

## 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 new student and would like to register with SM TAFE and submit a VETDSS application, please follow the steps as per below.
- Once you have registered into the application page, 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.

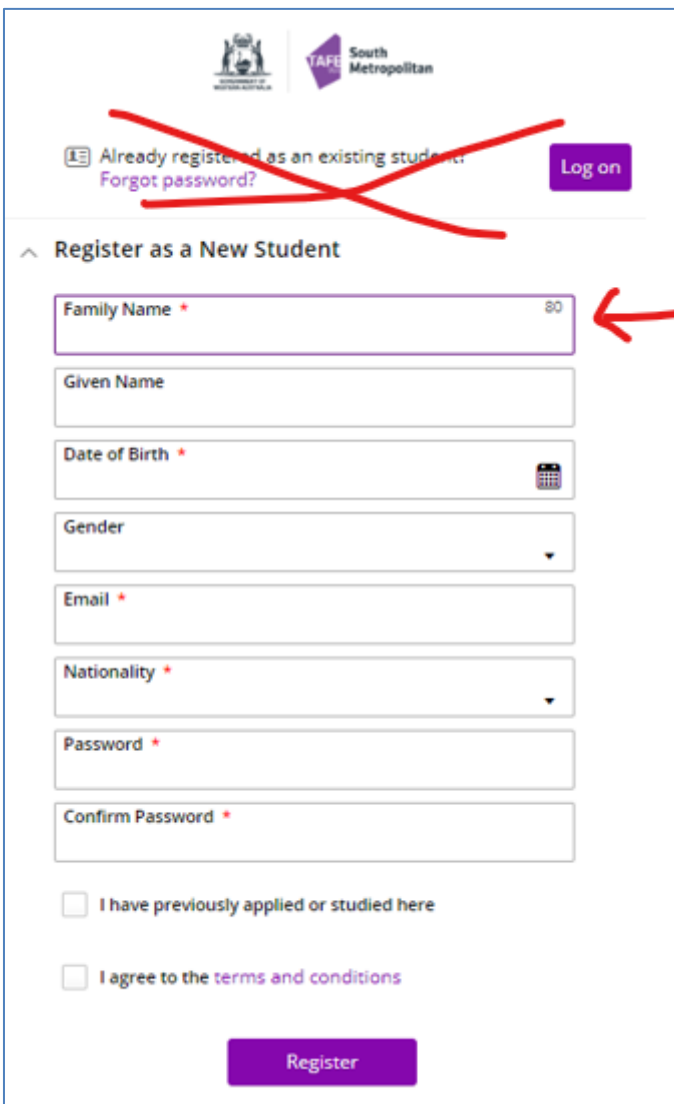
Your school will need to endorse and support the application before the selection process begins. Outcomes of selections will be announced to schools in October.

**For new students registration – who have never applied or enrolled at SM Tafe and DO NOT have an SM Tafe Student ID number (30#####)**

[Apply now](#)

Click the “Apply now”

If you are a new student to SM TAFE, please **do not** Log on. Instead, “**Register as a New Student**”.



Fill in all fields, agree to the terms and conditions then click. [Register](#)

**Note: Given and Family name must be student legal name**

Please ensure your Password is at least 14 characters

Minimum of 14 characters

Contain a minimum of each of the following;  
Uppercase Letter, Lowercase Letter, and Number  
eg; Fridaychange24.

All fields marked with an Asterix MUST be completed and the “I agree to the terms and conditions box MUST be selected in order to progress to the Application portal screens.

After [Register](#) you will receive a Confirmation of Registration as shown below as well as a confirmation email to the email address you have provided above. This email will indicate your **SMTAFE ID** and application acknowledgement.



## Confirmation of Registration

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

[Click here to proceed with your application](#)

Follow the prompt to complete the application.

**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](#)

## Unable to Register as New student

If you are unable to register and if an error appears indicating that another person with the same details has registered, there is a possibility that you may have been registered with us or someone with similar details exist in the system,

If that's the case, please send an email with the below information to [vets@smtafe.wa.edu.au](mailto:vets@smtafe.wa.edu.au) and we will manually create an ID for you or will find your existing ID.

|                  |  |
|------------------|--|
| First name       |  |
| Middle name      |  |
| Surname          |  |
| Address          |  |
| Date of birth    |  |
| Email address    |  |
| Nationality      |  |
| Gender           |  |
| Country of Birth |  |

## 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 State DPA: VDSS - VET De

Load Category Part Time

Attendance Mode Classroom based

Study Mode Standard

5 Selections Available

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

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 3<sup>rd</sup> preference for a course will NOT be accepted.**

The screenshot shows the application interface with two panels. The left panel, titled 'Selected Courses', lists two courses: 'AUR20720(1) - Certificate II in Automotive Vocational Preparation' and 'SHB20121(1) - Certificate II in Retail Cosmetics'. The right panel, titled 'Select a Course', shows the same two courses with 'ADD TO APPLICATION' buttons. A red circle highlights the 'Remove' and 'Increase preference' buttons for the 'SHB20121(1)' course in the 'Selected Courses' panel.

## 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](mailto: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 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 36 73.



1 question must be answered

Physical Or Medical Conditions

Physical Or Medical Conditions



1 question must be answered

Language

Language



1 question must be answered

Math Results

Math Results



1 question must be answered

English Results

English Results



1 question must be answered

Parent / Guardian

Parent / Guardian Details



1 question must be answered

Student Statement section

Student Statement section



1 question must be answered

Supporting Documents

Please provide any additional information that will support your application



2 supporting documents must be provided

Other information to support your application


Other information to support your application

1 question must be answered



 

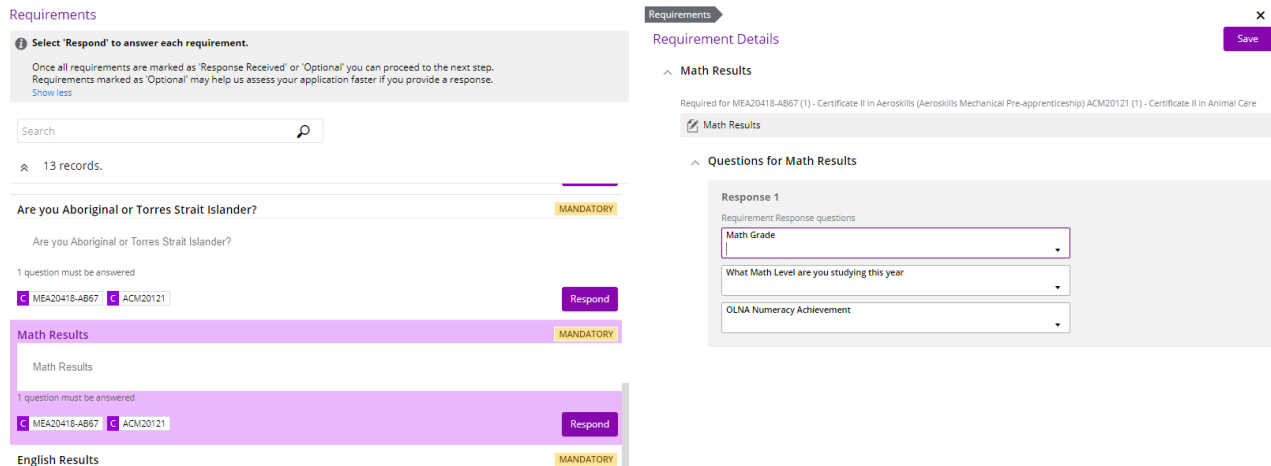
Student Code of Conduct Acknowledgment

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

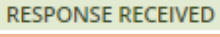
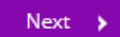




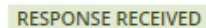
To answer, click on the  button which will prompt you to enter the required information.  
Click 

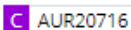


The screenshot shows a 'Requirements' section with a search bar and a list of 13 records. The first record is 'Are you Aboriginal or Torres Strait Islander?' with a 'MANDATORY' tag and a 'Respond' button. Below it is 'Math Results' with a 'MANDATORY' tag and a 'Respond' button. The 'Math Results' section is expanded to show 'Requirement: Response questions' 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 expanded section.

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

## Math Results








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:

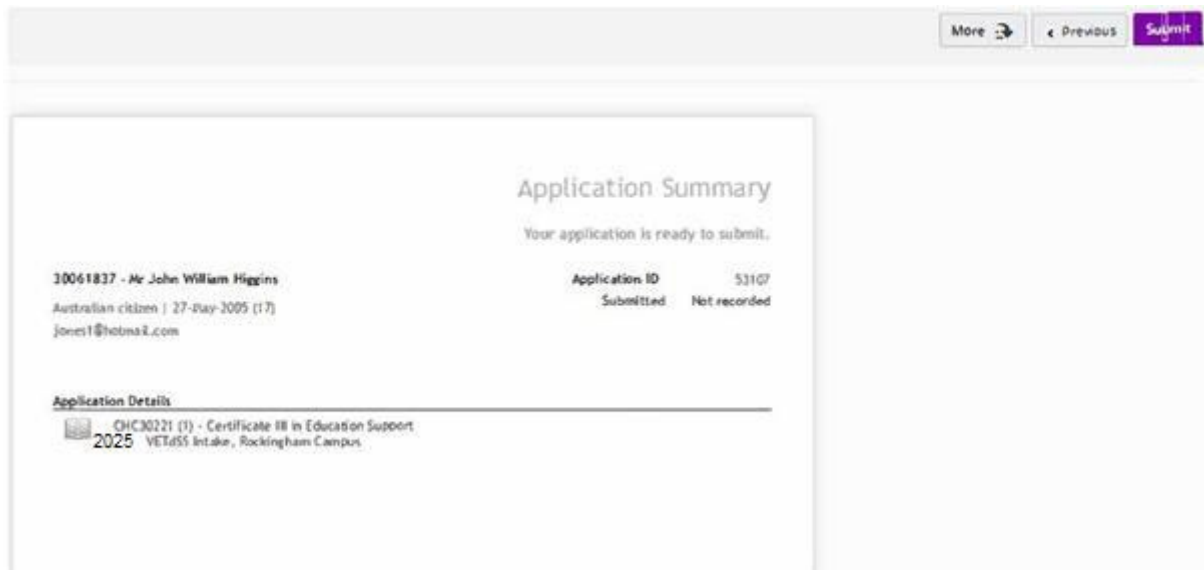
- You have used your legal name correctly.
- Date of birth is correct.
- Email address is correct.
- Course and campus selection are correct.




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 [vstdss@smtafe.wa.edu.au](mailto:vstdss@smtafe.wa.edu.au)





More   


### Application Summary

Your application is ready to submit.

|                                       |                |              |
|---------------------------------------|----------------|--------------|
| 30061837 - Mr John William Higgins    | Application ID | 53107        |
| Australian citizen   27-May-2005 (17) | Submitted      | Not recorded |
| jones1@hotmail.com                    |                |              |

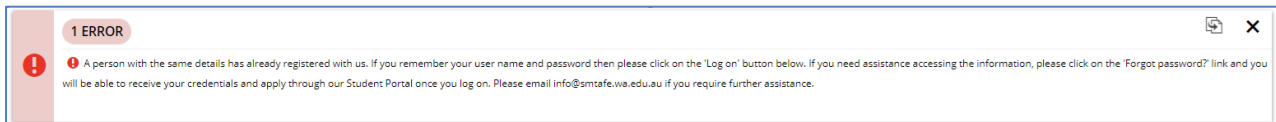
**Application Details**


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

## Appendix

### Error #1



1 ERROR 

 A person with the same details has already registered with us. If you remember your user name and password then please click on the 'Log on' button below. If you need assistance accessing the information, please click on the 'Forgot password?' link and you will be able to receive your credentials and apply through our Student Portal once you log on. Please email [info@smtafe.wa.edu.au](mailto:info@smtafe.wa.edu.au) if you require further assistance.

### Solution/Suggestion to Error #1

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

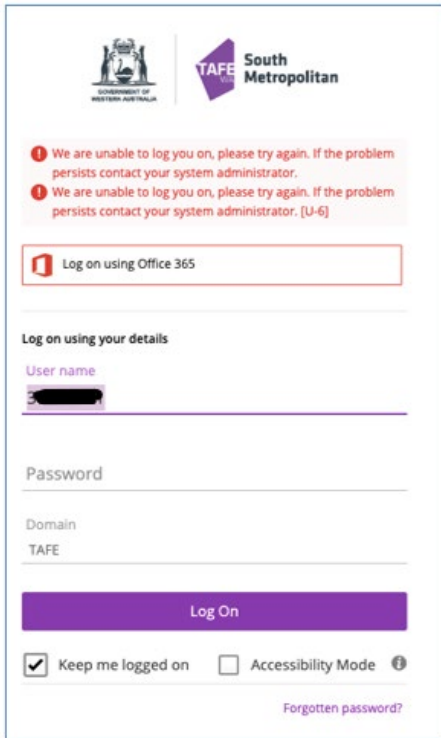
Or



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](mailto: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



**!** We are unable to log you on, please try again. If the problem persists contact your system administrator.

**!** We are unable to log you on, please try again. If the problem persists contact your system administrator. [U-6]

 Log on using Office 365


**Log on using your details**

User name  
[REDACTED]

Password

Domain  
TAFE

**Log On**

Keep me logged on  Accessibility Mode 

[Forgotten password?](#)

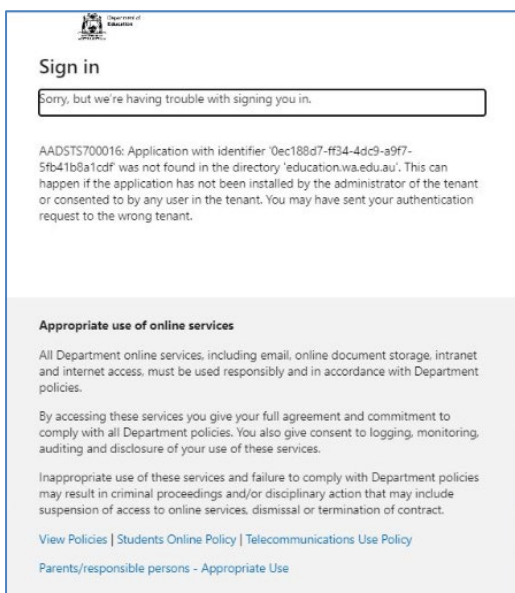
## Solution/Suggestion to Error #2


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





**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.

**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.

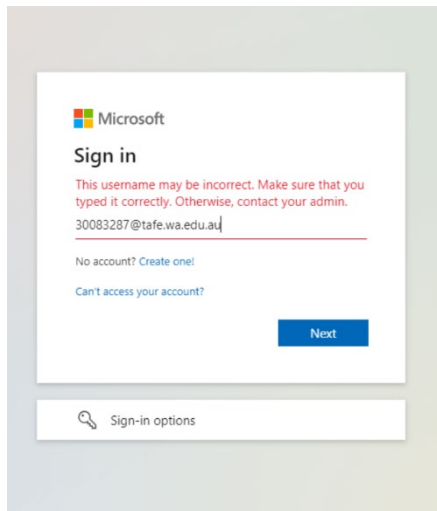
[View Policies](#) | [Students Online Policy](#) | [Telecommunications Use Policy](#)

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

### 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

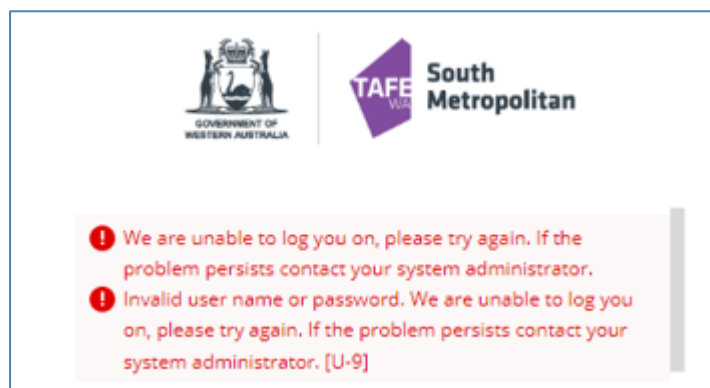


**We suggest that you use your personal device (not a school device).**

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

Also Make sure that you are using SM TAFE 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](mailto: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 \(southmetrotafe.wa.edu.au\)](#)
- 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 \(southmetrotafe.wa.edu.au\)](#)

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

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

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

[Apply now -Link 2](#)



OFFICIAL

## VET Delivered to Secondary Students 2025 Course Application Instructions For NEW 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](mailto:vetdss@smtafe.wa.edu.au) if you require any more information or assistance with this guide.