

VETDSS 2027

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 OLNAs, 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

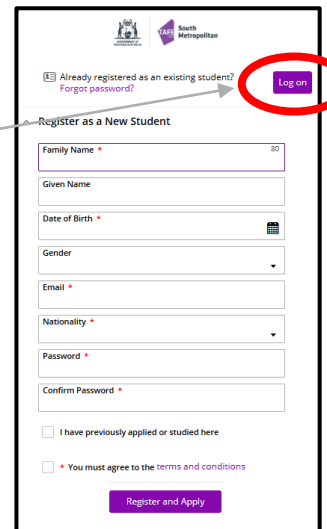
- We recommend using your personal device (not a school device) to complete the application.
- If you are using a school device, open the “Apply Now” link using “Browse as Guest.”
- Google Chrome is the preferred browser for completing your application.

Step 1

Go to the application portal using the following link: [Apply Now](#)

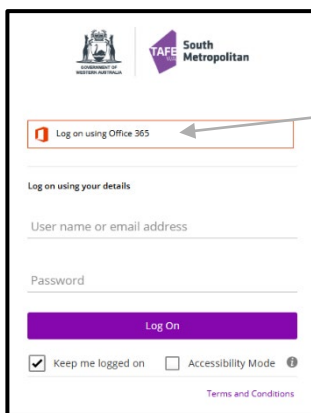
1. Click the “Log On” button.
2. Do not enter any information under “Register as a New Student” — this section is only for students who have never registered with SM TAFE before.

If you already have a SM TAFE Student ID (e.g., 30#####) and password, use those credentials to log in.



The screenshot shows a registration form with fields for Family Name, Given Name, Date of Birth, Gender, Email, Nationality, Password, and Confirm Password. A red circle highlights the "Log on" button in the top right corner.

Step 2



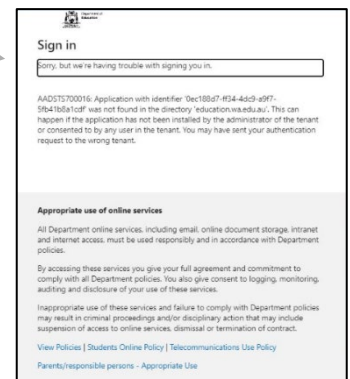
The screenshot shows a login page with a search bar containing "Log on using Office 365". Below the search bar are fields for "User name or email address" and "Password", and a "Log On" button. There are also checkboxes for "Keep me logged on" and "Accessibility Mode".

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.”



The screenshot shows an error message: "Sorry, but we're having trouble with signing you in." Below the message is a detailed error description and a section titled "Appropriate use of online services" with a list of policies.

How to Proceed:

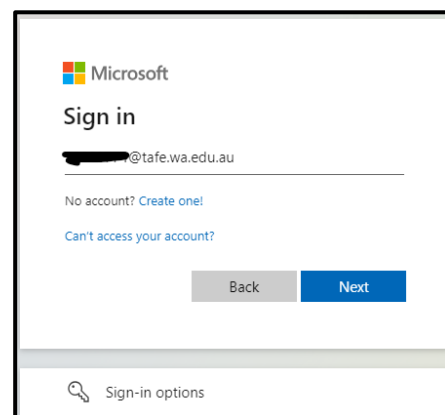
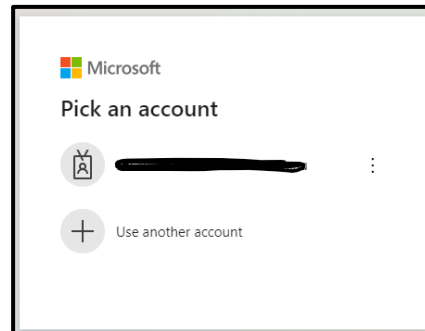
1. Open a Guest browser window.
2. Copy and paste the following link into the search bar and press ENTER:
[Apply Now – Link 2](#)

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.

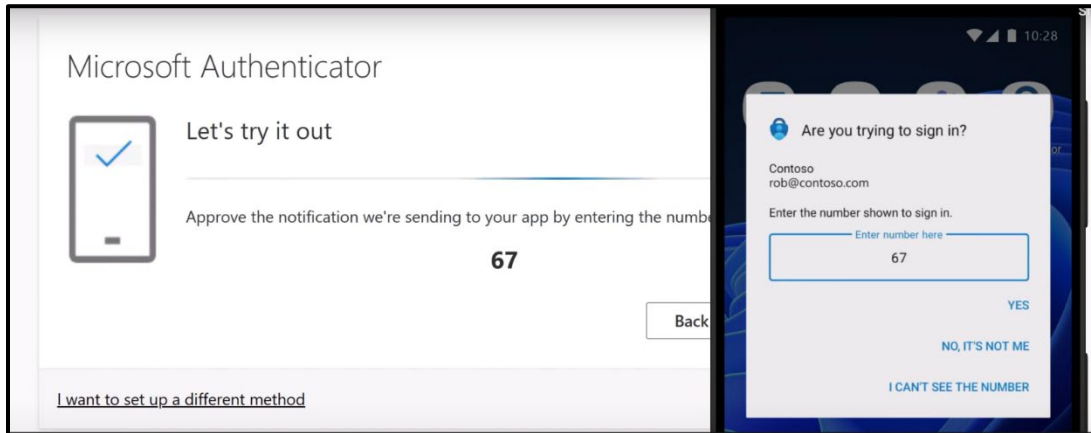
Step 4

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.

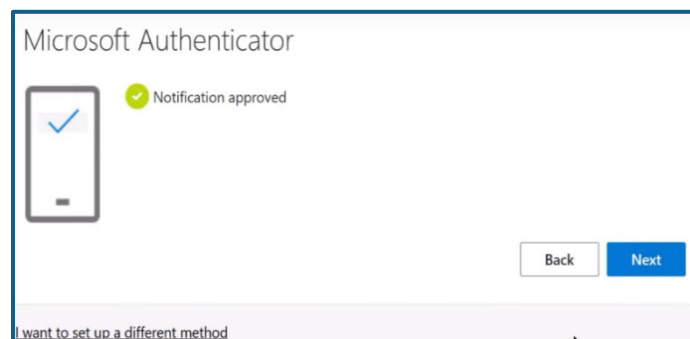


3. In the app, enter or approve the code shown on your computer.
4. Follow the prompts to complete the verification.

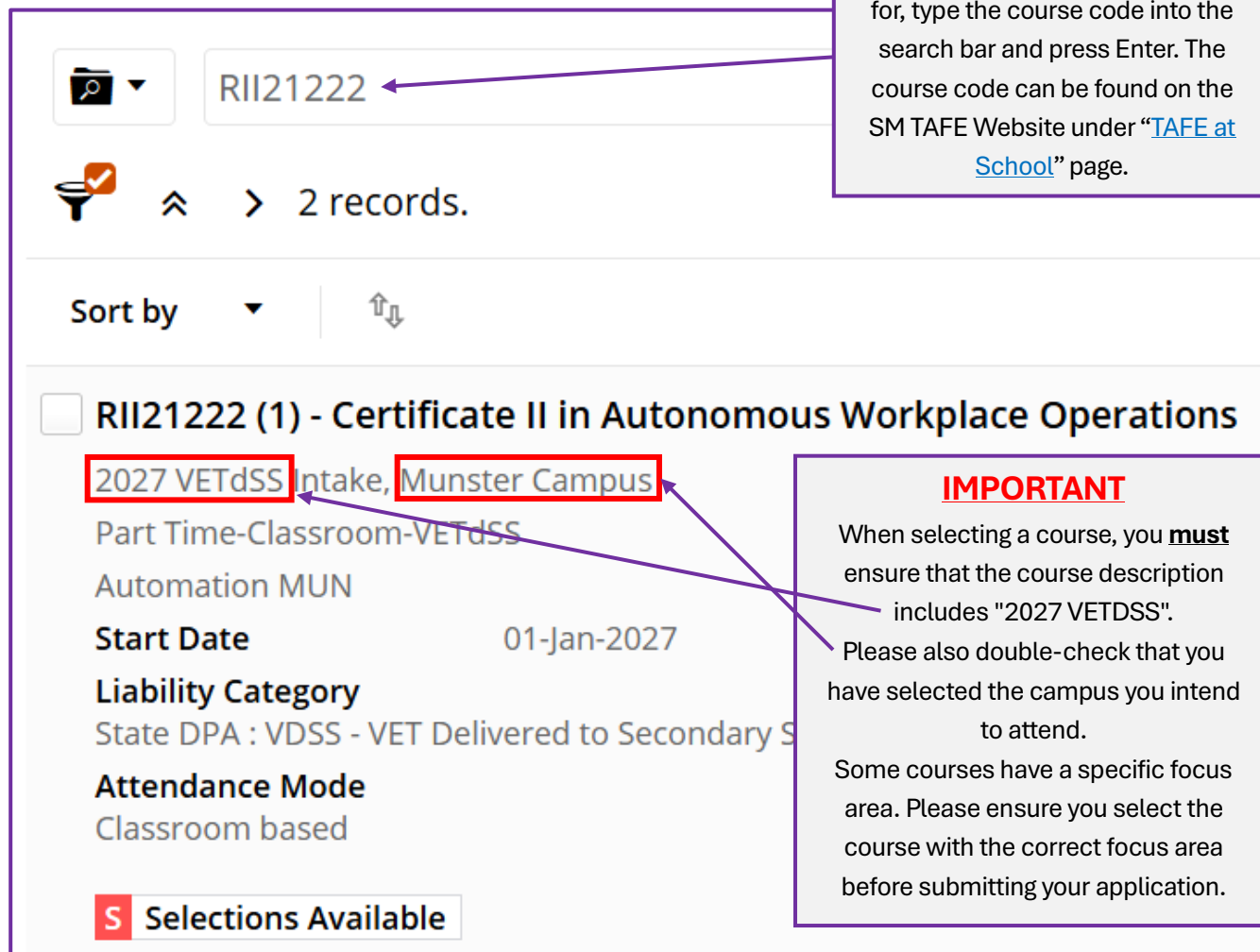
Note:

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



The screenshot shows a search interface for course selection. At the top, there is a search bar with a magnifying glass icon and a dropdown arrow. The search bar contains the text "RII21222". Below the search bar, there is a filter icon (a funnel with a checkmark) and a "2 records." indicator. Below this, there is a "Sort by" dropdown menu and a sort order icon (up and down arrows). The main content area displays a list of course results. The first result is "RII21222 (1) - Certificate II in Autonomous Workplace Operations". Below the course title, there are several details: "2027 VETdSS Intake, Munster Campus" (with "2027 VETdSS" and "Munster Campus" highlighted in red boxes), "Part Time-Classroom-VETdSS", "Automation MUN", "Start Date 01-Jan-2027", "Liability Category State DPA : VDSS - VET Delivered to Secondary S", and "Attendance Mode Classroom based". At the bottom of the course listing, there is a red square icon with the letter "S" and the text "Selections Available".

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 on the SM TAFE Website under "[TAFE at School](#)" page.

IMPORTANT
When selecting a course, you **must** ensure that the course description includes "2027 VETDSS". Please also double-check that you have selected the campus you intend to attend.
Some courses have a specific focus area. Please ensure you select the course with the correct focus area before submitting your application.

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

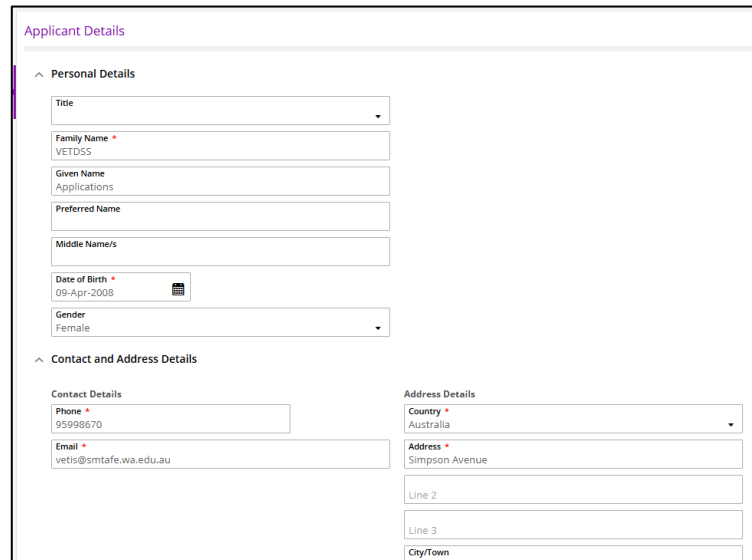
Fill out all mandatory fields, which are marked with a red asterisk (*). These will include your:

- 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.



The screenshot shows a web form titled "Applicant Details" with two main sections: "Personal Details" and "Contact and Address Details".

Personal Details:

- Title: dropdown menu
- Family Name *: text input (VETDSS)
- Given Name: text input (Applications)
- Preferred Name: text input
- Middle Name/s: text input
- Date of Birth *: date picker (09-Apr-2008)
- Gender: dropdown menu (Female)

Contact and Address Details:

- Contact Details:
 - Phone *: text input (95998670)
 - Email *: text input (vetis@smtafe.wa.edu.au)
- Address Details:
 - Country *: dropdown menu (Australia)
 - Address *: text input (Simpson Avenue)
 - Line 2: text input
 - Line 3: text input
 - City/Town: text input

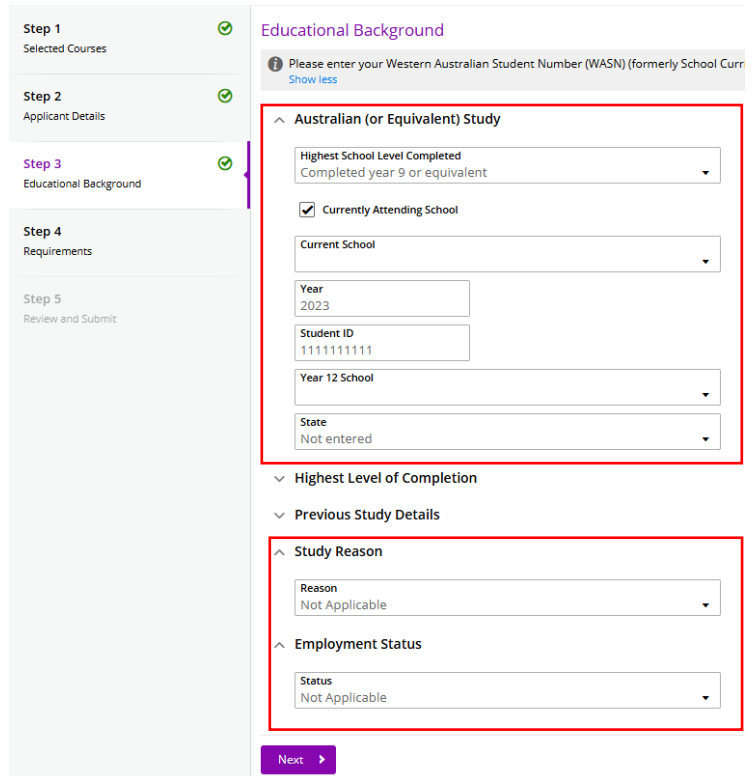
Educational Background

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.



Step 1 Selected Courses

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 Curr) [Show less](#)

Australian (or Equivalent) Study

Highest School Level Completed
Completed year 9 or equivalent

Currently Attending School

Current School

Year
2023

Student ID
1111111111

Year 12 School

State
Not entered

Highest Level of Completion

Previous Study Details

Study Reason

Reason
Not Applicable

Employment Status

Status
Not Applicable

Next >

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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

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 less](#)

13 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 1300 857 536.

1 question must be answered

AUM20218-AB70 52904WA Respond

Under 18 at Commencement

OPTIONAL

Under 18 at Commencement Since you are under 18 at commencement of your course, you will need to provide a Consent and Health Care Information Form signed by your parent or guardian.

[Link to form](#)

AUM20218-AB70 52904WA Respond

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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.