

## Application checklist

When you apply, you will need to set aside **10 minutes at least** to complete all fields, including entering information about yourself and uploading files into our form. For some courses, you will need to provide evidence to prove that you can study as per the training package study requirements, including literacy and numeracy and other entry requirements.

Use our handy checklist below to ensure you are ready to begin, then visit the “Apply now” link on the course page for your preferred study mode.

<b>Ensure you have read important information first</b>	
<b>Terms and Conditions of application</b> <a href="https://www.southmetrotafe.wa.edu.au/students/policies-forms-responsibilities">https://www.southmetrotafe.wa.edu.au/students/policies-forms-responsibilities</a> Understand your obligations when studying at SM TAFE before you apply.	
<b>Course page on our website</b> Ensure you have read the entry requirements before you apply.	
<b>eCampus pages of our website</b> <a href="https://www.southmetrotafe.wa.edu.au/studying-online/ecampus">https://www.southmetrotafe.wa.edu.au/studying-online/ecampus</a> Check our requirements for studying online including ability to undertake online study and technical requirements. Some courses will need practical assessments and additional software or equipment.	
<b>Online study pack</b> <a href="https://www.southmetrotafe.wa.edu.au/sites/default/files/2021-06/OnlineStudyInfoPack.pdf">https://www.southmetrotafe.wa.edu.au/sites/default/files/2021-06/OnlineStudyInfoPack.pdf</a> Ensure you have downloaded, read, and understood what online study means at SM TAFE. Ensure you have clicked links to our website and read the additional information.	
<b>Register for Student Portal (if applicable)</b>	
If your course application links takes you to our Student Portal (also called ciAnywhere), get ready to use your login, or to create a login.  If you have studied with us before, you will have received a Student ID. Student IDs usually start with a P or M and are followed by 6 digits, or start with a 3 and are followed by 7 digits.  If you don't have a Student ID, you will need to register in Student Portal using your name, email address and birth date.	
<b>Get ready to answer information about yourself</b>	

<p><b>Name as per your ID</b></p>	
<p><b>Address as per your proof of residency and citizenship status</b> The fees on our website apply only to WA residents. If you reside outside of WA you should seek an indicative fee cost from Customer Service before you apply.</p>	
<p><b>Contact details</b> A correct email address and mobile phone number are important to ensure we can process any enquiries about your application quickly</p>	
<p><b>Get ready to upload your files</b> It's a good idea to arrange your photos, scans or PDF files of forms of ID or completed forms in one folder on your computer, ready to upload for each field in the form.</p>	
<p><b>Entry requirements listed on the course page of our website</b> When you apply, you will be asked to satisfy any entry requirements on the course page of our website. This might be uploading a resume to prove a work history, uploading a qualification certificate to prove past study or training, uploading a reference or letter of support from someone you work with, or uploading your ID showing your birth date to prove you are of age.</p>	