

Online registration & enrolment guide for CIII in Locksmithing Course number 4275

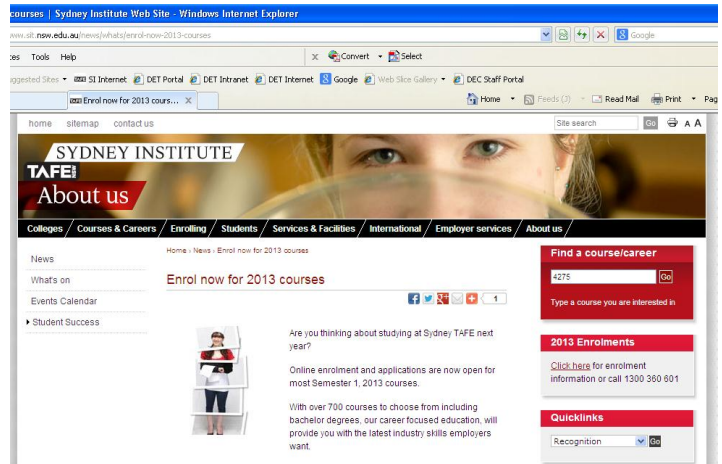


This instruction sheet is your guide for how to register for the **Certificate III Locksmithing 4275** at Sydney Institute – TAFE NSW. If your apprenticeship has been registered with an Australian Apprenticeship Centre we will have received your name and contact details. You now need to go on-line to our website and complete a 2 step process of registering with Sydney Institute, then paying your enrolment fee for your course in 2013. Please use the hyperlink and follow the steps provided below

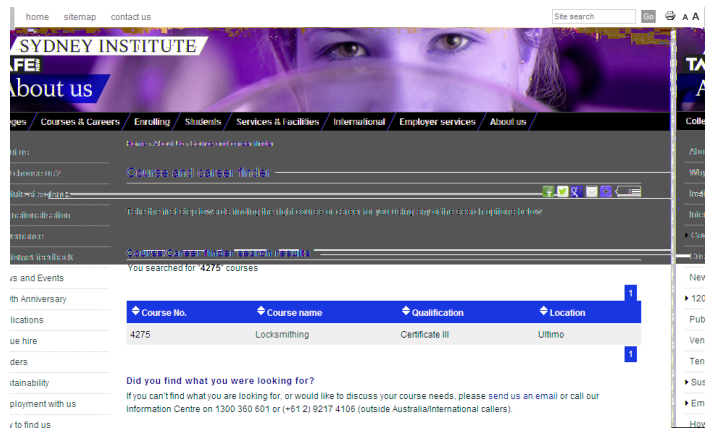
Step 1: Go to:

<http://www.sit.nsw.edu.au/news/whats/enrol-now-2013-courses>

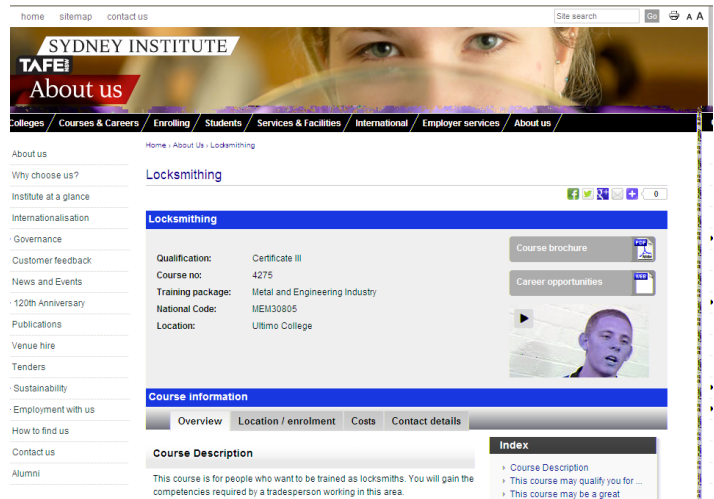
Enter 4275 in the Find a course/career box click GO



Step 2: Click on locksmithing



Step 3: Click on Location/enrolment

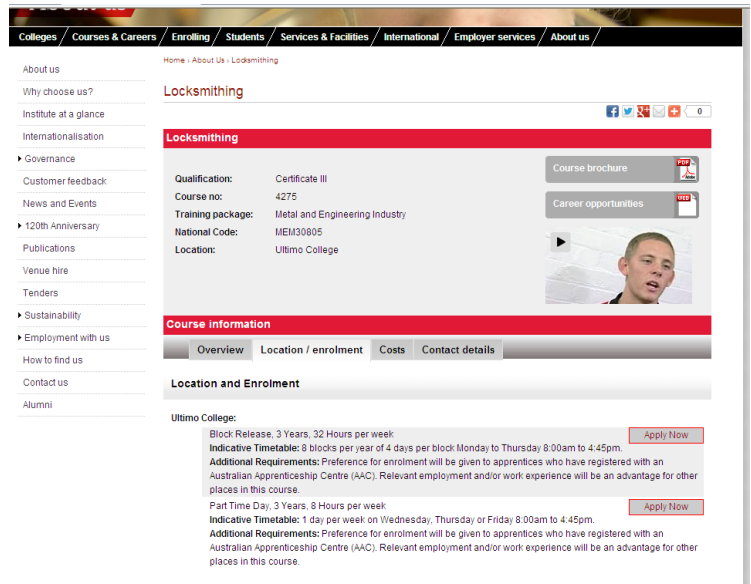


Step4: You can choose either:

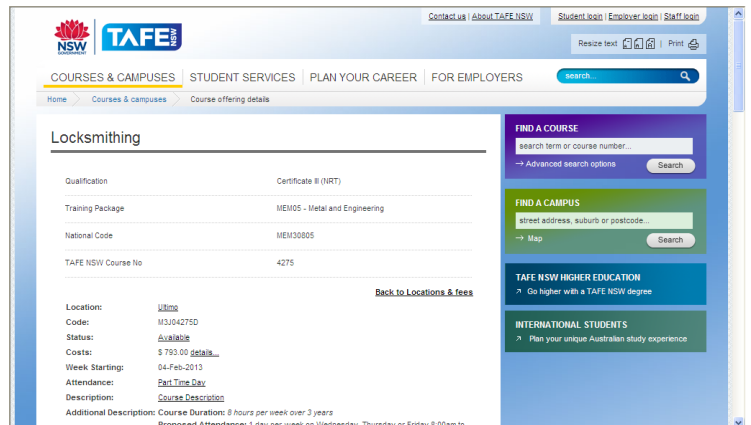
Block: 4 days eight times per year for country students

Part-time day: one day per week for Sydney based students

Click Apply Now for your preferred option



Step 5: Read all of the information on this screen, scroll to the bottom and **Click Apply Now**



Step 5: At the bottom there is a drop down box currently displaying a [**Yes**].

- If you **have not** been a student at TAFE before change this to [**No**] and click [**Continue**] (Now go to Step 6 in these instructions).
- If you **have** been a TAFE student before and know your student **Username** and **Password** then leave the dropdown setting at [**Yes**] and enter your username and password then click [**Continue**] (Now go to Step 6 in these instructions).
- If you have been a TAFE student before and know your **don't know** your student **Username** and **Password** then please call our Student Records department on 9217 5663 after the before December 21st 2012 or after 7th of January 2013 and they will assist you.



Step 7: If you are a previous student the next screen will be pre filled with information from your last enrolment

Please enter your personal details, then confirm your details when prompted. Please supply a mobile number and email address that you check regularly.

The screenshot shows the 'Personal Details' section of the registration form. It includes fields for Title, Family Name, First Given Name, Other Given Name, Gender, Date of Birth, and Preferred Given Name. Below this is the 'Residential Address' section with fields for Country (AUSTRALIA), Address Line 1, 2, 3, Suburb, State (NSW), and Post Code. A 'Validate' button is next to the Address Line 1 field. There is also a 'Copy Postal Address' button. The 'Postal Address' section has similar fields and a 'Validate' button. At the bottom, there are sections for 'Telephone' (Mobile, Home) and 'Email' (Email 1, Email 2), each with a 'Preferred' checkbox. A note says 'We may contact you on this number via SMS.' The bottom right of the form shows a preview of the email address: DET : e.g. [Given Name].[Family Name]@tafensw.net.au.

Step 8: When the registration process is complete you will see the acknowledgement screen.

The locksmithing section now has all of your details and once we have confirmed your apprenticeship we will contact you to offer you a place in the course and ask you to pay your 2013 enrolment fees.

At this stage you can also logon to the student E Services site using the username and password on the bottom of the screen.

The screenshot shows the 'Acknowledgement' screen. At the top, it says 'YOUR REGISTRATION HAS BEEN SUCCESSFULLY SUBMITTED'. Below this, it states 'Your application to enrol in this course has been successfully submitted to TAFE NSW.' There is a printer icon and a note: 'Please use the printer icon - above right - to print this information. If you do not have a printer connected to the PC you are using, please write down the following.' The main message reads: 'Now, using the **Username and Password below** (you will also receive an email advising your Username and Password) please **login to https://www.det.nsw.edu.au/eses/** and **complete all the questions and statistics**. This will make the processing of any enrolment offer you might receive, faster and easier for you.' A thank you message follows: 'Thank you for registering online for Course 4275, Certificate III in Locksmithing. You will soon be contacted by one of our teaching staff.' At the bottom, it says 'You can view your course registration at TAFE NSW Student e-Services. Go to www.tafensw.edu.au and click on e-Services, then select "Student".' Below that, it lists 'Your details for using this facility are: Username: TEST.TEST183 Password: caimito13'.

If you have any problems please contact our Student Records department on 9217 5663 after the before December 21st 2012 or after 7th of January 2013 and they will assist you. You can contact the Locksmithing section directly by ringing Mark Nixon on 9217-3137 or mark.nixon@det.nsw.edu.au