VETDSS 2026
Course Application Guide for Current Students

This guide will help you apply for a VETDSS course at SM TAFE as a **current student** of SM TAFE. Follow these steps carefully to ensure your application is complete and ready to submit!

What You'll Need Before You Start

Make sure you have the following ready:

- **WA Student Number (WASN)** – This is your 8-digit school ID (ask your VET Coordinator if you're unsure).
- **Unique Student Identifier (USI)** – Get yours at https://www.usi.gov.au/
- **Parent/Guardian Contact Info** – Email and mobile number.
- **OLNA Report** – If you've done OLNA, include your results.
- **Your Last Two School Reports** – PDF format preferred. A "C" grade or higher in English and Maths is ideal.
- **Resume, References and Certificates** – Anything that shows your skills or achievements.
- **Student Statement** – Write up to 1000 characters explaining why you want to do the course.
- **Current Year 9 students (applying to study in Year 10):** eligible to apply for Certificate II level courses only.
- **Current Year 10 and Year 11 students (applying to study in Year 11 and/or 12):** eligible to apply for Certificate II, Certificate III, or Certificate IV level courses.

Tech Tips – Getting Set Up to Apply

To ensure your application process goes smoothly:

- Use Google Chrome – it works best with the application portal.
- Use your own device (like a personal laptop or tablet), if possible.
- If you're using a school device, you have two options:
  - Open the Apply Now link by selecting "Browse as Guest", or
  - Use this alternative Apply Now link: Apply Now – Link 2
- Make sure your internet connection is stable before starting.
- Have all your documents saved and ready to upload in PDF format.

Upload Everything at Once

You must upload all documents when you apply. Once submitted, you can't go back and edit your application.

School Endorsement

Your school needs to support your application before it goes to the selection panel. Final decisions will be shared with schools in October.

Final Tips

- VETDSS courses are very competitive.
- Include as much supporting evidence as you can.
- Make sure your documents are clear and complete.

Using Your SM TAFE Student ID to Log In

If you are a current SM TAFE student enrolled in courses such as short courses or the Year 9 Taster Program, please have your SM TAFE Student ID and the password you previously set up ready. Then, follow the steps outlined below.

Important: Do not use your SCSA number or any other TAFE number. You must use your SM TAFE Student ID, which starts with 30XXXXXX (an eight-digit ID).
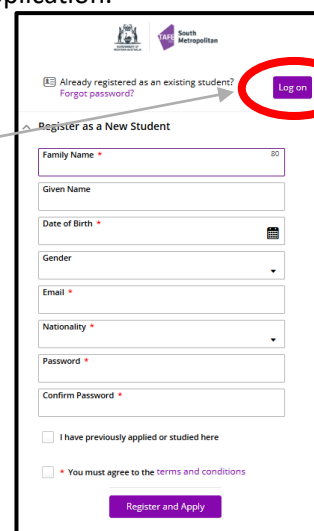
Device and Browser Recommendations
- We recommend using your personal device (not a school device) to complete the application.
- If you are using a school device, open the "Apply Now" link using "Browse as Guest."
- Google Chrome is the preferred browser for completing your application.

Step 1

Go to the application portal using the following link: Apply Now
1. Click the "Log On" button.
2. Do not enter any information under "Register as a New Student" — this section is only for students who have never registered with SM TAFE before.
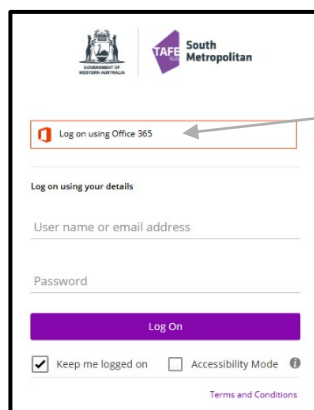
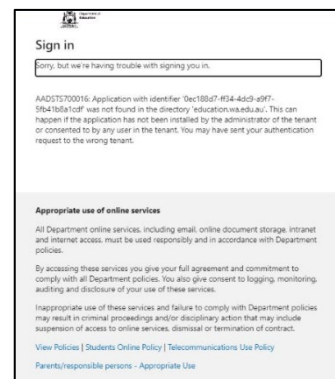If you already have a SM TAFE Student ID (e.g., 30######) and password, use those credentials to log in.

Step 2

Once you have selected "Log on", a new page will appear. Click "Log on using Office 365."

If you're using a **school laptop**, the login prompt may automatically redirect you to an error message. If this happens, try the following steps to resolve the issue:

Option 1: Use your personal device if possible.

Option 2: If you must use a school device, open the Apply Now – Link 2 using "Browse as Guest."

How to Proceed:
1. Open a Guest browser window.
2. Copy and paste the following link into the search bar and press ENTER:
   Apply Now – Link 2 **OR**

If you're using a school device and want to be prompted to select your SM TAFE account, use the following link:
Apply Now – Link 2

Step 3

To continue your application, sign in using your SM TAFE student email address and password.

Instructions:

1. Enter your SM TAFE email address
   Format: 30XXXXXX@tafe.wa.edu.au
   (Replace 30XXXXXX with your actual eight-digit Student ID)

2. Enter your password
   Use the password you previously set up for your SM TAFE account.

3. Select your SM TAFE account from the list
   If prompted, choose the account that matches your SM TAFE Student ID:
   30XXXXXX@tafe.wa.edu.au
   If your SM TAFE account does not appear in the list:
   - Click "Use another account"
   - Type your SM TAFE email address: 30XXXXXX@tafe.wa.edu.au
   - Enter your password
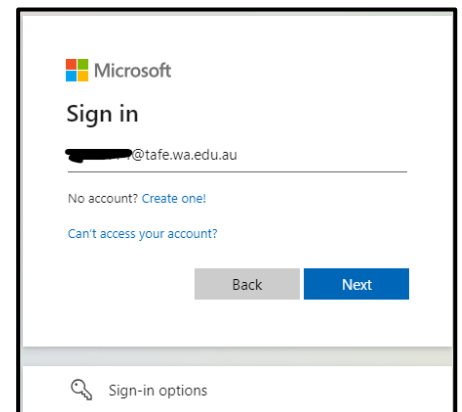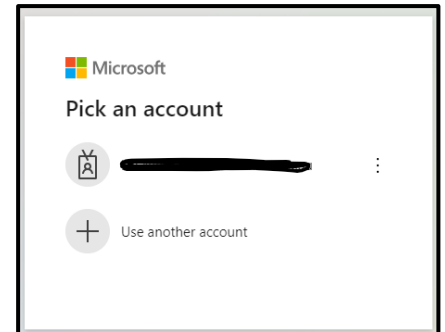
Forgot Your Password?

If you don't remember your password:
- Try using the "Forgot my password" link on the login page.
- If that doesn't work, the VETdSS team can reset a temporary password for you.

To request a password reset, email:
vetdss@smtafe.wa.edu.au

Include the following details in your email:
- Full Name
- Date of Birth
- SM TAFE Student ID (starting with 30XXXXXX)

Once your password has been updated and you've successfully logged in, you may continue with the next steps in your application.
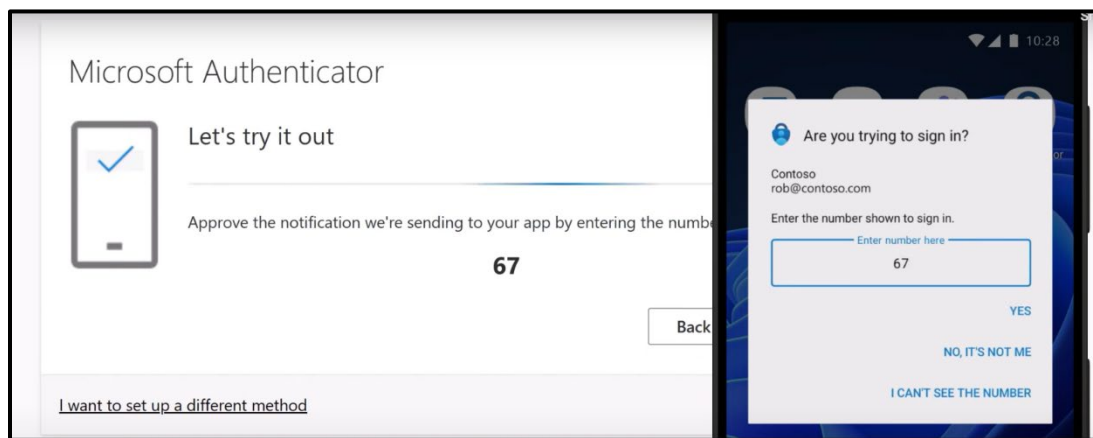
Reminder

If you are applying for a course with SM TAFE, you must use your SM TAFE Student ID email address.

Do not use any other TAFE or SCSA number.

Step 4

The next step will prompt you to verify your identity using Microsoft Authenticator.

What to Do:

1. Open the Microsoft Authenticator app on your phone.
2. On your computer screen, you will see a code or number.

3. In the app, enter or approve the code shown on your computer.
4. Follow the prompts to complete the verification.

Note:

If you have not set up Microsoft Authenticator yet, please Click here for instructions on how to set up Microsoft Authenticator and enable Multi-Factor Authentication (MFA).

Once you have successfully verified your identity using the app, you will see a screen similar to the one below. Click "Next" to proceed.
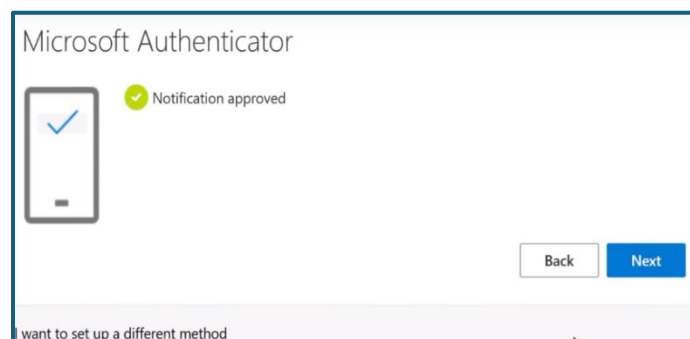
Course/s Selection

Select a Course

ⓘ **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

> To find the course you want to apply for, type the course code into the search bar and press Enter. The course code can be found in the 2026 2026 Course List and/or Course Guide

⌃ **Select a Course**

[RII21222   🔍]

▼ ⌃ **2 records.**

RII21222 - Certificate II in Autonomous Workplace Operations
2026 VETdSS Intake Munster Campus
Part Time-Classroom-VETdSS

Start Date	01-Jan-2026
Liability Category	State DPA : VDSS - VET Delivered to Secondary Students
Load Category	Part Time
Attendance Mode	Classroom based
Study Mode	Standard

S Selections Available

> **IMPORTANT**: When selecting a course, you **MUST** ensure that the description includes "2026 VETDSS".
> Please also double-check that the campus you select is the one you intend to attend.

Next Steps:
Once you've found your course, click "Add to application" located at the bottom right-hand side of the course listing.

[Add to application]

If you wish to select another course, click "Select another course" and use the search box as described in the previous instructions.

[+ Select another course]

Important information:
- You may select a **maximum of two courses**.
- Any additional selections beyond two will be automatically disregarded.
- A third preference will **NOT** be accepted, so please choose carefully.
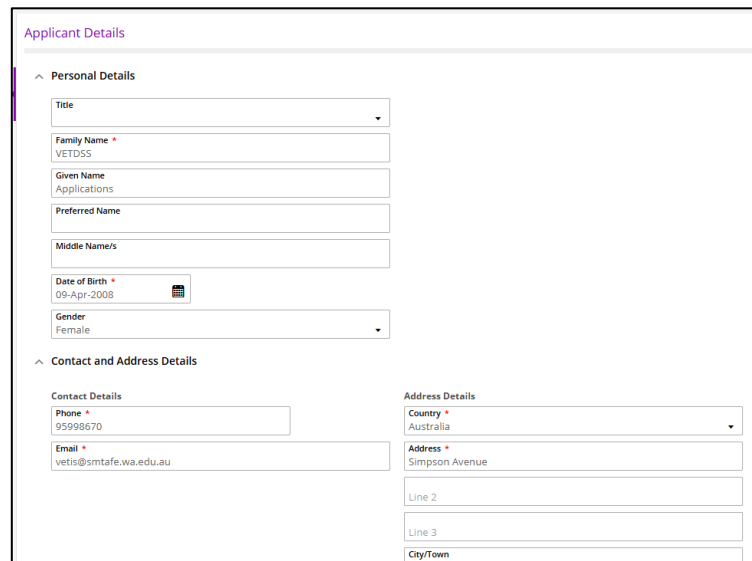
Applicant Details

Fill out all mandatory fields, which are marked with a red asterisk (*). These will include your:

- Personal details
- Contact and address information
- Nationality and citizenship details
- Disability information

If you selected "Yes" for Disability Details, you must choose a condition in order to proceed.

If you have a condition that is not formally diagnosed but would still like us to be aware of it, please select "Other."

Once all fields are completed, click "Next" to continue.
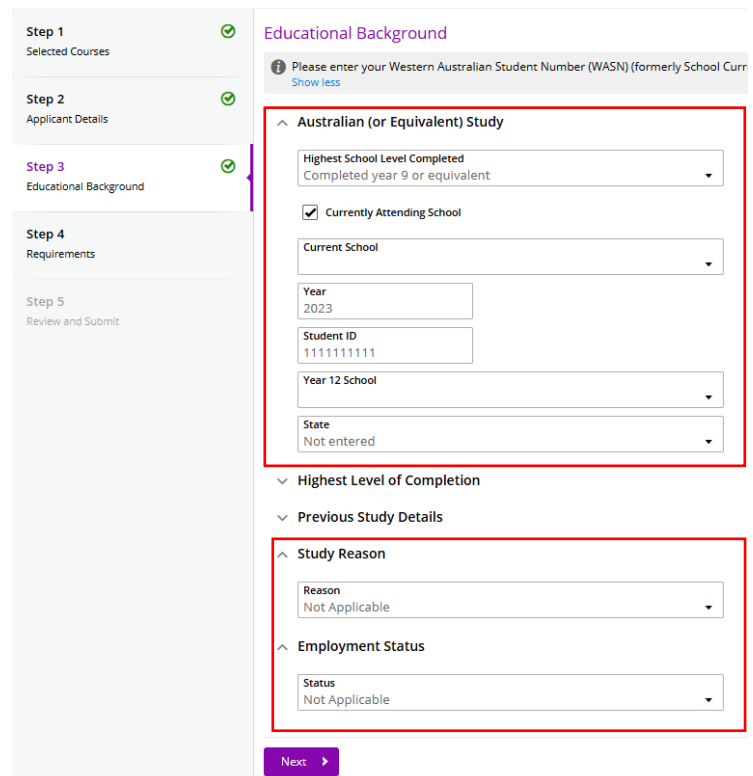
Educational Background

Not all mandatory fields in this section are marked with an asterisk (*), but they still need to be completed. These include:

- Australian (or equivalent) study
- Study reason
- Employment status
- Student ID field – you will need to enter your WASN (SCSA) number here.

Mandatory fields are circled in the screenshot provided.

Once completed, click "Next" to continue.

Requirements

Not all fields in this section are mandatory. Mandatory fields are clearly marked as "Mandatory", while optional fields will be indicated as "Optional." Please refer to the screenshot provided for visual guidance.

Note for Year 9 Students: Year 9 students may apply for next year. Use your Semester 1 reports and enter the subject level for Maths and English as: "N/A – Year 9", along with your Semester 1 grades.

For fields marked as Mandatory, click "Respond." You will then be required to:

- Answer the specific question
- Upload any supporting documents, if required
- Click Save. Once saved, the response will turn purple and display "**RESPONSE RECEIVED**"
- You may edit any responses before clicking Next
- Once completed, click "Next" to continue

Final Step: Review and Submit Your Application

You are now ready to review your application and submit it. Before submitting, please double-check the following:

- Your legal name is entered correctly
- Your date of birth is accurate
- Your email address is correct
- Your course and campus selection are correct

Once confirmed, click Submit in the top right-hand corner of the screen.

IMPORTANT

ONCE YOUR APPLICATION HAS BEEN SUBMITTED, IT CANNOT BE CHANGED.

A confirmation email will be sent to your provided email address. Please check your junk or spam folder if you do not see it in your inbox.

If you do not receive a confirmation email, contact South Metropolitan TAFE at: vetdss@smtafe.wa.edu.au

If you experience any issues with your application, please refer to the VETDSS Application Troubleshooting Guide, located on SM TAFE's VETDSS website.

Good luck with your application!
We wish you all the best in your educational journey and hope this opportunity opens exciting doors for your future.