



Vocational Education and Training Delivered to Secondary Students (VETDSS)

20
22

Student Applicant Instructions

Before starting, students must have ready

- personal email address and phone numbers for themselves or their parent or guardian. This must be one that is regularly checked as all TAFE correspondence will be sent via email including during school holidays.
- their Unique Student Identifier, CCID, NAPLAN and/or OLN and Semester 1, 2021 school reports ready to upload.

There are five steps to making an online application. You can select and preference up to three courses.

It's highly recommended you have all required documents and key information prepared before you get started. If you have everything ready, it should take less than half an hour to complete.

Getting started


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 *

Nationality *

Password *

Confirm Password *

I have previously applied or studied here

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

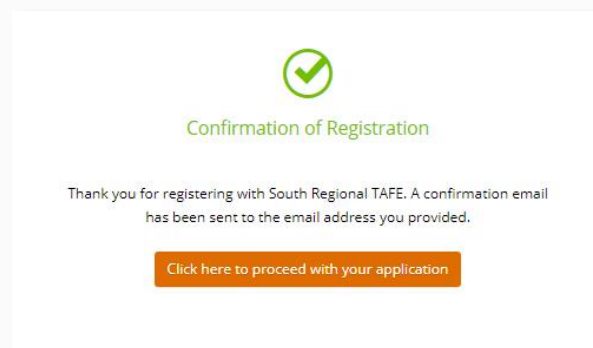
[Register](#)

Register as a New Student

Your High School VET Coordinator will give you a weblink to the online application system.

Enter all your details and click the Register button.

If you've already registered and returning to this weblink, click the Log On button and make sure your Login ID and password are handy.



Success! Login details emailed

A confirmation email sent to the inbox you entered has important information including your Login ID - which is also your TAFE student number - you will need to return to a saved application.

Password

Please memorise or keep your password safe. You can reset a forgotten password by returning to the login screen and following the prompts.

Step 1 Select Courses

Find your first course

Use the search bar to find the first course you want to apply for.



Confirm your choice


When you have found your course click the orange Add to Application button to the right of the course details.



Double check

Please check the area highlighted inside the red box shows the correct campus, year, and it is a VETdSS – Classroom type course.

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



Add to application



MEM20413 - Certificate II in Engineering Pathways

2021 Intake Year, Bunbury Campus

VETdSS - Classroom

Start Date 01-Jan-2021

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

Load Category Not Applicable

Attendance Mode Classroom based

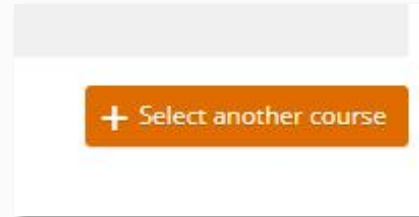
Study Mode Standard

Step 1 Continued

Add more courses

You can add a second and third preference or change any course.

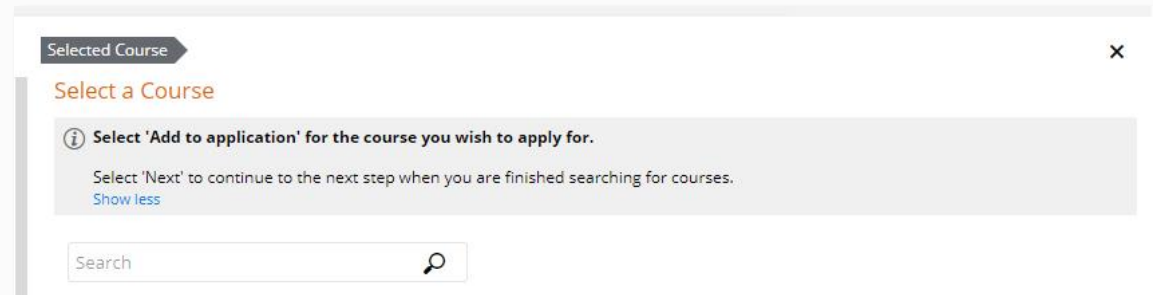
Start by clicking the orange Select Another Course button.



A new search bar will appear in a window on the right to help find a second course.

Choose the second course by clicking the orange Add to Application button. The screen will refresh with your application list.

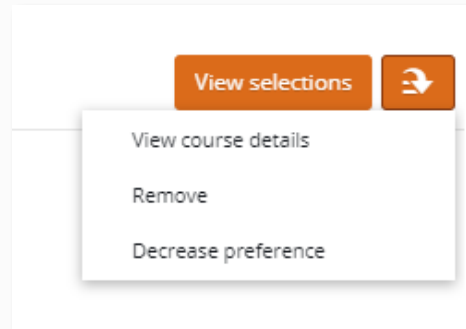
To close the window, click the X in the top right corner.



Arrange preferences

Preference order is changed through the Increase Preference or Decrease Preference options. These are revealed by clicking the small orange button with an arrow.

Make a mistake and want to remove a course? The Remove option is also in this button.



Happy with your selections?

Once you have the correct courses in your preferred order, click 'Next' in the top right-hand corner.



Troubleshooting

Missing course

If you can't find the course you were told to apply for, please check with your High School VET Coordinator for any reported delays.

Frozen screen

A frozen screen is rare but can happen if a lot of people are applying at once. You can refresh the page, if that doesn't work please wait a short while and try again.

Step 2 Applicant Details

Enter your details

Please fill out all details. Once completed, click the orange Next button.

Applicant Details

i 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 *

Given Name

Preferred Name

Middle Name/s

Date of Birth *

Gender

^ Contact and Address Details

Contact Details

Phone *

Address Details

Country *

Step 3 Education Details

Enter your details

Please fill out all details. Once completed, click the orange Next button.

Educational Background

 Your educational details are displayed below.

^ Australian (or Equivalent) Study

^ Highest Level of Completion

Item 1 

^ Previous Study Details

Item 1 

Institution

Step 4 Requirements

Please answer all of the questions and/or upload documents that are required. Click the Respond button next to each listed document for how to answer that request.

Add a document: click Respond, click add & add from local drive, open the document, click OK.

Be sure to always click Save before closing the window.

The screenshot shows a 'Requirements' section with a search bar and a list of requirements. An information icon is followed by the text: 'Select 'Respond' to answer each requirement.' Below this, it says: '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.' There is a 'Show less' link.

The screenshot shows a list of requirements:

- Unique Student Identifier
1 question must be answered
- Curriculum Council Identification Number (CCID)
1 question must be answered
- Naplan/OLNA upload
1 supporting document must be provided
- School Reports
1 supporting document must be provided
- Authorisation to release personal information held by SRT to School regarding your application.
1 question must be answered

Once you've provided the required information, the word Mandatory will change to Response Received.

When all responses have been provided, click the orange Next button in the top right corner.

A button labeled 'MANDATORY' in a yellow box above an orange 'Respond' button.

A button labeled 'RESPONSE RECEIVED' in a green box above an orange 'Respond' button.

Note: Some courses will have more applicants than spaces available and South Regional TAFE will ask your school for a written reference to assist selection.

Step 5 Review and Submit

If you haven't provided all requirements in Step 4 you will receive a red coloured message in your Application Summary. You can't submit until all are completed.

A successful Application Summary will have a green coloured message. Click the orange Submit button in the top right corner of the screen to proceed.


Application Summary

Please respond to all requirements marked as 'Mandatory' in the 'Requirements' section.

60005338 - Jane Smith
Australian | 10-Nov-1994 (24)
erin.pratt94@hotmail.com

Application ID	11753
Submitted	Not recorded

Application Details

 BSB20115 (1) - Certificate II in Business
2019 Intake Year, Bunbury Campus


Application Summary

Your application is ready to submit.

60005337 - Miss Jane Smith
Australian | 01-Jan-2003 (16)
erin.pratt@srtafe.wa.edu.au

Application ID	11751
Submitted	Not recorded

Application Details

 BSB20115 (1) - Certificate II in Business
2019 Intake Year, Bunbury Campus

Step 5 Continued

You will see a list all of your applications.

Click the orange View button in the top right corner of the screen to see your VETdSS application summary.

This screen also shows any requests for further information, any offers of a place sent to you, and allows you to withdraw an application.

Application Response

Withdraw

Application ID 11753
Submitted 09-Jul-2019

Summary
Submitted 09-Jul-2019

Offers
Your application is being processed

Further Information Requests
0 Awaiting response

Application Summary

60005338 - Jane Smith
Australian | 10-Nov-1994 (24)
erin.pratt94@hotmail.com

Application ID 11753
Submitted 09-Jul-2019

Application Details

BSB20115 (1) - Certificate II in Business
2019 Intake Year, Bunbury Campus

You will also receive an application acknowledgement email.

Acknowledgment of application from South Regional TAFE

Your application for the following has been received and will be reviewed to ensure all necessary documents are included, you may receive a request for further information. Applications will be assessed from 30th August 2019.

FNS30317 - Certificate III in Accounts Administration

If you would like to update or review progress of your application you can do so in the [Student Portal \(https://trn-sms.tafe.wa.edu.au/T1TRN/CiAnywhere/web/SMT/LogOn/\\$\\$1_STU\)](https://trn-sms.tafe.wa.edu.au/T1TRN/CiAnywhere/web/SMT/LogOn/$$1_STU)

Kind regards,
South Regional TAFE

Application completed: What's next?

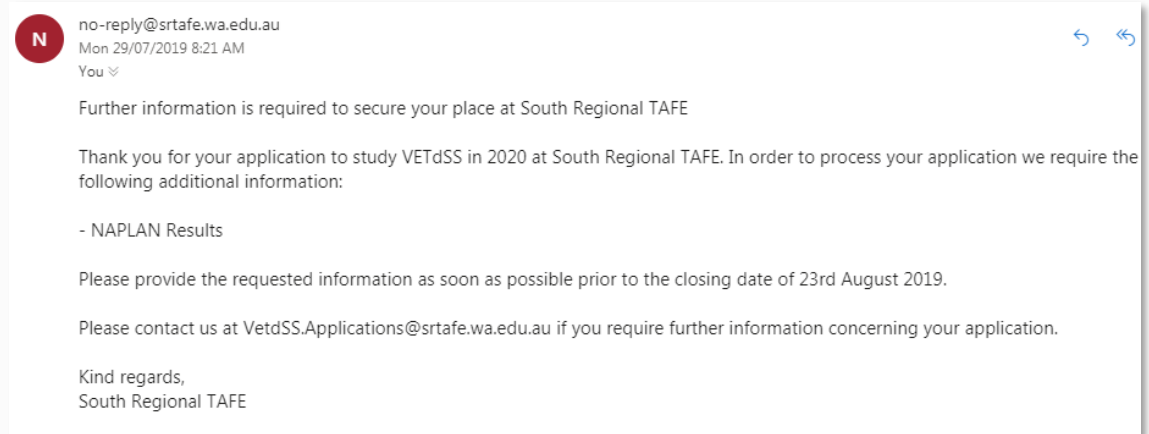
TAFE will verify your application

South Regional TAFE will verify your application and ensure all required information has been provided.

You may receive an email requesting further information and until we receive this information your application cannot proceed.

Once all information is received and verified, we will advise that your application has been verified and is moving to the assessment stage.

No further action is required from you at this stage.



You will next receive an email advising if you were either a successful or unsuccessful.

Or, if there are more applications than spaces for a course, you will receive a request to attend an interview.

You can still view your application at any time by logging into the student portal via the link in your acknowledgment email.

Thanks very much and good luck with your application.

If you need any help with your application, please speak with your High School VET Coordinator and for any technical difficulties please email South Regional TAFE at VETdSS.Applications@srtafe.wa.edu.au