NM TAFE VETDSS Application Guide 2020

Introduction

This user guide provides step by step instructions on how to submit an application for a 2020 VET Delivered to Secondary Students course.

Before you start your application you will require the following:

- A Unique Student Identifier (USI) – if you don’t have one please visit https://www.usi.gov.au/;
- Parent or guardian email address;
- Current school report in electronic format (e.g.: PDF); and
- 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 255 characters that can be entered in this section).

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.

New students – How to apply

1. Click on the below URL below to register as a student (recommend browser Google Chrome)

Fill in all the fields as per the example and then click ‘Register’

*IMPORTANT

Disregard this message.

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.

2. After clicking ‘Register’ you will receive the following notification and an email confirming your registration. Click the orange box to continue with your application.

3. You are now on the application page. To narrow down the course search, click on the ‘filter’ icon, click on ‘YEAR’ and select ‘2020’. Pay close attention to make sure that you select the correct campus, year group and/or delivery day.
Once you have found the course you wish to apply for, click on the ‘Add to application’ button on the right.

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.
5. 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.
6. 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**
  - **Year**: 2019
  - **Student ID**: 21002100
  - **School**: ARMADELE SENIOR HIGH SCHOOL
  - **State**: Western Australia

7. 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.

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.
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’

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 2019 and the Math Level you will be studying in 2020.</td>
</tr>
<tr>
<td>English Results</td>
<td>Please enter your English Grade from 2019 and the English Level you will be studying in 2020.</td>
</tr>
<tr>
<td>School Report</td>
<td>Please attach your most recent school report 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 255 characters that can be entered in this section.</td>
</tr>
</tbody>
</table>

Once you have completed all of the mandatory fields, click ‘Next’ in the top right corner of the page.
8. 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).

9. 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 ‘ID’ to ‘TAFE’. 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.