NMTAFE VETDSS Application Guide 2024

Introduction

This guide provides step-by-step instructions on how to submit an application for a 2024 VET Delivered to Secondary Students (VETDSS) course.

Before you start your application, you will require all of the following:

- School Curriculum and Standards Authority ID (SCSA Student Number). This is also known as a WA Student Number (WASN) – It can be found on your school report.
- A Unique Student Identifier (USI) – You cannot submit an application without one. If you do not have a USI you must create one at https://www.usi.gov.au/
- Year 9, 10 or 11 school report 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 for each course which outlines why you should be selected to participate in the course (please note there is a **limit of 1000 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.

Instructions begin on the following page - Please read all details and complete carefully.

Please email VETDSS@nmtafe.wa.edu.au or call 9427 1146, should you require assistance with your application.

Locked Bag 6, Northbridge, Western Australia 6865//Telephone 1300 300 822
Email enquiry@nmtafe.wa.edu.au // **www.northmetrotafe.wa.edu.au** // ABN 23 489 495 403
RTO code: 52786 // TEQSA code: PRV14273 // CRICOS Code: 00020G

Please allow at least 30 minutes to complete your application in one sitting.
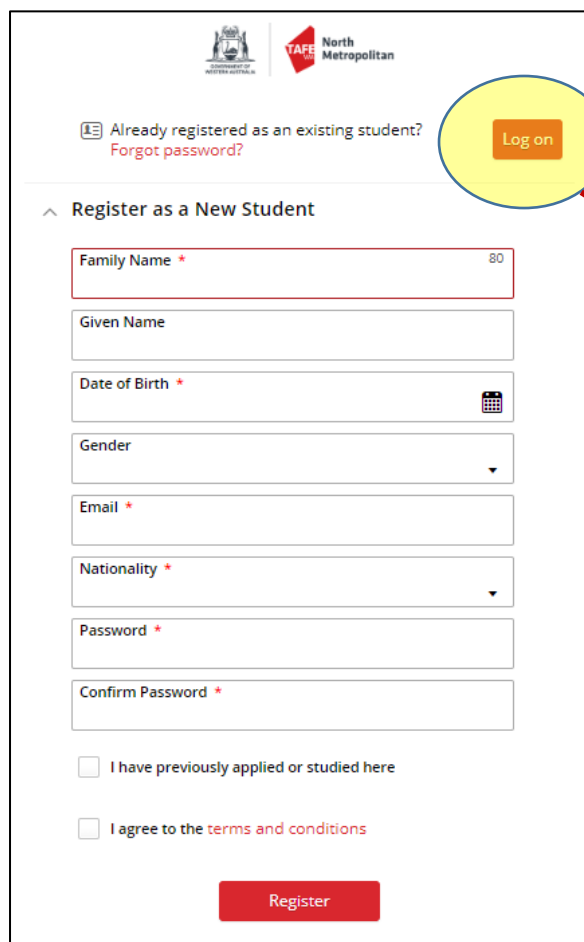
How to apply

1. Click on the URL below to begin the application process (recommend browser Google Chrome).
   https://sms.tafe.wa.edu.au/T1PRD/CiAnywhere/Web/NMT/f/$SC.STUAPPREG.MNT?suite=SM

With this URL open, students without an existing NMTAFE student account please now go to STEP 2 to continue

OR

If you have participated in a Try-a-Trade, or suspect you have previously applied for an NMTAFE course in 2023, you must **NOT** register as a new student – Instead, please email VETDSS@nmtafe.wa.edu.au to obtain your existing login details, after which, please enter them as below and then go to page 4 of this document. Do not complete page 3 of this guide.

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Email enquiry@nmtafe.wa.edu.au // **www.northmetrotafe.wa.edu.au** // ABN 23 489 495 403
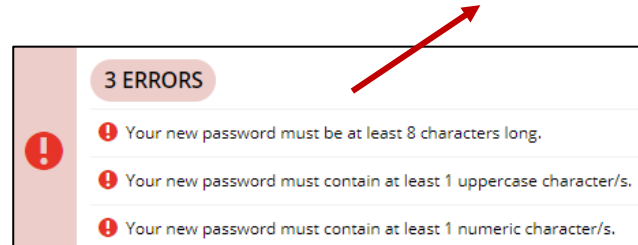RTO code: 52786 // TEQSA code: PRV14273 // CRICOS Code: 00020G

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

Please ensure your password is between 8-10 characters long or you will receive the below warnings.

3 ERRORS
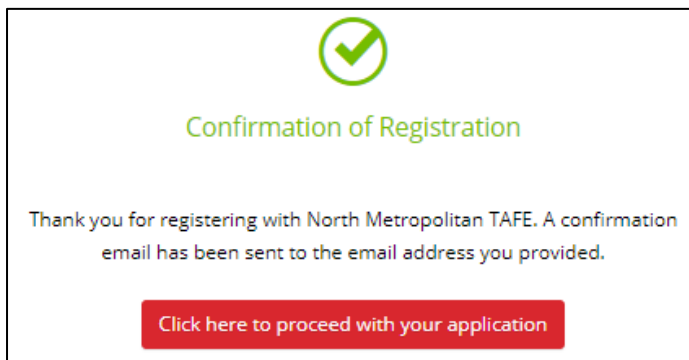
❗ Your new password must be at least 8 characters long.

❗ Your new password must contain at least 1 uppercase character/s.

❗ Your new password must contain at least 1 numeric character/s.

Register as a New Student

Family Name *
BIEBER

Given Name
JUSTIN

Date of Birth *
01-Jan-2006

Gender
Male

Email *
justin.bieber@hotmail.com.au

Nationality *
Australian citizen

Password *
•••••••••••

Confirm Password *
•••••••••••

☐ I have previously applied or studied here

☑ I agree to the terms and conditions

Register

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 as a new student again.

3. After clicking **'Register'** you will receive the following notification and an email confirming your registration. Click the red box to continue with your application.

✅

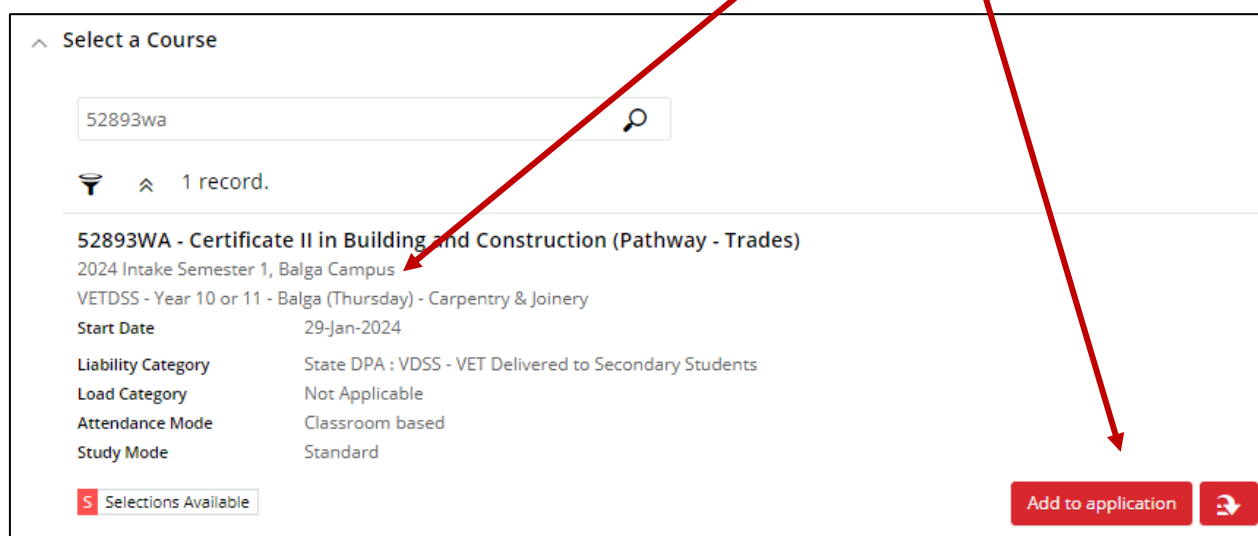Confirmation of Registration

Thank you for registering with North Metropolitan TAFE. A confirmation email has been sent to the email address you provided.

Click here to proceed with your application

Locked Bag 6, Northbridge, Western Australia 6865//Telephone 1300 300 822
Email enquiry@nmtafe.wa.edu.au // **www.northmetrotafe.wa.edu.au** // ABN 23 489 495 403
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4. You are now on the application (Select Courses) page. You **MUST** filter down the course search **BEFORE** typing course name by clicking on the 'filter' icon [filter icon] click on **'YEAR'** and select **'2024'**. – Please be patient, it can take some time to load the filter.

Using the Text Box – type in the code (Full course list available on page 9 & 10) of the certificate you wish to apply for as your 1st preference. Once you have found the course you wish to apply for, click on the **'Add to application'** button on the right.

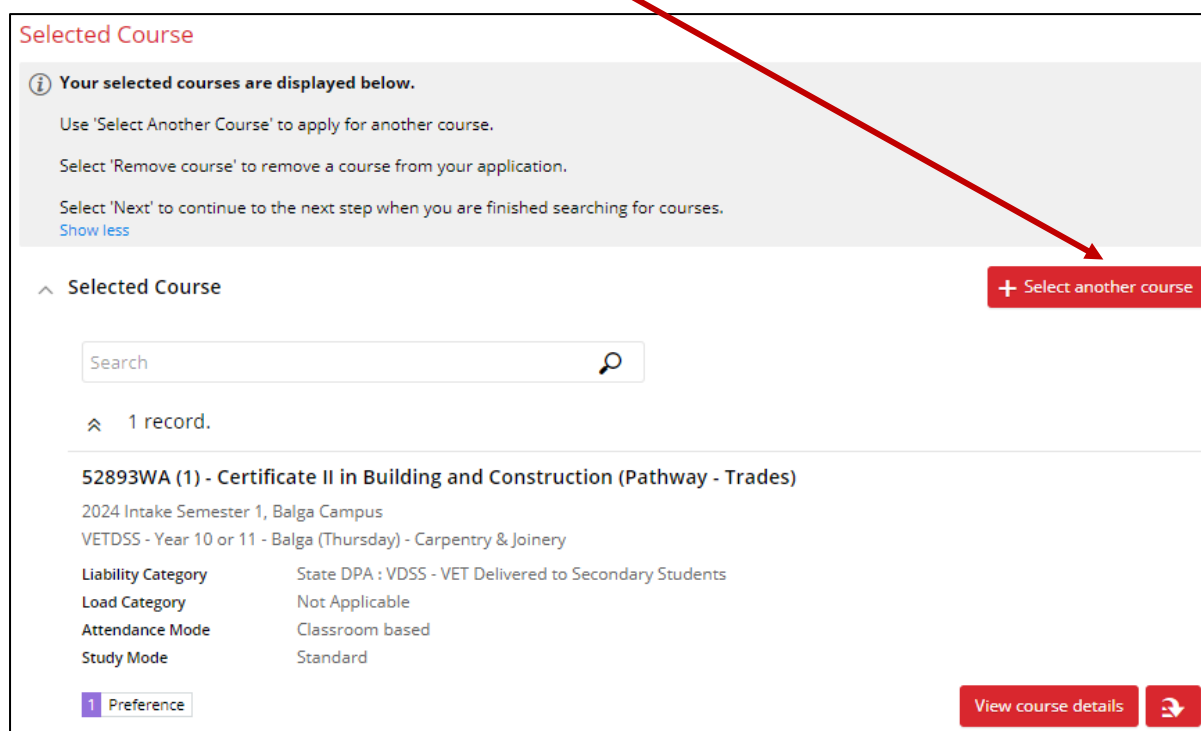Pay close attention to make sure that you select the correct campus, year group and/or delivery day.

5. Click on **'+ Select another course'** to add your 2nd preference. Your selected courses will now appear as below. If correct, click the **'Next'** button at the top right of the page. Students will be considered for the first course they selected in the first instance so make sure your courses appear in the correct order. Any 3rd and 4th preference courses will be deleted from the application.

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North Metropolitan TAFE WA
GOVERNMENT OF WESTERN AUSTRALIA

| More ➔ | ‹ Previous | Next › |

...pplication.

Selected Courses

ⓘ **Your selected courses are displayed below.**

Use 'Select Another Course' to apply for another course.

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 Courses**

[+ Select another course]

[Search _____ 🔍]

≪ **2 records.**

52893WA (1) - Certificate II in Building and Construction (Pathway - Trades)

2024 Intake Semester 1, Balga Campus
VETDSS - Year 10 or 11 - Balga (Thursday) - Carpentry & Joinery

|	
Liability Category	State DPA : VDSS - VET Delivered to Secondary Students
Load Category	Not Applicable
Attendance Mode	Classroom based
Study Mode	Standard

[1] Preference   [View course details] [➔]

BSB30120 (1) - Certificate III in Business

2024 Intake Semester 1, Perth Campus
VETDSS - Year 11 or 12 - Perth (Thursday AND Friday)
Certificate III in Business

Liability Category	State DPA : VDSS - VET Delivered to Secondary Students
Load Category	Not Applicable
Attendance Mode	Classroom based
Study Mode	Standard

[2] Preference [5] Selections Made - Certificate III in Business   [View course details] [➔]

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6. On the Applicant Details page, please complete all mandatory fields. See highlighted image below for all required fields. Click **'Next'** at the bottom of the page to continue.

Applicant Details

ℹ️ **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 *
BIEBER

Given Name
JUSTIN

Preferred Name

Middle Name/s

Date of Birth *
17-Jan-2008

Gender
Male

∧ Contact and Address Details

Contact Details

Phone *

Email *   227
justin.bieber@hotmail.com.au   ⊗

Address Details

Country *

Address *
Line 1

Line 2

Line 3

City/Town

State

Postcode

∧ Nationality and Cultural Details

Nationality Details

Nationality *
Australian citizen

Main Nationality Country
Not entered

Dual Nationality Country
Not entered

Cultural Details

Country of Birth *
Not entered

Main Language *
Not entered

Aboriginal or Torres Strait Islander
Not entered

∧ Disability Details

Disability/Impairment/Medical Condition

Next ➤

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7. Complete the following fields on the Educational Background page. **These fields MUST be entered.**

Educational Background

ℹ️ **Your educational details are displayed below. This step is mandatory when apply for a VETDSS program.**

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 11 → Please enter your school level in 2023

☑ Currently Attending School → Please tick

Year
2023 → Please enter 2023

Student ID
20000001 → Please enter your WA Student Number/Curriculum Council ID

School
zYOlLwMFKpixLYJrrKUv → Please enter the school you are currently attending

State
Western Australia → 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 'Australian (or Equivalent) Study' section.

8. This will take you to the Requirements section 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. Please do not complete any **'Optional'** fields.

Requirements

ℹ️ **Select 'Respond' to answer each requirement marked as 'Mandatory'.**

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 🔍

≫ 10 records.

Physical Or Medical Conditions MANDATORY

Physical Or Medical Conditions

1 question must be answered

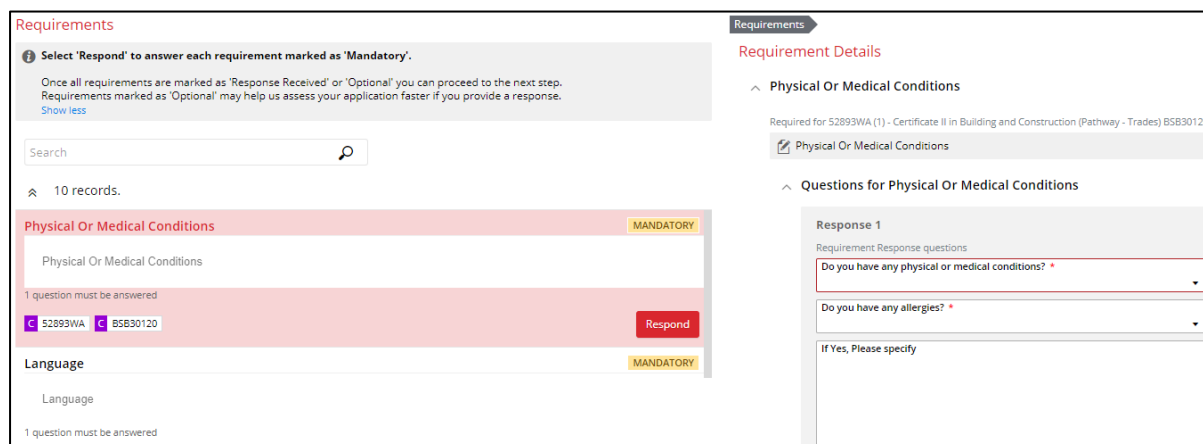C 52893WA C BSB30120   Respond

Language MANDATORY

Language

1 question must be answered

C 52893WA C BSB30120   Respond

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Here is an example of <u>one</u> of the required fields. This will open to the right, where you can input the required information, and click **'Save'** once the fields are entered.

Only after you have completed all of the mandatory fields, please click **'Next'** in the top right corner of the page.
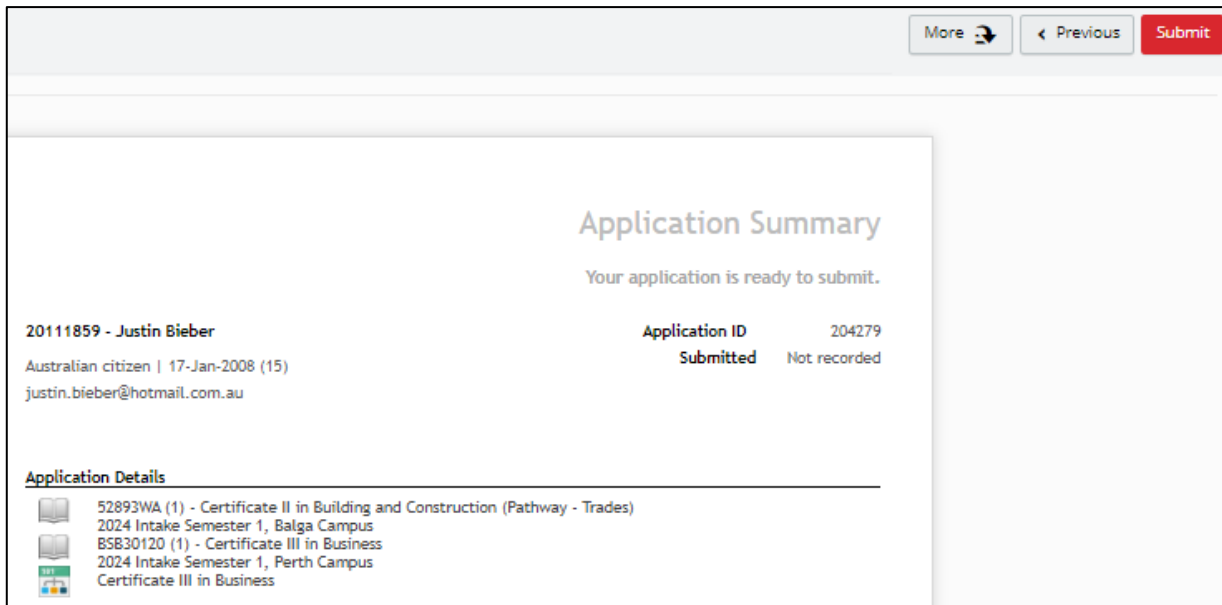

This table outlines all of the required information:

Requirement	Information Required
Physical Or Medical Conditions	This is where you tell us if you have any physical/medical conditions or allergies that we need to be aware of.
Language	Please answer all 4 questions. If you only speak English, please put 'English' in the first drop down, and still answer the other questions.
Math Results	Please enter your Maths Grade from 2023 and the Math Level you will be studying in 2024. If you have not completed Maths in 2023 then please enter your OLNA Numeracy Achievement.
English Results	Please enter your English Grade from 2023 and the English Level you will be studying in 2024. You also have the option of entering your OLNA Reading & Writing Achievement here.
Parent/Guardian Contact	Please enter your Parent/Guardian's First Name, Surname, mobile phone number and email address.
Year 10 or 11 School Report and OLNA Report	Please attach your most recent school report, OLNA report (if applicable) **and any supporting documents**.
School Attending in your Year of Study	This is where you tell us what year group you will be in next year. Please advise us if you are moving schools in 2024. Please answer **'No'** if you will be staying at your current school and type in 'not applicable' in the text box. If you have answered **'Yes'**, please let us know in the text box the name of your new school.
Student Statement section	This is where you tell us why you should be selected to participate in the 1st and/or 2nd course you have chosen. Please note there is a **limit of 1000 characters** that can be entered in this section for each course.
Unique Student Identifier	Please enter your Unique Student Identifier (USI) number. You will need to select **'Yes'** before a 2nd field will open where you can enter your USI number.
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.
Under 18 at Commencement	**Please do not complete this field**

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9. At this Review and Submit section, you will receive your Application to ensure correct information is in place. If all is correct, please click **'Submit'** in the top right of the screen. You will receive an acknowledgement email (to the email you have provided) - the Application is received and completed.
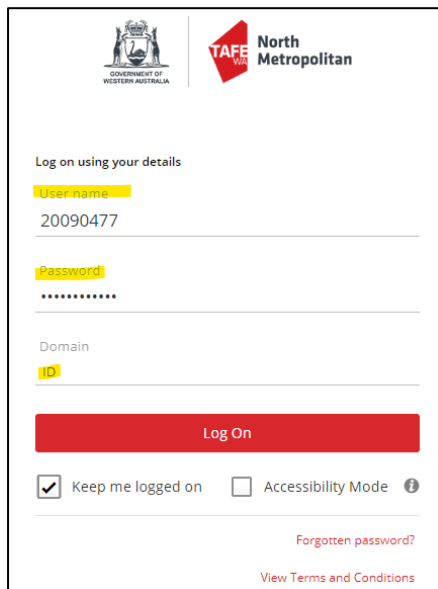
10. If you commenced an application but did not submit it, you can return to it by logging in using the URL below:

    https://sms.tafe.wa.edu.au/T1PRD/CiAnywhere/web/NMT/LogOn/$S1_STU
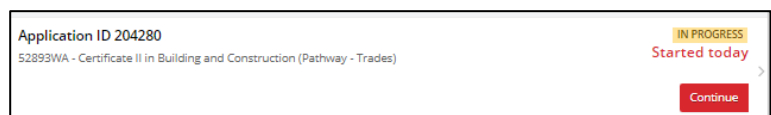
- Your **'User Name'** is the student number you received in the acknowledgement email you received (if you registered new), or from VETDSS@nmtafe.wa.edu.au
- Then enter the **'Password'** you created.
- Change the domain to **'TAFE'**
- Click on **'Log On'**
- Select the **'My Applications'** icon to resume your application.
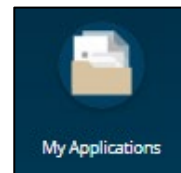
11. Thank you for submitting your application to study a VETDSS course at NMTAFE in 2024!
    Please contact VETDSS@nmtafe.wa.edu.au for further information or assistance.