

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
- 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](#)



VET Delivered to Secondary Students

2021 Late Application Guide

Searching for Courses

Next >

The course you are applying for will automatically appear no need to select another course, click

Step 1
Selected Course

Step 2
Applicant Details

Step 3
Educational Background

Step 4
Requirements

Step 5
Review and Submit

Selected Course

Your selected courses are displayed below.
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 Course + Select another course

Search

1 record.

52824WA (1) - Certificate II in Building and Construction (Pathway - Trades)
2021 VETd55 Intake, Rockingham Campus
Part Time-Classroom-VETd55-Wall & Floor Stream
Certificate II in Building and Construction (Pathway - Trades)

Liability Category	State DPA : VDSS - VET Delivered to Secondary Students
Load Category	Part Time
Attendance Mode	Classroom based
Study Mode	Standard

1 Preference 5 Selections Made - Certificate II in Building and Construction (Pathway - Trades) View course details

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 *

Happy

Given Name

Lizzie

Preferred Name

Middle Name/s

Date of Birth *

13-Jan-2004

Gender

Female

Contact and Address Details

Contact Details

Phone *

Email *

elizabeth.hapeta@smtafe.wa.edu.au

Address Details

Country *

Address *

Line 1

Line 2

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?
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 >

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:

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 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
<input type="text" value="C AUR20716"/>	Respond
Language	MANDATORY
1 question must be answered	
<input type="text" value="C AUR20716"/>	Respond
Math Results	MANDATORY
1 question must be answered	
<input type="text" value="C AUR20716"/>	Respond

To answer, click on  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

Math Results

Questions for Math Results

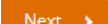
Response 1

Requirement Response questions

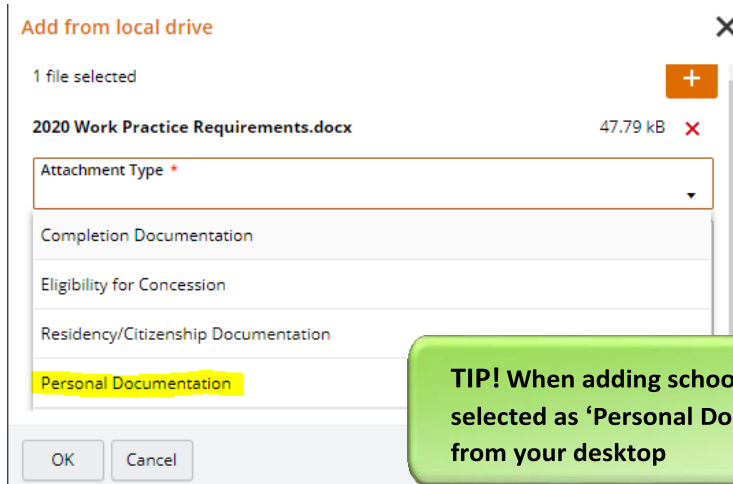
Math Grade: A

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  once completed.

Math Results	RESPONSE RECEIVED
<input type="text" value="C AUR20716"/>	Respond

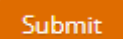


TIP! When adding school report or references, the 'attachment type' can be selected as 'Personal Documentation'. You can also drag attachments or files from your desktop

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

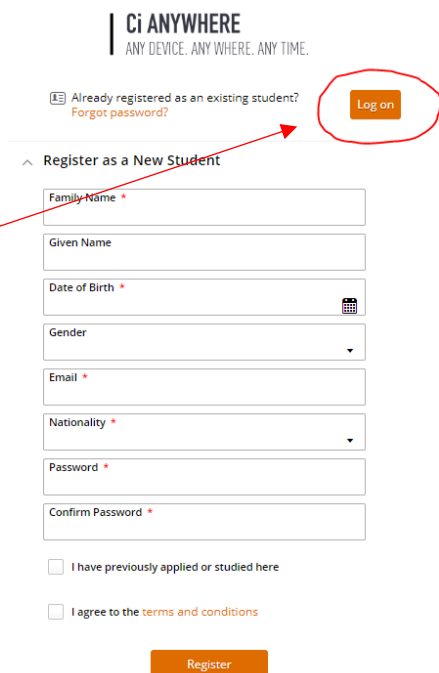
You can now click on  in the top right-hand corner of the screen.

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



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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

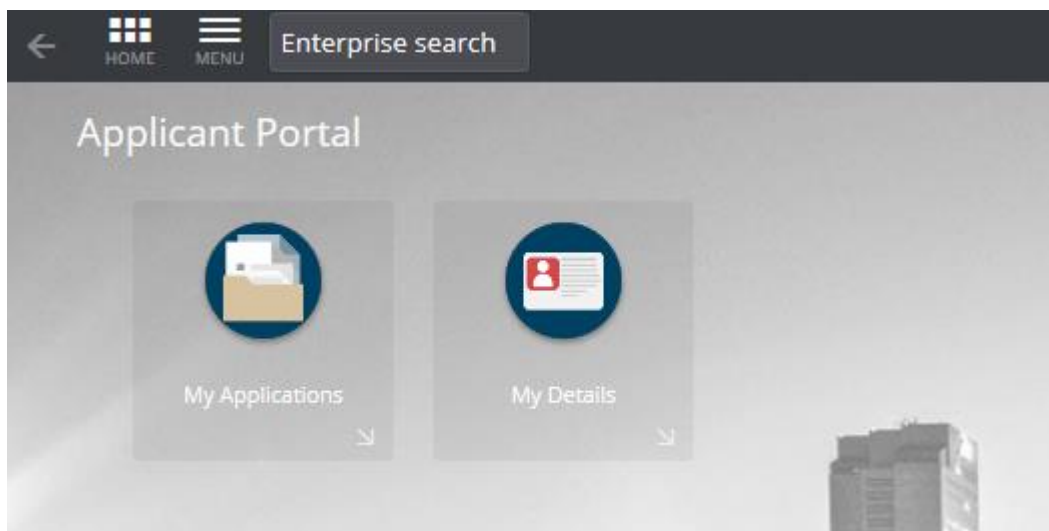


Log On

Keep me logged on Accessibility Mode 

[Forgotten password?](#)

Once you have logged in, click on the top left 'Home' button, then click on my applications which will take you to any of your applications.





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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.