Enrolling into Infection Control Skill Sets Guide

Please follow the below steps to complete an online application for the Infection Control Skill Sets at South Metropolitan TAFE.

Instructions

1. Click on the ‘Enrol Now’ hyperlink (see below) to the Infection Control Skill set you wish to apply for.

This should take you to a registration page:

Complete all the mandatory* fields above, then check and agree to the terms and conditions. Click the ‘Register’ button to proceed.
2. Once you have clicked Register, you will be taken to a Confirmation of Registration page, click the button (below) to proceed. You should also receive a Confirmation of Registration email with your Student ID to the email address listed in step 1.

3. This will take you to a ‘Make an Application’ page into Step 1 (see steps down the left side of the page). The Infection Control Skill Set you have chosen will automatically be chosen as a selected course:

Click Next (in the top right above) to proceed.

4. Complete Steps 2 and 3 – ensuring to enter all required information and clicking next in the top right to continue.

5. Step 4 - There are 2 application requirements that are mandatory to be answered to apply for an Infection Control Skill Set.

   i. **Proof of Citizenship**
      Click on Respond on the requirement

Please carefully read the 2 documents that are mandatory to be attached to the application. If these criteria are not met correctly, you will be contacted by a South Metropolitan TAFE officer to collect the information. If the evidence is not returned to us, your application and enrolment will be cancelled.
ii. **Unique Student Identifier**
Click on Respond on the requirement
If you answer ‘No’ to the initial question, there is a link available to create your own USI (or go there now if you haven’t got a USI yet)

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

Click next in the top right to continue.

6. **Step 5** is an application summary page. 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 enrolment has been processed into the course. This email will have details on how to check your enrolment.

7. 48 hours after enrolment, you will receive a Student Welcome Email – which will have details on your login for access to these online systems for your training:

   i. Microsoft Office 365 – TAFE emails & password resets
   ii. Blackboard – online training system
   iii. Student Portal – view course details and enrolments
   iv. Library – view online resources