

## Introduction

This user guide provides step by step instructions on how to apply for a VETDSS course for 2024. 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.
- OLN (Online Literacy and Numeracy Assessment) report (if applicable)
- 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 1000 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 to schools in October.

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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: 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](mailto: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 below steps.

**ci ANYWHERE**  
ANY DEVICE. ANY WHERE. ANY TIME.

Log on using your details

User name

300025114

Password

.....

Domain

TAFE

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

Log On



Keep me logged on



Accessibility Mode



[Forgotten password?](#)

## 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. For example:

### Select a Course

2 records.

#### CHC30221 - Certificate III in Education Support

2024 VETdSS Intake, Rockingham Campus  
Part Time-Classroom-VETdSS

Start Date 01-Jan-2024

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

Load Category Part Time

Attendance Mode Classroom based

Study Mode Standard

5 Selections Available

**TIP! You MUST select a course that has '2024 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.

**A 3<sup>rd</sup> preference for a course will NOT be accepted.**

The screenshot shows two side-by-side views of the application system. The left view is the 'Selected Courses' screen, showing a list of two courses: AUR20720(1) - Certificate II in Automotive Vocational Preparation and SHB20121(1) - Certificate II in Retail Cosmetics. The right view is the 'Select a Course' screen, showing the same two courses with 'ADDED TO APPLICATION' labels. A red circle highlights the 'Increase preference' button for the SHB20121(1) course in the 'Selected Courses' view.

## 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 <sup>34</sup>  
Steven

Date of Birth \*  
27-May-2005

Gender  
Male

**Contact and Address Details**

**Contact Details**

Phone \* <sup>10</sup>  
0419864210

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. If you have a condition that is not diagnosed but would like us to know, click other.**

## 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. 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

Student ID

School

State  
Western Australia

^ Highest Level of Completion

^ Previous Study Details

^ Study Reason

Reason

^ Employment Status

Status


Next >

**Note:** In this field, please enter your Western Australian Student Number (WASN) / SCSA Number this is an eight digit number

If unable to update educational background, contact VETDSS via email at [vetdss@smtafe.wa.edu.au](mailto:vetdss@smtafe.wa.edu.au)

## Requirements

Not all fields in this section are mandatory. Mandatory fields are highlighted below.

To answer click  and enter the required information.

Once complete, click  to continue.

**TIP!** Make sure you use the same name you created your USI with.





























**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 later if you provide a response. [Show less](#)

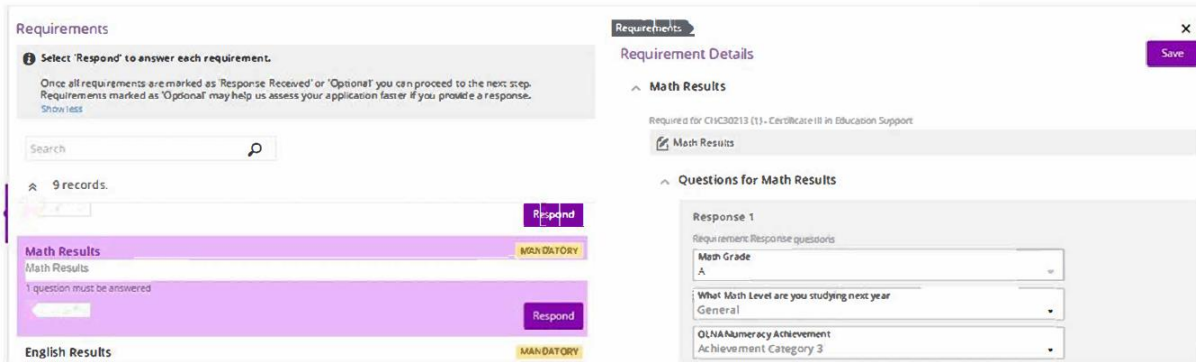
Search

10 records.

Requirement	Status
<b>Unique Student Identifier</b> 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 <a href="#">here</a> . 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  	
<b>Physical Or Medical Conditions</b> Physical Or Medical Conditions 1 question must be answered 	 
<b>Language</b> Language 1 question must be answered 	 
<b>Math Results</b> Math Results 1 question must be answered 	 
<b>English Results</b> English Results 1 question must be answered 	 
<b>Parent / Guardian</b> Parent / Guardian Details 1 question must be answered 	 
<b>Student Statement section</b> Student Statement section 1 question must be answered 	 
<b>Supporting Documents</b> Please provide any additional information that will support your application 2 supporting documents must be provided 	 
<b>Other information to support your application</b> Other information to support your application 1 question must be answered 	 
<b>Student Code of Conduct Acknowledgment</b> <a href="#">Click here to review the Student Code of Conduct</a>	



To answer, click on the **Respond** button which will prompt you to enter the required information. Click **Save**



The screenshot shows a 'Requirements' section with a search bar and a list of requirements. The 'Math Results' requirement is highlighted in purple and marked as 'MANDATORY'. A 'Respond' button is visible next to it. To the right, a 'Requirement Details' panel shows the 'Math Results' requirement for CH1C30213 (1) - Certificate III in Education Support. It includes a 'Response 1' section with dropdown menus for 'Math Grade' (set to 'A'), 'What Math Level are you studying next year' (set to 'General'), and 'QLNA Literacy Achievement Achievement Category 3'.

Once saved, the **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**

Note: Year 9 students can make an application for next year – i.e. use semester 1 reports and subject level mention as General.

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

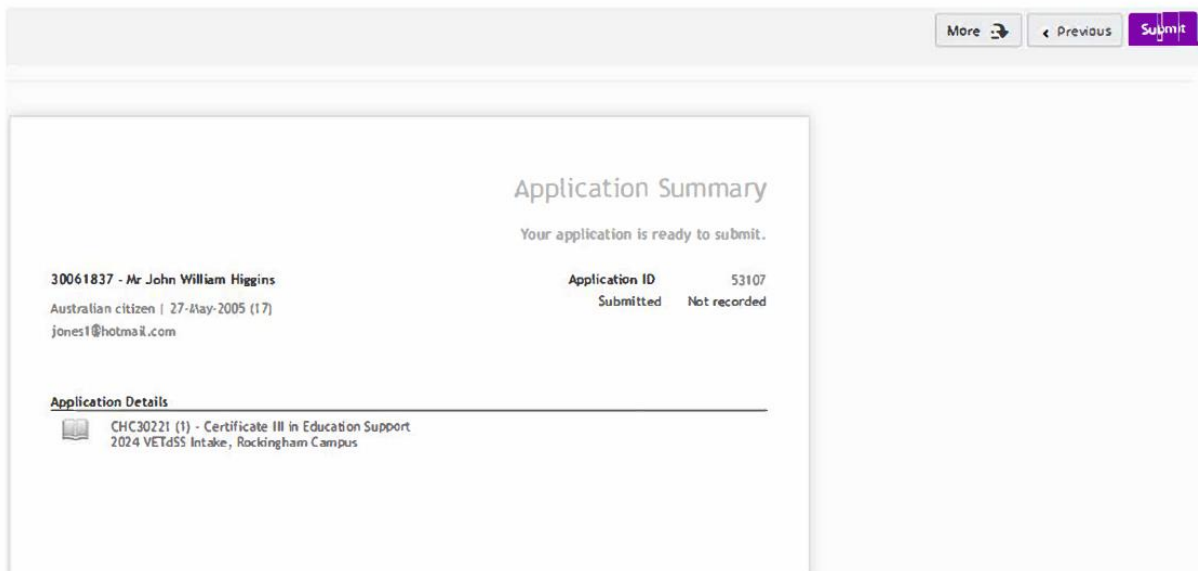
- You have used your legal name correctly
- Date of birth is correct
- Email address is correct
- Course and campus selection are correct




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](mailto:vetdss@smtafe.wa.edu.au)






More   Previous  Submit

### Application Summary

Your application is ready to submit.

30061837 - Mr John William Higgins	Application ID	53107
Australian citizen   27-May-2005 (17)	Submitted	Not recorded
jones1@hotmail.com		

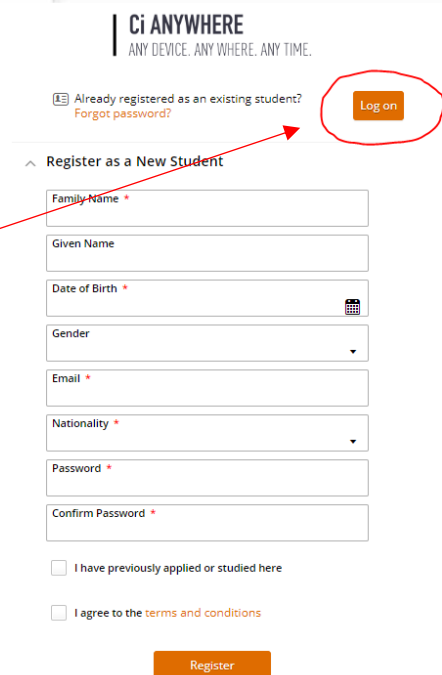
#### Application Details

 CHC30221 (1) - Certificate III in Education Support  
2024 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 TAFE 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.




**GO 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](#)



## 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.