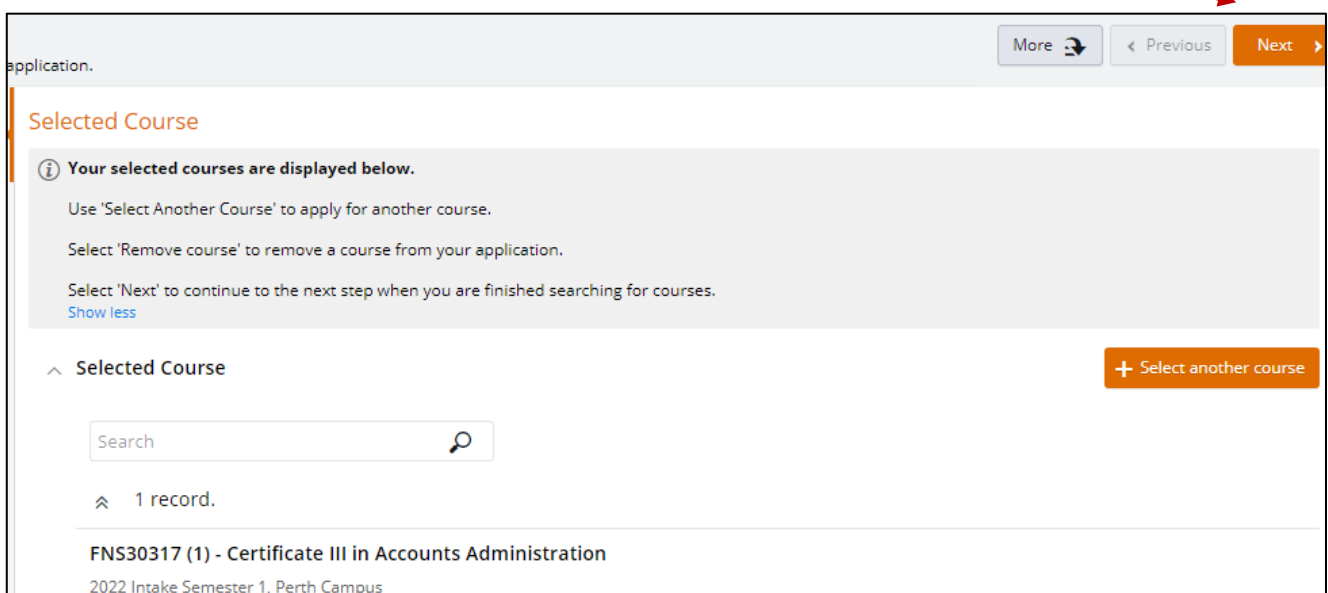
click on '**YEAR**' and select '**2022**'. – Please be patient, it can take some time to load the filter.

Using the Text Box – type in the code of the certificate you wish to apply for. 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. Your selected course will now appear as below. Click the '**Next**' button in the top right of the page. **DO NOT** click '**Select another course**'. Students will only be considered for the first course they selected, and any additional courses will be deleted from their application.



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.

### 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 \*

Family Name \*  
Kelly

Given Name  
Ned

Preferred Name

Middle Name/s

Date of Birth \*  
01-Jan-2006

Gender  
Male

#### Contact and Address Details

**Contact Details**

Phone \*

Email \*  
lizel.oosthuizen@nmtafe.wa.edu.au

**Address Details**

Country \*

Address \*  
Line 1

Line 2

Line 3

City/Town \*

State \*

Postcode \*

#### Nationality and Cultural Details

**Nationality Details**

Nationality \*  
Australian citizen

Main Nationality Country

Dual Nationality Country

**Cultural Details**

Country of Birth \*  
Not entered

Main Language \*  
Not entered

Aboriginal or Torres Strait Islander  
Not entered

#### Disability Details

Disability/Impairment/Medical Condition \*

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

**Educational Background**

**i** Your educational details are displayed below. This step is mandatory when apply for a VETDSS program.

Please enter your Western Australian Student Number (WASN) (formerly School Curriculum and Standards Authority (SCSA Number)) into the Student ID Field. This field will be displayed when you enter your 'Highest School Level Completed'  
[Show less](#)

^ Australian (or Equivalent) Study

**Highest School Level Completed**  
Completed year 10

Currently Attending School

**Year**  
2020

**Student ID**  
28380008

**School**  
MANEA SENIOR COLLEGE

**State**  
Western Australia

Please enter your school level in 2021

Please tick

Please enter 2021

Please enter your WA Student Number/Curriculum Council ID

Please enter the school you are currently attending

Please enter Western Australia

You are not required to complete any further fields on this page. Click **'Next'** in the top right once you have filled in the highlighted fields.

8. This will take you to the Requirements page 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 completed any **'Optional'** fields.

**Requirements**

**i** Select 'Respond' to answer each requirement marked as 'Mandatory'.

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

11 records.

**Language** MANDATORY

Language

1 question must be answered

FNS30317

Respond

**Math Results** MANDATORY

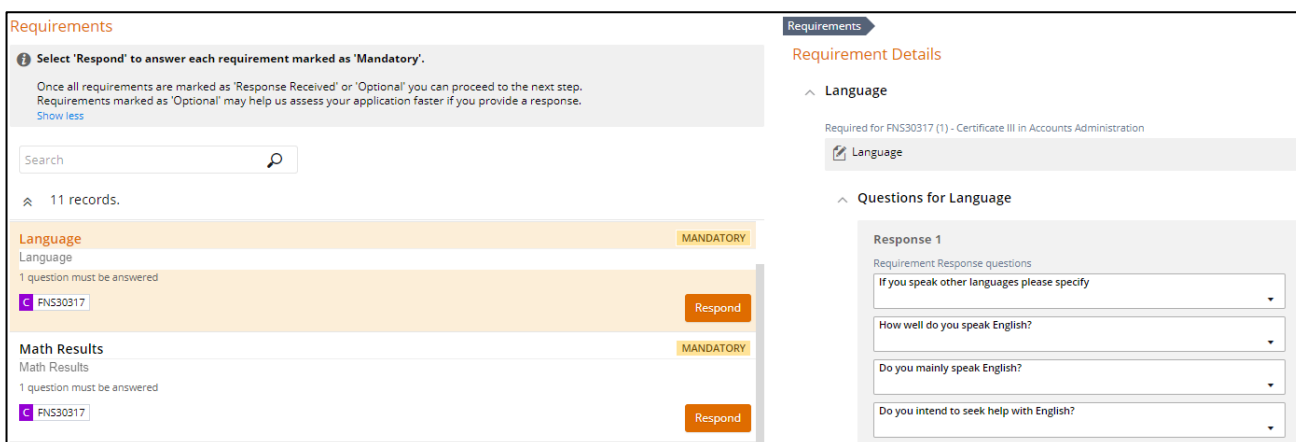
Math Results

1 question must be answered

FNS30317

Respond

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’



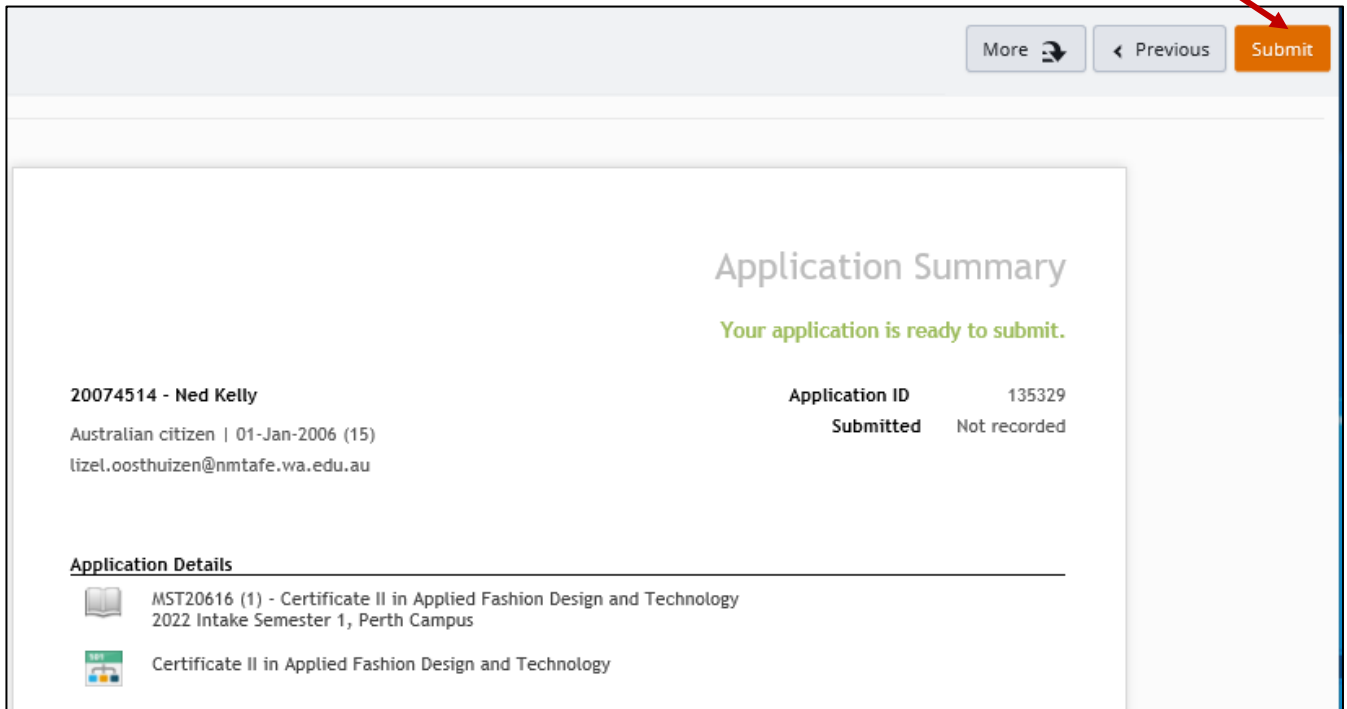
The screenshot shows a web interface for requirements. On the left, there is a list of requirements under the heading 'Requirements'. Two requirements are visible: 'Language' and 'Math Results', both marked as 'MANDATORY'. Each has a 'Respond' button. On the right, the 'Requirement Details' for 'Language' are shown. It includes a search bar, a list of 11 records, and a detailed view of the 'Language' requirement. The detailed view shows a list of questions for the language requirement, such as 'If you speak other languages please specify', 'How well do you speak English?', 'Do you mainly speak English?', and 'Do you intend to seek help with English?'. Each question has a dropdown menu for the response.


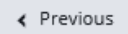
Once you have completed all of the mandatory fields, click ‘Next’ in the top right corner of the page.

This table outlines all of the required information:

Requirement	Information Required
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 2021 and the Math Level you will be studying in 2022.
English Results	Please enter your English Grade from 2021 and the English Level you will be studying in 2022.
Parent/Guardian Contact	Please enter your Parent/Guardian’s phone number and email address.
Year 10 or 11 School Report	Please attach your most recent school report, OLN report <b>and any supporting documents</b> . From the drop down please choose ‘ <b>Personal Documentation</b> ’.
School Attending in your Year of Study	This is where you can advise us if you are moving schools. Please answer ‘ <b>No</b> ’ if you will be staying at your current school. If you have answered ‘ <b>Yes</b> ’, 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 course. Please note there is a <b>limit of 500 characters</b> that can be entered in this section.
Please provide your USI number	Please enter your Unique Student Identifier (USI) number. You will need to select ‘yes’ before a 2 <sup>nd</sup> field will open where you can enter your USI number.
Proof of Citizenship	<ul style="list-style-type: none"> <li>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.</li> <li>For New Zealand citizens - Provide a copy of your passport. The copy must include proof of full name.</li> <li>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.</li> <li>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.</li> </ul>
Under 18 at Commencement	<b>Please do not complete this field</b>

9. Here you will be given the opportunity to review your chosen course. Please click '**Submit**' in the top right of the screen. You will receive an acknowledgement email (to the email you entered in **Step 1**).





More   **Submit**

### Application Summary

Your application is ready to submit.

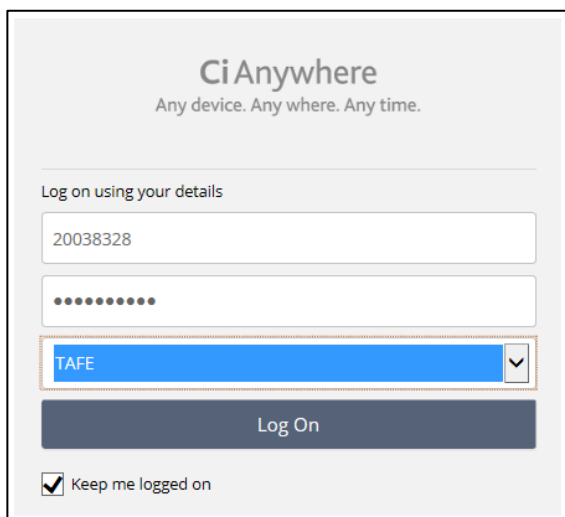
20074514 - Ned Kelly	Application ID	135329
Australian citizen   01-Jan-2006 (15)	Submitted	Not recorded
tizel.oosthuizen@nmtafe.wa.edu.au		

#### Application Details

-  MST20616 (1) - Certificate II in Applied Fashion Design and Technology  
2022 Intake Semester 1, Perth Campus
-  Certificate II in Applied Fashion Design and Technology

10. If you started an application as per **Step 1** but did not click to proceed with the application, you can log in using the URL below:

[https://sms.tafe.wa.edu.au/T1PRD/CiAnywhere/web/NMT/LogOn/\\$\\$1\\_STU](https://sms.tafe.wa.edu.au/T1PRD/CiAnywhere/web/NMT/LogOn/$$1_STU)



CiAnywhere  
Any device. Any where. Any time.

Log on using your details

20038328

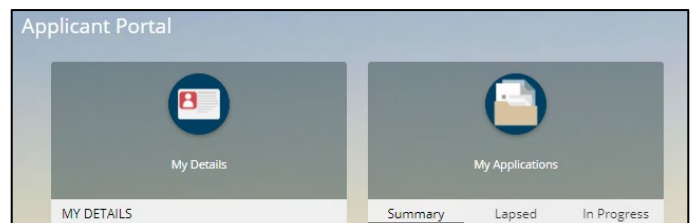
.....

TAFE

Log On

Keep me logged on

- Your '**User Name**' is the student number you received in the acknowledgement email that was sent in **Step 2**.
- Then enter the '**Password**' you created.
- Change the domain to '**TAFE**'
- Click on '**Log On**'
- Select the icon to resume your application.



Applicant Portal

My Details

My Applications

MY DETAILS

Summary Lapsed In Progress

## Further information and assistance

Please contact [VETDSS@nmtafe.wa.edu.au](mailto:VETDSS@nmtafe.wa.edu.au) if you require any more information or assistance with this guide and the application process.