

Introduction

This user guide provides step by step instructions on how to apply for a VETDSS course for 2025. To complete the application, you will need:

- **Google Chrome is the preferred browser when completing an application.**
- This portal works best on your personal device than a school device.
- If you are using school device, browse the “Apply now” link using “browse as a Guest”.
- As you are a current student with SM TAFE, please ensure you have your SM TAFE ID to login.
- Once you have registered or logged in, you will require the information below to complete the application
 - WA Student Number (WASN) [formerly known as SCSA] this is an eight-digit number that 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/>. This is 10 characters long.
 - **Parent or guardian email address and mobile number.**
 - OLNA (Online Literacy and Numeracy Assessment) report (if applicable)
 - Your last two school reports in electronic format ie.PDF (“C” Grade in Mathematics and English is preferred. However, all applications will be considered.
 - 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 (limit of 1000 characters).
- **Year 10 students are only eligible to apply for Certificate II level courses.**
- Note: once your application is submitted, you will be unable to review or edit

VETDSS courses are extremely competitive. It is recommended that as much evidence is provided to support your application. These documents must be uploaded at the time of application.

Your school will need to endorse and support the application before the selection process begins. Outcomes of selections will be announced to schools in October.

Currently Enrolled students – who are currently enrolled and studying at SM Tafe and HAVE an SM Tafe Student ID number and active Office 365 account (30#####)

If you meet any of the criteria mentioned above, have your SM TAFE Student ID and the password you previously set up ready, and then follow the steps outlined below.

DO NOT USE your SCSA number or any other TAFE number. It MUST be SM TAFE Student ID number starting with a **30XXXXXX (eight-digit ID)**.

We suggest that you use your personal device (not a school device).

If you are using school device, browse the “Apply now” link using “browse as a Guest”.

Google Chrome is the preferred browser when completing an application.

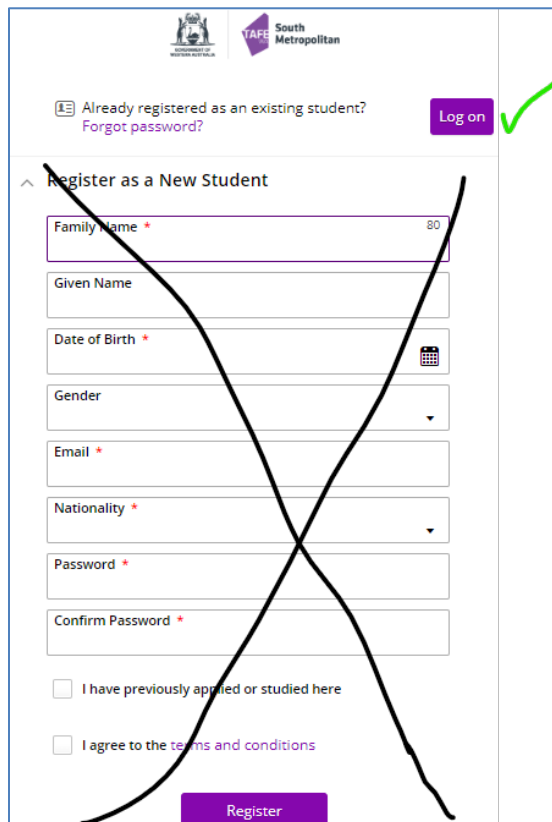
STEP 1

[Apply now-Link 1](#)

or

[Apply now -Link 2](#)

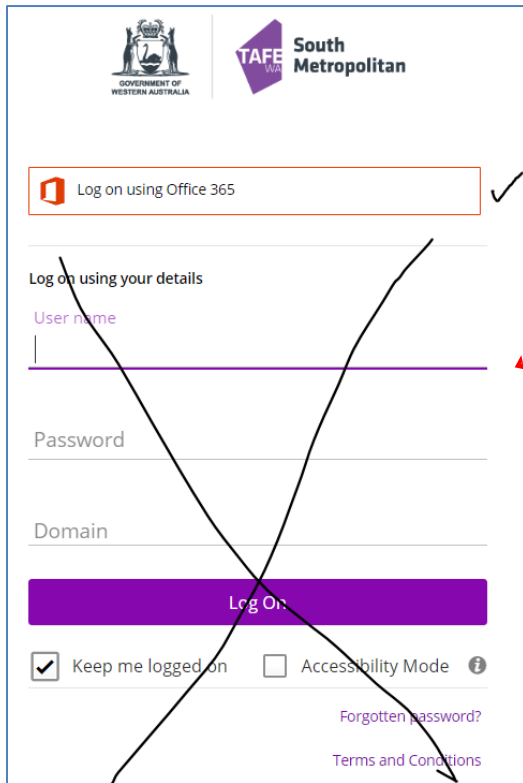
Click the “Apply now” click and click “Log on”.



The screenshot shows the TAFE South Metropolitan application interface. At the top, there are logos for the Government of Western Australia and TAFE South Metropolitan. Below the logos, there is a section for existing students: "Already registered as an existing student?" with a "Log on" button and a "Forgot password?" link. A green checkmark is next to the "Log on" button. Below this is a section for new students: "Register as a New Student". This section contains several input fields: "Family Name" (with a character count of 80), "Given Name", "Date of Birth" (with a calendar icon), "Gender" (with a dropdown arrow), "Email", "Nationality" (with a dropdown arrow), "Password", and "Confirm Password". At the bottom of this section are two checkboxes: "I have previously applied or studied here" and "I agree to the terms and conditions". A "Register" button is at the very bottom. A large black X is drawn over the entire "Register as a New Student" section. A green callout box with a red arrow points to the "Log on" button.

Do not type anything here. Just click the “Log on” button.

STEP 2



Log on using Office 365 ✓

Log on using your details

User name

Password

Domain

Log On

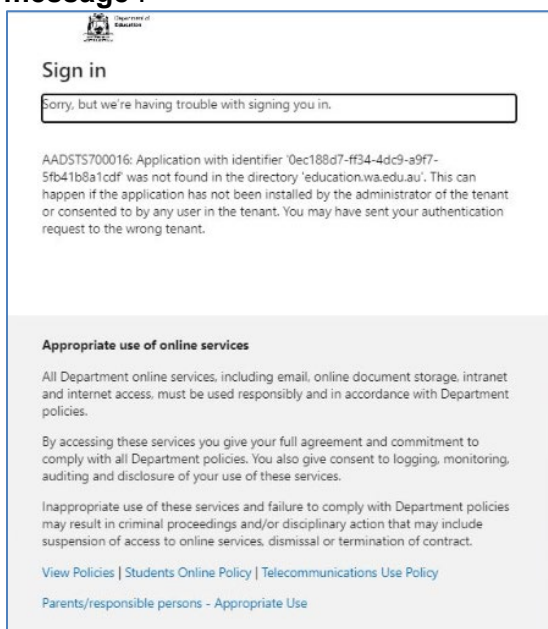
Keep me logged on Accessibility Mode ⓘ

[Forgotten password?](#)

[Terms and Conditions](#)

Do not type anything here. Just click the
“Log on using Office 365” button.

If you are using school Laptop, the above prompt might automatically take you to **Error message**.



Department of
Education

Sign in

Sorry, but we're having trouble with signing you in.

AADSTS700016: Application with identifier '0ec188d7-ff34-4dc9-a9f7-5fb41b8a1cdf' was not found in the directory 'education.wa.edu.au'. This can happen if the application has not been installed by the administrator of the tenant or consented to by any user in the tenant. You may have sent your authentication request to the wrong tenant.

Appropriate use of online services

All Department online services, including email, online document storage, intranet and internet access, must be used responsibly and in accordance with Department policies.

By accessing these services you give your full agreement and commitment to comply with all Department policies. You also give consent to logging, monitoring, auditing and disclosure of your use of these services.

Inappropriate use of these services and failure to comply with Department policies may result in criminal proceedings and/or disciplinary action that may include suspension of access to online services, dismissal or termination of contract.

[View Policies](#) | [Students Online Policy](#) | [Telecommunications Use Policy](#)

[Parents/responsible persons - Appropriate Use](#)

If that's the case, we suggest the following options to eliminate the error message:

- Where possible, please use your personal device (not a school device) or
- If you are using school device, browse the "Apply now" link using "**browse as a Guest**".

Copy paste the below link to the search bar in the **Guest browser** and click ENTER
<https://sms.tafe.wa.edu.au/T1PRD/CiAnywhere/Web/SMT/StudentCore/StudentApplicationRegistrationMyMaintenance?f=%24SC.STUAPPREG.MNT&suite=SM>

or

If you are using school device, using the following link which will prompt you to Pick the SM TAFE account

[Apply now -Link 2](#)

STEP 3

Sign into TAFE account by typing your TAFE email address:

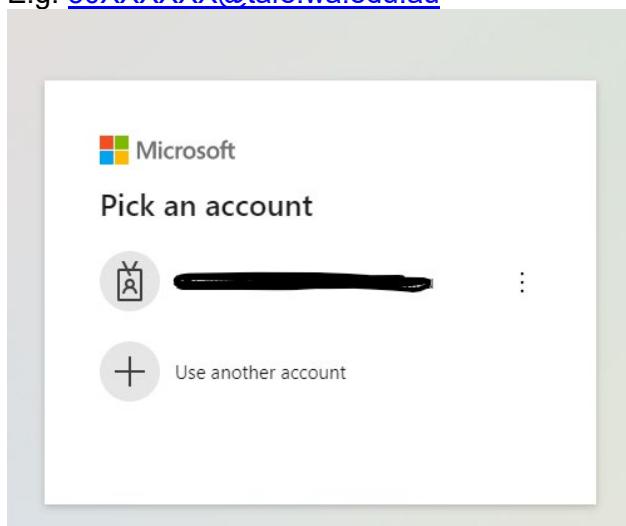
E.g., 30XXXXXX@tafe.wa.edu.au

Enter your password.

Pick your SM TAFE account from the list below:

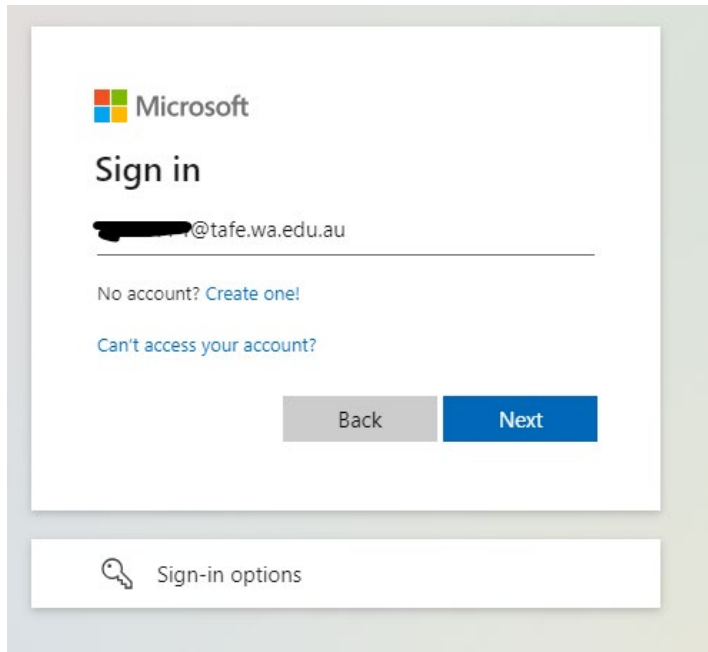
If you are applying for a course with SM TAFE, you **MUST** choose your SM TAFE Student ID number starting with a **30XXXXXX (eight digit ID)@tafe.wa.edu.au**

E.g. 30XXXXXX@tafe.wa.edu.au



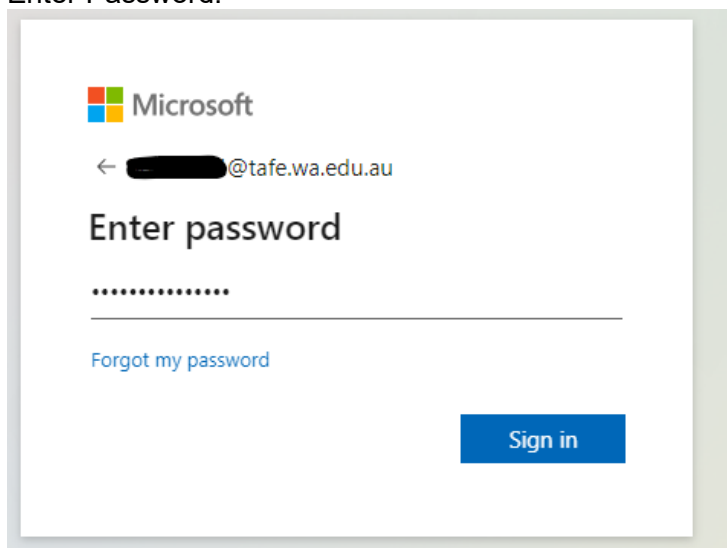
VET Delivered to Secondary Students 2025 Course Application Instructions For CURRENT STUDENTS

If your SM TAFE account doesn't appear in the list above, click on "Use another account". Type your SM TAFE email address. E.g. 30XXXXXX@tafe.wa.edu.au



The image shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains a redacted email address followed by "@tafe.wa.edu.au". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom of the main content area are two buttons: "Back" (grey) and "Next" (blue). Below the main content area is a section titled "Sign-in options" with a key icon.

Enter Password:



The image shows a Microsoft "Enter password" screen. At the top left is the Microsoft logo. Below it, a back arrow is followed by a redacted email address and "@tafe.wa.edu.au". The main heading is "Enter password". Below this is a password input field filled with dots. A link "Forgot my password" is located below the password field. At the bottom right is a blue "Sign in" button.

Don't remember your password?

If you don't remember your password, you can access the registered email, the "Forgot my password" link can be used.

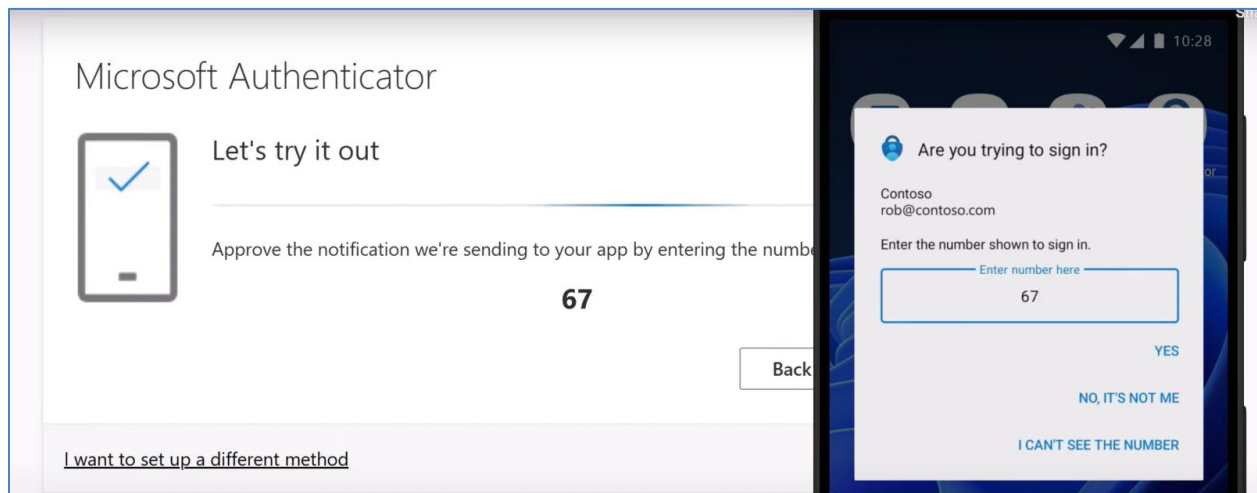
If this is not successful, VETdSS team can reset a temporary password and the Log in process can be reattempted.

Please email vetdss@smtafe.wa.edu.au with your **FULL NAME, DATE OF BIRTH**, your **SM TAFE ID** number starting with a **30XXXXXX (eight digit ID)** and we will arrange to

change your password for you. Once your password has been updated and you are logged in, you may continue with the below steps.

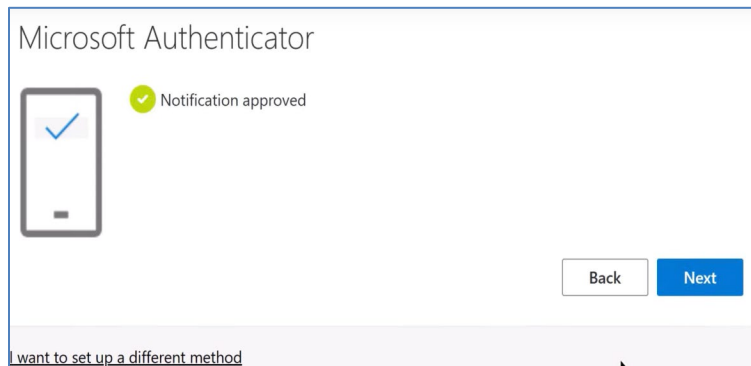
STEP 4

The next step will take you to the Microsoft Authenticator code/number and you need to open the Microsoft Authenticator APP in your phone to enter the Authenticator number showing in your computer and follow prompts.



If you did not set up the Authenticator, please [click here](#) for further instructions to on how to set up the Microsoft Authenticator & Multi-Factor Authentication (MFA) .

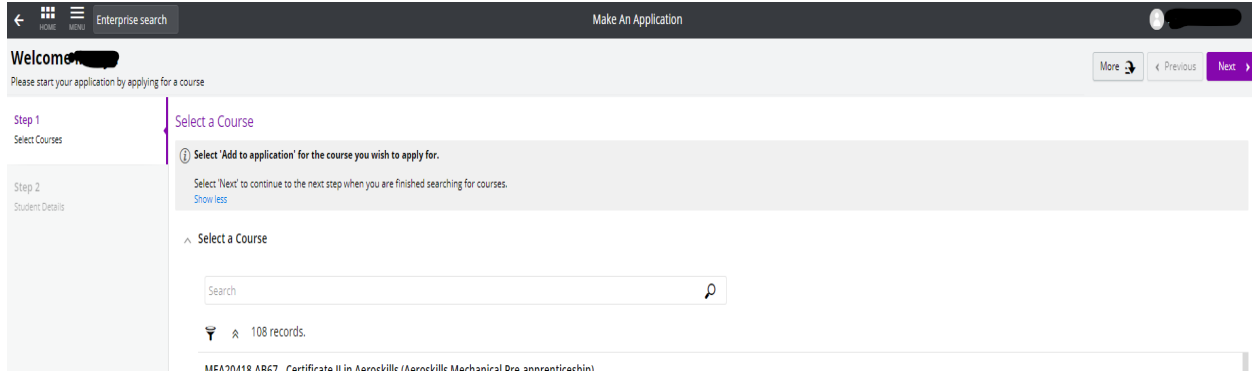
Once you have successfully verified the access using Microsoft Authenticator APP, you will see a similar screen like the one below.



Click NEXT

STEP 5

YOU ARE NOW READY TO MAKE AN APPLICATION



How to complete an application

Course Selection

To find the course you want to apply for, type in the course code or part of the course title in the box below and press enter. For example:

Select a Course

CHC30221

2 records.

CHC30221 - Certificate III in Education Support

2025 VETdSS Intake, Rockingham Campus

Part Time-Classroom-VETdSS

Start Date 01 Jan 2024

Liability Category Site DPA : VDSS - VET De

Load Category Part Time

Attendance Mode Classroom based


Study Mode Standard

Selections Available

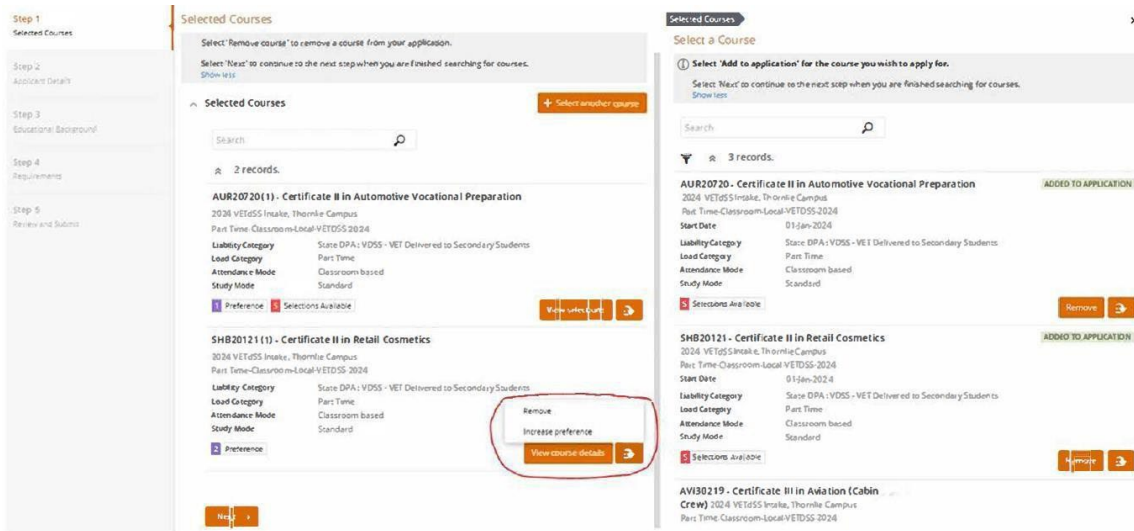
TIP! You MUST select a course that has '2025 VETDSS Intake' carefully checking campus

VET Delivered to Secondary Students 2025 Course Application Instructions For CURRENT STUDENTS

Once you have found your course, click 'Add to application'. If you wish to select another course, you can click on "Select another course" and use the search box as used in previous instruction. (Maximum selection are 2 courses; any others will automatically be disregarded).

Click  to continue.

A 3rd preference for a course will NOT be accepted.



The image displays two screenshots of a web application interface for selecting courses. The left screenshot shows a sidebar with steps 1 through 5, and a main area titled 'Selected Courses' with a search bar and a list of two courses. The right screenshot shows a detailed view of a course with an 'ADD TO APPLICATION' button.

Selected Courses

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.

AUR20720(1) - Certificate II in Automotive Vocational Preparation
2024 VETdSS Insite, Thornlie Campus
Part Time Classroom-Local-VETdSS-2024
Liability Category: State DPA; VDSS - VET Delivered to Secondary Students
Load Category: Part Time
Attendance Mode: Classroom based
Study Mode: Standard
Preference: [View course details](#) [Remove](#) [Increase preference](#)

SHB20121(1) - Certificate II in Retail Cosmetics
2024 VETdSS Insite, Thornlie Campus
Part Time Classroom-Local-VETdSS-2024
Liability Category: State DPA; VDSS - VET Delivered to Secondary Students
Load Category: Part Time
Attendance Mode: Classroom based
Study Mode: Standard
Preference: [View course details](#) [Remove](#) [Increase preference](#)

Selected Courses

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

3 records.

AUR20720 - Certificate II in Automotive Vocational Preparation [ADD TO APPLICATION](#)
2024 VETdSS Insite, Thornlie Campus
Part Time Classroom-Local-VETdSS-2024
Start Date: 01-Jan-2024
Liability Category: State DPA; VDSS - VET Delivered to Secondary Students
Load Category: Part Time
Attendance Mode: Classroom based
Study Mode: Standard
Selections Available: [Remove](#)

SHB20121 - Certificate II in Retail Cosmetics [ADD TO APPLICATION](#)
2024 VETdSS Insite, Thornlie Campus
Part Time Classroom-Local-VETdSS-2024
Start Date: 01-Jan-2024
Liability Category: State DPA; VDSS - VET Delivered to Secondary Students
Load Category: Part Time
Attendance Mode: Classroom based
Study Mode: Standard
Selections Available: [Remove](#)

AW30219 - Certificate III in Aviation (Cabin Crew)
2024 VETdSS Insite, Thornlie Campus
Part Time Classroom-Local-VETdSS-2024



VET Delivered to Secondary Students 2025 Course Application Instructions For CURRENT STUDENTS

Applicant Details

Fill out all mandatory fields (see table below) which are marked with a **red asterisk ***

Once completed, click **Next** to continue.

- Step 1
Selected Course
- Step 2
Applicant Details
- Step 3
Educational Background
- Step 4
Requirements
- Step 5
Review and Submit

Applicant Details

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
Mr

Family Name *
Jones

Given Name
John

Preferred Name

Middle Name/s
Steven

Date of Birth *
27-May-2005

Gender
Male

Contact and Address Details

Contact Details

Phone *
0419864210

Email *
jones1@hotmail.com

Address Details

Country *
Australia

Address *
3A Fourth Avenue

Line 2

Line 3

City/Town
Applecross

State
WA

Postcode
6153

Nationality and Cultural Details

Nationality Details

Nationality *
Australian citizen

Main Nationality Country
Australia

Dual Nationality Country

Cultural Details

Country of Birth *
Australia

Main Language *
English

Aboriginal or Torres Strait Islander
Aboriginal

TIP! If you ticked yes to Disability Details, it is mandatory to select a condition in order to proceed. If you have a condition that is not diagnosed but would like us to know, click other.

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?
No

Next >

Educational Background

Not all fields in this section are mandatory. Mandatory fields are highlighted below. Once completed, click **Next >** to continue.

Step 1 Selected Course ✓
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 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 10

Currently Attending School

Year

Student ID

School

State
Western Australia

^ Highest Level of Completion

^ Previous Study Details

^ Study Reason

Reason

^ Employment Status

Status

Next >

Note: In this field, please enter your Western Australian Student Number (WASN) / SCSA Number this is an eight-digit number.

If unable to update educational background, contact VETDSS via email at vetdss@smtafe.wa.edu.au

Requirements

Not all fields in this section are mandatory. Mandatory fields are highlighted below.

To answer click **Respond** and enter the required information. Once complete, click to **Save** continue.

TIP! Make sure you use the same name you created your USI with.

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. [View info](#)

Search

10 records.

Unique Student Identifier

From 1 January 2015 a student must have a 'unique student identifier' (USI) in order to obtain a VET qualification or VET statement of attainment.

You will have to register for a Unique Student Identifier to apply for this course. You can create your USI [here](#).

Once you have been issued your USI, please enter it into the response field below.

If you have forgotten your USI number or are experiencing problems, please contact the USI office on 13 33 73.

1 question must be answered

MANDATORY

Physical Or Medical Conditions

Physical Or Medical Conditions

1 question must be answered

MANDATORY

Language

Language

1 question must be answered

MANDATORY

Math Results

Math Results

1 question must be answered

MANDATORY

English Results

English Results

1 question must be answered

MANDATORY

Parent / Guardian

Parent / Guardian Details

1 question must be answered

MANDATORY

Student Statement section

Student Statement section

1 question must be answered

MANDATORY

Supporting Documents

Please provide any additional information that will support your application

2 supporting documents must be provided

MANDATORY

Other information to support your application

Other information to support your application

1 question must be answered



MANDATORY

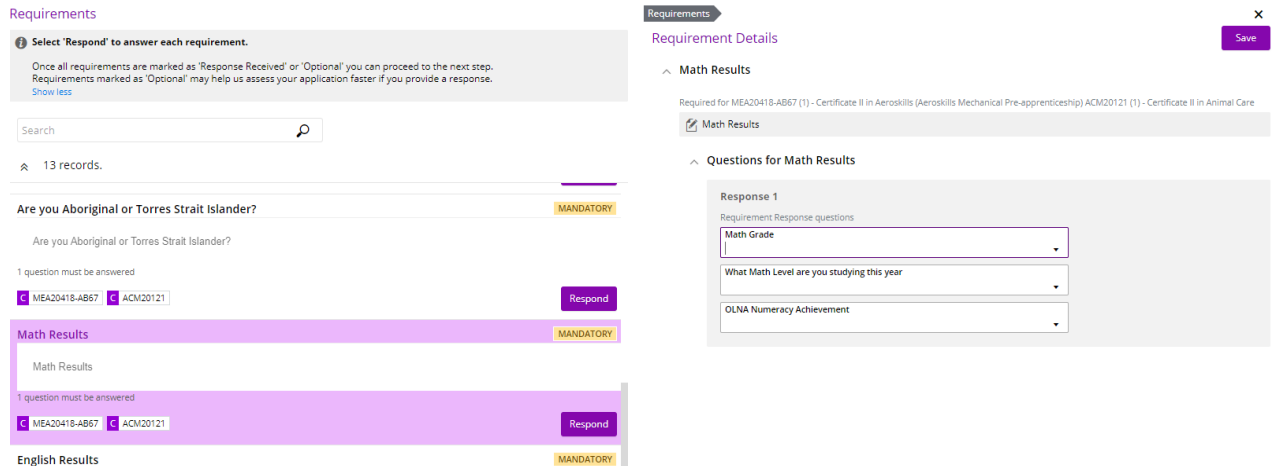
Student Code of Conduct Acknowledgment

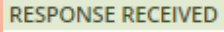
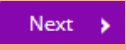
[Click here to review the Student Code of Conduct](#)

MANDATORY

Respond

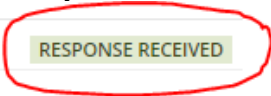
To answer, click on the  button which will prompt you to enter the required information.
Click 




Once saved, the  icon in green will appear. ALL Mandatory fields will need to be completed. Click  once completed.

You are now ready to review your application and submit. Please make sure you double check:

Math Results

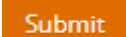


 AUR20716



Note: Year 9 students can make an application for next year – i.e. use semester 1 reports and subject level for Maths and English as **“N/A-Year 9”** with your semester 1 grades.

- You have used your legal 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.

****Please note once your application has been submitted it cannot be changed****



VET Delivered to Secondary Students 2025 Course Application Instructions For CURRENT STUDENTS

A confirmation of your application will be sent to your email. Please check your junk folder. If you do not receive an email, you must contact South Metropolitan TAFE by emailing vetdss@smtafe.wa.edu.au

More

Application Summary

Your application is ready to submit.

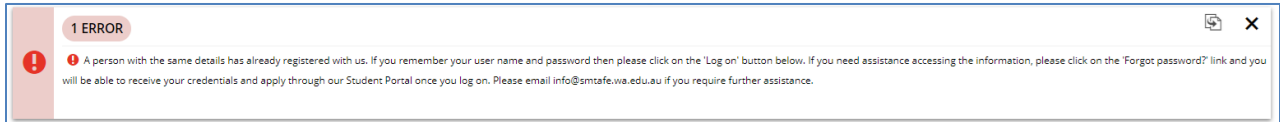
10061837 - Mr John William Higgins	Application ID	53167
Australian citizen 27-May-2005 (17)	Submitted	Not recorded
jones1@hotmail.com		

Application Details

DHC30221 (1) - Certificate III in Education Support
2025 VETdSS Intake, Rockingham Campus

VET Delivered to Secondary Students 2025 Course Application Instructions For CURRENT STUDENTS

Appendix Error #1



Solution/Suggestion to Error #1

Student may already have a student ID with SM TAFE but trying to register again for a new ID.

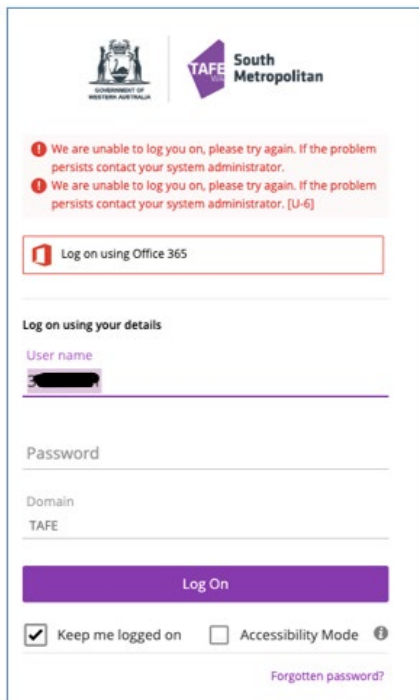
Or

System is picking up another student from the data base who may share similar name/DOB etc. If so, please contact vetdss@smtafe.wa.edu.au

Or

If one person is registering all of their students at the school, in between/after each registration for each new applicant the user has to Log Off – this should divert back to the log on screen and then the browser page be closed and a new browser page opened for each new applicant, the issues being experienced are likely due to caching issues. If possible, the user uses Incognito mode for each new student record which will reduce any caching issues and reduce likelihood of Error 1.

Error #2



VET Delivered to Secondary Students 2025 Course Application Instructions For CURRENT STUDENTS

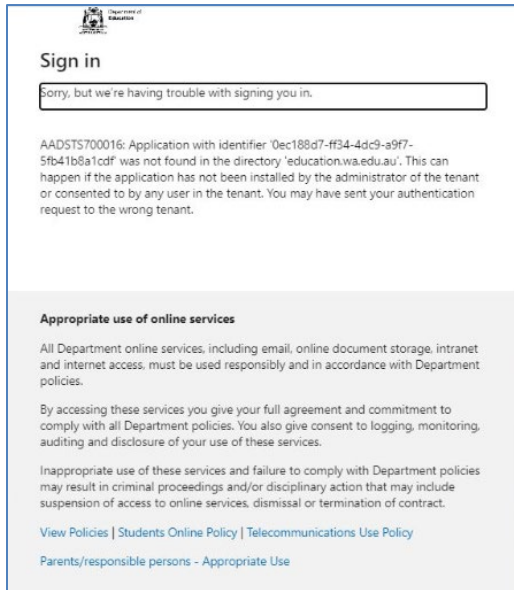
Solution/Suggestion to Error #2

Are you an existing student or an applicant? If existing student with active office 365 account, you do not have to log on using your details. Instead click on “Log on using Office 365” account.

We suggest that you use your personal device (not a school device).

If you are using school device, browse the “Apply now” link using “browse as a Guest”.

Error #3



Department of
Education

Sign in

Sorry, but we're having trouble with signing you in.

AADSTS700016: Application with identifier '0ec188d7-f34-4dc9-a9f7-5fb41b8a1cdf' was not found in the directory 'education.wa.edu.au'. This can happen if the application has not been installed by the administrator of the tenant or consented to by any user in the tenant. You may have sent your authentication request to the wrong tenant.

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All Department online services, including email, online document storage, intranet and internet access, must be used responsibly and in accordance with Department policies.

By accessing these services you give your full agreement and commitment to comply with all Department policies. You also give consent to logging, monitoring, auditing and disclosure of your use of these services.

Inappropriate use of these services and failure to comply with Department policies may result in criminal proceedings and/or disciplinary action that may include suspension of access to online services, dismissal or termination of contract.

[View Policies](#) | [Students Online Policy](#) | [Telecommunications Use Policy](#)

[Parents/responsible persons - Appropriate Use](#)

Solution/Suggestion to Error #3

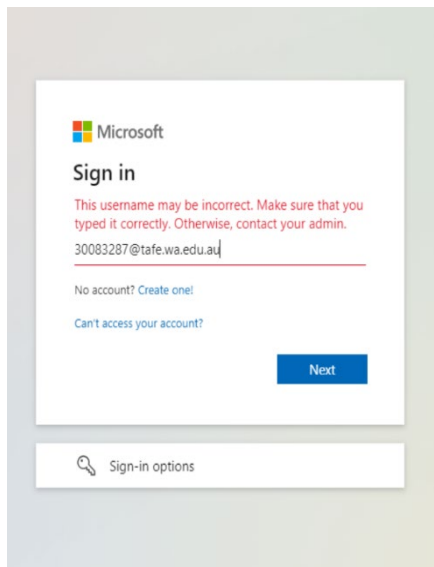
We suggest that you use your personal device (not a school device).

If you are using school device, browse the “Apply now” link using “browse as a Guest”. Or

Alternatively, use the [Apply now -Link 2](#)

VET Delivered to Secondary Students 2025 Course Application Instructions For CURRENT STUDENTS

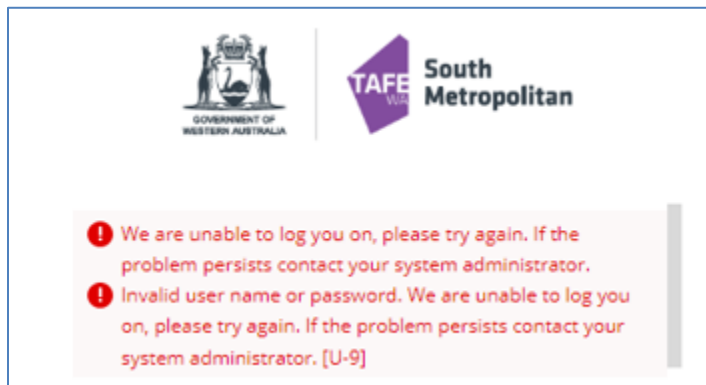
Error #4



**We suggest that you use your personal device (not a school device).
If you are using school device, browse the “Apply now” link using “browse as a Guest”.**

Also Make sure that you are using SM ATFE ID and not other colleges ID or SCSA number

Error #5



Solution/Suggestion to Error #5

The U-9 error is occurring due to the student’s email being already registered for Office 365 with someone else. For example, if student might have registered an ID using Parent or Guardian office 365 account. Contact vetdss@smtafe.wa.edu.au and request for the email account to be updated to a different email address.

VET Delivered to Secondary Students 2025 Course Application Instructions For CURRENT STUDENTS

TIPS for Troubleshooting

- Are you using Google Chrome? This is the preferred browser for this process.
- Have you logged out of your school account?
- At the end of the Application process, it is ESSENTIAL that you close the TAFE portal down and re-open it to avoid possible retention of data. Best practice is to close and then re-open the SMTAFE portal.
- We suggest that you use your personal device (not a school device). If you are using school device, browse the “Apply now” link using “**browse as a Guest**”.
- Is the correct **SM TAFE** student ID being used? This is an **8-digit number** that should look like this – 30XXXXXX (the first 2 numbers should be 30). If you have a Tafe ID from another TAFE, and these will not work in our system. This is **NOT** your Student ID for school and **NOT** your SCSA number.
- Has the “Forgotten Password?” function been used? If so, When you are resetting your own password, Please make sure to avoid using “TAFE” or “PASSWORD” or “Your name” or “Consecutive numbers”. [Establishing your password | South Metropolitan TAFE \(southmetrotafe.wa.edu.au\)](https://southmetrotafe.wa.edu.au)
- Currently enrolled SMTAFE students – have you updated your Password to new Student Password Standard? (New students would need to update their passwords once enrolled if the password created at registration does not meet this criteria)
 - Does the password meet required parameters below?
 - Minimum of 14 characters
 - Contain a minimum of each of the following;
 - Uppercase Letter, Lowercase Letter, and Number

eg; Fridaychange24

Useful links:

[Establishing your password | South Metropolitan TAFE \(southmetrotafe.wa.edu.au\)](https://southmetrotafe.wa.edu.au)

[Manage your SM TAFE \(Microsoft 365\) Student Account | South Metropolitan TAFE \(southmetrotafe.wa.edu.au\)](https://southmetrotafe.wa.edu.au)

[TAFE at school \(VETDSS\) | South Metropolitan TAFE \(southmetrotafe.wa.edu.au\)](https://southmetrotafe.wa.edu.au)

[Apply now for VETDSS courses](#) Link 1

[Apply now -Link 2](#)



VET Delivered to Secondary Students 2025 Course Application Instructions For CURRENT STUDENTS

Logging back into your application

Throughout your application, you can log back in to pick up where you left off. Please ensure you have your Log on **SM TAFE ID** Number (8-digit number sent to your email) and your password used when creating your profile by going back to Apply Now link. Once logged in, click on 'My Applications' where you will find your incomplete application.

Further information and assistance

Please contact vetdss@smtafe.wa.edu.au if you require any more information or assistance with this guide.