

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”.
- If you are a previous student of SMTAFE (Career Taster Programs, Try a Trade), 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.**
 - OLN (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.

For Existing students – who have previously applied but never enrolled

or

Who have previously studied at SM Tafe but are not currently enrolled (may have previously Passed or Withdrawn) and HAVE an SM Tafe Student ID number (30#####)

If you have not previously studied at SM TAFE but have previously registered, you will have a SM TAFE ID **without** an active office 365 account.

For example, you may have applied for a course last year but did not get an offer of study. In that case, you will have a SM TAFE ID and Password, **without** active office 365 account.

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.

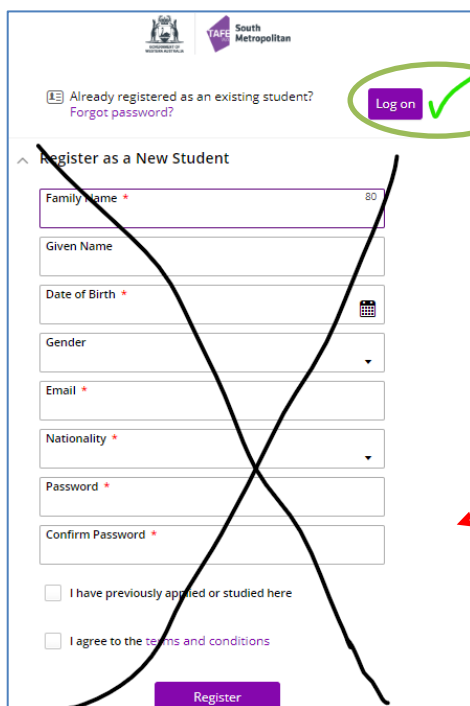
We suggest that you use your personal device (not a school device).

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

STEP 1

Apply now

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



Government of Western Australia logo and TAFE WA South Metropolitan logo are visible at the top left of the form.

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

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

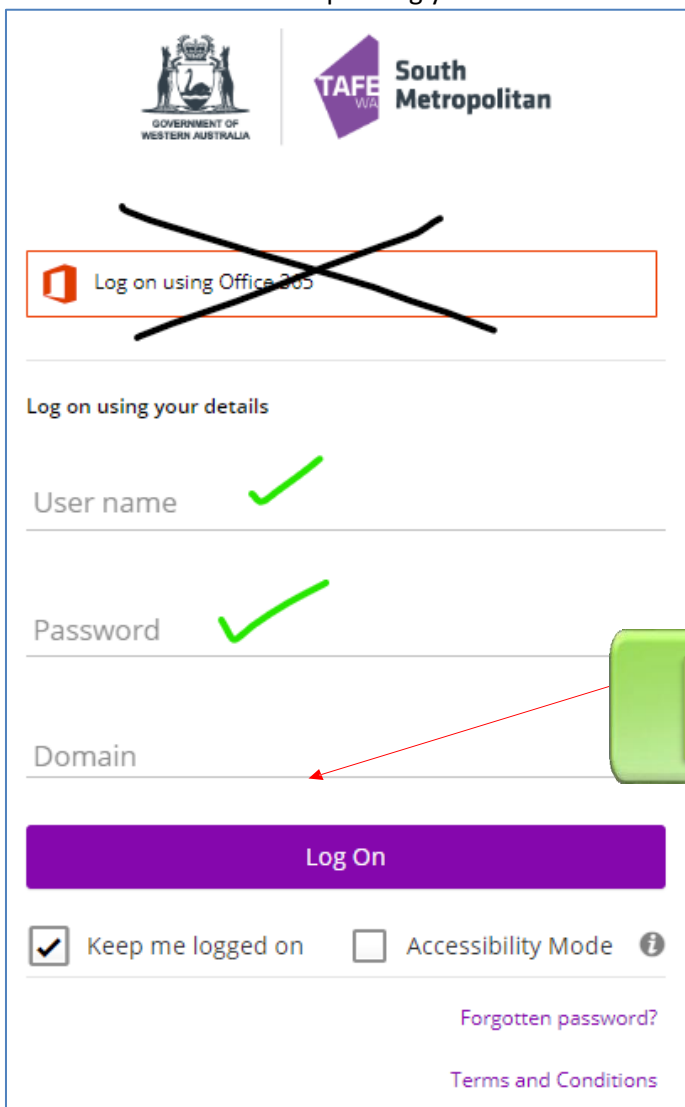
STEP 2

Enter your login details

Your User Name is your **SM TAFE ID number** starting with a 30XXXXXX (eight-digit ID).

DO NOT USE your SCSA number or any number from a different TAFE or Registered Training Organisation It **MUST** be SM TAFE Student ID.

Continue with the below steps using your SM TAFE student ID and Password which you set up previously.



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 in the Domain. Leave it Blank. it automatically defaults to the TAFE Domain.

Domain should default to TAFE if not, manually select from drop down
Please Untick the “Keep me logged on”

Don't remember your password?

You can reset your password by clicking on “Forgotten Password?” if you do not remember your password but can access the email which you originally used to set up your account.

If a temporary password has been created, you will be prompted on the next screen to create a new password. This

password MUST meet the parameter described below:

- Minimum of 14 characters
- Contain a minimum of each of the following:
 - Uppercase Letter, Lowercase Letter, and Number
 - eg; Fridaychange24

If an error occurs indicating that the new password is incorrect, please refresh the page – this error sometimes occurs with no reason. Please attempt to log on again using the new details.

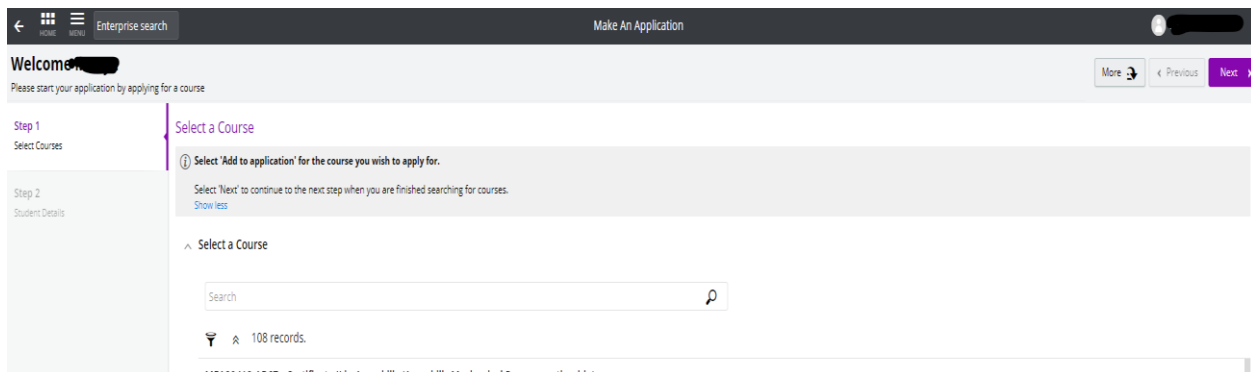
If this cannot be completed,

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 3

Click on **My application**

YOU ARE NOW READY TO MAKE AN APPLICATION



STEP 4 (Optional)

If you get Error#2 message (refer to Appendix for error message#2), it means that you have an office 365 account. So please try “Log on using Office 365 account”. Refer to Login Suggestion 1.

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:

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 **Next** to continue.

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

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 34
Steven

Date of Birth *
27-May-2005

Gender
Male

^ Contact and Address Details

Contact Details

Phone * 10
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  and enter the required information.

Once complete, click  to 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. [Show more](#)



Search

10 records.

Unique Student Identifier MANDATORY

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 30 73.



1 question must be answered

Physical Or Medical Conditions MANDATORY

Physical Or Medical Conditions



1 question must be answered

Language MANDATORY

Language



1 question must be answered

Math Results MANDATORY

Math Results



1 question must be answered

English Results MANDATORY

English Results



1 question must be answered

Parent / Guardian MANDATORY

Parent / Guardian Details



1 question must be answered

Student Statement section MANDATORY

Student Statement section



1 question must be answered

Supporting Documents MANDATORY

Please provide any additional information that will support your application



2 supporting documents must be provided

Other information to support your application MANDATORY

Other information to support your application



1 question must be answered

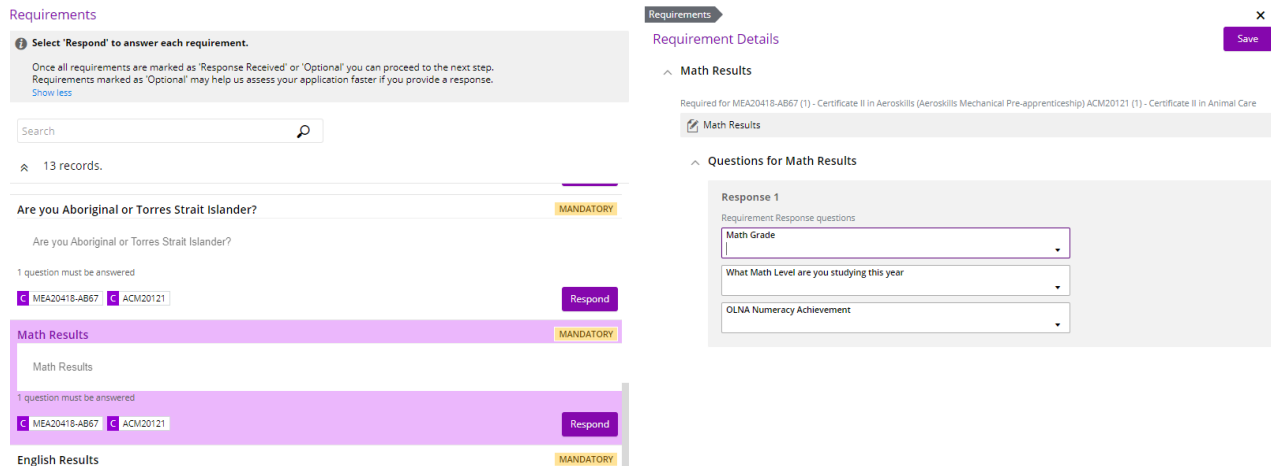
 

Student Code of Conduct Acknowledgment MANDATORY

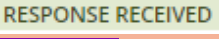
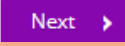
[Click here to review the Student Code of Conduct](#)



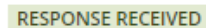
To answer, click on the  button which will prompt you to enter the required information.
Click 




The screenshot shows a 'Requirements' section with a search bar and 13 records. The first record is 'Are you Aboriginal or Torres Strait Islander?' with a 'MANDATORY' tag and a 'Respond' button. Below it is 'Math Results' with a 'MANDATORY' tag and a 'Respond' button. The 'Math Results' section is expanded to show 'Response 1' with three dropdown menus: 'Math Grade', 'What Math Level are you studying this year', and 'OLNA Numeracy Achievement'. A 'Save' button is visible in the top right corner of the requirements list.

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

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

- 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****

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](#) [← Previous](#) [Submit](#)

Application Summary

Your application is ready to submit.

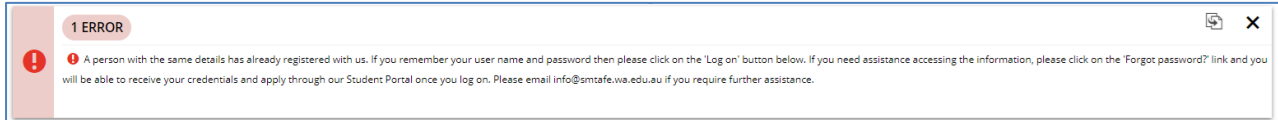
10061837 - Mr John William Higgins	Application ID 53107
Australian citizen 27-May-2005 (17)	Submitted Not recorded
jones1@hotmail.com	

Application Details

 CHC30221 (1) - Certificate III in Education Support 2025 VETd55 Intake, Rockingham Campus
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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.

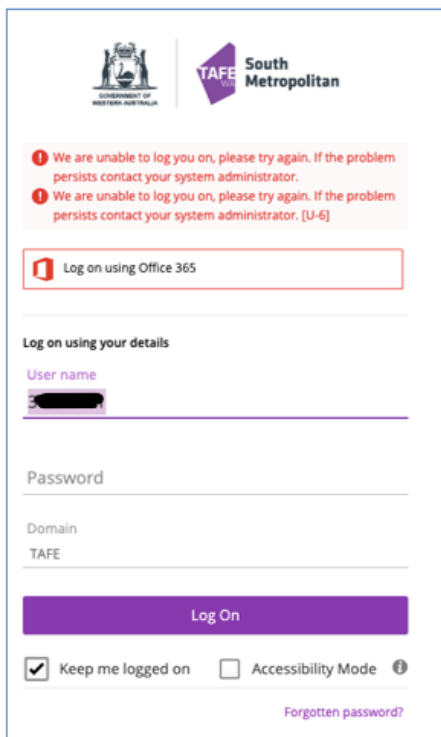
Or

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



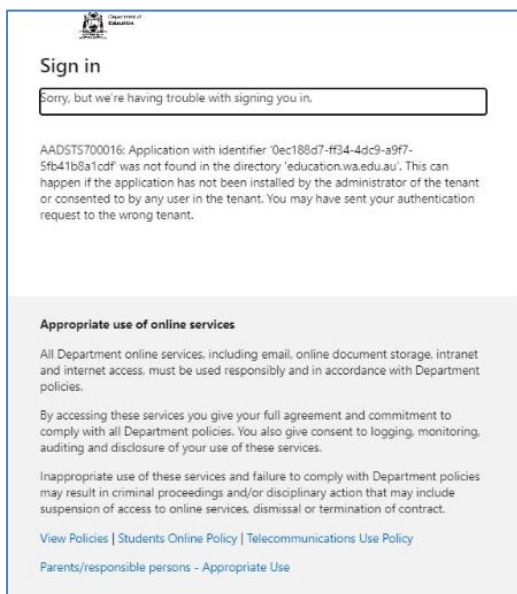
Solution/Suggestion to Error #2

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

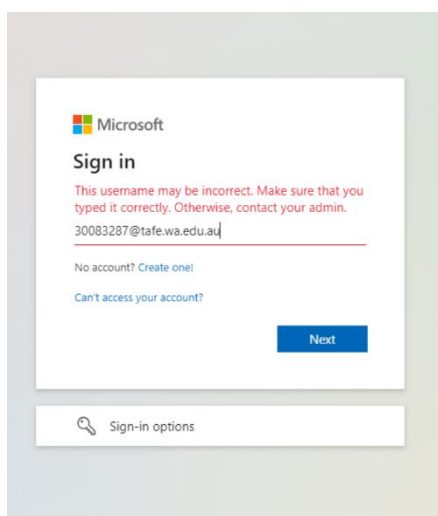


Solution/Suggestion to Error #3

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](#)

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.

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/establishing-your-password)
- 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



OFFICIAL

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

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](#)

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.