

This guide will help you apply for a VETDSS course at SM TAFE as a **returning student** who has previously studied at SM TAFE—follow the 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 have not previously studied at SM TAFE but have registered before, you may already have a SM TAFE Student ID number (e.g., 30#####) without an active Office 365 account. For example, if you applied for a course last year but did not receive an offer, you would still have a SM TAFE ID and password, but no active Office 365 access.

If you meet any of the criteria above, please ensure you have the following ready:

- Your SM TAFE Student ID number (e.g., 30#####)
- The password you previously set up

TIP: We recommend using your personal device (not a school device) for this process. If you are using a school device, open the “Apply Now” link using “Browse as a Guest” mode.

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

1. Enter your SM TAFE Student ID number (e.g., 30XXXXXX) and your password.
2. The Domain should automatically default to TAFE.
 - If it doesn't, manually select TAFE from the drop-down menu.
3. Untick the box labelled “Keep me logged on”.

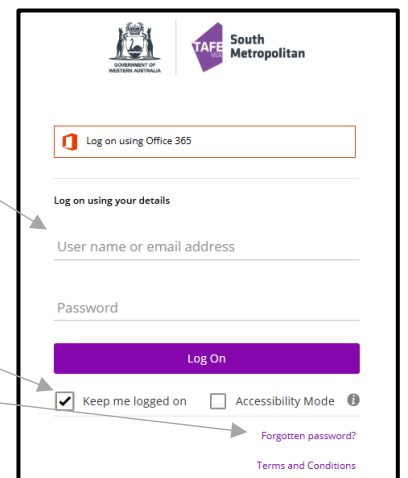
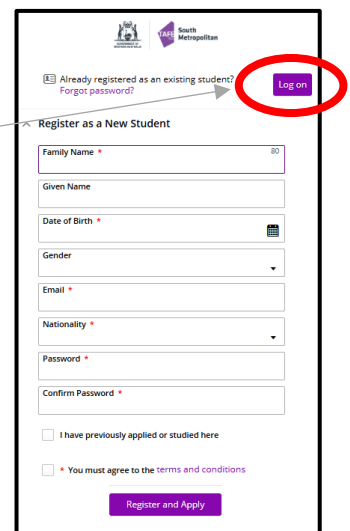
Forgot Your Password?

If you don't remember your password but can access the email you used to register:

- Click “Forgotten Password?” on the login screen.
- If a temporary password has been issued, you'll be prompted to create a new one.

Your new password must meet the following criteria:

- Minimum of 14 characters
- Must include at least:
 - 1 uppercase letter
 - 1 lowercase letter
 - 1 number





If you receive an error saying the new password is incorrect, try refreshing the page and logging in again. This error can occur without a specific reason.

Still Having Trouble?

If you're unable to reset your password:

- Email vetdss@smtafe.wa.edu.au with the following details:
 - Full Name
 - Date of Birth
 - SM TAFE Student ID number (e.g., 30XXXXXX)

The team will assist you in resetting your password. Once updated, you can log in and continue with the next steps.

Important:

Your Username is your SM TAFE Student ID number (e.g., 30XXXXXX). Do not use your SCSA number or any ID from another TAFE or Registered Training Organisation. Only use your SM TAFE Student ID.

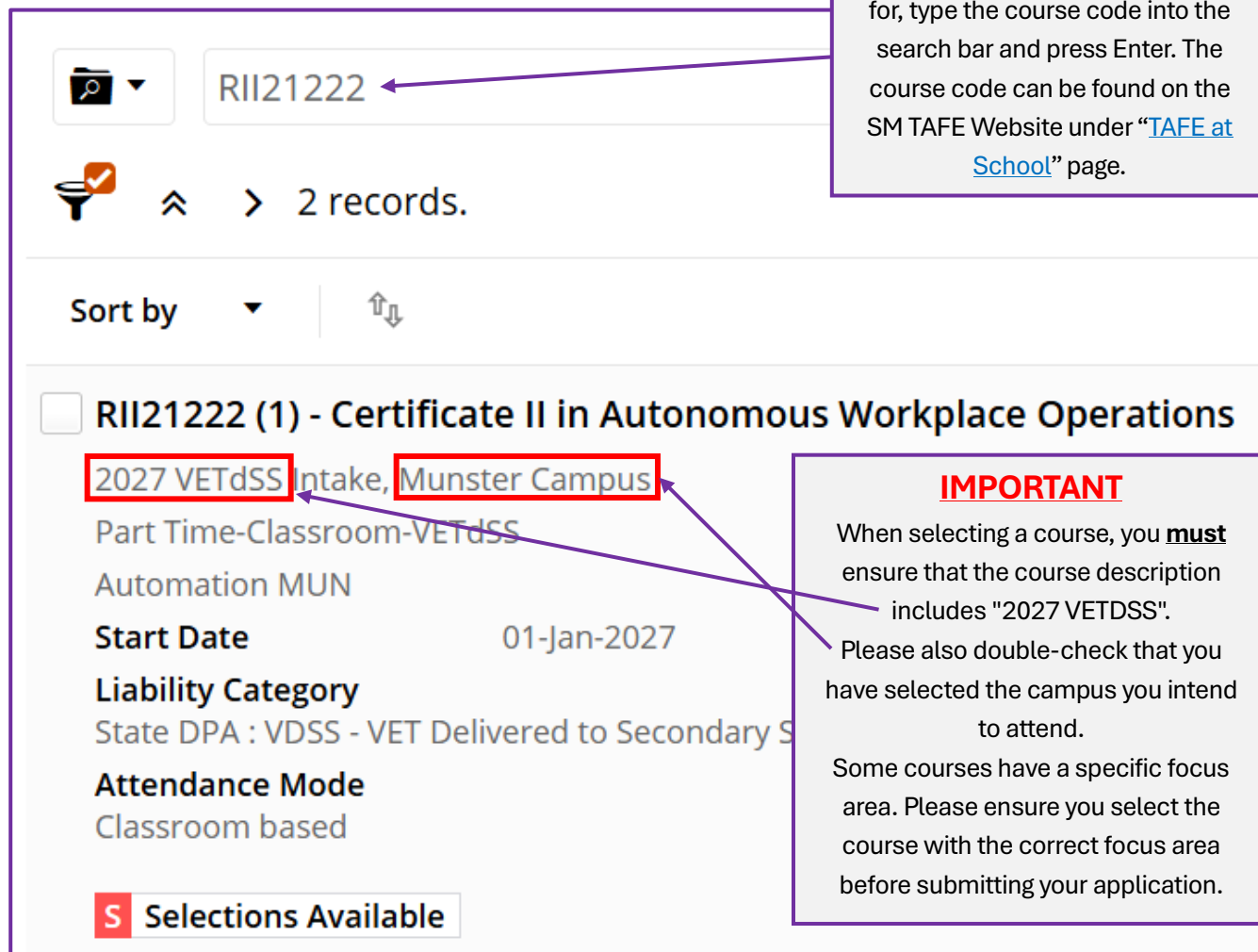
Leave the Domain field blank if it's already set to TAFE — it will default automatically.

Step 3

Once logged in, click on “My Application” from the dashboard or menu.

You are now ready to make an application for your chosen course.

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 funnel icon with a checkmark, an upward arrow, and a rightward arrow, followed by the text "2 records.". Below this, there is a "Sort by" dropdown menu and a double-headed arrow icon. The main content area displays a course listing for "RII21222 (1) - Certificate II in Autonomous Workplace Operations". The listing includes a checkbox, the course title, and several details: "2027 VETdSS Intake, Munster Campus", "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 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

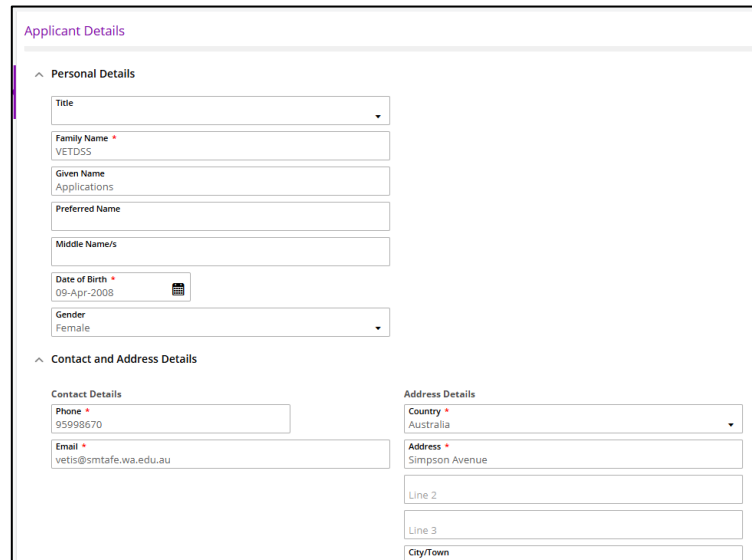
Fill out all mandatory fields, which are marked with a red asterisk (*). These will include your:

- 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

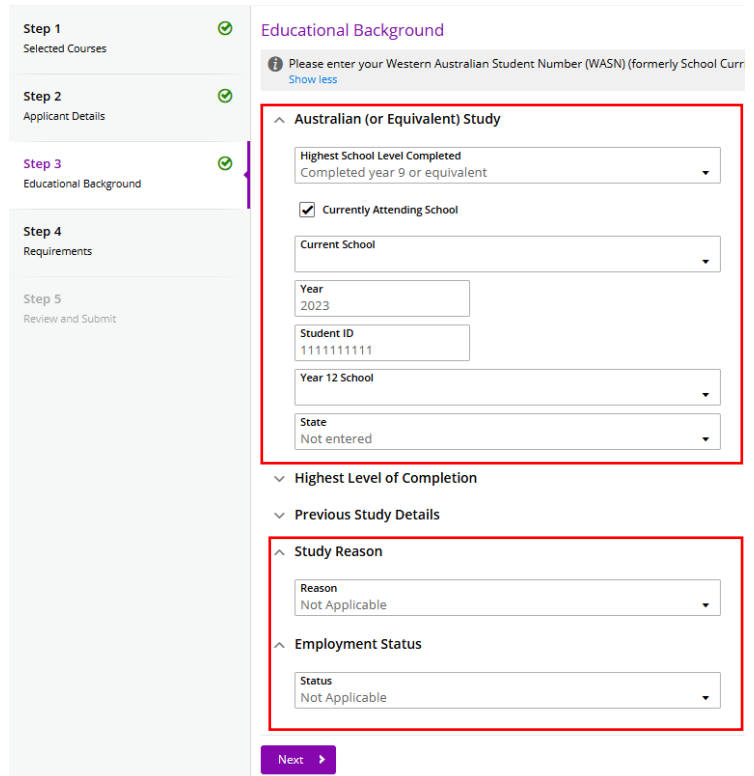
Educational Background

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 >

VETDSS 2027

Course Application Guide for Existing Students



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
- One completed, click “Next” to continue

Requirements

i 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

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.