

## Introduction

This user guide provides step by step instructions on how to apply for a VETDSS course for 2022.

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
- 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 are a previous student of SMTAFE (Taster courses, Try a Trade, Work Ready), please ensure you have your student ID to register
- Please use Google Chrome as the preferred browser when completing an application

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

**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: 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.



#### 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](#)

### 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

^ Select a Course

1 record.

#### SFI20119 - Certificate II in Aquaculture

2022 VETdSS Intake, Fremantle Campus

Part Time-Classroom-VETdSS

Start Date 01-Jan-2022

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

Load Category Part Time

Attendance Mode Classroom based

Study Mode Standard

Selections Available

1 record.

#### SFI20119 - Certificate II in Aquaculture

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Start Date 01-Jan-2022

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

Load Category Part Time

Attendance Mode Classroom based

Study Mode Standard

Selections Available

**TIP! You MUST select a course that has '2022 VETDSS Intake'**

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. 1<sup>st</sup> 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".

**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 + Select another course

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

Preference 5 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

Preference 5 Selections Available

Remove

Increase preference

View course details

Next

**Selected Courses** x

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** ADDED TO APPLICATION

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

Selections Available Remove

**SHB20116 - Certificate II in Retail Cosmetics** ADDED TO APPLICATION

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

Selections Available Remove

**AVI30219 - Certificate III in Aviation (Cabin Crew)**

2021 VETdSS Intake, Thornlie Campus  
Part Time-Classroom-Local-VETDSS-2020

## Application Details Page

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

### Application ID 23986

Review each step before you submit your application.

**Step 1**  
Selected Courses

**Step 2**  
Applicant Details

Step 3  
Educational Background

Step 4  
Requirements

Step 5  
Review and Submit

**Applicant Details**

Title

Family Name

Given Name

Preferred Name

Middle Name/s

Date of Birth

Gender

**Contact and Address Details**

**Contact Details**

Phone

Email

**Address Details**

Country

Address

**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

Hearing 
  Physical 
  Learning 
  Mental Illness 
  Intellectual 
  Other

Would you like to receive advice on support services, equipment and facilities which may assist you?  
Yes


Accessible Course Materials 
  Academic Assistance 
  Assistive Technology 
  Accessible Venues 
  Flexible Assessment 
  Flexible Attendance 
  Special Consideration 
  Notetaking 
  Study Support


Advocacy and Liaison 
  Interpreting 
  Mentoring 
  Wellbeing Services 
  Exam Support

Next

## Educational Background

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

**Step 1** Selected Courses 


**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 Curr [Show less](#)

**Australian (or Equivalent) Study**

Highest School Level Completed  
Completed year 10

Currently Attending School

Year  
2020

Student ID  
SCSA ID

School

State

**Highest Level of Completion**

**Previous Study Details**

**Study Reason**

Reason

**Employment Status**

Status

Next >

All highlighted yellow fields are mandatory

In this field please enter the year you completed your highest school level e.g. *If you are currently a year 10 you have only completed year 9 which was in 2020*

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*

Physical Or Medical Conditions OPTIONAL

Respond

Language MANDATORY

1 question must be answered

Respond

Math Results MANDATORY

1 question must be answered

Respond

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

Respond

**Math Results** MANDATORY

1 question must be answered

Respond

**English Results** MANDATORY

**Requirement Details**

**Math Results**

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

**Questions for Math Results**

**Response 1**

Requirement Response questions

Math Grade

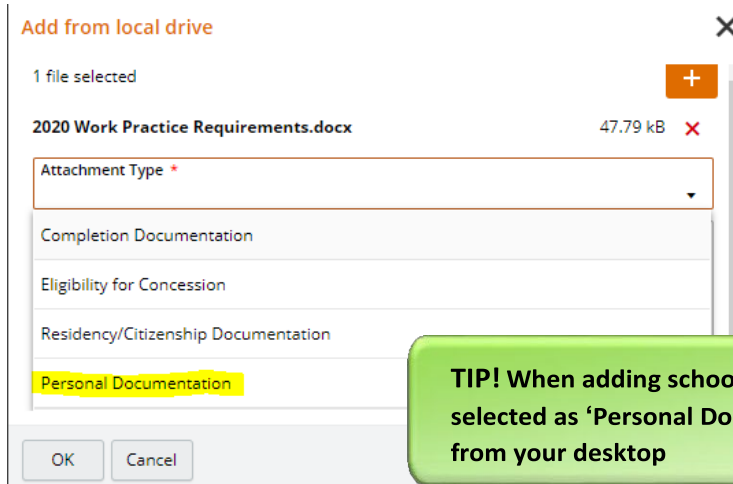
What Math Level are you studying next year

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

Respond

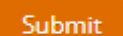


**TIP!** When adding school report or references, the 'attachment type' can be selected as 'Personal Documentation'. You can also drag attachments or files from your desktop

## 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

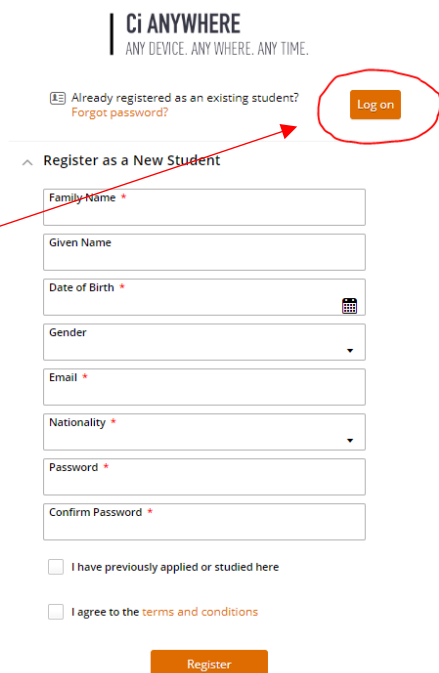
You can now click on  in the top right-hand corner of the screen.

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. Once logged in click on 'My Applications' where you will find your incomplete application.



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

Log on using your details

User name

300025114

Password

\*\*\*\*\*

Domain

TAFE



Log On



Keep me logged on



Accessibility Mode



[Forgotten password?](#)

## 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? Please email [vetdss@smtafe.wa.edu.au](mailto:vetdss@smtafe.wa.edu.au) with your name, your student ID number and we will arrange to change your password for you. Once your password has been updated and you are logged in, you may continue with the above steps.

## Further information and assistance

Please contact [vetdss@smtafe.wa.edu.au](mailto:vetdss@smtafe.wa.edu.au) or 9599 8652 if you require any more information or assistance with this guide.