Student Portal Application Guide

Welcome to using Student Portal

Student Portal is the online application engine that allows SM TAFE website visitors to make applications for selected courses.

Applications

Student Portal allows self-service application for courses that start anytime, for Skills Ready skill sets and for selected semester-based courses. You will be required to answer questions about your contact details, study history, your USI, your citizenship status and eligibility to study the course or to receive a funded government place in the course. You will be required to upload evidence to support your application. Your application will then be assessed and if successful, you will be made an offer to proceed to enrolment with our Customer Service team.

Get assistance

If at any time you need help applying through Student Portal, talk to your lecturer, visit a campus library, or contact our Client Contact Centre.

- **Email:** info@smtafe.wa.gov.au
- **Phone:** 1800 001 001

To register as a new user

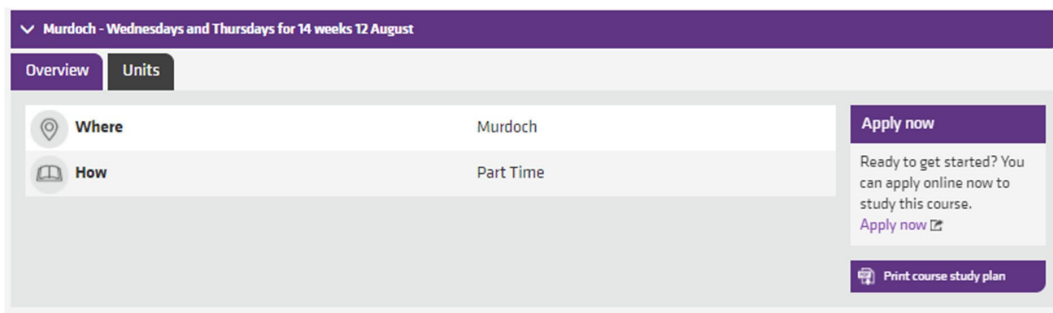If this is your first time using Student Portal, you will need to register an account.

The best way to begin an application is to visit the course page and follow the Apply Now links in the study option of your choice. For infection control and Skills Ready courses, you will go straight to Student Portal. For all other courses, you will be directed to visit our Direct Applications page, where links for semester-based and start anytime courses are listed against the courses using the direct applications method.

Please note: if you have a Student ID or are an existing student, you should login using your Student ID and password. Please do not register a new account. See our Already Registered section.

1. **Begin to apply**

   Infection control and Skills Ready courses:
   Click on the '**Apply Now**' hyperlink (see below) to the course study option you wish to apply for.
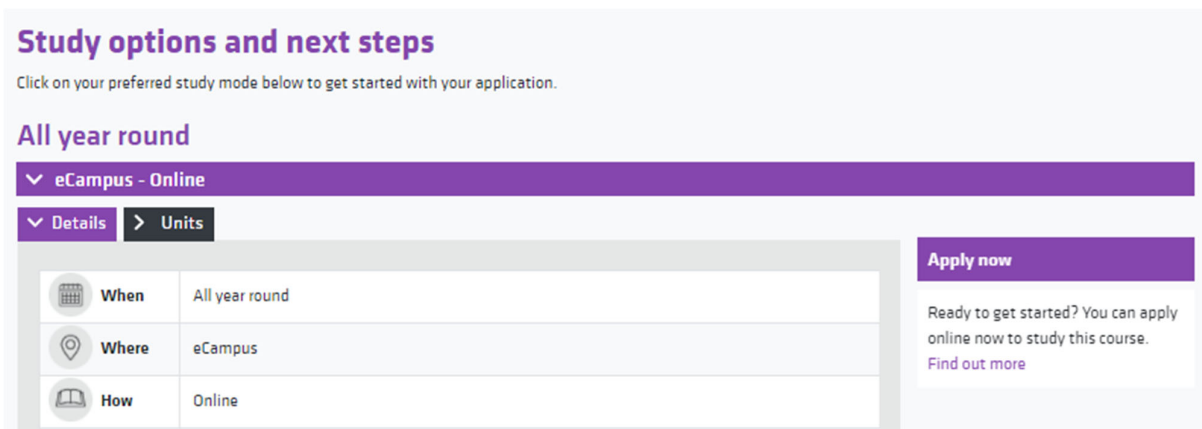
   Or, for all other direct application courses:
   Click on the '**Apply Now**' hyperlink (see below) to the Direct Applications page of our website.

Then, find your direct application course in the semester or start anytime lists on the page. Click the link next to your course that says '**Apply via Student Portal**'.
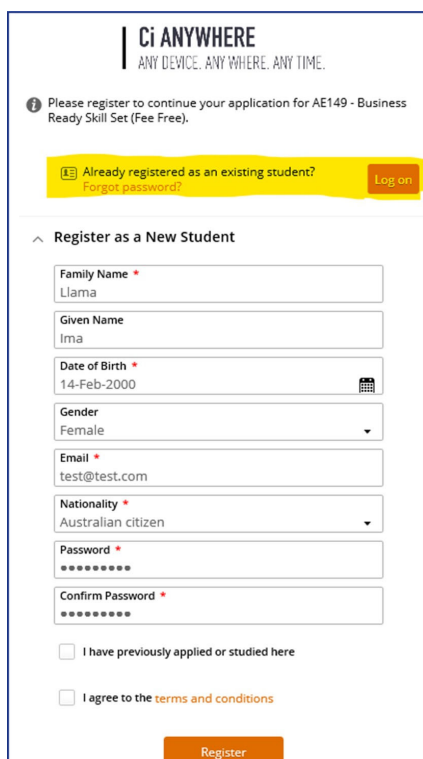
Semester 1 2022 courses

	Aerospace, Maritime and Logistics >
>	Agriculture, Animals, Science and the Environment
>	Automotive
>	Building and Construction
>	Business and Finance
>	Education and Community Services
>	Engineering and Mining
>	English and Foundation Studies
>	Information Technology

National code	Course title	Campus	Study mode	Study load	Apply now
AVI50219	Diploma of Aviation (Commercial Pilot Licence-Aeroplane)	Jandakot	On campus	Full time	Applications open 4 October 2021
AVI50319	Diploma of Aviation (Commercial Pilot Licence-Helicopter)	Jandakot	On campus	Full time	Applications open 4 October 2021
TLI40619	Certificate IV in Warehousing Operations	Fremantle	On campus	Part time	Express your interest

Start anytime

We have many courses available to study straight away. Some online courses are fully online and self-paced, while others require on-campus practical assessments or attendance at workshops blended with online study. Those that are on campus start straight away in the next scheduled block of units.

	Online study >
>	Online and on campus
>	On campus

To study fully online, you should be prepared to commit to independent study. To help you understand what it takes to study online at SM TAFE, download our info pack below.

Online study info pack (334 KB) 📄🔗

National code	Course title	Apply now
CHC32015	Certificate III in Community Services	Apply via Student Portal 🔗
CHC33015-AA66	Certificate III in Individual Support (Ageing)	Apply via Student Portal 🔗
CHC33015-AA67	Certificate III in Individual Support (Disability)	Apply via Student Portal 🔗
BSB30719	Certificate III in Work Health and Safety	Express your interest 🔗
CHC42015	Certificate IV in Community Services	Apply via Student Portal 🔗

2. You will now see a registration page where you will need to complete all the mandatory fields marked with an asterix "*". Be sure to read the **Terms and Conditions of Applications** link before checking the checkbox and take a note of the password you create for use later. Then click the Register button to proceed:

3. Once you have clicked Register, you will be taken to a Confirmation of Registration page, click the button (below) to proceed.

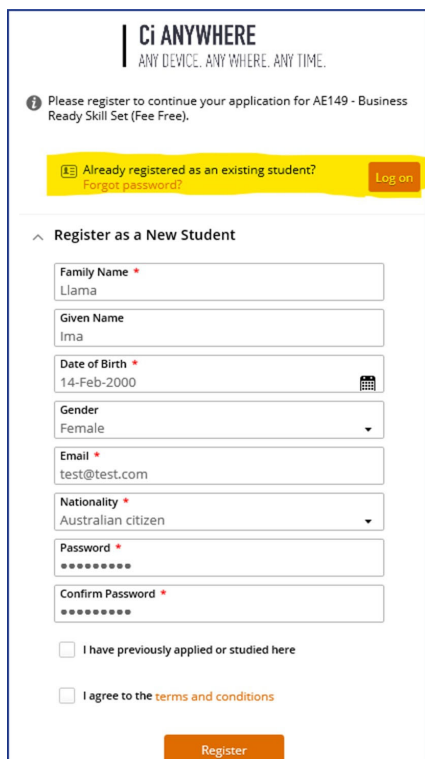You will also receive a Confirmation of Registration email with your Student ID to the email address you used to register.

Already registered

If you are an existing student you will already have a Student ID. Your Student ID can start with a P or and M and be followed by six digits, or start with a 3 followed by seven digits. Examples include P123456, M123456 or 31234567.

Click on the 'Apply Now' hyperlink to the course study option you wish to apply for. When the below registration page appears, click the '**Log On**' option highlighted below.

If you need help remembering your password, use the **Forgot password** link.

Once you have clicked Log On it will take you to a login screen where you can enter your previously used Student ID and Password. If you have difficulty with your user name and password visit https://www.southmetrotafe.wa.edu.au/managing-your-password or call us on 1800 001 001.
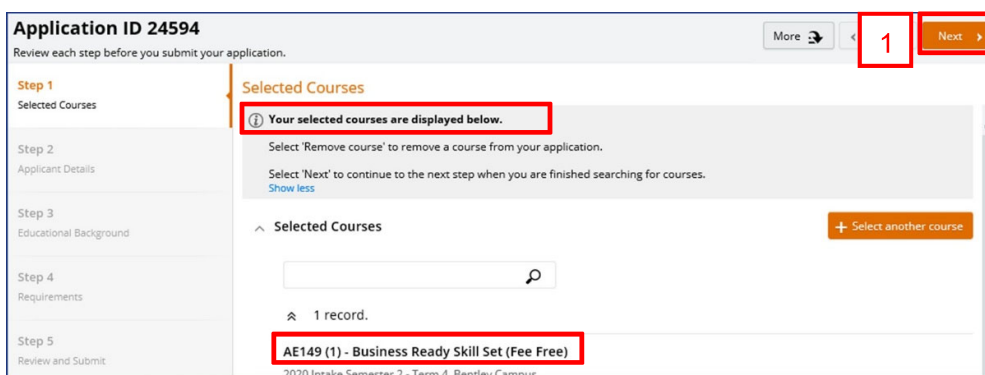
Begin your application

Once you have registered or logged in, you will be shown a 'Make an Application' screen, with multiple steps to complete all screens. The left side of the screen shows the steps to be completed.

The course and study option you have chosen will automatically be chosen as a selected course:

Please Note: If a message appears saying the course you have chosen is unavailable, please contact us on 1800 001 001 for assistance.

Click the **Next** button at the top right top right above) to proceed.

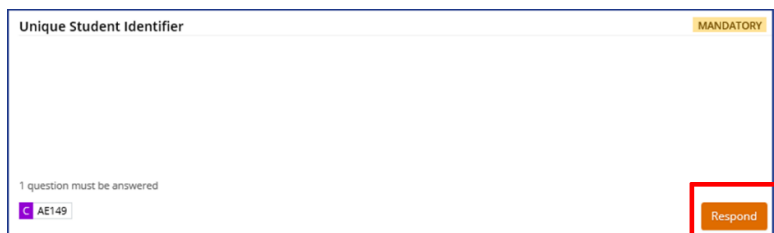## Screens: Step 2 – Applicant Details and Step 3 – Educational Background

Complete steps 2 and 3 ensuring you enter all required information and clicking next in the top right to continue to the Step 4 screen.
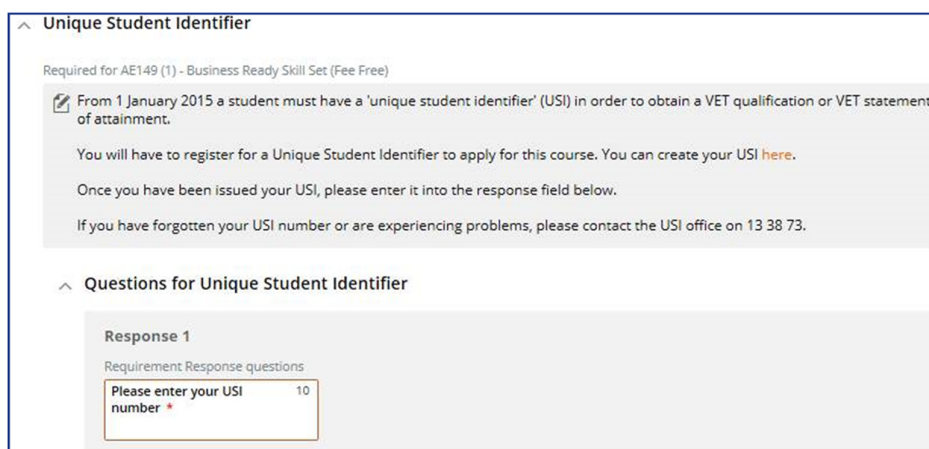
Screen: Step 4: Requirements

Depending on the kind of course you are applying for, there may be application requirements that are mandatory to be answered. All Mandatory requirements must be complete for you to submit the application for assessment.

Unique Student Identifier

Click the **Respond** button, then enter your USI into the field.

If you do not already have one, there is a link available to create one.

Your USI will be checked by a South Metropolitan TAFE officer and if it is not valid your application and enrolment will be cancelled.

Proof of eligibility supporting documents

Click the **Respond** button.

Please carefully read the documents that are required to be attached to the application. The documents required will vary depending on whether you are applying for free, half price or general fees-payable courses.

Proof of evidence may include:
- Proof of citizenship
- Proof of residency in Western Australia
- Concession or Health Care card

More information about the kinds of evidence we need uploaded is available on our website.
https://www.southmetrotafe.wa.edu.au/finalise-enrolment/evidence-requirements

Please note visa documentation is only required for non-citizens.

Demonstrating you have the entry requirements

Depending on your course, there may be additional mandatory fields to complete, to satisfy the entry requirements such as:
- Evidence to show you have a study history or the necessary pre-requisites
- Evidence to show you are working in industry
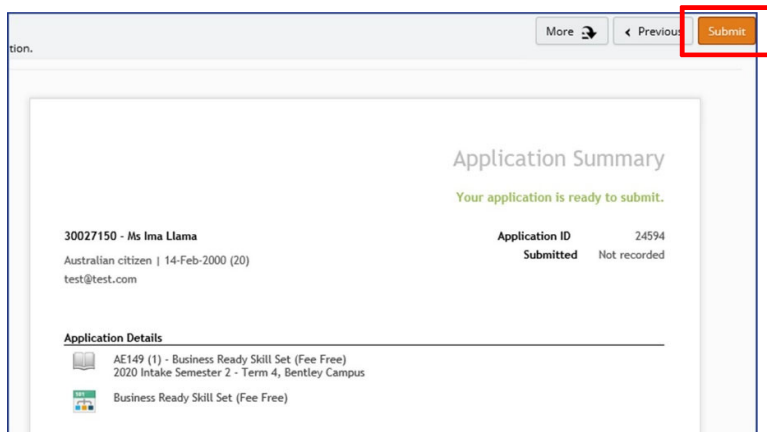- Evidence to show you are over 18
- Additional forms for completion

If these criteria are not met correctly, you will be contacted by a South Metropolitan TAFE officer to collect the information. If this is not received, your application and enrolment will be cancelled.

Once you have completed all mandatory fields, click **next** in the top right of the screen to continue.

Screen: Step 5 – Application Summary

Check your application summary to make sure the course you have applied for is correct.

Click **Submit** in the top right to submit your application.

After a few minutes you should receive another email titled 'Application Acknowledgement', explaining that your application has been submitted to the course. This email will have details on how to check your application.

After you have applied

Our assessment team will review your information and documents for eligibility for the course. If successful, you will receive an offer from us to enrol, or in the case of infection control and Skills Ready courses, you will be automatically enrolled and will receive a confirmation email from our system.

If you have not studied at SM TAFE before, 48 hours after enrolment, you will receive an automated email with your Student ID and login.

Semester-based students will also receive a student welcome email with information about your online study spaces. To find out more, please visit the links below.

- Microsoft Office365 – TAFE email, timetable and password resets
  https://www.southmetrotafe.wa.edu.au/office-365

- Blackboard – online training system
  https://www.southmetrotafe.wa.edu.au/blackboard

- Student Portal – view course details and enrolments
  https://www.southmetrotafe.wa.edu.au/student-portal

- Library – view online resources
  https://guides.dtwd.wa.gov.au/smtafe-libraryservice