

# VETDSSS – Schools Portal Instructions

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## Sign In:

Here is the URL to access the VETDSSS School's Portal:

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

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

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

Sign in with a local account

---

\* User name

\* Password

☐ Remember me?

Sign in

Forgot your password?

**NOTE:** You can change the password once you are in the portal. There are no password restrictions when you create your new password. Eg; length or special characters.

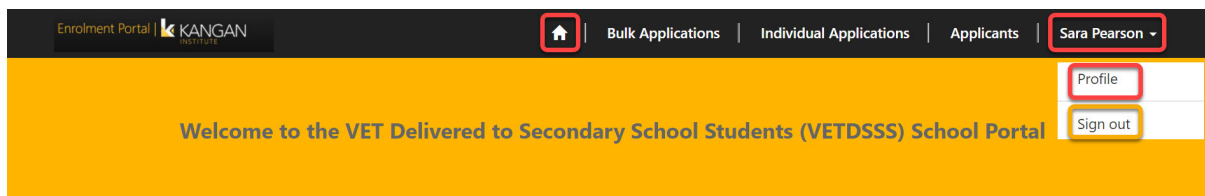
## Home Page:

The VETDSSS School's 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 go into the Profile page and update contact information for the school, by clicking on their 'Name' in the Navigation Bar and selecting 'Profile'.



The VETDSSS 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: <https://www.kangan.edu.au/2021-course-guides/vetdss-v3/index.html>

**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 go to:

<http://www.usi.gov.au/create-your-USI/Pages/default.aspx>

The student's enrolment details must include their FULL FIRST NAME and FULL SURNAME as per their application for the USI. Abbreviated names or commonly used names will not be accepted.

- VETDSSS Portal Instructions: [Download](#)
- VETDSSS Bulk Upload Spreadsheet: [Download](#)

For any further information you can contact the VETDSSS team on [vetinschools@kangan.edu.au](mailto:vetinschools@kangan.edu.au) or 9279 2429

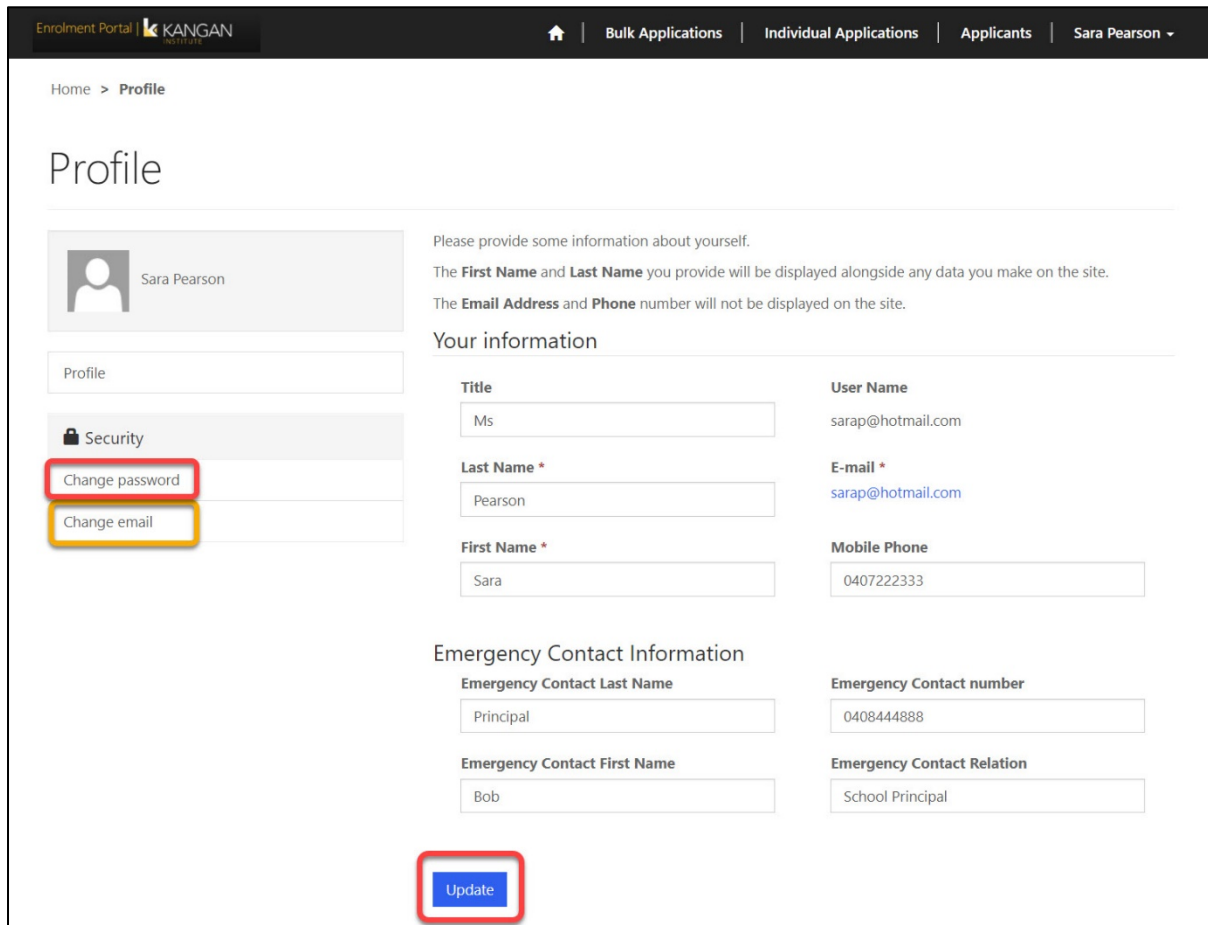
## Profile:

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 clicks 'Update' to finish.



The screenshot shows the 'Profile' page of the Enrolment Portal. The page has a dark header with navigation links: Home, Bulk Applications, Individual Applications, Applicants, and a user dropdown for Sara Pearson. The main content area is titled 'Profile' and includes a sidebar with 'Profile' and 'Security' sections. The 'Security' section contains 'Change password' and 'Change email' buttons, both highlighted with red and yellow boxes. The main form area is titled 'Your information' and contains fields for Title (Ms), Last Name (Pearson), First Name (Sara), User Name (sarap@hotmail.com), E-mail (sarap@hotmail.com), and Mobile Phone (0407222333). Below this is the 'Emergency Contact Information' section with fields for Emergency Contact Last Name (Principal), Emergency Contact First Name (Bob), Emergency Contact number (0408444888), and Emergency Contact Relation (School Principal). An 'Update' button is located at the bottom of the form, highlighted with a red box.

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

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

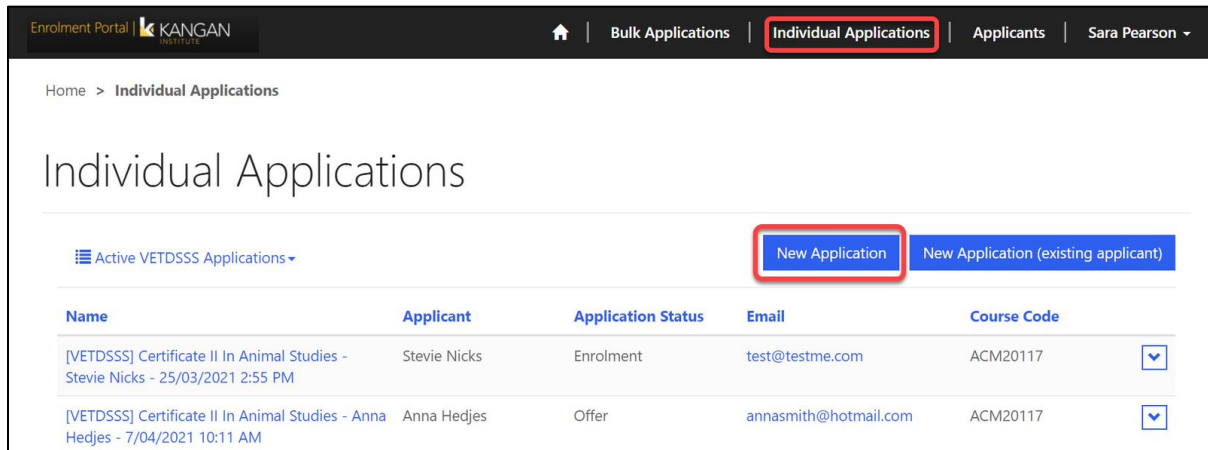
#### Emergency Contact Information

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

**Update**

## Individual Applications - New Application:

A School needs to add a single student by clicking 'New Application' in the 'Individual Applications' section.



Name	Applicant	Application Status	Email	Course Code
[VETDSSS] Certificate II In Animal Studies - Stevie Nicks - 25/03/2021 2:55 PM	Stevie Nicks	Enrolment	test@testme.com	ACM20117
[VETDSSS] Certificate II In Animal Studies - Anna Hedjes - 7/04/2021 10:11 AM	Anna Hedjes	Offer	annasmith@hotmail.com	ACM20117

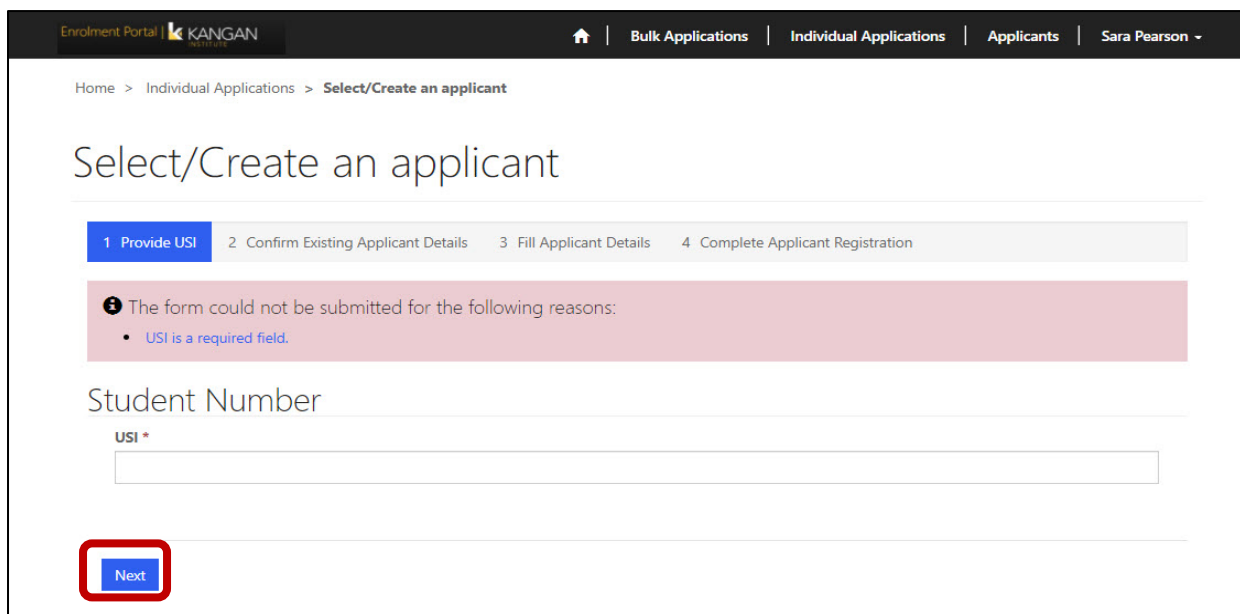
## Create an Applicant - Provide USI:

**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 USI.

The USI must be 10 characters long, uppercase letters and cannot contain 1, i, 0, o. The School's Portal will give a warning if the USI doesn't follow these rules.

Click on 'Next' to continue.



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

**i** The form could not be submitted for the following reasons:

- USI is a required field.

Student Number

USI \*

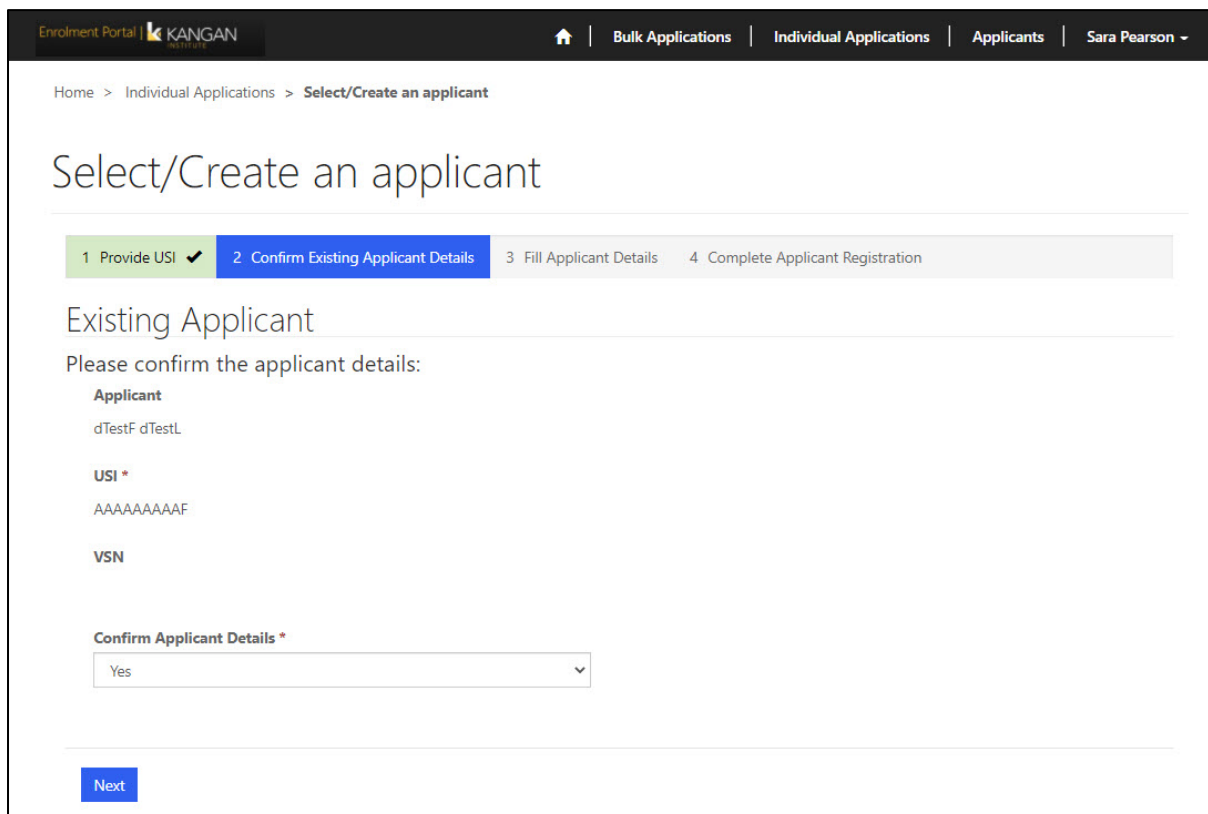
Next

## Create an Applicant - Confirm Existing Applicant Details:

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

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

Click 'Next' to continue



Enrolment Portal | KANGAN INSTITUTE

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 \***  
AAAAAAAF

**VSN**

**Confirm Applicant Details \***  
Yes

Next

## Create an Applicant - Fill Applicant Details:

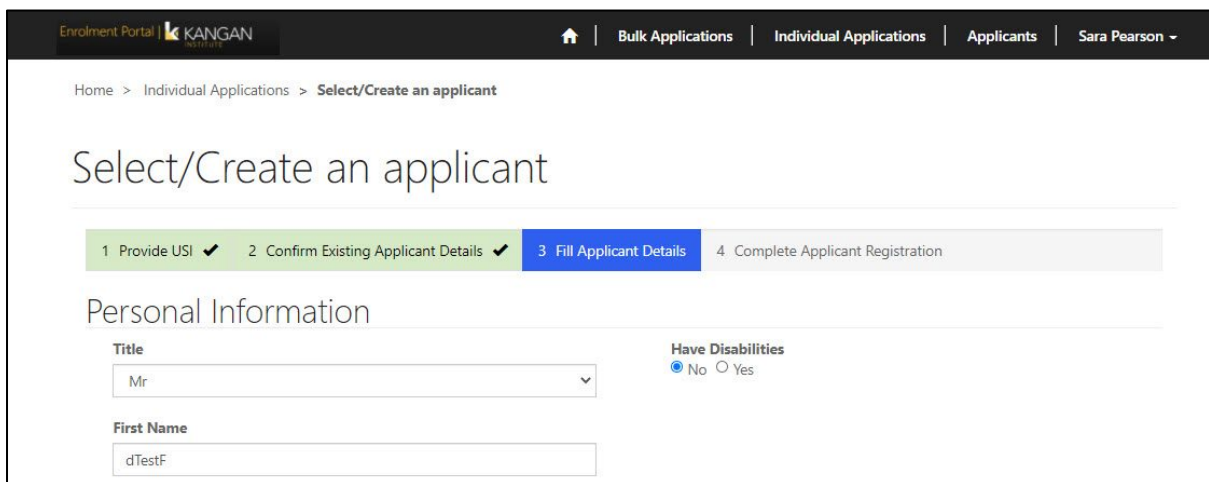
**NOTE:** This section will be Step 3 of 4 if you had to confirm an existing applicant's details.

Fill in all of the fields with the Applicant's information.

Some of the fields are hidden and will only appear when a certain answer is entered.

Eg: 'Disability details' will be blank if the answer is 'No'.

Click 'Next' to continue



**NOTE:** This section will be Step 2 of 3 if you didn't need to confirm an existing applicant's details.

Fill in all of the fields with the Applicant's information.

Some of the fields are hidden and will only appear when a certain answer is entered.

Eg: 'Disability details' will be blank if the answer is 'No'.

Click 'Next' to continue

Enrolment Portal | KANGAN
Bulk Applications | Individual Applications | Applicants | Sara Pearson

Home > Individual Applications > Select/Create an applicant

## Select/Create an applicant

1 Provide USI ☒
2 Fill Applicant Details ☐
3 Complete Applicant Registration ☐

**i** The form could not be submitted for the following reasons:

Last Name is a required field.  
Address Line 1 is a required field.  
Email is a required field.  
Country of birth is a required field.  
Arrival year in Australia is a required field.

### Personal Information

Title

First Name

Middle Name

Last Name \*

Date of Birth

Gender

Unique Student Identifier

Victorian Student Number (VSN)

In which country were you born?  
☒ Other ☐ Australia

Country of Birth Lookup

Arrival year in Australia

Aboriginal or Torres Strait Islander Origin

Residency

How well do you speak English?

Do you speak a language other than English at home  
☒ No - English Only ☐ Yes - Please Specify

Have Disabilities  
☐ No ☒ Yes

Disability details

Disability Acquired Brain Impairment  
☒ No ☐ Yes

Disability Web Tracking  
☒ No ☐ Yes

Disability Vision  
☒ No ☐ Yes

Disability Physical  
☒ No ☐ Yes

Disability Hearing/Deaf  
☒ No ☐ Yes

Disability Other  
☒ No ☐ Yes

Disability Learning  
☒ No ☐ Yes

Disability Mental Illness  
☒ No ☐ Yes

Disability Medical condition  
☒ No ☐ Yes

Disability Intellectual  
☒ No ☐ Yes

Country \*

Address Line 1 \*

Address Line 2

Suburb

ZIP/Postal Code

State/Province

Mobile Phone

Home Phone

Company Phone

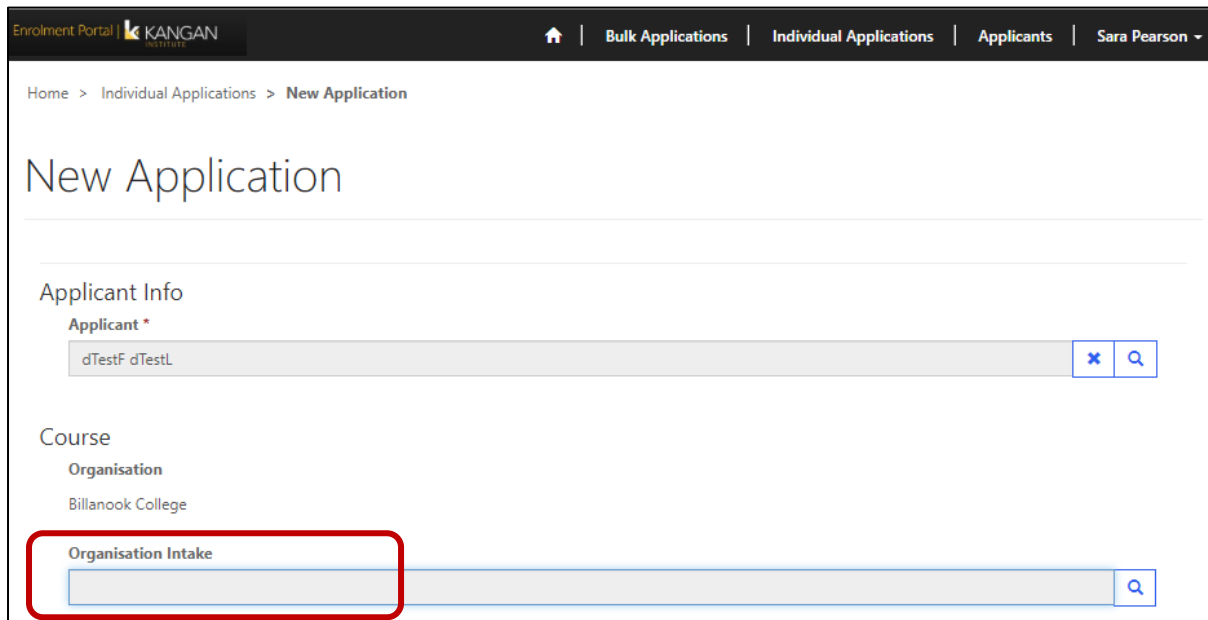
Email \*

Previous
Next



# Create an Applicant - Complete Applicant Registration:

The 'Organisation Intake' will show you a full listing of available Courses



Enrolment Portal | KANGAN INSTITUTE

Home > Individual Applications > New Application

## New Application

**Applicant Info**

Applicant \*

dTestF dTestL

**Course**

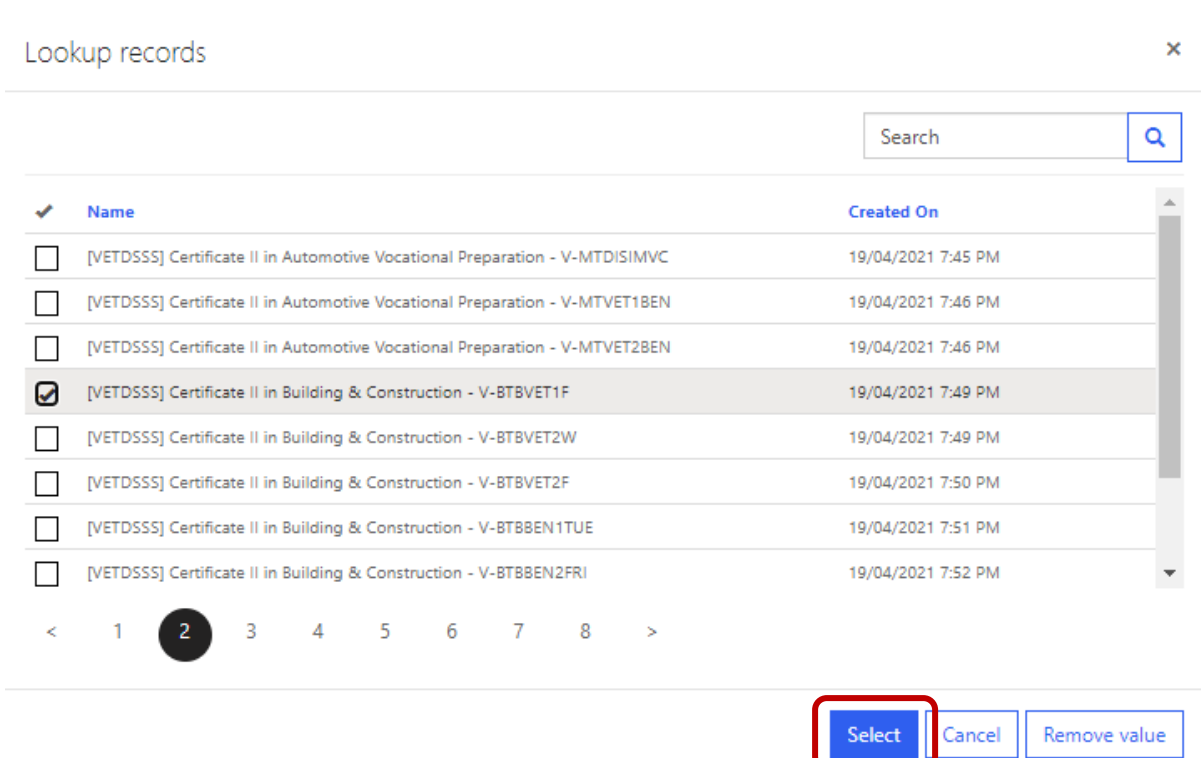
Organisation

Billanook College

**Organisation Intake**

Tick the one you want to choose, and then click the 'Select' button.

Note: you can use the search function to search for a course.



Lookup records

Search

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

< 1 2 3 4 5 6 7 8 >

Select Cancel Remove value

Select the campus.

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

Course

Organisation

Billanook College

Organisation Intake

[VETDSSS] Certificate II in Building & Construction - V-BTBVET1F

Course Intake \*

1st Year, Friday - 8.30am - 3.30pm

Selected Course \*

[VETDSSS] Certificate II in Building & Construction

Selected Campus \*

Broadmeadows

Complete the Application Details questions and agree to the "parental consent obtained" and "declaration".

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

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

Submit

## Adding an applicant but not assigned to a course:

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

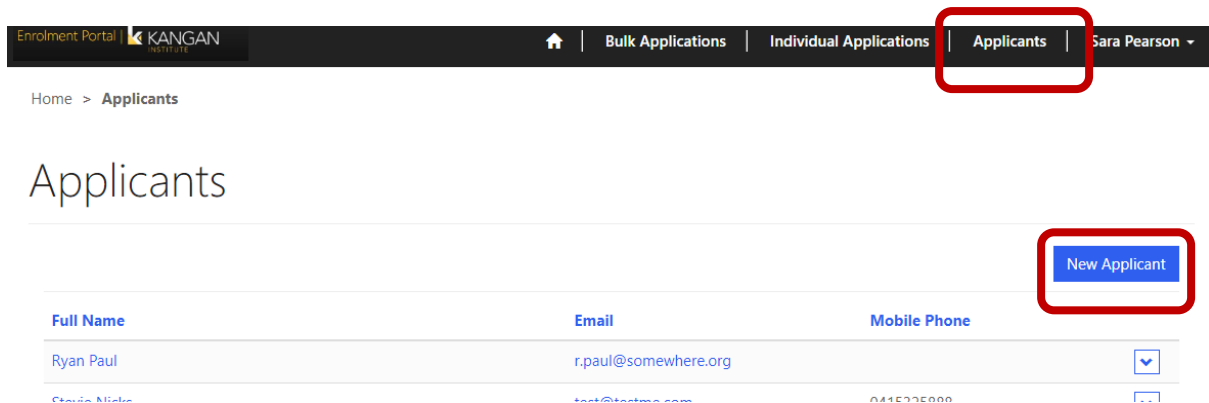
Go to the "Applicants" tab. Click the "New Applicant" button

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.



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Home > Applicants

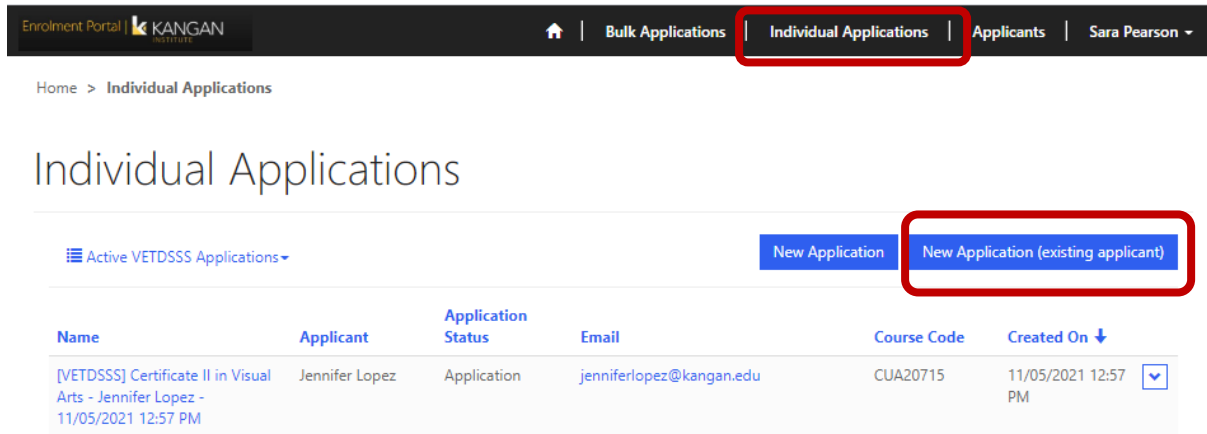
### Applicants

New Applicant

Full Name	Email	Mobile Phone
Ryan Paul	r.paul@somewhere.org	
Stacy Nicks	test@kangan.com	0415235000

# Applications - New Application (existing applicant):

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)'.



Enrolment Portal | KANGAN INSTITUTE

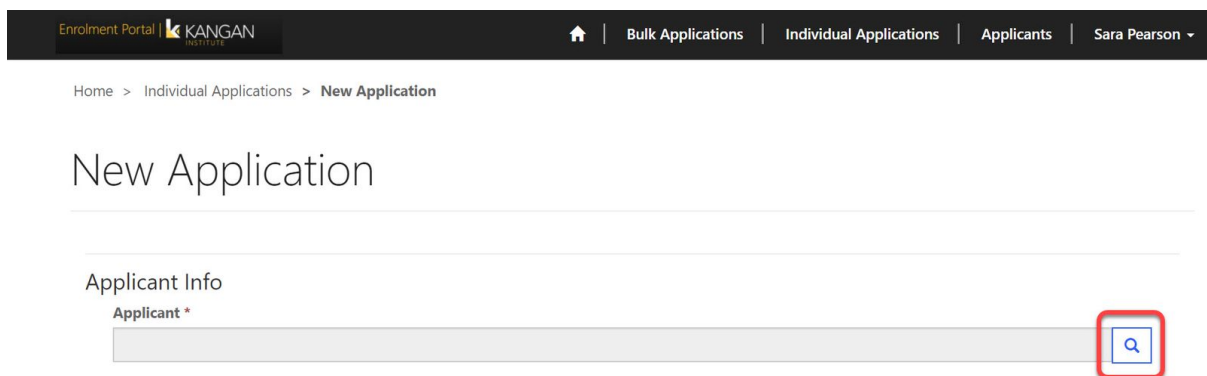
Home > Individual Applications

Active VETDSSS Applications

New Application New Application (existing applicant)

Name	Applicant	Application Status	Email	Course Code	Created On
[VETDSSS] 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

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




Enrolment Portal | KANGAN INSTITUTE

Home > Individual 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".

Lookup records

<input checked="" type="checkbox"/>	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.

# Checking 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.

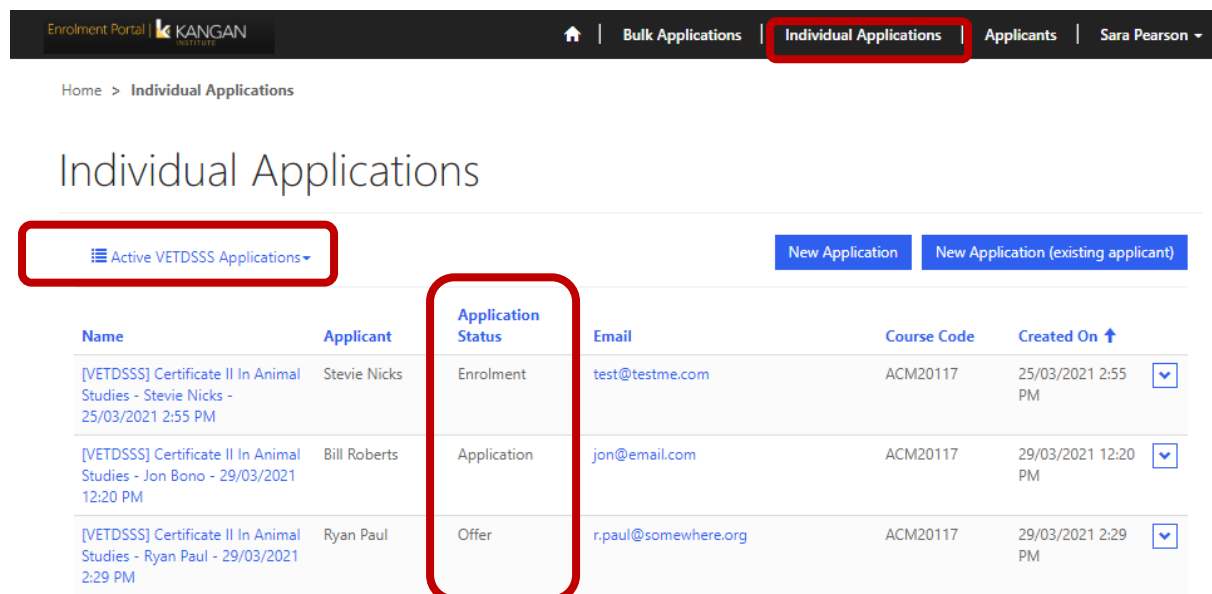
You can check the status of your enrolments in the "Active VETDSSS Applications"

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**". 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 and are being processed by our student administration department.



Name	Applicant	Application Status	Email	Course Code	Created On ↑
[VETDSSS] Certificate II In Animal Studies - Stevie Nicks - 25/03/2021 2:55 PM	Stevie Nicks	Enrolment	test@testme.com	ACM20117	25/03/2021 2:55 PM
[VETDSSS] Certificate II In Animal Studies - Jon Bono - 29/03/2021 12:20 PM	Bill Roberts	Application	jon@email.com	ACM20117	29/03/2021 12:20 PM
[VETDSSS] Certificate II In Animal Studies - Ryan Paul - 29/03/2021 2:29 PM	Ryan Paul	Offer	r.paul@somewhere.org	ACM20117	29/03/2021 2:29 PM

**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

**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' stage.

## Finalised Applications:

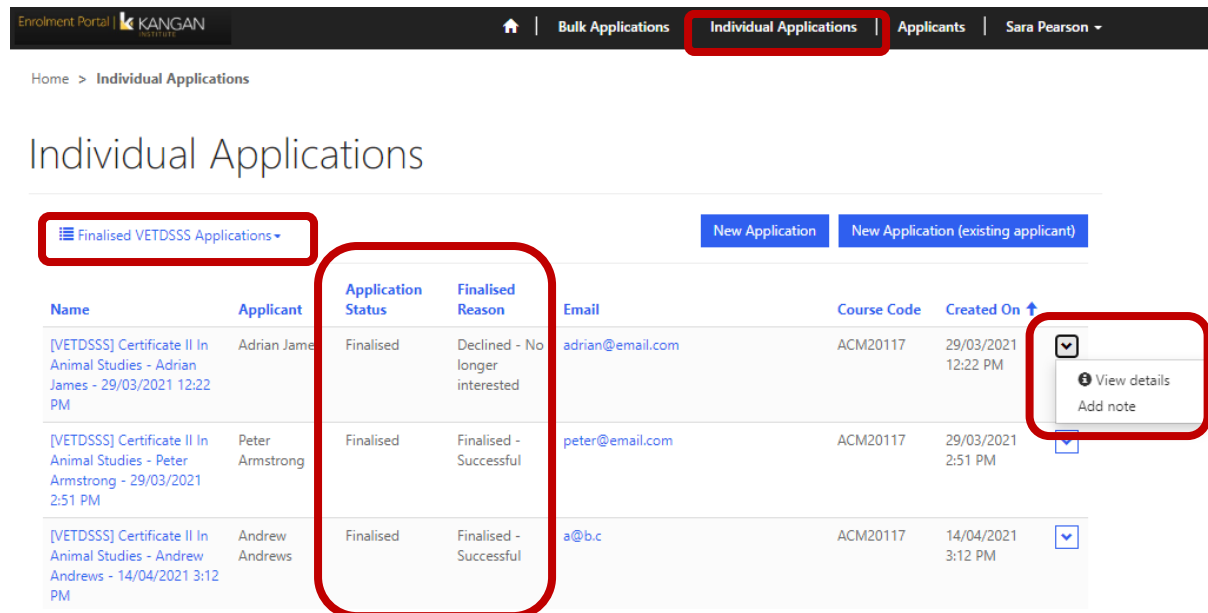
When an 'Application Status' is 'Finalised', the Application will automatically move into the 'Finalised VETDSSS Applications' view.

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



Enrolment Portal | KANGAN INSTITUTE

Home > Bulk Applications **Individual Applications** Applicants Sara Pearson

Home > Individual Applications

### Individual Applications

Finalised VETDSSS Applications

New Application New Application (existing applicant)

Name	Applicant	Application Status	Finalised Reason	Email	Course Code	Created On
[VETDSSS] Certificate II In Animal Studies - Adrian James - 29/03/2021 12:22 PM	Adrian James	Finalised	Declined - No longer interested	adrian@email.com	ACM20117	29/03/2021 12:22 PM
[VETDSSS] Certificate II In Animal Studies - Peter Armstrong - 29/03/2021 2:51 PM	Peter Armstrong	Finalised	Finalised - Successful	peter@email.com	ACM20117	29/03/2021 2:51 PM
[VETDSSS] Certificate II In Animal Studies - Andrew Andrews - 14/04/2021 3:12 PM	Andrew Andrews	Finalised	Finalised - Successful	a@b.c	ACM20117	14/04/2021 3:12 PM

View details Add note

## Confirmation Email to the student:

A confirmation email will be sent to the student once the enrolment has been finalised successfully. The letter will outline what course they have been enrolled into, and the session details (day, time). 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 one.

Here is a sample email:



14/04/2021

Dear AB b,

Congratulations! We are pleased to inform you that you have been accepted into the VET  
Delivered to Secondary School students program at Bendigo TAFE.

Your school VET Co-ordinator has enrolled you in Advanced Diploma of Justice in the  
[bki\_name] [bki\_coursecode].

VET delivered to Secondary School Students starts on 14/04/2021 at the Broadmeadows  
Campus.

We will be letting your school know further information about where you need to meet on the first  
day. For any questions about your enrolment and information on fees you will need to speak with  
the VET Co-ordinator at your school.

We look forward to meeting you and welcoming you to Bendigo TAFE.

Kind regards

Anna Hedjes  
VETDSSS Co-ordinator  
Bendigo TAFE

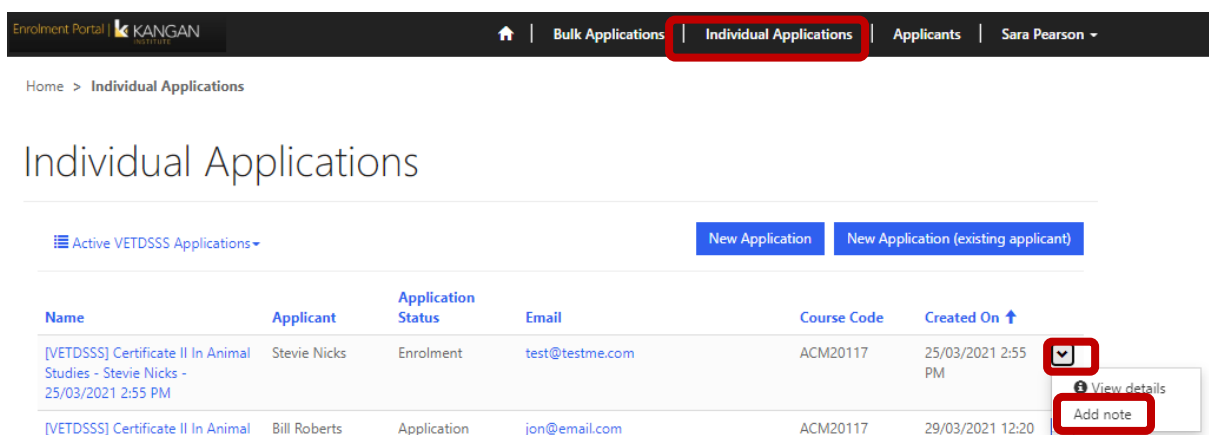


# Application Notes: Adding a withdrawal note

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 VETDSSS 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'.



Enrolment Portal | KANGAN INSTITUTE

Home > Individual Applications

Individual Applications

Active VETDSSS Applications ▾

New Application New Application (existing applicant)

Name	Applicant	Application Status	Email	Course Code	Created On ↑	
[VETDSSS] Certificate II In Animal Studies - Stevie Nicks - 25/03/2021 2:55 PM	Stevie Nicks	Enrolment	test@testme.com	ACM20117	25/03/2021 2:55 PM	<input type="checkbox"/> View details <input checked="" type="checkbox"/> Add note
[VETDSSS] Certificate II In Animal	Bill Roberts	Application	jon@email.com	ACM20117	29/03/2021 12:20	

Fill in the 'Subject' and 'Description'.

Click 'Submit' to finish your Note

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

Add note

**Subject \***

WITHDRAWAL - Stevie Nicks

**Description**

Please withdraw Stevie Nicks from Animal studies. She is no longer interested in the course

**Submit**

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

Enrolment Portal | KANGAN INSTITUTE

Home > Individual Applications

## Individual Applications

Active VETDSSS Applications ▾

New Application New Application (existing applicant)

Name	Applicant	Application Status	Email	Course Code	Created On ↑	
[VETDSSS] Certificate II In Animal Studies - Stevie Nicks - 25/03/2021 2:55 PM	Stevie Nicks	Enrolment	test@testme.com	ACM20117	25/03/2021 2:55 PM	<div> <input type="checkbox"/> </div> <div> <a href="#">View details</a> </div> <div> <a href="#">Add note</a> </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 VETDSSS 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	
WITHDRAWAL - Stevie Nicks	Please withdraw Stevie Nicks from Animal studies. She is no longer interested in the course.	Billanook College	Open	<div> <input type="checkbox"/> </div> <div> <a href="#">View details</a> </div>

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

Notes

Add Note

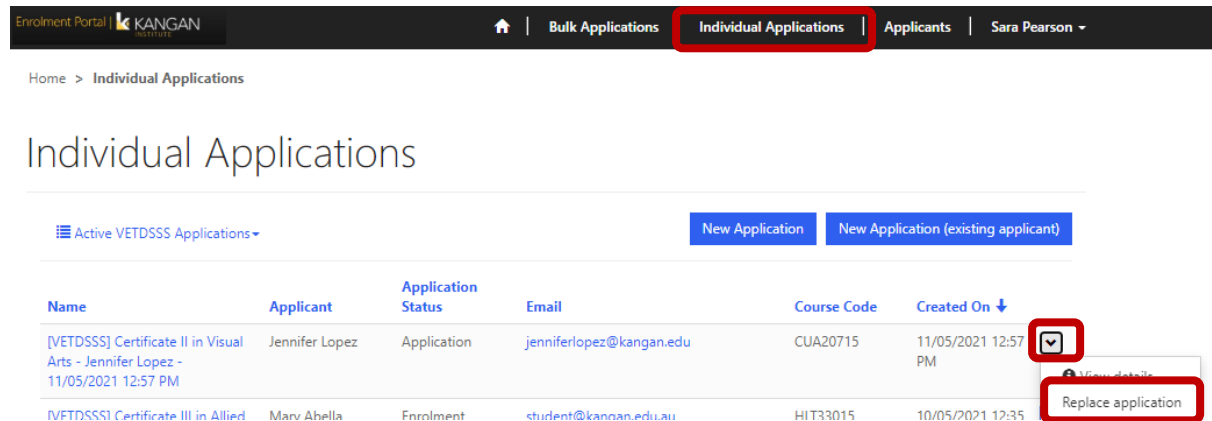
Subject	Description	Organisation	Status	
WITHDRAWAL - Stevie Nicks	Please withdraw Stevie Nicks from Animal studies. She is no longer interested in the course.	Billanook College	Completed	<div> <input type="checkbox"/> </div>

## Replacing a course for a student:

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

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

**NOTE:** The VETDSSS 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 VETDSSS Applications

New Application New Application (existing applicant)

Name	Applicant	Application Status	Email	Course Code	Created On ↓
[VETDSSS] 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
[VETDSSS] 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 \***

Replace Application

**Organisation Intake \***

[VETDSSS] Certificate II In Building And Construction Pre-Apprenticeship - BTBVET1T ✕ 🔍

**Course Intake \***

BTBVET1TH

**Selected Course \***

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

**Campus \***

Essendon ▼

**Description**

Student changed mind

---

Submit

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 VETDSSS 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.

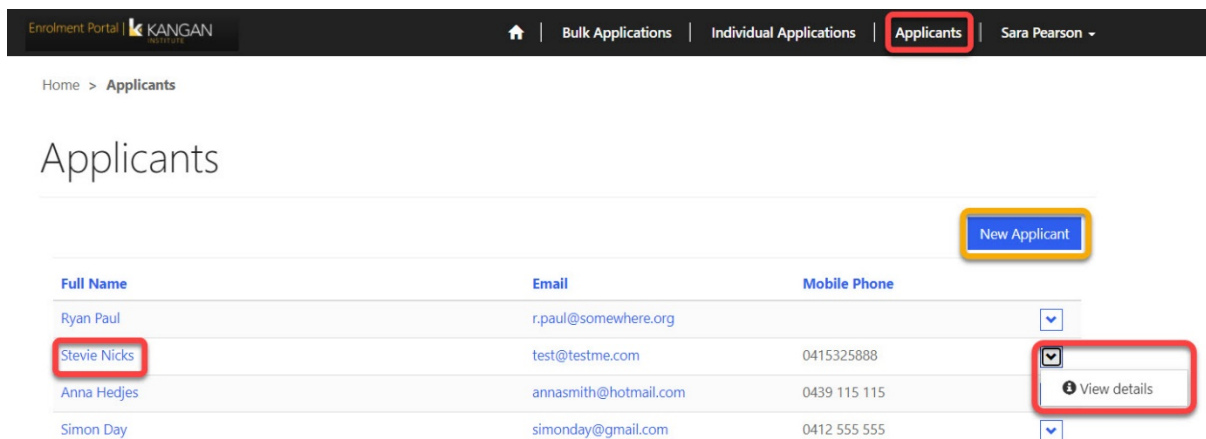
Replace Application Requests

					Replace Application
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
					<input checked="" type="checkbox"/> View details

## 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'.



The screenshot shows the 'Applicants' page in the Enrolment Portal. The top navigation bar includes 'Bulk Applications', 'Individual Applications', and 'Applicants' (highlighted with a red box). Below the navigation bar, the breadcrumb 'Home > Applicants' is visible. The main heading 'Applicants' is followed by a 'New Applicant' button. A table lists four applicants: Ryan Paul, Stevie Nicks (highlighted with a red box), Anna Hedjes, and Simon Day. Each row has a dropdown arrow button (highlighted with a red box for Stevie Nicks) that opens a menu with the option 'View details'.

Full Name	Email	Mobile Phone	
Ryan Paul	r.paul@somewhere.org		▼
Stevie Nicks	test@testme.com	0415325888	▼ View details
Anna Hedjes	annasmith@hotmail.com	0439 115 115	▼
Simon Day	simonday@gmail.com	0412 555 555	▼

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

Contact the VETDSSS 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.