SMS090 Student Self-Application Guide – Recovery skill set

Please follow the below steps to complete an online application for the Recovery Skill Sets at South Metro TAFE.

Instructions

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

This should take you to a registration page:

If you are an existing student, please use the top option to log in, do not create a new student. If you need help, please ring 1800 001 001.
New students, 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 Recovery Skill Set you have chosen will automatically be chosen as a selected course:

   ![Image of application ID 24594]

   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 a Recovery Skill Set.

   i. **Unique Student Identifier**
      Enter your USI. 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.

ii. Proof of Eligibility Supporting Documents
Click on Respond on the requirement

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 the free or fees-payable skill set. 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. The Visa documentation is only required for non-citizens. There is a link to help at the top.

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.

![Application Summary](image)

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.

7. If you are accepted into the Skill Set and have not studied at South Metro TAFE before, 48 hours after enrolment, you will receive a Student Welcome Email – which will have details on how to access the follow 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