

NMTAFE VETDSS Application Guide 2024

Introduction

This guide provides step-by-step instructions on how to submit an application for a 2024 VET Delivered to Secondary Students (VETDSS) course.

Before you start your application, you will require all of the following:

- School Curriculum and Standards Authority ID (SCSA Student Number). This is also known as a WA Student Number (WASN) – It can be found on your school report.
- A Unique Student Identifier (USI) – You cannot submit an application without one. If you do not have a USI you must create one at <https://www.usi.gov.au/>
- Year 9, 10 or 11 school report in electronic format (e.g.: PDF);
- Online Literacy and Numeracy Assessment (OLNA) results if applicable;
- Parent or guardian email address and mobile phone number;
- Resume, references and any certificates which will help support your application;
- A Student Statement for each course which outlines why you should be selected to participate in the course (please note there is a **limit of 1000 characters** that can be entered in this section).
- Proof of Citizenship:
 - For Australian Citizens - Provide a copy of either your birth certificate, passport or Certificate of Australian citizenship. The copy must include proof of full name.
 - For New Zealand Citizens - Provide a copy of your passport. The copy must include proof of full name.
 - For Australian permanent residents or humanitarian visa holders - Provide a copy of your passport. The copy must include proof of full name and also visa sub-class number.
 - For Citizens other than Australia or New Zealand - Provide a copy of your passport and visa document. The copies must include proof of full name and citizenship.

VETDSS courses are extremely competitive, and it is recommended that as much evidence as possible is provided to support your application. These documents must be uploaded when applying through our online system.

Your school will be asked to endorse and support the application before the selection process begins.

Instructions begin on the following page - Please read all details and complete carefully.

Please email VETDSS@nmtafe.wa.edu.au or call 9427 1146, should you require assistance with your application.

Please allow at least 30 minutes to complete your application in one sitting.

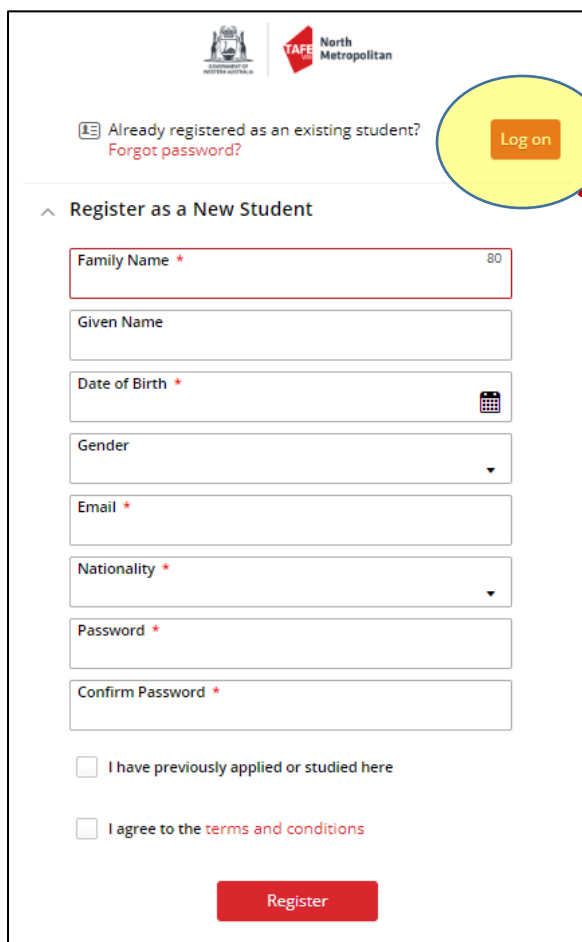
How to apply

1. Click on the URL below to begin the application process (recommend browser Google Chrome).
[https://sms.tafe.wa.edu.au/T1PRD/CiAnywhere/Web/NMT/f/\\$\\$C.STUAPPREG.MNT?suite=SM](https://sms.tafe.wa.edu.au/T1PRD/CiAnywhere/Web/NMT/f/$$C.STUAPPREG.MNT?suite=SM)

With this URL open, students without an existing NMTAFE student account please now go to STEP 2 to continue

OR

If you have participated in a Try-a-Trade, or suspect you have previously applied for an NMTAFE course in 2023, you must **NOT** register as a new student – Instead, please email VETDSS@nmtafe.wa.edu.au to obtain your existing login details, after which, please enter them as below and then go to page 4 of this document. Do not complete page 3 of this guide.



Government of Western Australia and TAFE North Metropolitan logos.

Already registered as an existing student?
[Forgot password?](#)

Register as a New Student

Family Name *

Given Name

Date of Birth *

Gender

Email *

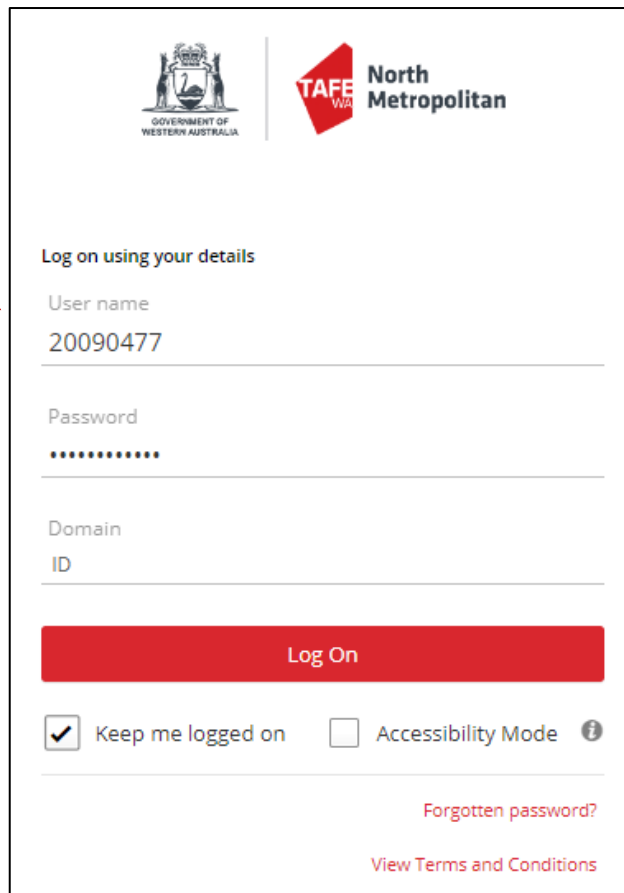
Nationality *

Password *

Confirm Password *

I have previously applied or studied here

I agree to the [terms and conditions](#)




Government of Western Australia and TAFE North Metropolitan logos.

Log on using your details

User name
20090477

Password
.....

Domain
ID

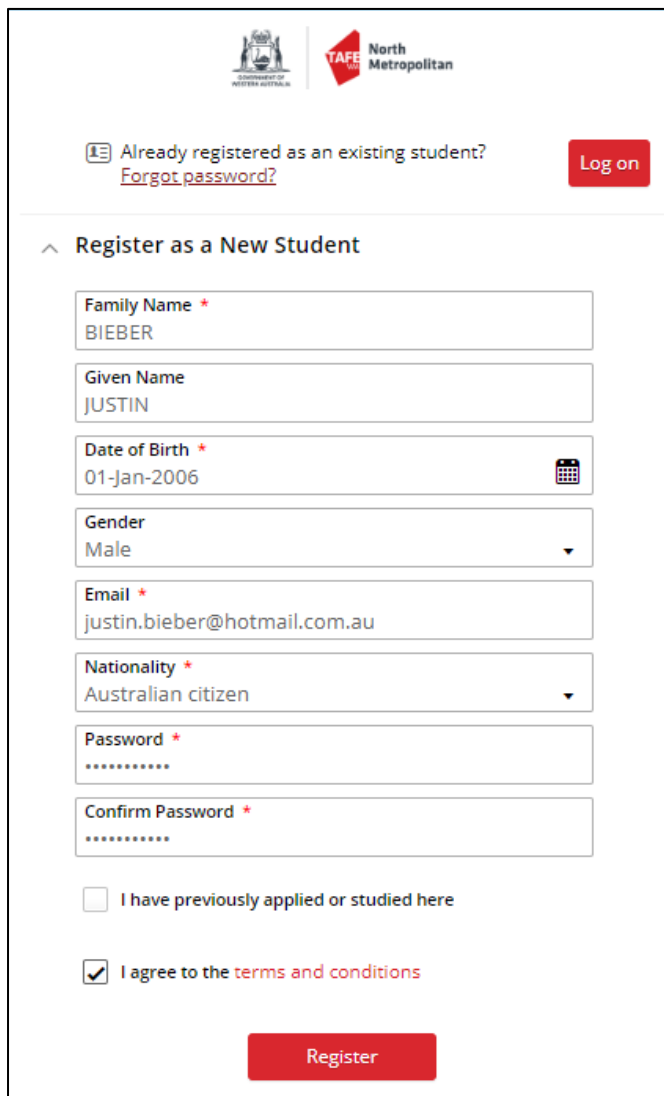
Keep me logged on Accessibility Mode 

[Forgotten password?](#)

[View Terms and Conditions](#)

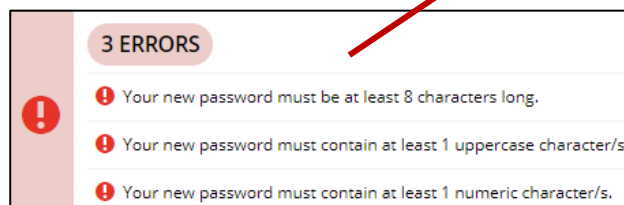
2. Fill in all the fields as per the example and then click '**Register**'. Please ensure your name is in all **CAPS** as per the example

Please ensure your password is between 8-10 characters long or you will receive the below warnings.



The registration form includes the following fields and options:

- Log on button
- Link: [Forgot password?](#)
- Section: Register as a New Student
- Family Name *: BIEBER
- Given Name: JUSTIN
- Date of Birth *: 01-Jan-2006
- Gender: Male
- Email *: justin.bieber@hotmail.com.au
- Nationality *: Australian citizen
- Password *: [Redacted]
- Confirm Password *: [Redacted]
- I have previously applied or studied here
- I agree to the [terms and conditions](#)
- Register button



3 ERRORS

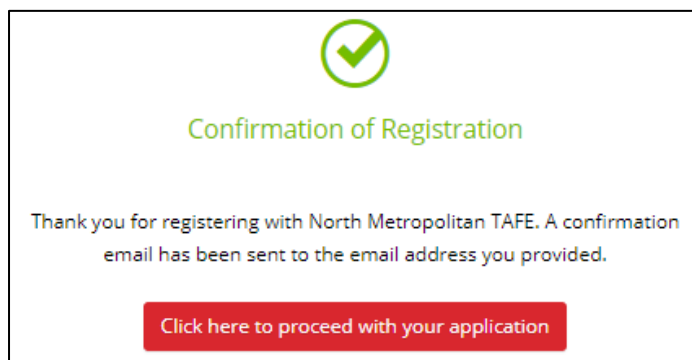
- ! Your new password must be at least 8 characters long.
- ! Your new password must contain at least 1 uppercase character/s.
- ! Your new password must contain at least 1 numeric character/s.

Logging back into your application

After you have registered, you can log back in to resume your application. Please refer to the last page of this application guide for login instructions.

Please do not register as a new student again.


3. After clicking '**Register**' you will receive the following notification and an email confirming your registration. Click the red box to continue with your application.



Confirmation of Registration

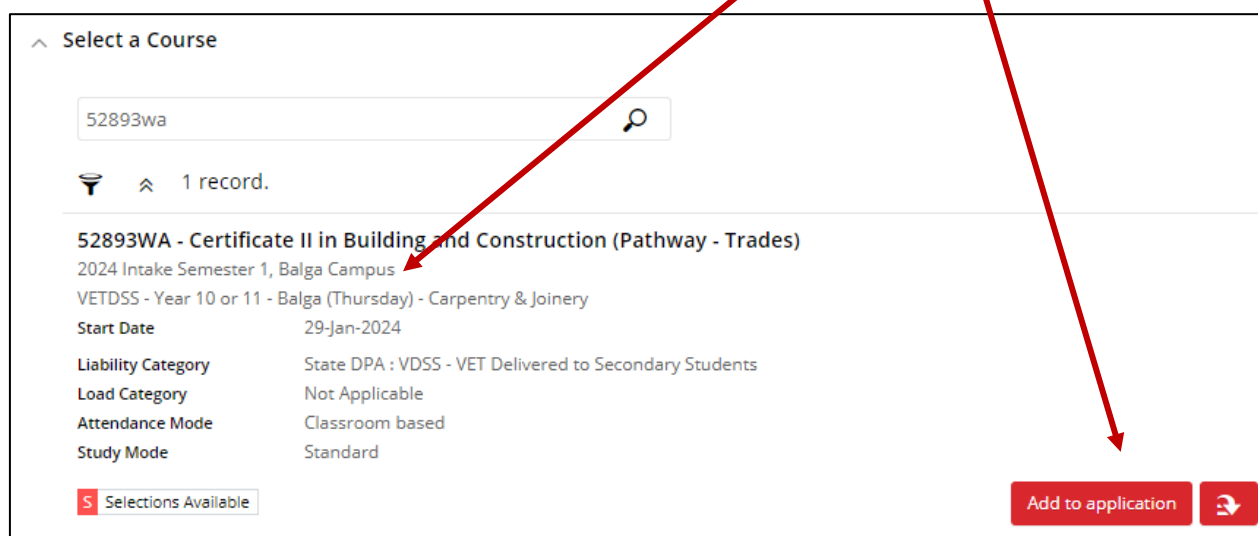
Thank you for registering with North Metropolitan TAFE. A confirmation email has been sent to the email address you provided.

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


4. You are now on the application (**Select Courses**) page. You **MUST** filter down the course search **BEFORE** typing course name by clicking on the 'filter' icon  click on 'YEAR' and select '2024'.
– Please be patient, it can take some time to load the filter.



Using the Text Box – type in the code (**Full course list available on page 9 & 10**) of the certificate you wish to apply for as your 1st preference. Once you have found the course you wish to apply for, click on the 'Add to application' button on the right.

Pay close attention to make sure that you select the correct campus, year group and/or delivery day.





^ Select a Course

52893wa 

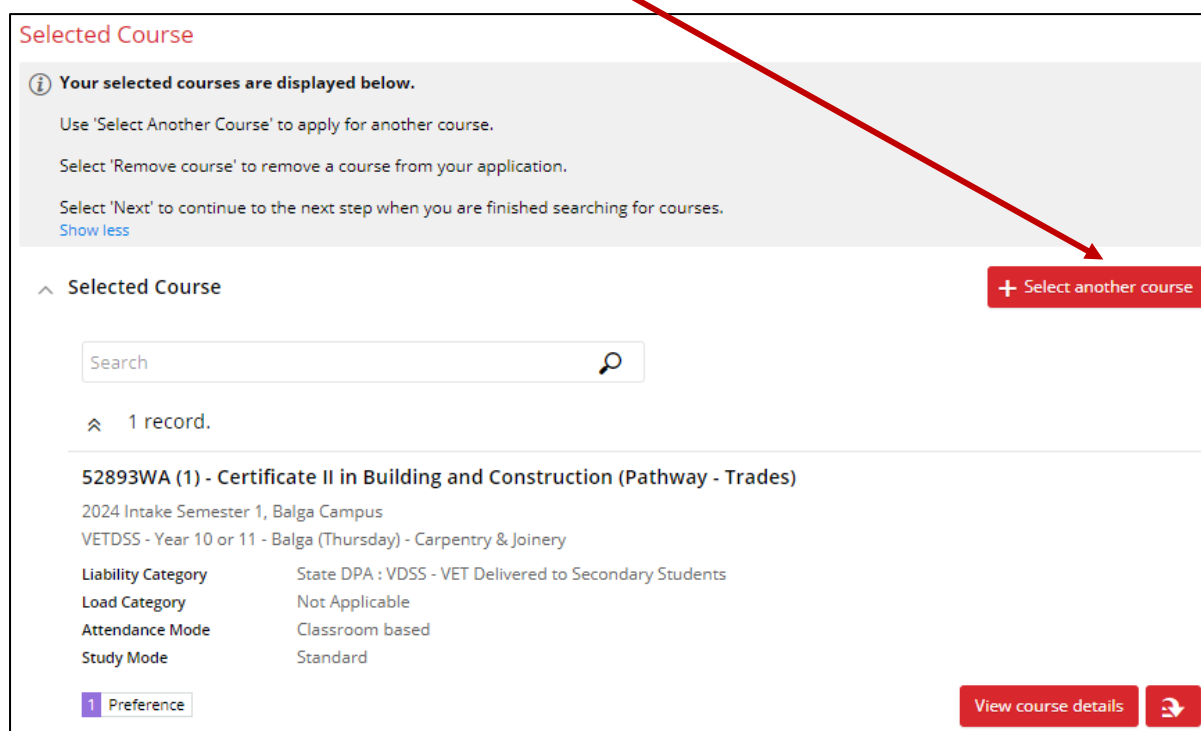
  1 record.

52893WA - Certificate II in Building and Construction (Pathway - Trades)
2024 Intake Semester 1, Balga Campus
VETDSS - Year 10 or 11 - Balga (Thursday) - Carpentry & Joinery


Start Date	29-Jan-2024
Liability Category	State DPA : VDSS - VET Delivered to Secondary Students
Load Category	Not Applicable
Attendance Mode	Classroom based
Study Mode	Standard

 Selections Available **Add to application** 


5. Click on '+ **Select another course**' to add your 2nd preference. Your selected courses will now appear as below. If correct, click the 'Next' button at the top right of the page. Students will be considered for the first course they selected in the first instance so make sure your courses appear in the correct order. Any 3rd and 4th preference courses will be deleted from the application.




Selected Course

 **Your selected courses are displayed below.**
Use 'Select Another Course' to apply for another course.
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 Course **+ Select another course**

Search 


 1 record.

52893WA (1) - Certificate II in Building and Construction (Pathway - Trades)
2024 Intake Semester 1, Balga Campus
VETDSS - Year 10 or 11 - Balga (Thursday) - Carpentry & Joinery

Liability Category	State DPA : VDSS - VET Delivered to Secondary Students
Load Category	Not Applicable
Attendance Mode	Classroom based
Study Mode	Standard

 Preference **View course details** 

pplication.

More  [Previous](#) [Next](#)

Selected Courses

i Your selected courses are displayed below.


Use 'Select Another Course' to apply for another course.

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


Search 

2 records.

52893WA (1) - Certificate II in Building and Construction (Pathway - Trades)

2024 Intake Semester 1, Balga Campus
VETDSS - Year 10 or 11 - Balga (Thursday) - Carpentry & Joinery


Liability Category	State DPA : VDSS - VET Delivered to Secondary Students
Load Category	Not Applicable
Attendance Mode	Classroom based
Study Mode	Standard

1 Preference View course details 

BSB30120 (1) - Certificate III in Business

2024 Intake Semester 1, Perth Campus
VETDSS - Year 11 or 12 - Perth (Thursday AND Friday)
Certificate III in Business

Liability Category	State DPA : VDSS - VET Delivered to Secondary Students
Load Category	Not Applicable
Attendance Mode	Classroom based
Study Mode	Standard

2 Preference S Selections Made - Certificate III in Business View course details 

6. On the **Applicant Details** page, please complete all mandatory fields. See **highlighted** image below for all required fields. Click **'Next'** at the bottom of the page to continue.

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

Family Name *
BIEBER

Given Name
JUSTIN

Preferred Name

Middle Name/s

Date of Birth *
17-Jan-2008

Gender
Male

Contact and Address Details

Contact Details

Phone *

Email *
justin.bieber@hotmail.com.au

Address Details

Country *

Address *
Line 1
Line 2
Line 3
City/Town
State
Postcode

Nationality and Cultural Details

Nationality Details

Nationality *
Australian citizen

Main Nationality Country
Not entered

Dual Nationality Country
Not entered

Cultural Details

Country of Birth *
Not entered

Main Language *
Not entered

Aboriginal or Torres Strait Islander
Not entered

Disability Details

Disability/Impairment/Medical Condition

Next

7. Complete the following fields on the **Educational Background** page. **These fields MUST be entered.**

Educational Background

i Your educational details are displayed below. This step is mandatory when apply for a VETDSS program.

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 11
Please enter your school level in 2023

Currently Attending School
Please tick

Year
2023
Please enter 2023

Student ID
20000001
Please enter your WA Student Number/Curriculum Council ID

School
zYOILwMFKpixLYrrKUv
Please enter the school you are currently attending

State
Western Australia
Please enter Western Australia

You are not required to complete any further fields on this page. Click 'Next' in the top right once you have filled in the 'Australian (or Equivalent) Study' section.

8. This will take you to the **Requirements** section where there are **mandatory** fields (see image below) to complete. Click on the **'Respond'** button to expand the section to input your information/upload your documentation. **Please do not complete any 'Optional' fields.**

Requirements

i Select 'Respond' to answer each requirement marked as 'Mandatory'.

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](#)

Search

10 records.

Physical Or Medical Conditions MANDATORY

Physical Or Medical Conditions

1 question must be answered

52893WA BSB30120

Language MANDATORY

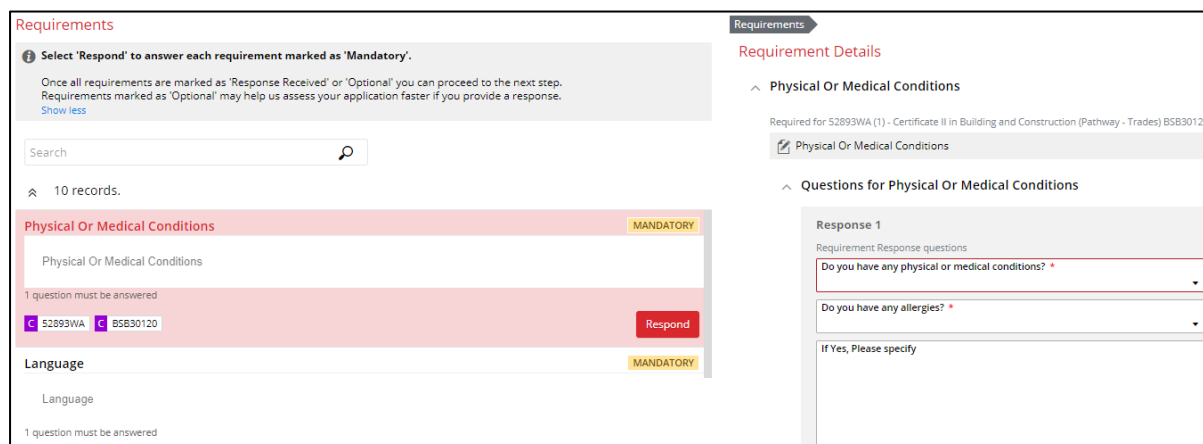
Language

1 question must be answered

52893WA BSB30120

Here is an example of one of the required fields. This will open to the right, where you can input the required information, and click **'Save'** once the fields are entered.

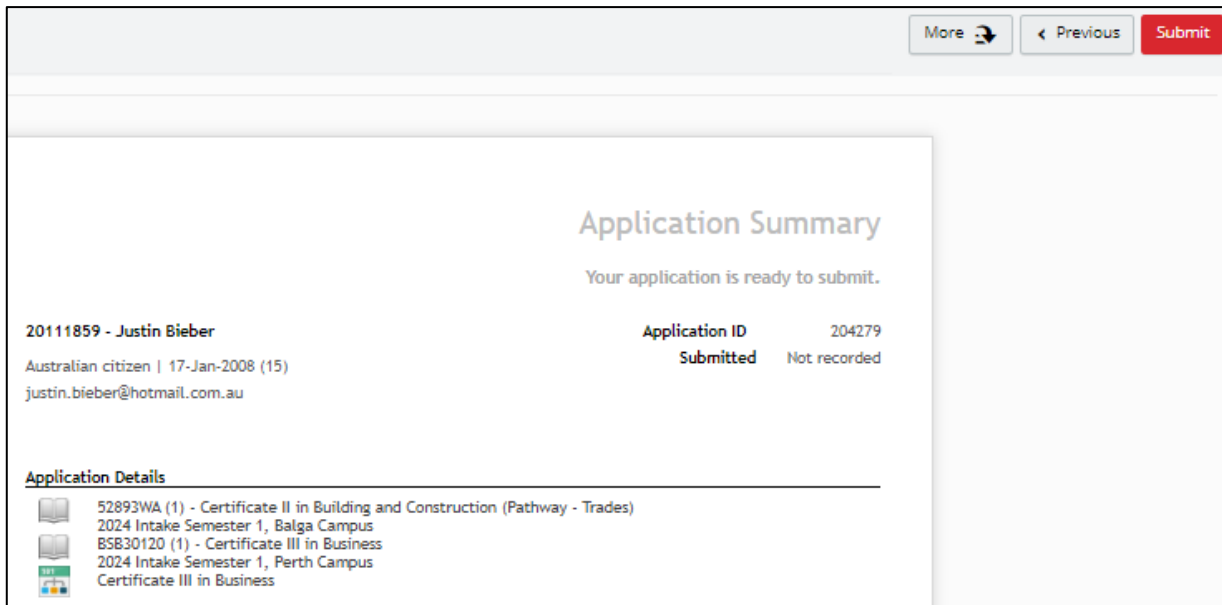
Only after you have completed all of the mandatory fields, please click **'Next'** in the top right corner of the page.



This table outlines all of the required information:

Requirement	Information Required
Physical Or Medical Conditions	This is where you tell us if you have any physical/medical conditions or allergies that we need to be aware of.
Language	Please answer all 4 questions. If you only speak English, please put 'English' in the first drop down, and still answer the other questions.
Math Results	Please enter your Maths Grade from 2023 and the Math Level you will be studying in 2024. If you have not completed Maths in 2023 then please enter your OLN Numeracy Achievement.
English Results	Please enter your English Grade from 2023 and the English Level you will be studying in 2024. You also have the option of entering your OLN Reading & Writing Achievement here.
Parent/Guardian Contact	Please enter your Parent/Guardian's First Name, Surname, mobile phone number and email address.
Year 10 or 11 School Report and OLN Report	Please attach your most recent school report, OLN report (if applicable) and any supporting documents.
School Attending in your Year of Study	This is where you tell us what year group you will be in next year. Please advise us if you are moving schools in 2024. Please answer 'No' if you will be staying at your current school and type in 'not applicable' in the text box. If you have answered 'Yes' , please let us know in the text box the name of your new school.
Student Statement section	This is where you tell us why you should be selected to participate in the 1 st and/or 2 nd course you have chosen. Please note there is a limit of 1000 characters that can be entered in this section for each course.
Unique Student Identifier	Please enter your Unique Student Identifier (USI) number. You will need to select 'Yes' before a 2 nd field will open where you can enter your USI number.
Proof of Citizenship	<ul style="list-style-type: none"> For Australian Citizens - Provide a copy of either your birth certificate, passport or Certificate of Australian citizenship. The copy must include proof of full name. For New Zealand citizens - Provide a copy of your passport. The copy must include proof of full name. For Australian permanent residents or humanitarian visa holders - Provide a copy of your passport. The copy must include proof of full name and also visa sub-class number. For Citizens other than Australia or New Zealand - Provide a copy of your passport and visa document. The copies must include proof of full name and citizenship.
Under 18 at Commencement	Please do not complete this field

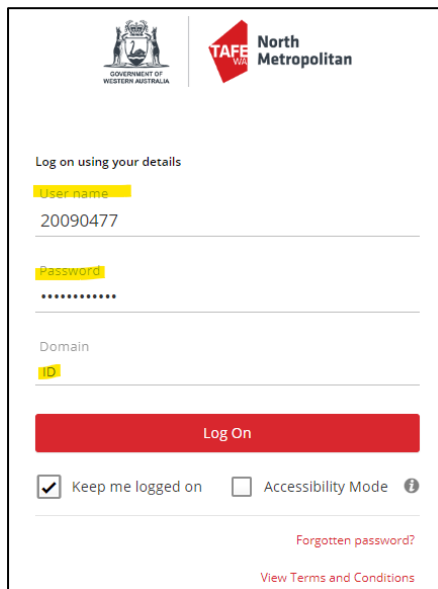
9. At this Review and Submit section, you will receive your Application to ensure correct information is in place. If all is correct, please click **'Submit'** in the top right of the screen. You will receive an acknowledgement email (to the email you have provided) - the Application is received and completed.



The screenshot shows the 'Application Summary' page. At the top right, there are buttons for 'More', 'Previous', and 'Submit'. The main heading is 'Application Summary' with the message 'Your application is ready to submit.' Below this, the user's details are listed: '20111859 - Justin Bieber', 'Australian citizen | 17-Jan-2008 (15)', and 'justin.bieber@hotmail.com.au'. To the right, the 'Application ID' is '204279' and the status is 'Submitted' (Not recorded). Under 'Application Details', there are two courses listed: '52893WA (1) - Certificate II in Building and Construction (Pathway - Trades) 2024 Intake Semester 1, Balga Campus' and 'BSB30120 (1) - Certificate III in Business 2024 Intake Semester 1, Perth Campus Certificate III in Business'.

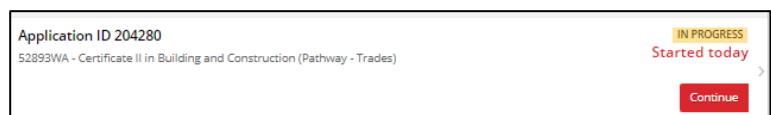
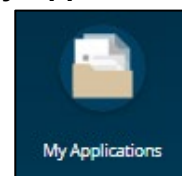
10. If you commenced an application but did not submit it, you can return to it by logging in using the URL below:

[https://sms.tafe.wa.edu.au/T1PRD/CiAnywhere/web/NMT/LogOn/\\$\\$1_STU](https://sms.tafe.wa.edu.au/T1PRD/CiAnywhere/web/NMT/LogOn/$$1_STU)



The screenshot shows the 'Log On' page. It features the logos for the Government of Western Australia and TAFE WA North Metropolitan. The page is titled 'Log on using your details'. There are three input fields: 'Username' (containing '20090477'), 'Password' (masked with dots), and 'Domain' (containing 'ID'). A red 'Log On' button is below the fields. There are also checkboxes for 'Keep me logged on' (checked) and 'Accessibility Mode' (unchecked). At the bottom, there are links for 'Forgotten password?' and 'View Terms and Conditions'.

- Your **'User Name'** is the student number you received in the acknowledgement email you received (if you registered new), or from VETDSS@nmtafe.wa.edu.au
- Then enter the **'Password'** you created.
- Change the domain to **'TAFE'**
- Click on **'Log On'**
- Select the **'My Applications'** icon to resume your application.



The screenshot shows a summary of the application. It displays 'Application ID 204280' and '52893WA - Certificate II in Building and Construction (Pathway - Trades)'. To the right, it says 'IN PROGRESS' and 'Started today'. A red 'Continue' button is at the bottom right.

11. Thank you for submitting your application to study a VETDSS course at NMTAFE in 2024! Please contact VETDSS@nmtafe.wa.edu.au for further information or assistance.

2024 VETDSS Course List

Study Package Code	Study Package Full Title	Description
22586VIC-AD16	Certificate II in Integrated Technologies (Pre-vocational) (Robotics Control Stream)	VETDSS - Year 10 or 11 Only - East Perth (Thursday)
52845WA	Certificate II in Autonomous Workplace Operations	VETDSS - Year 10, 11 or 12 - East Perth (Friday)
52887WA-AC56	Certificate II in Plumbing (Plumbing Pre-apprenticeship)	VETDSS - Year 10 or 11 Only - Clarkson (Friday)
52887WA-AC56	Certificate II in Plumbing (Plumbing Pre-apprenticeship)	VETDSS - Year 10 or 11 Only - Clarkson (Thursday)
52893WA	Certificate II in Building and Construction (Pathway - Trades)	VETDSS - Year 10 or 11 Only - Balga (Thursday) - Carpentry
52893WA	Certificate II in Building and Construction (Pathway - Trades)	VETDSS - Year 10 or 11 Only - Clarkson (Thursday) - Carpentry
52895WA	Certificate IV in Preparation for Health and Nursing Studies	VETDSS - Year 11 Only - McLarty (Thursday)
52895WA	Certificate IV in Preparation for Health and Nursing Studies	VETDSS - Year 11 Only - Midland (Thursday)
AHC20416	Certificate II in Horticulture	VETDSS - Year 10 or 11 Only - Joondalup (Thursday)
AUR20720	Certificate II in Automotive Vocational Preparation	VETDSS - Year 10, 11 or 12 - Midland (Thursday)
AUR20720	Certificate II in Automotive Vocational Preparation	VETDSS - Year 10, 11 or 12 - Midland (Friday)
AUR20720	Certificate II in Automotive Vocational Preparation	VETDSS - Year 10, 11 or 12 - Midland (Monday)
BSB30120	Certificate III in Business	VETDSS - Year 11 or 12 - Perth (Thursday AND Friday)
BSB30120-AC47	Certificate III in Business (Medical Administration)	VETDSS - Year 11 or 12 - Perth (Thursday AND Friday)
BSB30320	Certificate III in Legal Services	VETDSS - Year 11 or 12 - Perth (Thursday AND Friday)
BSB30320	Certificate III in Legal Services	VETDSS - Year 11 or 12 - Perth (Thursday AND Friday)
BSB30320	Certificate III in Legal Services	VETDSS - Year 11 Only - Perth (Thursday)
BSB30420	Certificate III in Library and Information Services	VETDSS - Year 11 Only - Perth (Friday)
CHC22015	Certificate II in Community Services	VETDSS - Year 10, 11 or 12 - Joondalup (Friday)
CHC22015	Certificate II in Community Services	VETDSS - Year 10, 11 or 12 - Leederville (Friday)
CHC22015	Certificate II in Community Services	VETDSS - Year 10, 11 or 12 - Joondalup (Friday)
CHC30221	Certificate III in School Based Education Support	VETDSS - Year 11 Only - Leederville (Thursday)
CHC30221	Certificate III in School Based Education Support	VETDSS - Year 11 Only - Leederville (Friday)
CHC32015	Certificate III in Community Services	VETDSS - Year 11 or 12 - Leederville (Thursday AND Friday)
CPC20220	Certificate II in Construction Pathways	VETDSS - Year 10, 11 or 12 - Clarkson (Thursday AND Friday)
CPP20121	Certificate II in Surveying and Spatial Information Services	VETDSS - Year 10, 11 or 12 - East Perth (Friday)
CUA30620	Certificate III in Arts and Cultural Administration	VETDSS - Year 11 Only - Perth (Friday)
CUA30720	Certificate III in Design Fundamentals	VETDSS - Year 11 Only - Perth (Friday)
CUA30920	Certificate III in Music	VETDSS - Year 11 Only - Leederville (Thursday)
CUA31020	Certificate III in Screen and Media	VETDSS - Year 11 or 12 - Perth (Thursday) - Radio Broadcasting & Podcasting
CUA31020	Certificate III in Screen and Media	VETDSS - Year 11 or 12 - Perth (Thursday) - Photography, Media, Content Creation
CUA31020-AC71	Certificate III in Screen and Media (Film & Television)	VETDSS - Year 11 or 12 - Perth (Thursday)
CUA31020-AC71	Certificate III in Screen and Media (Film & Television)	VETDSS - Year 11 or 12 - Perth (Friday)
CUA31020-AC89	Certificate III in Screen and Media (Animation)	VETDSS - Year 11 Only - Joondalup (Friday)
CUA31020-AC89	Certificate III in Screen and Media (Animation)	VETDSS - Year 11 Only - Perth (Friday)
CUA31020-AD88	Certificate III in Screen and Media (Animation & Game Art)	VETDSS - Year 11 or 12 - Perth (Friday)
CUA31020-AD88	Certificate III in Screen and Media (Animation & Game Art)	VETDSS - Year 11 or 12 - Perth (Thursday)
FNS30317	Certificate III in Accounts Administration	VETDSS - Year 11 or 12 - Perth (Thursday AND Friday)

Study Package Code	Study Package Full Title	Description
HLT23215	Certificate II in Health Support Services	VETDSS - Year 10 or 11 Only - McLarty (Friday)
HLT23215	Certificate II in Health Support Services	VETDSS - Year 10 or 11 Only - Mount Lawley (Friday)
HLT35115	Certificate III in Dental Laboratory Assisting	VETDSS - Year 11 Only - Leederville (Thursday)
HLT36015	Certificate III in Population Health	VETDSS - Year 11 Only - McLarty (Friday)
HLT36015	Certificate III in Population Health	VETDSS - Year 11 Only - Midland (Friday)
HLT36015	Certificate III in Population Health	VETDSS - Year 11 Only - Mount Lawley (Friday)
ICP20120	Certificate II in Printing and Graphic Arts	VETDSS - Year 10 or 11 Only - Perth (Thursday)
ICT30120-AC12	Certificate III in Information Technology (Cyber Security)	VETDSS - Year 11 Only - Joondalup (Friday)
MEM20422	Certificate II in Engineering Pathways	VETDSS - Year 10, 11 or 12 - Midland (Thursday AND Friday)
MEM20422	Certificate II in Engineering Pathways	VETDSS - Year 10, 11 or 12 - Clarkson (Thursday AND Friday)
MEM30522	Certificate III in Engineering - Technical	VETDSS - Year 11 Only - East Perth (Friday)
MSF20313-AA45	Certificate II in Furniture Making (Cabinet Making/Furniture Making Pre-Apprenticeship)	VETDSS - Year 10 or 11 Only - Balga (Thursday)
MSF20313-AA45	Certificate II in Furniture Making (Cabinet Making/Furniture Making Pre-Apprenticeship)	VETDSS - Year 10, 11 or 12 - Balga (Thursday AND Friday)
MSF20413-AA46	Certificate II in Glass and Glazing (Glass and Glazing Pre-Apprenticeship)	VETDSS - Year 10 or 11 Only - Balga (Thursday)
MSL20122	Certificate II in Sampling and Measurement	VETDSS - Year 10, 11 or 12 - East Perth (Friday)
MST20616	Certificate II in Applied Fashion Design and Technology	VETDSS - Year 10 or 11 Only - Perth (Friday)
PMB30121	Certificate III in Polymer Processing	VETDSS - Year 11 or 12 - Midland (Thursday AND Friday)
SHB20216	Certificate II in Salon Assistant	VETDSS - Year 10, 11 or 12 - Balga (Thursday)
SHB20216	Certificate II in Salon Assistant	VETDSS - Year 10, 11 or 12 - Midland (Thursday)
SHB30221	Certificate III in Make-Up	VETDSS - Year 11 Only - McLarty (Thursday)
SHB30221	Certificate III in Make-Up	VETDSS - Year 11 Only - McLarty (Friday)
SHB30221	Certificate III in Make-Up	VETDSS - Year 11 Only - Perth (Thursday)
SHB30221	Certificate III in Make-Up	VETDSS - Year 11 Only - Perth (Friday)
SIS30321	Certificate III in Fitness	VETDSS - Year 11 Only - Joondalup (Thursday)
SIS30321	Certificate III in Fitness	VETDSS - Year 11 or 12 - Joondalup (Thursday AND Friday)
SIS30321	Certificate III in Fitness	VETDSS - Year 11 or 12 - Perth (Thursday AND Friday)
SIS30321	Certificate III in Fitness	VETDSS - Year 11 Only - Perth (Friday)
SIS40421	Certificate IV in Sport Development	VETDSS - Year 11 or 12 - Leederville (Thursday AND Friday) - \$3900
SIT20322	Certificate II in Hospitality	VETDSS - Year 10 or 11 Only - Joondalup (Friday)
SIT20322	Certificate II in Hospitality	VETDSS - Year 10 or 11 Only - Perth (Friday)
SIT20421-AD84	Certificate II in Cookery (Commercial Cookery Pre-Apprenticeship)	VETDSS - Year 10 or 11 Only - Joondalup (Friday)
SIT30122	Certificate III in Tourism	VETDSS - Year 11 Only - Perth (Friday)
SIT30516	Certificate III in Events	VETDSS - Year 11 Only - Joondalup (Friday)
SIT30516	Certificate III in Events	VETDSS - Year 11 Only - Perth (Friday)
TLI20421	Certificate II in Supply Chain Operations	VETDSS - Year 10 or 11 Only - East Perth (Friday)
TLI27121	Certificate II in Rail Infrastructure	VETDSS - Year 10, 11 or 12 - Midland (Thursday)
TLI27121	Certificate II in Rail Infrastructure	VETDSS - Year 10, 11 or 12 - Midland (Friday)
UEE21920	Certificate II in Electronics	VETDSS - Year 10 or 11 Only Midland (Thursday)
UEE21920	Certificate II in Electronics	VETDSS - Year 10 or 11 Only Clarkson (Thursday)