



**South
Regional**

2025 Student Application Guide

Vocational Education and Training delivered
to Secondary Students (VETdSS)

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Before you start

The following information is important for your application.

Personal email address & phone number for yourself or your parent/guardian – you must check this regularly as all TAFE correspondence will be sent via email including during school holidays.

Unique Student Identifier (USI) – if you need to obtain a USI or can't remember your USI, visit <https://www.usi.gov.au/students>

School Curriculum and Standards Authority (SCSA) Number also known as Curriculum Council Identification Number (CCID) – this is your 8-digit number you will find on your school report/s. It may also be on your SmartRider.

NAPLAN and/or OLNA ★ often this is on the last page of your school report

Semester 1, 2025 School reports ★ This is used for confirming you WA Residency and Eligibility to Study



You will need to upload and attach these documents in PDF format to your application. Scan/take a clear photo of your documentation, save, or send it to the device you are using to complete your application.

Register as a New Student – [click here](#)

When you click on the link above, it will ask you to register.

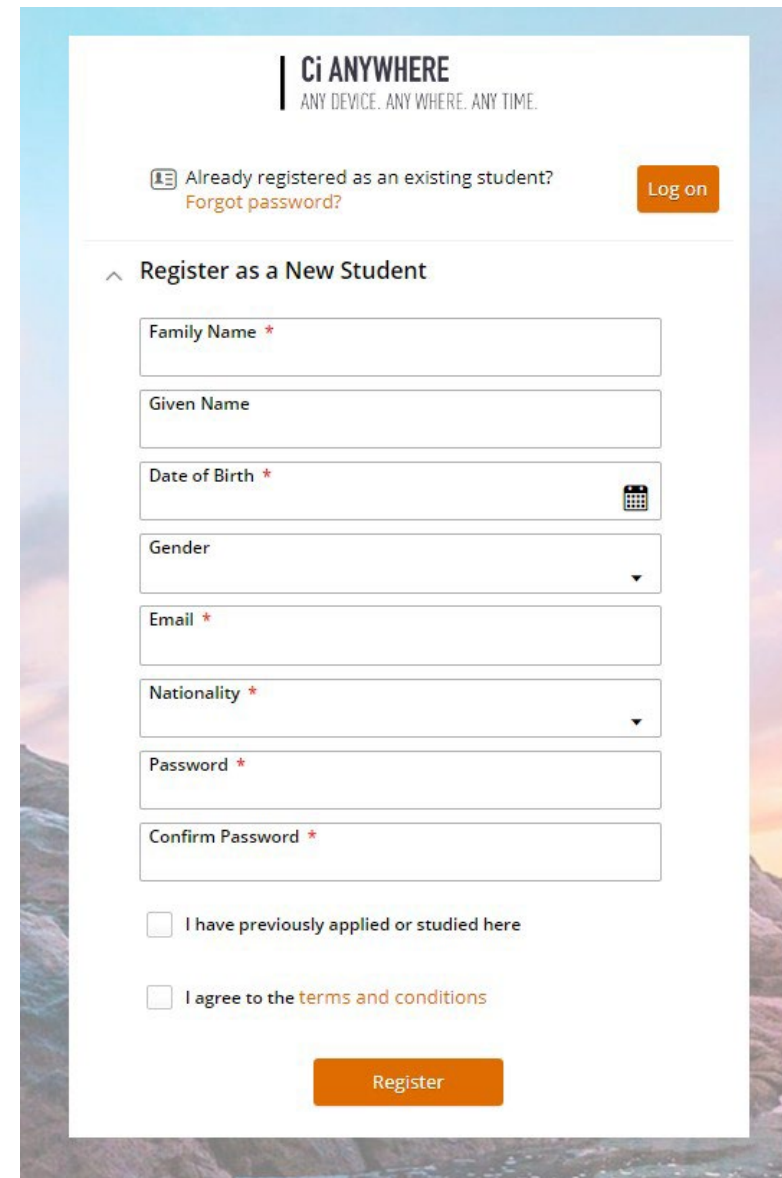
*(If you have already registered, select 'Log on' and type in your
Login ID & Password*

OR

*if you have forgotten your password, click on the 'Forgot Password'
link)*

IMPORTANT

If you think you may have registered before,
please send your full name and date of birth
to VETdSS.Application@srtafe.wa.edu.au
and we will advise of the next step



The screenshot shows a web registration form titled 'Ci ANYWHERE' with the tagline 'ANY DEVICE. ANY WHERE. ANY TIME.' At the top, there is a link for 'Already registered as an existing student?' with a 'Log on' button and a 'Forgot password?' link. Below this is a section titled 'Register as a New Student' with a dropdown arrow. The form contains several input fields: 'Family Name *', 'Given Name', 'Date of Birth *' (with a calendar icon), 'Gender' (a dropdown menu), 'Email *', 'Nationality *' (a dropdown menu), 'Password *', and 'Confirm Password *'. At the bottom, there are two checkboxes: 'I have previously applied or studied here' and 'I agree to the terms and conditions'. A large orange 'Register' button is at the bottom right.

Returning Student

User Name: 8 digit Student ID, generally starts with

600 Password: Password set at registration

Domain: Must be **TAFE**

Log on



Ci ANYWHERE
ANY DEVICE. ANY WHERE. ANY TIME.

Your existing sessions have been successfully logged out.

Log on using your details

User name

Password

Domain

TAFE

Log On



Keep me logged on



Accessibility Mode



[Forgotten password?](#)

[Terms and Conditions](#)

Forgotten Password Facility

User name: email address used when setting up account

You will receive an email with instructions on resetting your password.

Please note: staff are unable to reset your password for you. If you cannot remember the email you used, we can check this for you.

Ci ANYWHERE
ANY DEVICE. ANY WHERE. ANY TIME.

Forgot your Password?

Please enter your registered user name or email address to be sent instructions for resetting your password.

User name or email address

Send

Cancel

1. Fill in your details

Fill in your details; the fields marked with a red asterisk * are mandatory and you must complete them to be able to proceed.

Register as a New Student

Family Name *	Doe
Given Name	Jane
Date of Birth *	01-Jan-2007
Gender	Female
Email *	jane.doe@srtafe.wa.edu.au
Nationality *	Australian citizen
Password *	
Confirm Password *	

2. Create & Save your password

Once you have filled in your details, you will also need to create a password. Your password must be:

- 8 characters long;
- Contain at least 1 lowercase character/s; and
- Contain at least 1 numeric character/s.

Password *	*****
Confirm Password *	*****



Important: Make sure to memorise your password and record it in a safe place. Unlike school, TAFE can not reset lost or forgotten passwords, so it's essential you keep it secure and accessible.

3. Terms and Conditions

Click on the '**terms and conditions**' link to read (*or read the below*) as it highlights important information that **you will be responsible for**.

☐ I have previously applied or studied here

→ ☐ I agree to the **terms and conditions**

By completing this registration I understand I am submitting an application to study at South Regional TAFE. I acknowledge it is an offense to give incorrect residency, identity or USI details to access a state funded place.

I certify the information I am providing is correct and give South Regional TAFE consent to use my personal information to complete all student administrative and compliance processes. All further correspondence relating to my application, including an offer of a place, will be sent to the email address that I provide with this registration and it is my responsibility to update this should it change. If I am offered a place, I understand it is my responsibility to accept the offer by the due date or my offer will lapse.

South Regional TAFE complies with the Privacy Act 1988 (Cth) to ensure that your personal (including sensitive) information is protected.

Once you've **read**, **understand**, and **agree** to the terms and conditions, you may **tick** the check box for '**I agree to the terms and conditions**' as below:

→ ☒ I agree to the **terms and conditions**

4. Register

Now that you've safely stored your password, click on the  button.

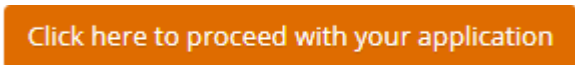
The following screen will appear if you have successfully registered, and a confirmation email will be sent to the email address you provided.

This email address will be used for all communication relating to your application, so please remember to check regularly including your spam folder for updates regarding your application.

Example of a confirmation email:

Keep this email safe!

If you have not already, click on:



to continue with your application!

Thank you for commencing an application with South Regional TAFE.

You can use the Login ID below and the password you specified when you commenced your application to log back into the portal at any time to continue your application or respond to any further requests for information about your application. If you have forgotten your password, you can use the forgotten password facility on the page by entering your email address.

[Log on to the Student Portal:](#)

User Name: 600*****

If you require any further information or assistance please contact; South Regional TAFE on 1800 621 445 or enquiry@srtafe.wa.edu.au.

Kind regards,

South Regional TAFE

Application Details

Step 1 Select Courses

Pick your course by viewing the Training Options Snapshot or Booklet then use the search bar to find your course.

It's really important to set your filter to 2026, as this is the year you are planning to study with us (If you select a different year, we won't be able to see your application on our end).

It's also a good idea to set the filter to your correct campus!

Please start your application by applying for a course

Step 1
Select Courses

Step 2
Student Details

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](#)

^ Select a Course

 ^ 8 records.

Filters

Clear all

 ^ 20 records.

^ RECORDING LEVEL

☐ VET 20

^ LOCATION

Clear

☒ Albany Campus 20

^ YEAR

Clear

☒ 2026 20

^ STUDY PERIOD

☐ Intake Year 20

MST20722 - Certificate II in Apparel, Fashion and Textiles

2026 Intake Year, Albany Campus

VETdSS - Classroom

Start Date01-Jan-2026

Liability CategoryState DPA : VDSS - VET Delivered to Secondary Students

Load CategoryNot Applicable

Attendance ModeClassroom based

Study ModeStandard

Selections Available

Add to application

...

AUR20520-AC33 - Certificate II in Automotive Servicing Technology (Light Ve...

2026 Intake Year, Albany Campus

Confirm your choice

Check that you have the correct:

☒ 2026 Intake year

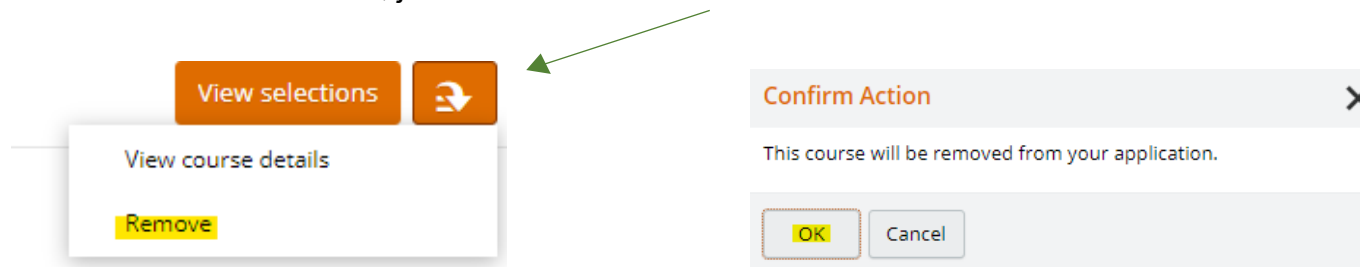
☒ Correct Campus

☒ Course type starts with VETdSS

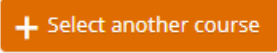
Select  when you have found your course

How to remove a course

Made a mistake? No worries, just click on the icon  that is next to 'View selections'.



How to add more courses

You can add another course by clicking on  then repeat the above steps

Arranging preferences

If you have selected more than one course, you may want to reorder them by which course you would prefer more.

Click on the  icon next the 'View selections' button to 'Decrease preference' or 'Increase preference'.

Please note: Preferences may only be considered once all first and second round offers have been finalised.

Step 2 Applicant Details

Fill in all your Personal details

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 *

Given Name

Preferred Name

Middle Name/s

Date of Birth *


Gender
Not entered

Contact and Address Details

Contact Details

Phone *

Email *

Address Details

Country *

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

Click next



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 >

Step 3 Educational Background



Please note you only need to complete the below parts for this page.

Educational Background

i Your educational details are displayed below.

This step is mandatory, please ensure your Highest School Level Achieved is the school level you will complete at the end of this current year.
[Show less](#)

^ Australian (or Equivalent) Study

Highest School Level Completed

Current School Grade

☐ Currently Attending School

Select this box

Year

*enter 2025 here

Student ID

On your school report

School

Search for your current school

State

Not entered

Once you're finished, click:

Next >

Step 4 Requirements

It is now time to use those documents you gathered beforehand. To complete each of the 6 listed requirements,

select the  button next to each.

Unique Student Identifier

Question 1 asks if you have a USI. By Selecting Yes, this will prompt you to enter your 10 digit number.

If you select No, this will guide you to complete a USI.

You require a USI before studying with South Regional TAFE.

Click Save and move to the next requirement.

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](#)

Requirement Details



^ Unique Student Identifier

Required for ICT20120 (1) - Certificate II in Applied Digital Technologies

 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.
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

Do you have USI number? *

Yes



^ Please provide your USI Number

 Please provide your USI Number

^ Questions for Please provide your USI Number

Response 1

Requirement Response questions

Please enter your USI Number *

School Reports, Naplan / OLNA and attendance

Requirement Details

Save

^

Questions for School Reports, Naplan / OLNA and attendance.

Response 1

Requirement Response questions

Please provide your Semester 1 Attendance percentage? *

^

Documents for School Reports, Naplan / OLNA and attendance.

Naplan/OLNA

Naplan/OLNA

Drag new attachments here

...

+ Add

School Reports

School Reports

Drag new attachments here

...

+ Add

Enter your Semester 1 2025 Attendance percentage from your school report.

Select Add and upload a PDF version of your Naplan/OLNA Reports.

You can add as many documents you as wish. Please include any support letters, resumes or references in this space.

Select Add and upload your Semester 1 2025 School Report

Authorisation to release personal information held by South Regional TAFE (SRT) to School regarding your application

You must provide us with authorisation to communicate with your school otherwise we are unable to proceed with your application. If you are not comfortable with this, please speak with one of our staff members.

 Please provide authorisation to release personal information held by SRT to School regarding your application.

 Questions for Authorisation to release personal information held by SRT to School regarding your application.

Response 1

Requirement Response questions

Please provide authorisation

Parent / Guardian
Please complete all areas

 Parent / Guardian Details

 Questions for Parent / Guardian

Response 1

Requirement Response questions

First Given Name *

40

Family Name *

Primary Contact Number *

Email *

English and Maths Results

For each of these, please enter your Semester 1 Grades. The other areas are not required.

Requirement Details Save

^ English Results

Required for ICT20120 (1) - Certificate II in Applied Digital Technologies

 English Results

^ Questions for English Results

Response 1

Requirement Response questions

Semester 1 English Grade *

What English Level are you studying next year?

Semester 1 OLNA Reading Achievement

Semester 1 OLNA Writing Achievement

Requirement Details Save

^ Math Results

Required for ICT20120 (1) - Certificate II in Applied Digital Technologies

 Math Results

^ Questions for Math Results

Response 1

Requirement Response questions

Semester 1 Math Grade *

What Math Level are you studying next year?

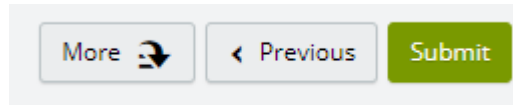
Semester 1 OLNA Numeracy Achievement

Under 18 at Commencement

This requirement may or may not show up and is dependent on the course chosen. It has not impact on the application, although if it is present, it does need to be completed. The answer will be 'No'

Step 5 Review and Submit

Check your information and chosen courses are correct and select submit. If you wish to change your preferences, select previous until you reach Step 1 again.



Once preferences are changed, kept selecting Next until you reach the Submit page again. If you do not submit, your application will not be recorded.

You will also receive an application acknowledgement email, example below:

Acknowledgment of application from South Regional TAFE

Your application for the following has been received and will be reviewed to ensure all necessary documents are included, you may receive a request for further information. Applications will be assessed from

CHC30221 - Certificate III in School Based Education Support

If you would like to update or review progress of your application you can do so in the [Student Portal \(https://trn-sms.tafe.wa.edu.au/T1TRN/CiAnywhere/web/SMT/LogOn/\\$S1_STU\)](https://trn-sms.tafe.wa.edu.au/T1TRN/CiAnywhere/web/SMT/LogOn/$S1_STU)

Kind regards,
South Regional TAFE



You can view and make changes to your application at any time by logging into the student portal via the link in your acknowledgement email.

Application completed What's next?

Good Luck!

1. South Regional TAFE will check and verify your application to make sure everything is correct.
2. You might get an email asking for more information. If that happens, your application can't move forward until we receive what's needed - so be sure to check your email and reply as soon as you can!
3. We will advise you once your application has been verified and is moving to the assessment stage. No further action is required from you at this stage.
4. You may be invited to an interview. This is not for all applicants and not for all courses.
5. Once the assessment stage is finished, you will get an email letting you know if you were successful or not.
6. Very important: If you are successful, you must click the link in the email/offer letter we send you. This step is essential - without it, we can not enrol you in the course!
7. If you don't get into your first choice, your other choices will still be looked at, as long as there are spots left in those courses.