

VETDSS Portal Instructions

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Submitting your Application

Sign In:

Here is the URL to access the VETDSS Portal:

<https://vetdss.powerappsportals.com/Signin>

The VETDSS team will create and email the School their password, portal link and the PDF on how to use the VETDSS Portal.

The School will enter their 'User Name' and 'Password' to sign in.

Sign in with a local account

* User name

* Password

Remember me?

NOTE: The password provided to schools by Bendigo TAFE and Kangan Institute is unique.

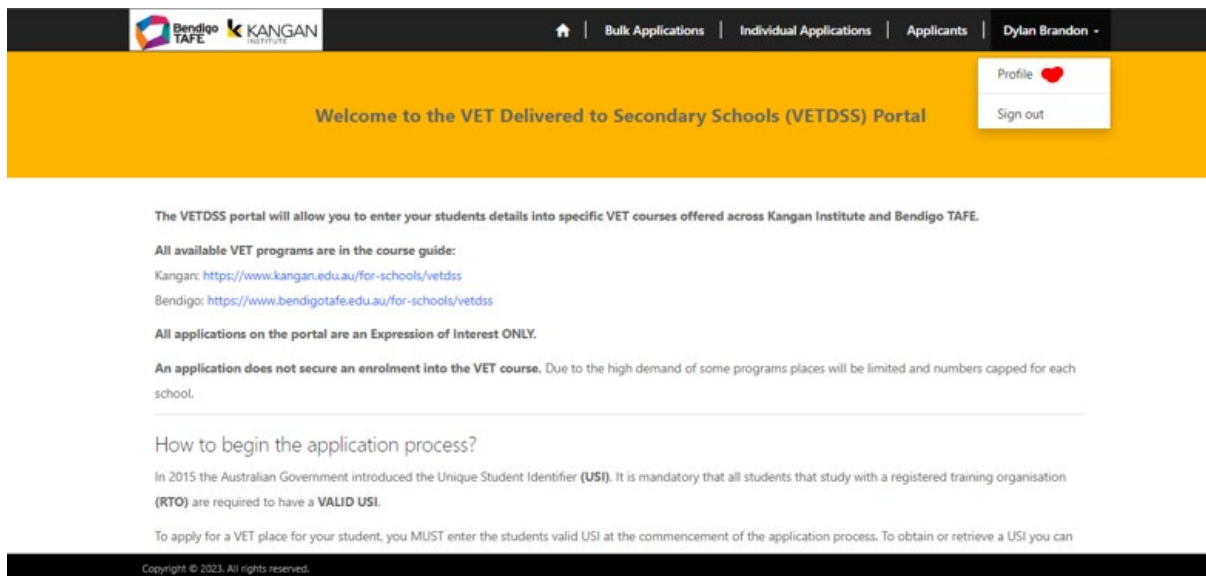
Home Page:

The VETDSS Portal Home page has helpful information along with the course guide and an instructional pdf.

Clicking the 'Home' button in the Navigation Bar will take you back to the Home page.

To 'Sign Out', click on the School's Name in the Navigation Bar.

The first task a new School MUST do is click into the Profile page and update contact information for the school, by clicking on their 'Name' in the Navigation Bar and selecting 'Profile'.



The screenshot shows the VETDSS Portal Home page. At the top, there is a navigation bar with the Bendigo TAFE and Kangan Institute logos on the left, and a home icon, 'Bulk Applications', 'Individual Applications', 'Applicants', and 'Dylan Brandon' on the right. Below the navigation bar is a yellow banner with the text 'Welcome to the VET Delivered to Secondary Schools (VETDSS) Portal'. On the right side of the banner, there is a profile dropdown menu with 'Profile' (with a red heart icon) and 'Sign out' options. Below the banner, the main content area contains the following text:

The VETDSS portal will allow you to enter your students details into specific VET courses offered across Kangan Institute and Bendigo TAFE.

All available VET programs are in the course guide:
Kangan: <https://www.kangan.edu.au/for-schools/vetdss>
Bendigo: <https://www.bendigotafe.edu.au/for-schools/vetdss>

All applications on the portal are an Expression of Interest ONLY.

An application does not secure an enrolment into the VET course. Due to the high demand of some programs places will be limited and numbers capped for each school.

How to begin the application process?

In 2015 the Australian Government introduced the Unique Student Identifier (USI). It is mandatory that all students that study with a registered training organisation (RTO) are required to have a VALID USI.

To apply for a VET place for your student, you MUST enter the students valid USI at the commencement of the application process. To obtain or retrieve a USI you can

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NOTE: This example is updated as of 1st September 2023

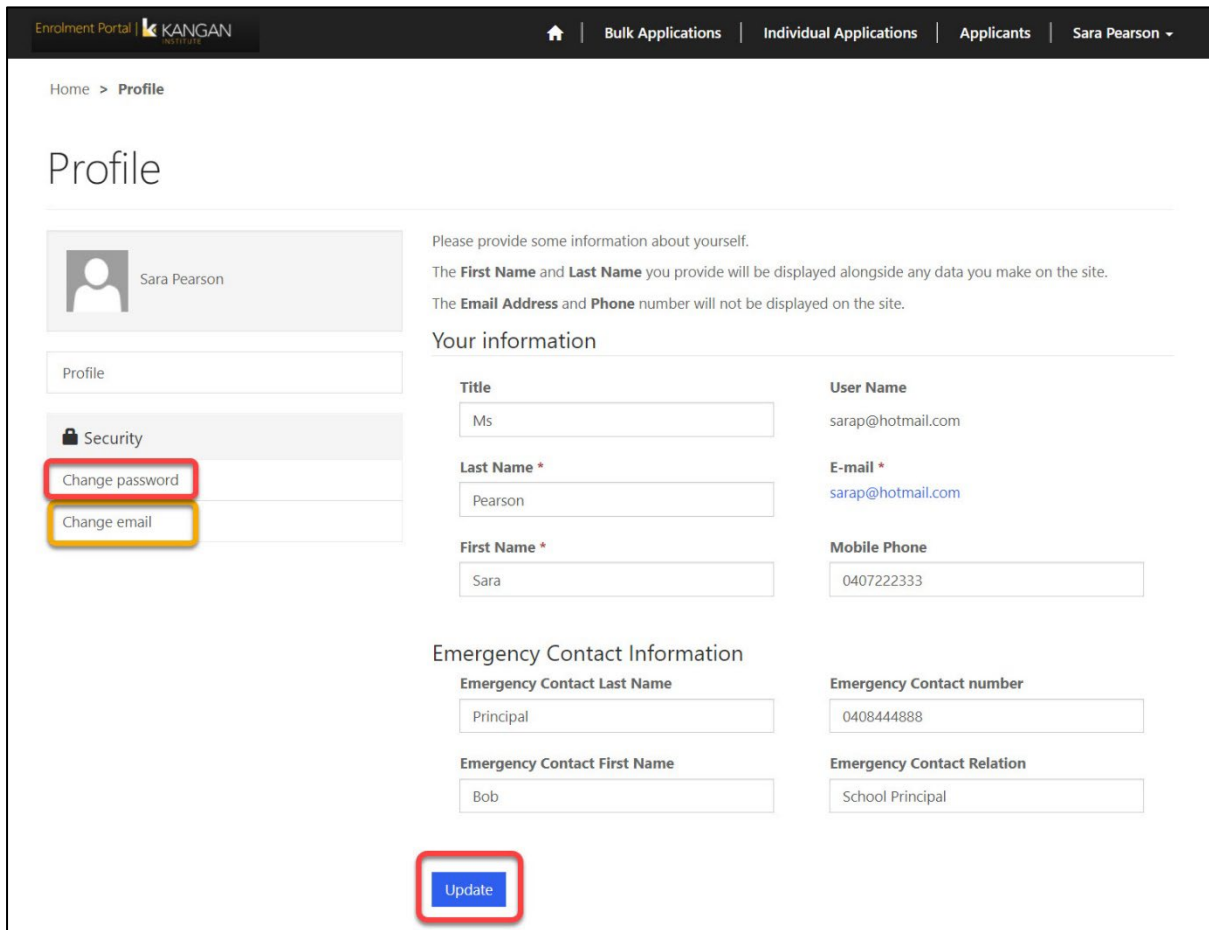
Profile:

When the School clicks the 'Change Password' or 'Change Email' button, they will be directed to a new page.

The School must include all contact information.

All schools must include an **Emergency Contact** for the school. This needs to be someone who is able to be contacted afterhours or on school holidays should an emergency situation arise out of school hours. For example, this can be the Assistant Principal or Principals mobile number.

The School selects 'Update' to finish.



Enrolment Portal | KANGAN INSTITUTE

Home > Profile

Profile

Please provide some information about yourself.
 The **First Name** and **Last Name** you provide will be displayed alongside any data you make on the site.
 The **Email Address** and **Phone** number will not be displayed on the site.

Your information

Title	<input type="text" value="Ms"/>	User Name	sarap@hotmail.com
Last Name *	<input type="text" value="Pearson"/>	E-mail *	sarap@hotmail.com
First Name *	<input type="text" value="Sara"/>	Mobile Phone	<input type="text" value="0407222333"/>

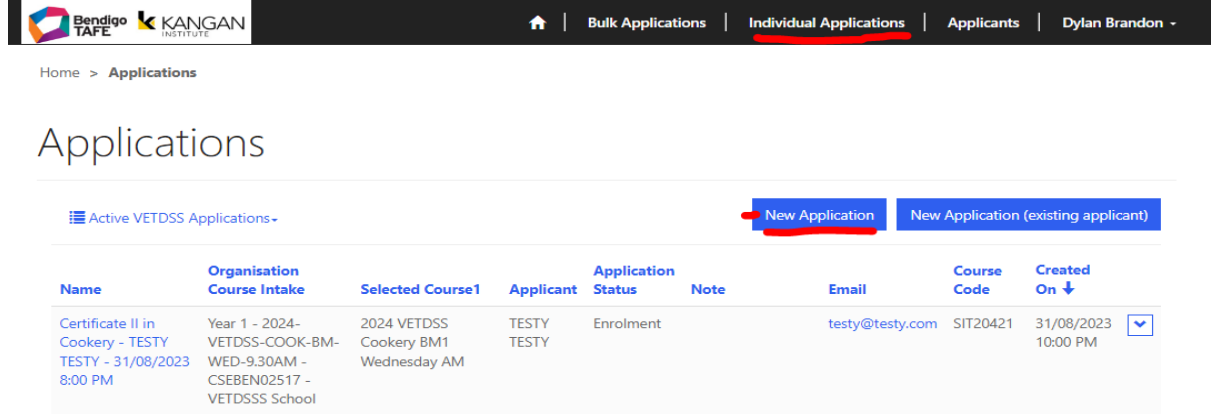
Emergency Contact Information

Emergency Contact Last Name	<input type="text" value="Principal"/>	Emergency Contact number	<input type="text" value="0408444888"/>
Emergency Contact First Name	<input type="text" value="Bob"/>	Emergency Contact Relation	<input type="text" value="School Principal"/>

Navigation: Profile, Security (Change password, Change email), Update

Individual Applications - New Application:

To add a new student application, select 'New Application' in the 'Individual Applications' section.



Home > Applications

Active VETDSS Applications -

[New Application](#) [New Application \(existing applicant\)](#)

Name	Organisation Course Intake	Selected Course1	Applicant	Application Status	Note	Email	Course Code	Created On ↓
Certificate II in Cookery - TESTY TESTY - 31/08/2023 8:00 PM	Year 1 - 2024- VETDSS-COOK-BM- WED-9.30AM - CSEBEN02517 - VETDSS School	2024 VETDSS Cookery BM1 Wednesday AM	TESTY TESTY	Enrolment		testy@testy.com	SIT20421	31/08/2023 10:00 PM

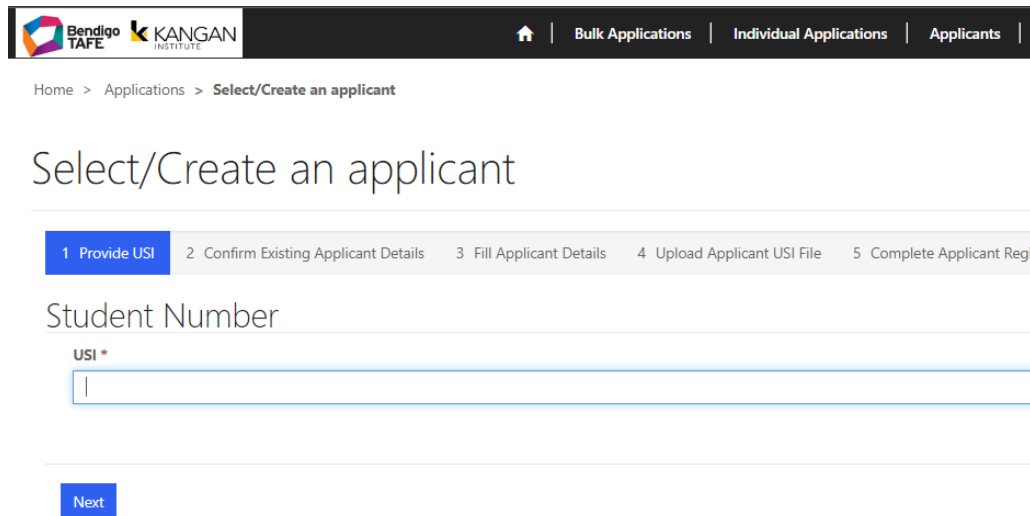
Provide USI:

NOTE: You can use your internet browsers 'Back' button if you need to re-do a Step.

The School enters the Applicant's USI number. You cannot add a student to the portal or to a course without a valid USI.

The USI must be 10 characters long, uppercase letters and cannot contain 1, i, 0, o. The School's Portal will now allow you to proceed if the USI doesn't follow these rules.

Click on 'Next' to continue.



Home > Applications > **Select/Create an applicant**

Select/Create an applicant

1 Provide USI 2 Confirm Existing Applicant Details 3 Fill Applicant Details 4 Upload Applicant USI File 5 Complete Applicant Regis

Student Number

USI *

Next

Existing Applicant Details:

If the Portal finds a matching USI in the system, it will automatically load up the Applicant and some fields will already be prefilled.

You will need to 'Confirm Applicant Details' to progress.

Click 'Next' to continue

Home > Individual Applications > **Select/Create an applicant**

Select/Create an applicant

- 1 Provide USI ✓
- 2 Confirm Existing Applicant Details**
- 3 Fill Applicant Details
- 4 Complete Applicant Registration

Existing Applicant

Please confirm the applicant details:

Applicant
dTestF dTestL

USI *
AAAAAAAAAF

VSN

Confirm Applicant Details *
Yes

Next

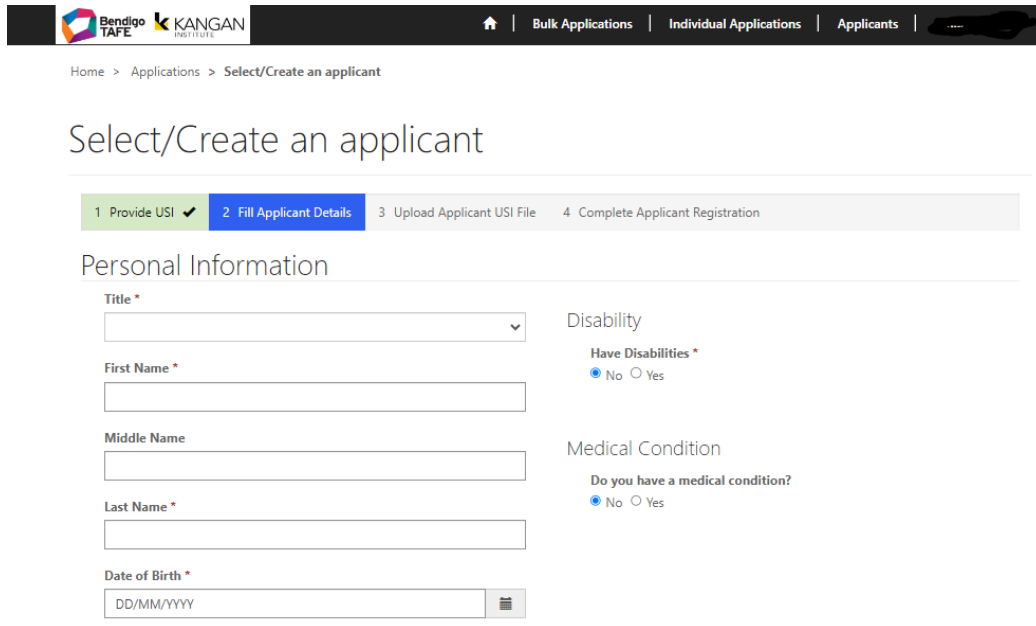
NOTE: This page will only appear if the system matches the USI provided with a student already in our system

Complete Applicant Details:

Fill in all fields with the Applicant's information.

Please ensure the form is fully completed, including the Disability and Medical Condition section (if applicable)

Click 'Next' to continue



Home > Applications > Select/Create an applicant

Select/Create an applicant

1 Provide USI ✓ 2 Fill Applicant Details 3 Upload Applicant USI File 4 Complete Applicant Registration


Personal Information

Title *

First Name *

Middle Name

Last Name *

Date of Birth *
 

Disability

Have Disabilities *
 No Yes

Medical Condition

Do you have a medical condition?
 No Yes

Fill in all fields with the Applicant's information.

Click 'Next' to continue

Example on next page

Home > Applications > Select/Create an applicant

Select/Create an applicant

1 Provide USI 2 Fill Applicant Details 3 Upload Applicant USI File 4 Complete Applicant Registration

Personal Information

Title *	<input type="text"/>	Disability
First Name *	<input type="text"/>	Have Disabilities * <input checked="" type="radio"/> No <input type="radio"/> Yes
Middle Name	<input type="text"/>	Medical Condition
Last Name *	<input type="text"/>	Do you have a medical condition? <input checked="" type="radio"/> No <input type="radio"/> Yes
Date of Birth *	<input type="text" value="DD/MM/YYYY"/>	
Gender *	<input type="text"/>	
Unique Student Identifier	<input type="text" value="HDJ54JFKDN"/>	
Victorian Student Number (VSN)	<input type="text"/>	
In which country were you born?	<input checked="" type="radio"/> Other <input type="radio"/> Australia	
Country of Birth Lookup	<input type="text"/>	
Arrival year in Australia	<input type="text"/>	

You will then be asked to upload evidence of the students USI registration details. Please upload evidence of USI on behalf of the student for enrolment purposes Then select **NEXT**

Home > Applications > Select/Create an applicant

Select/Create an applicant

1 Provide USI 2 Fill Applicant Details 3 Upload Applicant USI File 4 Complete Applicant Registration

The form could not be submitted for the following reasons:
Attach a copy of USI is a required field.

Attach a copy of USI *
 No file selected

Course Offering Selection and Submission of EOI:

The 'Organisation Intake' will show you a full listing of available Courses. Select the magnifying glass to view the courses available

Tick the program you wish to submit the EOI for, and then click the 'Select' button.

Note: You can only select one program in this window

<input checked="" type="checkbox"/>	Name	Created On
<input type="checkbox"/>	[VETDSSS] Certificate II in Automotive Vocational Preparation - V-MTDISIMVC	19/04/2021 7:45 PM
<input type="checkbox"/>	[VETDSSS] Certificate II in Automotive Vocational Preparation - V-MTVET1BEN	19/04/2021 7:46 PM
<input type="checkbox"/>	[VETDSSS] Certificate II in Automotive Vocational Preparation - V-MTVET2BEN	19/04/2021 7:46 PM
<input checked="" type="checkbox"/>	[VETDSSS] Certificate II in Building & Construction - V-BTBVET1F	19/04/2021 7:49 PM
<input type="checkbox"/>	[VETDSSS] Certificate II in Building & Construction - V-BTBVET2W	19/04/2021 7:49 PM
<input type="checkbox"/>	[VETDSSS] Certificate II in Building & Construction - V-BTBVET2F	19/04/2021 7:50 PM
<input type="checkbox"/>	[VETDSSS] Certificate II in Building & Construction - V-BTB8EN1TUE	19/04/2021 7:51 PM
<input type="checkbox"/>	[VETDSSS] Certificate II in Building & Construction - V-BTB8EN2FRI	19/04/2021 7:52 PM

The course details will now be seen under the "Organisation Intake" section.

Select the campus.

NOTE: Please ensure you select the appropriate campus as per the course offering

The screenshot shows a web form with three sections highlighted by red rounded rectangles. The first section is titled "Organisation Intake" and contains a grey input field. The second section is titled "Program" and contains a grey input field with three dashes "---" below it. The third section is titled "Selected Campus *" and contains a grey input field. The form is set against a light blue background with a horizontal line separating the sections.

Complete the Application Details questions

AND

Confirm parental consent retained by school – **select YES to confirm**

Confirm if school has retained consent from student and parent for digital delivery & submission of video assessments – **select YES or NO**

School to complete declaration - **select YES to confirm**

Click 'Submit' to finish.

Application Details

Which best describes your current employment status? *

8 - Not Employed - not seeking employment

Completed School Level *

Year 10 - Completed

Indicate the main reason for studying this course *

8 - To get into another course of study

Parental consent retained? *

No Yes

Student Consent - Digital Delivery (i.e., virtual classrooms)

No Yes

Student Consent - Submit video evidence for assessment

No Yes

Parent/Guardian Consent: (students under 18 years) - Digital Delivery (i.e., virtual classrooms)

No Yes

Parent/Guardian Consent: (students under 18 years) - Submit video evidence for assessment

No Yes

I declare that I am the authorised representative of the school/business and have sought permission from the listed applicants to upload their application information to this portal. I have also sought parental/guardian permission for applicants under the age of 18. *

No Yes

A blue rectangular button with the word "Submit" in white text, outlined with a red border.

The process for submitting an EOI application has now been completed

Note: The school is responsible for obtaining consent from the student and parent/guardian before submitting an application via the TAFE VETDSS Portal on their behalf.

Helpful Processes

Adding an applicant – not assigning to course offering:

This process is useful if you want to add a student to the portal, but they have not confirmed which course they would like to apply for.

Within the new VETDSS portal you can now add students without assigning them to a course first.

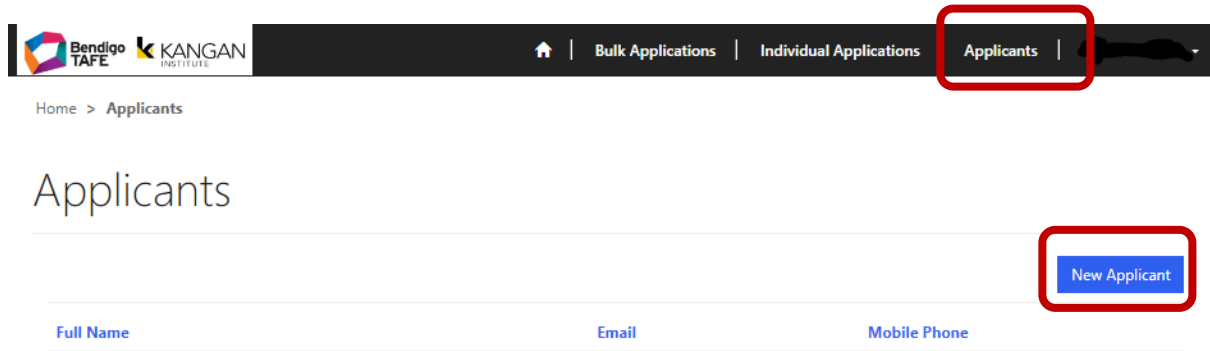
Go to the "Applicants" tab. Click the "New Applicant" button

The School enters the Applicant's USI number.

Click on 'Next' to continue.

When placing students as a 'new applicant', at this stage they are NOT assigned to a course

Follow prompts to add student's details into the portal.

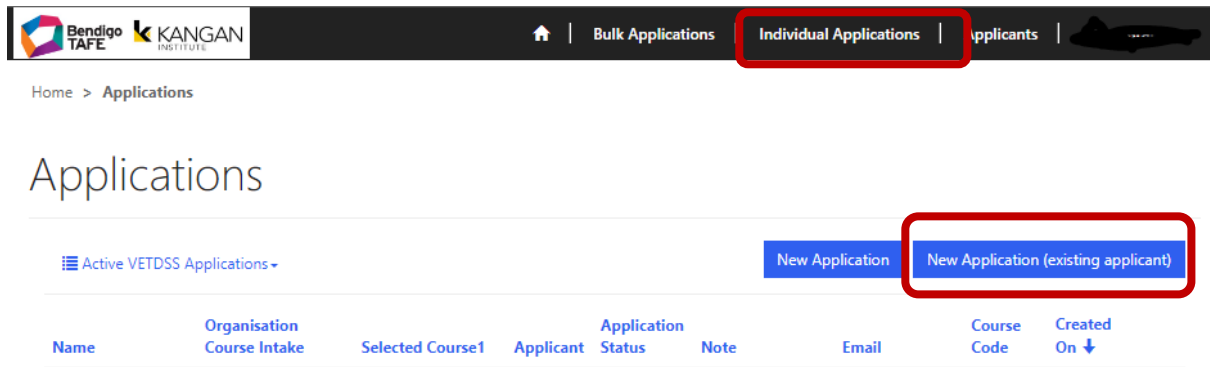


NOTE: This process will not notify VETDSS team of students details until they have been attached to a course offering and application submitted

Applications - New Application (existing applicant):

This process is for schools who are submitting an application for a student who is returning to Bendigo TAFE or Kangan Institute for 2nd year studies.

If the School knows the Applicant already exists in the School's Portal (eg. a 2nd year student or one you already added), they can click on 'New Application (existing applicant)'



Home > Applications

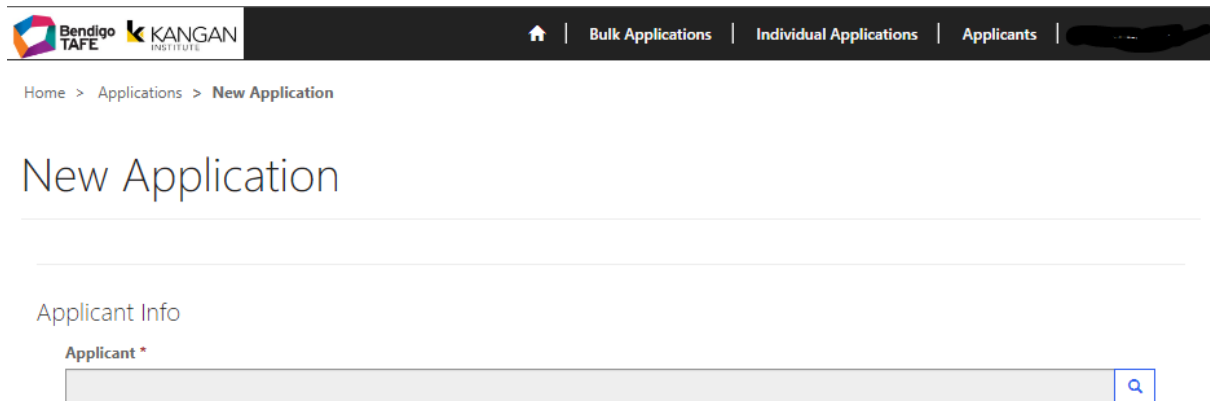
Applications

Active VETDSS Applications -

New Application | **New Application (existing applicant)**

Name	Organisation Course Intake	Selected Course1	Applicant	Application Status	Note	Email	Course Code	Created On ↓
------	----------------------------	------------------	-----------	--------------------	------	-------	-------------	--------------

Click on the 'magnifying glass' button to search for the Applicant.



Home > Applications > New Application

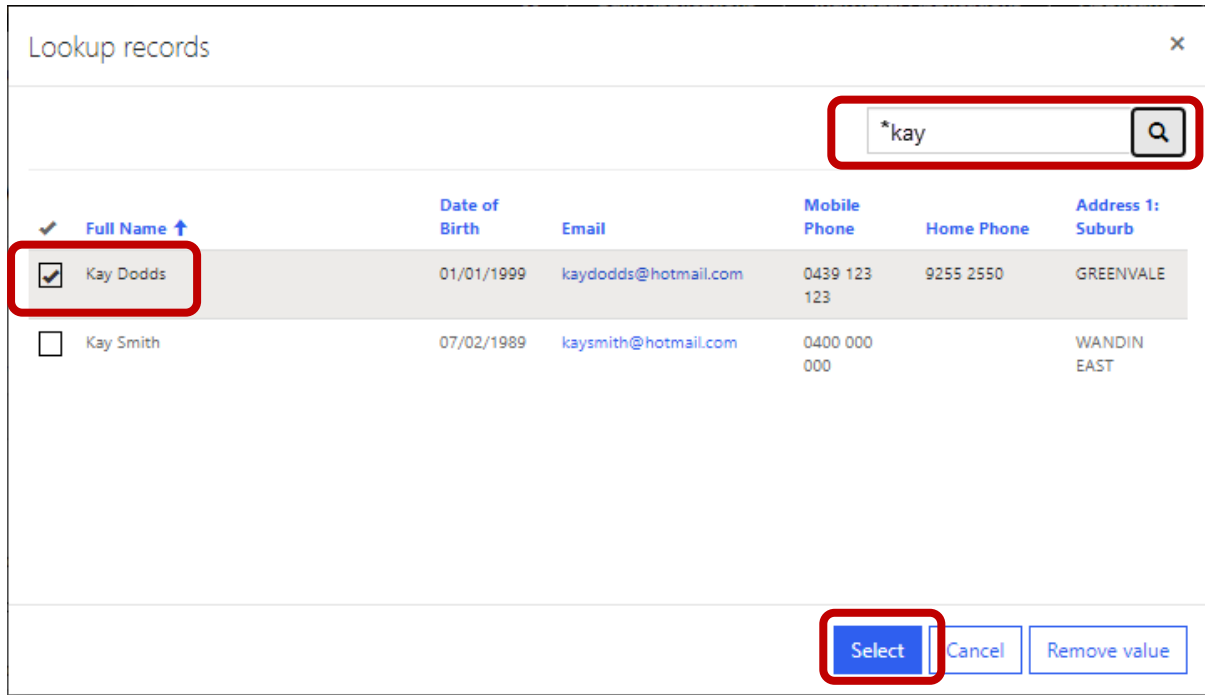
New Application

Applicant Info

Applicant *

NOTE: If you put an asterisk (*) at the start of the partial search, it will act as a Wildcard Character and filter the search results.

Select the student you want to proceed with. Click "Select".



The screenshot shows a 'Lookup records' window with a search bar containing '*kay' and a search icon. Below the search bar is a table with the following columns: Full Name, Date of Birth, Email, Mobile Phone, Home Phone, and Address 1: Suburb. The table contains two rows: 'Kay Dodds' (selected) and 'Kay Smith'. At the bottom right of the window are three buttons: 'Select', 'Cancel', and 'Remove value'.

Full Name	Date of Birth	Email	Mobile Phone	Home Phone	Address 1: Suburb
<input checked="" type="checkbox"/> Kay Dodds	01/01/1999	kaydodds@hotmail.com	0439 123 123	9255 2550	GREENVALE
<input type="checkbox"/> Kay Smith	07/02/1989	kaysmith@hotmail.com	0400 000 000		WANDIN EAST

You can now assign a course to this student as per the previous instructions.

Post Application Submission

Reviewing your Applications: Application, Offer and Enrolment Status

Click on 'Individual Applications' in the Navigation Bar to view all applications for your school. The School will be able to toggle between 'Active' and 'Finalised' Applications, or view both concurrently.

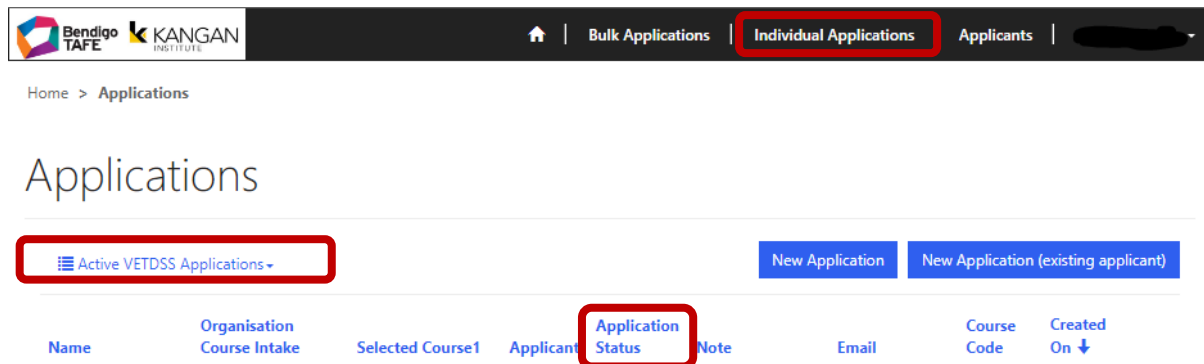
You can check the status of your enrolments in the “Active VETDSS Applications”

All students when first placed on the Portal will appear as an “**Application**” which means that they are an EXPRESSION OF INTERERST only in that program.

Note: Placing a student on the portal does not mean that they have secured a place in that program.

Students who **have secured a place** in the program will be changed to “**Offer**” or “**Enrolment**”. This will mean that they have been accepted and are yet to be enrolled into the course.

Students who have “**Enrolment**” will have been accepted into their program and are currently being enrolled by our organisation



Home > Applications

Applications

Active VETDSS Applications

New Application New Application (existing applicant)

Name	Organisation Course Intake	Selected Course1	Applicant	Application Status	Note	Email	Course Code	Created On ↓
------	----------------------------	------------------	-----------	--------------------	------	-------	-------------	--------------

Application =Expression of Interest only – Not yet accepted into the course

Offer = Accepted into the course – Not yet enrolled

Enrolment = Accepted and enrolment processing started

Finalised – Successful = Student officially enrolled

NOTE: The Portal does not have the ability to stop Applications (Expression of Interest) being entered. Your students will only have a place when they have moved to the ‘Offer’ or ‘Enrolment’ stage.

Finalised Applications:

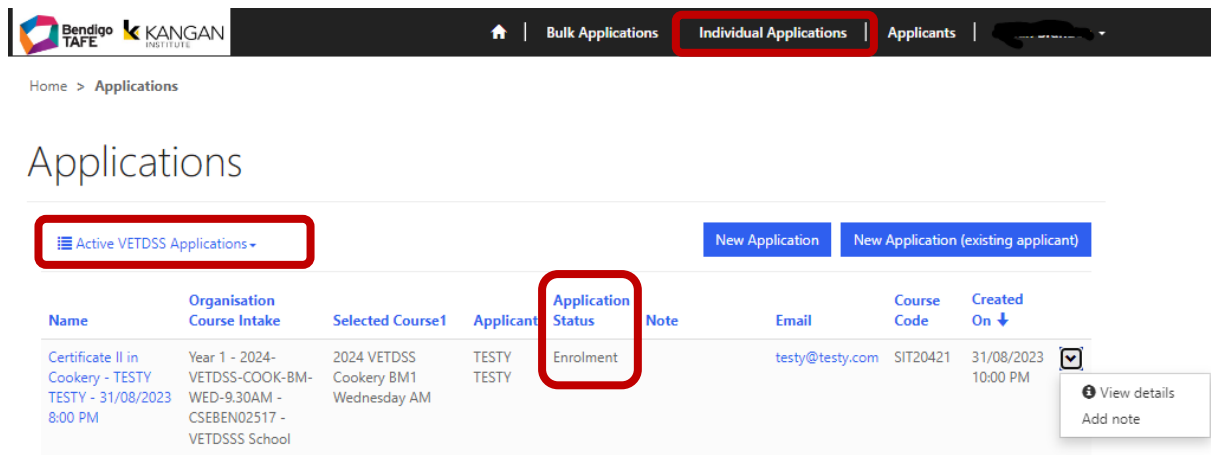
When an 'Application Status' is 'Finalised', the Application will automatically move into the 'Finalised VETDSS Applications' view.

When a Course Intakes 'Start Date' is in the past, it will automatically move into the 'Finalised VETDSS Applications' view.

Students who have been enrolled successfully will be moved to the "Finalised" section and defined as "Finalised – Successful".

Students who are withdrawn will be moved to the "Finalised" section and defined as "Declined – No longer interested"

To view more information on an Application, you can either click on the 'Application Name' or use the 'Arrow' button, selecting 'View Details'.



The screenshot shows the 'Applications' page in the VETDSS system. The navigation bar includes 'Bulk Applications', 'Individual Applications' (highlighted with a red box), and 'Applicants'. Below the navigation bar, there is a breadcrumb 'Home > Applications' and a heading 'Applications'. A filter button 'Active VETDSS Applications -' is highlighted with a red box. Two buttons, 'New Application' and 'New Application (existing applicant)', are visible. A table lists application details with columns: Name, Organisation Course Intake, Selected Course1, Applicant, Application Status (highlighted with a red box), Note, Email, Course Code, and Created On. A dropdown menu is open for the 'Application Status' column, showing 'Enrolment' and options to 'View details' and 'Add note'.

Name	Organisation Course Intake	Selected Course1	Applicant	Application Status	Note	Email	Course Code	Created On
Certificate II in Cookery - TESTY TESTY - 31/08/2023 8:00 PM	Year 1 - 2024-VETDSS-COOK-BM-WED-9.30AM - CSEBEN02517 - VETDSS School	2024 VETDSS Cookery BM1 Wednesday AM	TESTY TESTY	Enrolment		testy@testy.com	SIT20421	31/08/2023 10:00 PM

Confirmation Email to the student:

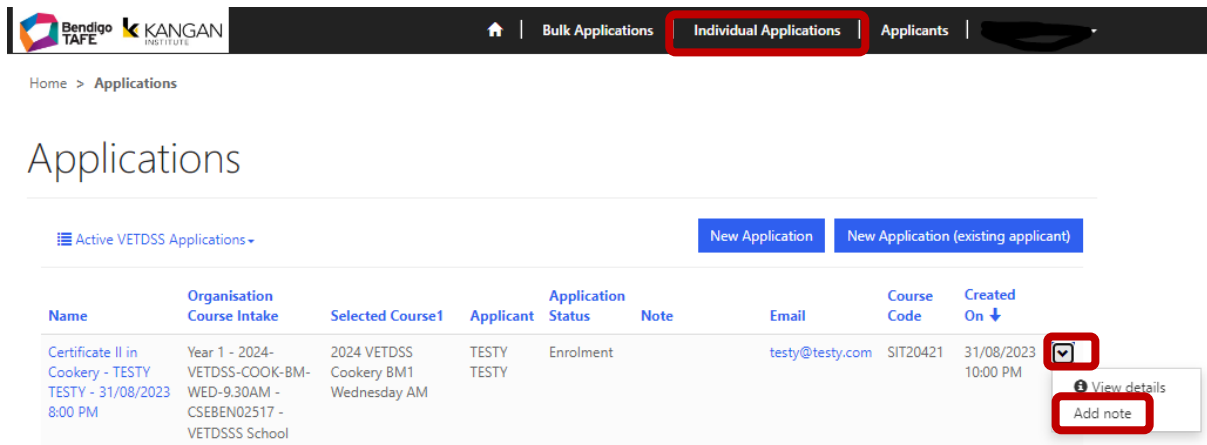
A confirmation email will be sent to the student once the enrolment has been finalised successfully. The letter will confirm the course code and title, what to bring, access to the student portal and a link to the student handbook. This letter will be EMAILED to the student so please ensure that you have included a correct email address for them. We recommend that you use a school email for the student rather than a personal email address.

Application Notes: Adding a withdrawal note

A School can leave Notes on an Application. This can include any information pertaining to the student, comments and all withdrawals.

Note: ALL withdrawals MUST be added to the notes of a student – include the word ‘WITHDRAWAL’ in the subject line. The VETDSS team will monitor all notes and withdrawals that are made and their date to meet Census deadlines.

In the 'Individual Applications' tab, use the 'Arrow' button, selecting 'Add Note'.

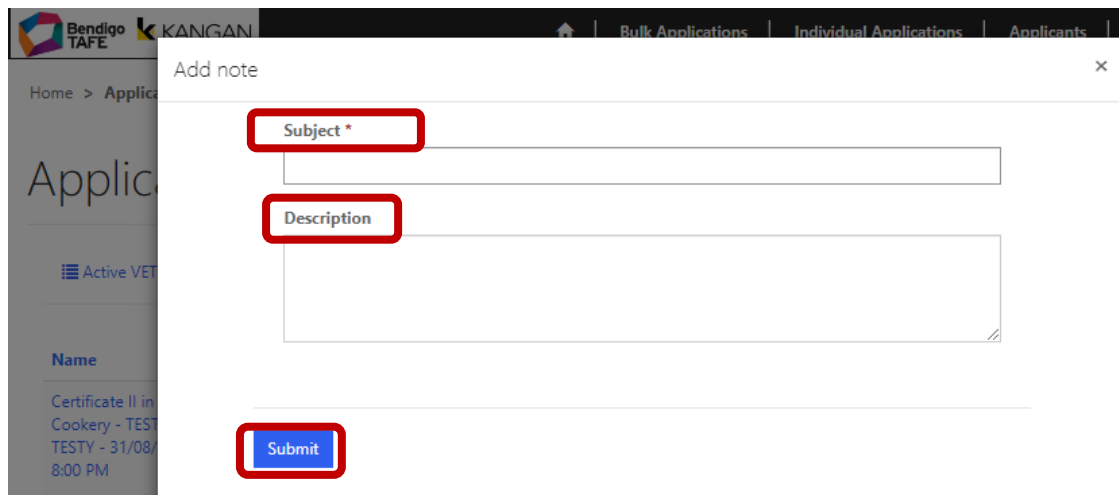


Name	Organisation Course Intake	Selected Course	Applicant	Application Status	Note	Email	Course Code	Created On
Certificate II in Cookery - TESTY TESTY - 31/08/2023 8:00 PM	Year 1 - 2024-VETDSS-COOK-BM-WED-9.30AM - CSEBEN02517 - VETDSS School	2024 VETDSS Cookery BM1 Wednesday AM	TESTY TESTY	Enrolment		testy@testy.com	SIT20421	31/08/2023 10:00 PM

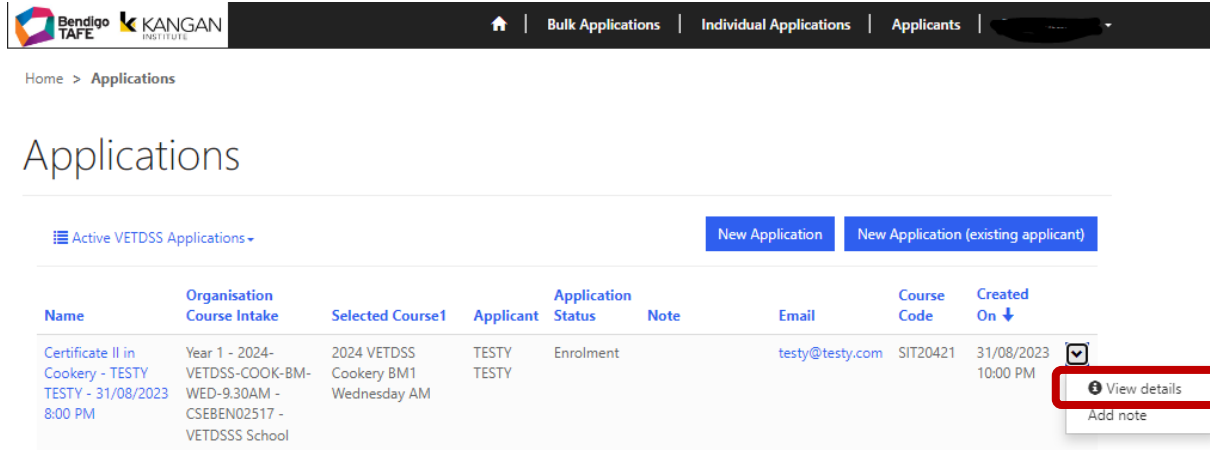
Fill in the 'Subject' and 'Description'.

Click 'Submit' to finish your Note

Or to Cancel the Note, click on the 'X' button



To see any notes you have written on a student. Click on the "View details" on the student.



Home > Applications

Applications

Active VETDSS Applications

New Application | New Application (existing applicant)

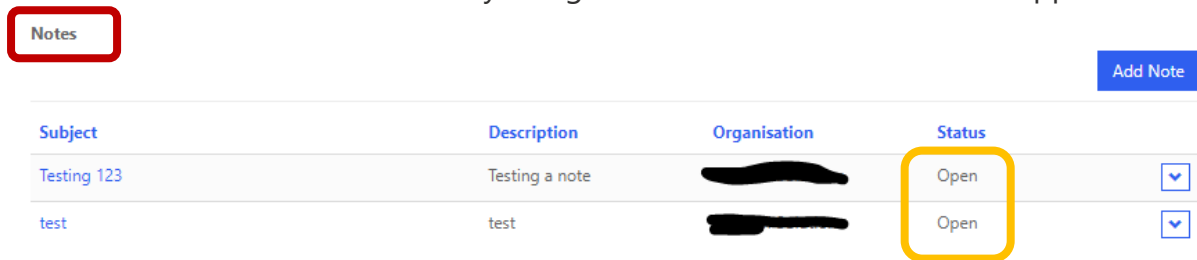
Name	Organisation Course Intake	Selected Course1	Applicant	Application Status	Note	Email	Course Code	Created On ↓	
Certificate II in Cookery - TESTY TESTY - 31/08/2023 8:00 PM	Year 1 - 2024- VETDSS-COOK-BM- WED-9.30AM - CSEBEN02517 - VETDSS School	2024 VETDSS Cookery BM1 Wednesday AM	TESTY TESTY	Enrolment		testy@testy.com	SIT20421	31/08/2023 10:00 PM	<div style="border: 1px solid red; padding: 2px;"> View details Add note </div>

The Notes will be visible for the student under the 'Notes' section when you scroll to the bottom.

To see the full Note details, click on the 'Subject' OR the 'Arrow' button and select 'View Details'.

The 'Status' will inform you if the VETDSS team have actioned the Note request.

You can also create more Notes by using the 'Add Note' button on the Application.



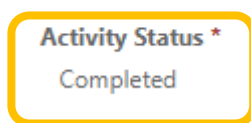
Notes

Add Note

Subject	Description	Organisation	Status
Testing 123	Testing a note	[Redacted]	Open
test	test	[Redacted]	Open

Once the VETDSS have actioned the request the status will change to 'Completed'.

Note



Activity Status *
Completed

Replacing a course for a student:

You can send a Replace Application Note to the VETDSS team by going into the 'Individual Applications' tab.

Then click the 'Arrow' button and select 'Replace Application'.

NOTE: The VETDSS team will change the student's enrolment – this section is only a note to provide information about the change you want to make to the students course selection.

Enrolment Portal | KANGAN INSTITUTE

Home > Individual Applications

Individual Applications

Active VETDSS Applications

New Application | New Application (existing applicant)

Name	Applicant	Application Status	Email	Course Code	Created On
[VETDSS] Certificate II in Visual Arts - Jennifer Lopez - 11/05/2021 12:57 PM	Jennifer Lopez	Application	jenniferlopez@kangan.edu	CUA20715	11/05/2021 12:57 PM
[VETDSS] Certificate III in Allied	Marv Ahella	Enrolment	student@kangan.edu.au	HIT33015	10/05/2021 12:35

Replace application

Fill in all of the information.

Click 'Submit' to finish.

Replace application

Subject *

Organisation Intake *

Course Intake *

BTBVET1TH

Selected Course *

[VETDSSS] Certificate II In Building And Construction Pre-Apprenticeship

Campus *

Description

The Replace Application Notes will be visible on the Application under the 'Replace Application Requests' section if you click on an individual student.

The 'Status' will inform you if the VETDSS team have actioned the Replace Application Note request.

To see the full Request details, click on the 'Subject' OR the 'Arrow' button and select 'View Details'.

You can also create new Replace Application Requests by using the 'Replace Application' button on the Application.

Replace Application Requests

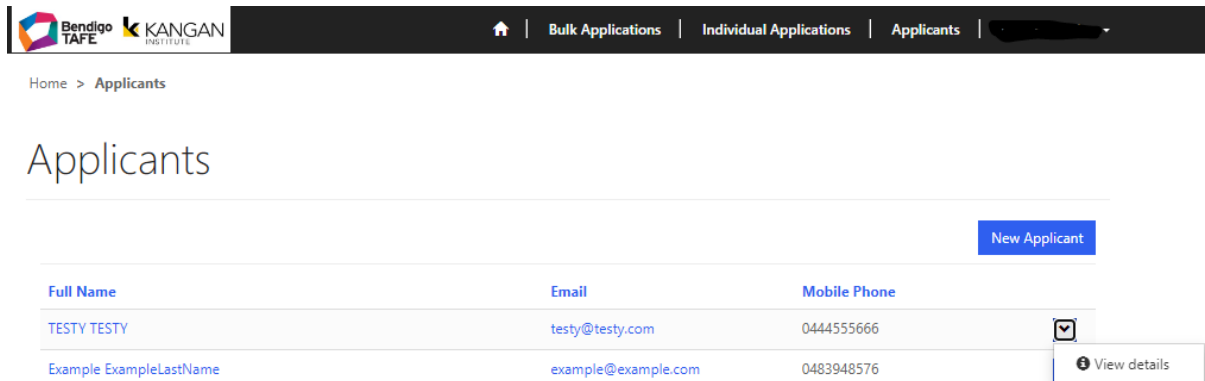
Subject	Name (Regarding)	Course Intake	Campus	Organisation	Status
Test	[VETDSSS] Certificate II In Animal Studies - Adam Langton - 15/04/2021 4:46 PM	Semester 2 - 2021 [code/K/S]	Broadmeadows	Billanook College	Open

Buttons: **Replace Application** (top right), **Subject** (left of table), **View details** (bottom right of table)

Seeing/Changing a student's information:

A School can see all Students they have placed on the portal by clicking on the 'Applicants' tab.

To see all of the details for a student, click on their 'Full Name' OR click on the 'Arrow' button and select 'View Details'.



Home > Applicants

Applicants

[New Applicant](#)

Full Name	Email	Mobile Phone	
TESTY TESTY	testy@testy.com	0444555666	<input checked="" type="checkbox"/>
Example ExampleLastName	example@example.com	0483948576	View details

NOTE: All of the information will be locked when you're viewing the student.

Contact the VETDSS team if you need any information to be changed for the student such as their phone number, address etc. These changes cannot be made in the portal.