NM TAFE VETDSS Application Guide 2021

Introduction

This user guide provides step-by-step instructions on how to submit an application for a 2021 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 9 & 10 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).

   If you have previously participated in Try-a-Trade or applied for a course in 2020 and withdrew you must please not register as a new student. Please email 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.

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.

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 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.
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 ‘2021’. – Please be patient, it can take some time to load the filter.

Using the Text Box – type in the code for 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.*

![Select a Course](image)

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 be only be considered for the first course they selected, and any additional courses will be deleted from their application.

![Selected Courses](image)
6. On the applicant details age, please complete all mandatory fields. See highlighted image below for all required fields. Click ‘Next’ at the bottom of the page to continue.
7. Complete the following fields on the Educational Background page. These fields MUST be entered.

**Educational Background**

- **Australian (or Equivalent) Study**
  - **Highest School Level Completed**
    - Completed year 10
  - **Currently Attending School**
    - Please enter your school level in 2020
  - **Year**
    - 2019
  - **Student ID**
    - 21002100
  - **School**
    - ARMADEL SENIOR HIGH SCHOOL
  - **State**
    - Western Australia

- Please tick

- Please enter 2020

- 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.
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’.

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:**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Information Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please provide your USI number</td>
<td>Please enter your Unique Student Identifier (USI) number</td>
</tr>
<tr>
<td>Language</td>
<td>Please answer all 4 questions. If you only speak English, please put ‘English’ in the first drop down, and still answer the other questions.</td>
</tr>
<tr>
<td>Math Results</td>
<td>Please enter your Maths Grade from 2020 and the Math Level you will be studying in 2021.</td>
</tr>
<tr>
<td>English Results</td>
<td>Please enter your English Grade from 2020 and the English Level you will be studying in 2021.</td>
</tr>
<tr>
<td>Parent/Guardian Contact</td>
<td>Please enter your Parent/Guardian’s phone number and email address.</td>
</tr>
<tr>
<td>Year 9 &amp; 10 School Reports</td>
<td>Please attach your most recent school reports and any supporting documents. From the drop down please choose ‘Personal Documentation’.</td>
</tr>
<tr>
<td>School Attending in your Year of Study</td>
<td>This is where you can advise us if you are moving schools. Please answer ‘No’ if you will be staying at your current school. If you have answered ‘Yes’, please let us know in the text box the name of your new school.</td>
</tr>
<tr>
<td>Student Statement section</td>
<td>This is where you tell us 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.</td>
</tr>
<tr>
<td>Proof of Citizenship</td>
<td>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 also visa sub-class number. 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.</td>
</tr>
</tbody>
</table>
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).

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/$S1_STU

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 ‘ID’ Click on ‘Log On’

Further information and assistance

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