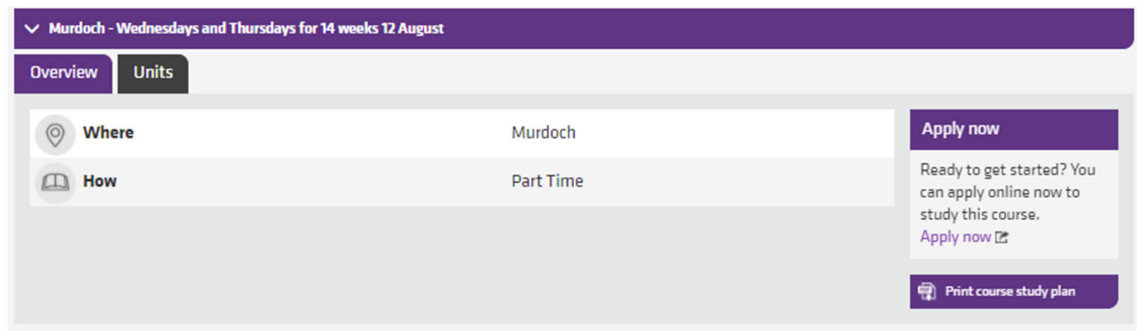


## SMSXXX Student Self-Application Guide – Direct Application courses

Please follow the below steps to complete an online application for courses flagged as "Direct application" at South Metro TAFE.

### Instructions

1. Click on the 'Apply Now' hyperlink (see below) to the course you wish to apply for.



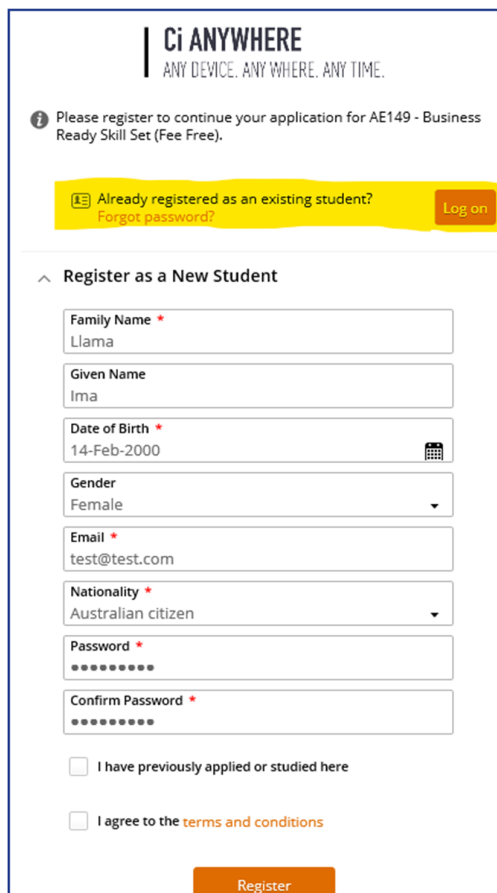
▼ Murdoch - Wednesdays and Thursdays for 14 weeks 12 August

Overview Units

Where	Murdoch	Apply now
How	Part Time	Ready to get started? You can apply online now to study this course. Apply now

Print course study plan

This should take you to a registration page:



Ci ANYWHERE  
ANY DEVICE. ANY WHERE. ANY TIME.

Please register to continue your application for AE149 - Business Ready Skill Set (Fee Free).

Already registered as an existing student?  
Forgot password? Log on

Register as a New Student

Family Name \*  
Llama

Given Name  
Ima

Date of Birth \*  
14-Feb-2000

Gender  
Female

Email \*  
test@test.com

Nationality \*  
Australian citizen

Password \*  
.....

Confirm Password \*  
.....

I have previously applied or studied here

I agree to the terms and conditions

Register

If you are an existing student, please use the top option to log in, do not create a new student. If you need help, please ring 1800 001 001.

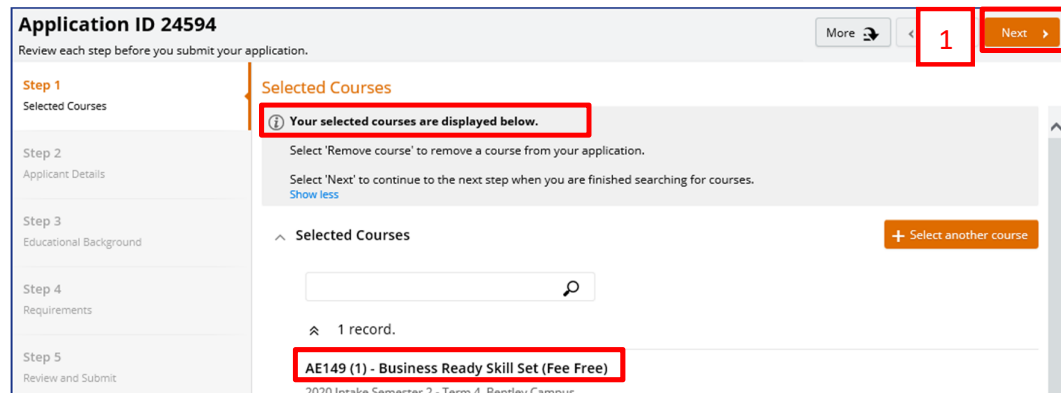
## SMSXXX Student Self-Application Guide – Direct Application courses

New students, complete all the mandatory\* fields above, then check and agree to the terms and conditions. Click the 'Register' button to proceed.

2. Once you have clicked Register, you will be taken to a Confirmation of Registration page, click the button (below) to proceed. You should also receive a Confirmation of Registration email with your Student ID to the email address listed in step 1.

Click here to proceed with your application

3. This will take you to a 'Make an Application' page into Step 1 (see steps down the left side of the page). The course you have chosen will automatically be chosen as a selected course:



**Application ID 24594**

Review each step before you submit your application.

More ↻ < 1 Next >

**Step 1**  
Selected Courses

**Selected Courses**

**Your selected courses are displayed below.**

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](#)

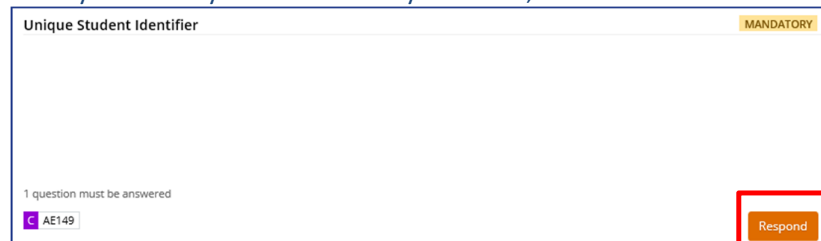
1 record.

**AE149 (1) - Business Ready Skill Set (Fee Free)**  
2020 Intake Semester 2 - Term 4, Bentley Campus

Click Next (in the top right above) to proceed.

4. Complete Steps 2 and 3 – ensuring to enter all required information and clicking next in the top right to continue.
5. Step 4 - There are 2 application requirements that are mandatory to be answered to apply for a Recovery Skill Set.
  - i. **Unique Student Identifier**

Enter your USI. If you do not already have one, there is a link available to create one



Unique Student Identifier **MANDATORY**

1 question must be answered

**AE149**

**Respond**

## SMSXXX Student Self-Application Guide – Direct Application courses

### Unique Student Identifier

Required for AE149 (1) - Business Ready Skill Set (Fee Free)

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 38 73.

#### Questions for Unique Student Identifier

Response 1

Requirement Response questions

Please enter your USI number *	10
--------------------------------	----

Your USI will be checked by a South Metropolitan TAFE officer and if it is not valid your application and enrolment will be cancelled.

### ii. Proof of Eligibility Supporting Documents

Click on Respond on the requirement

### Proof of Citizenship

MANDATORY

1 question must be answered  
1 supporting document must be provided

Respond

Please carefully read the documents that are required to be attached to the application. If these criteria are not met correctly, you will be contacted by a South Metropolitan TAFE officer to collect the information. If this is not received, your application will be cancelled. The Visa documentation is only required for non-citizens. There is a link to help at the top.

Required for AE149 (1) - Business Ready Skill Set (Fee Free)

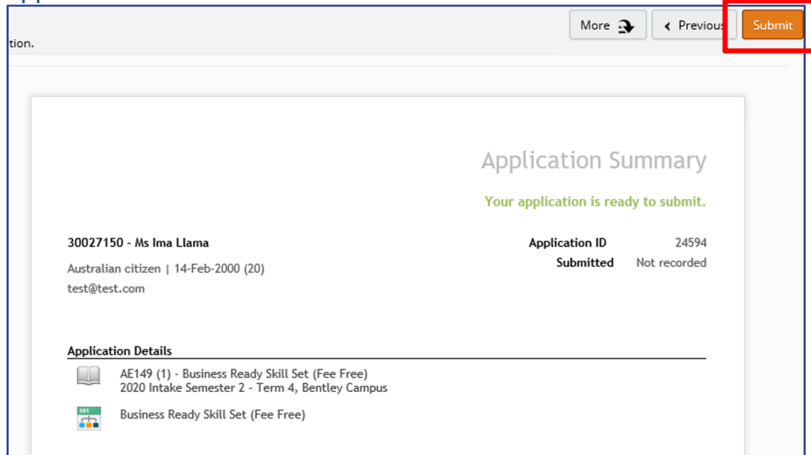
Please provide the required evidence that is needed for your enrolment into this Skill Set.

Supporting documents required are listed below, more information on the evidence can be found [here](#).

Click next in the top right to continue.

## SMSXXX Student Self-Application Guide – Direct Application courses

6. Step 5 is an application summary page. Click Submit in the top right to submit your application.



tion. More ↻ < Previous Submit


### Application Summary


Your application is ready to submit.

**30027150 - Ms Ima Llana**  
Australian citizen | 14-Feb-2000 (20)  
test@test.com

**Application ID** 24594  
**Submitted** Not recorded

#### Application Details

 AE149 (1) - Business Ready Skill Set (Fee Free)  
2020 Intake Semester 2 - Term 4, Bentley Campus

 Business Ready Skill Set (Fee Free)

After a few minutes you should receive another email titled 'Application Acknowledgement', explaining that your application has been submitted to the course. This email will have details on how to check your application.

7. If you are accepted into the course and have not studied at South Metro TAFE before, 48 hours after enrolment, you will receive a Student Welcome Email – which will have details on how to access the follow systems for your training:
- Microsoft Office 365 – TAFE emails & password resets
  - Blackboard – online training system
  - Student Portal – view course details and enrolments
  - Library – view online resources