

# Completing your Enrolment Checklists TAFE

After you've accepted your offer, you must complete your Student and Program checklists to be eligible to enrol in your classes. New students may complete their checklist at any time, even prior to your official enrolment date.

Continuing students will need to wait until enrolments open.

To begin, go to the FedUni Homepage [www.federation.edu.au](http://www.federation.edu.au) on a desktop click on **Students**, then **my Student Centre**. On a mobile device click on the **menu**, **Students** then **my Student Centre**.

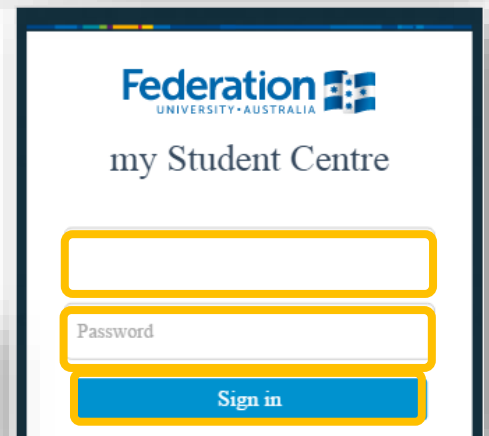
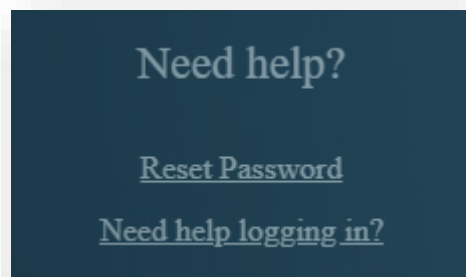


Log in using your Student ID number and password.

Your **User ID**: is your student number starting with the numbers 30XXXXXX

Your **Password** is the same password you use to logon to all Federation University computers.

If you are having trouble logging into my Student Centre click '**Need help logging in?**' or to reset your password click on the **Reset Password** link.

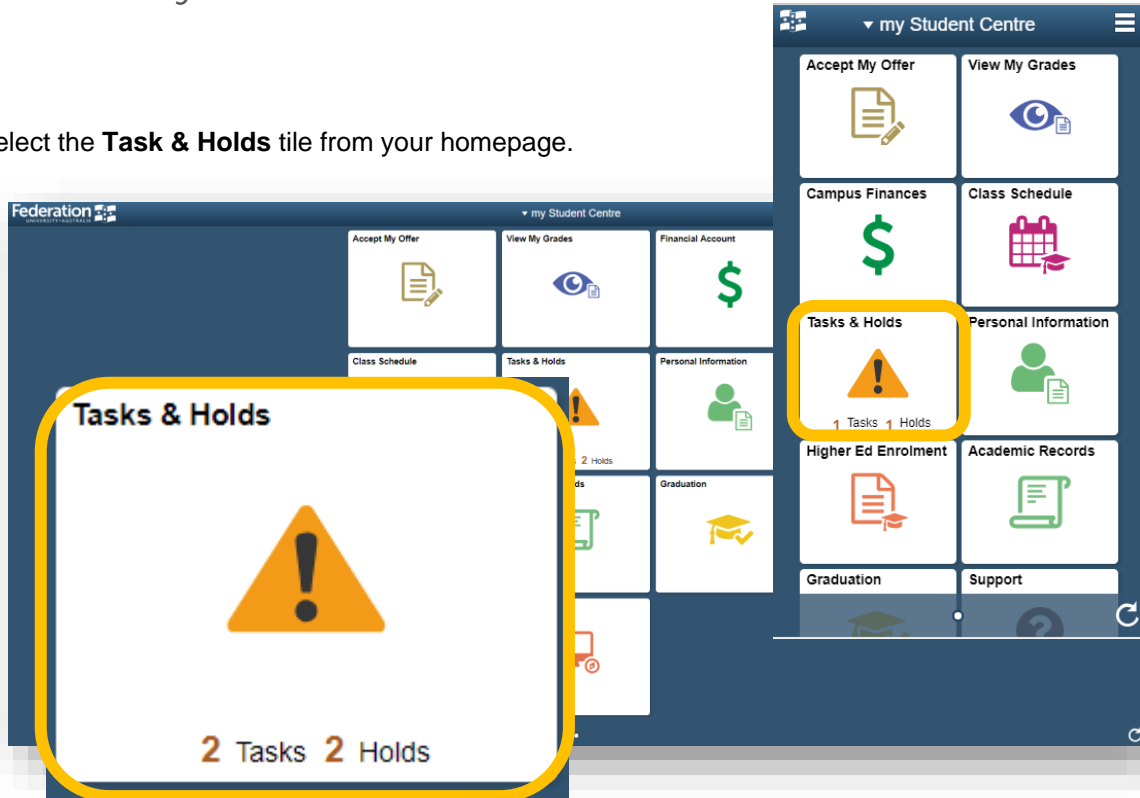


## Help

If you are having issues with your checklist or need assistance contact

Student HQ on 1800 FED UNI (1800 333 864) or go to [federation.edu.au/askfeduni](http://federation.edu.au/askfeduni)

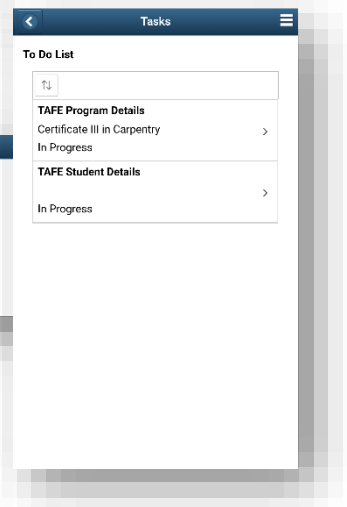
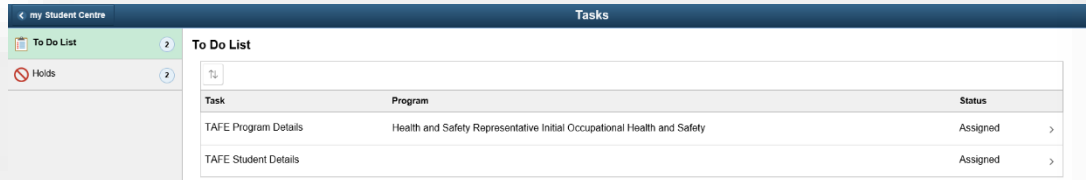
Select the **Task & Holds** tile from your homepage.



On your phone click **To Do List**.

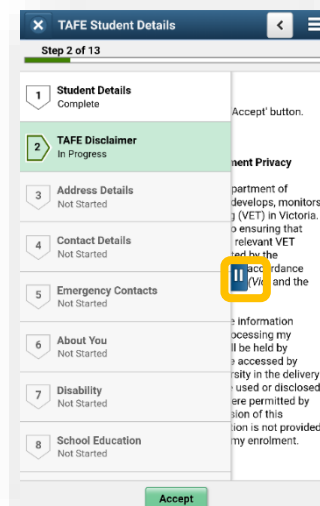


Click on the **TAFE Program Details** or **TAFE Student Details**



In this example I am starting with the TAFE Student Details

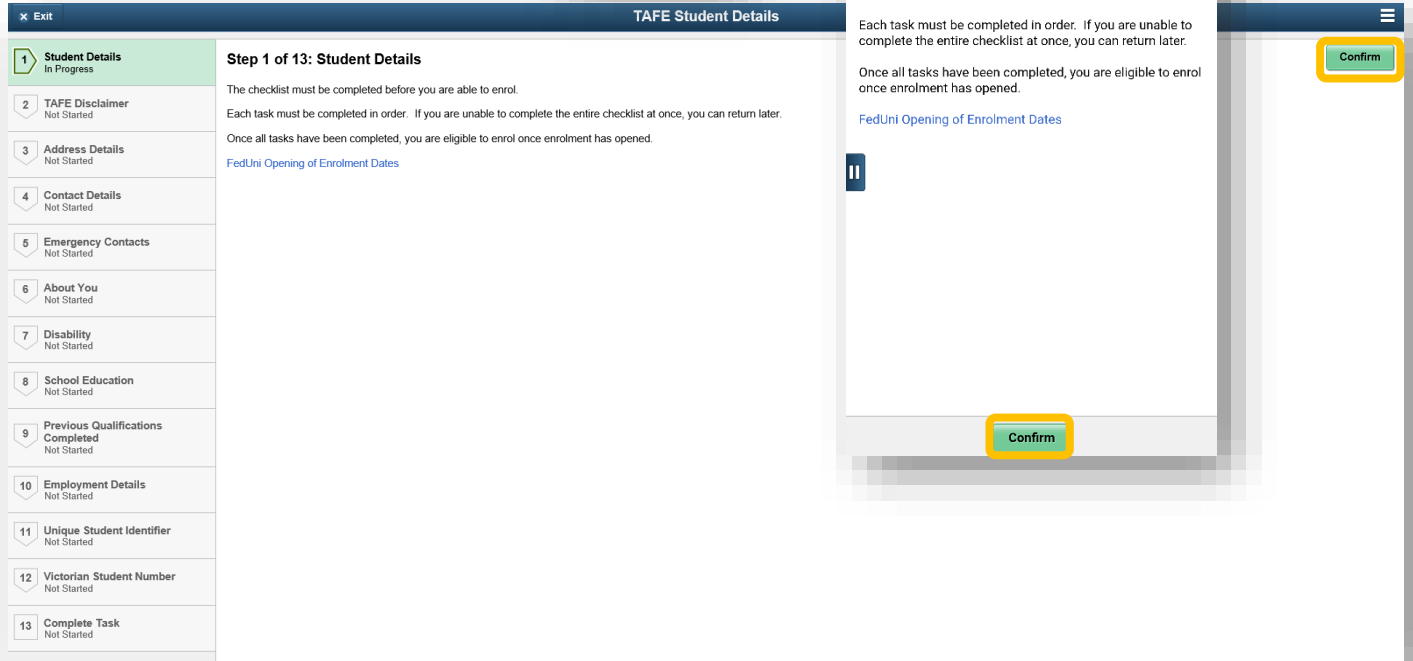
Note on your phone you can click the expand icon to view the menu.



## Step 1 of 13 Student Details

Click **Confirm** to continue.

**Confirm**



The screenshot shows the 'TAFE Student Details' app interface. On the left is a vertical list of 13 steps: 1. Student Details (In Progress), 2. TAFE Disclaimer (Not Started), 3. Address Details (Not Started), 4. Contact Details (Not Started), 5. Emergency Contacts (Not Started), 6. About You (Not Started), 7. Disability (Not Started), 8. School Education (Not Started), 9. Previous Qualifications Completed (Completed), 10. Employment Details (Not Started), 11. Unique Student Identifier (Not Started), 12. Victorian Student Number (Not Started), and 13. Complete Task (Not Started). The main content area displays 'Step 1 of 13: Student Details' with instructions: 'The checklist must be completed before you are able to enrol. Each task must be completed in order. If you are unable to complete the entire checklist at once, you can return later. Once all tasks have been completed, you are eligible to enrol once enrolment has opened.' A link for 'FedUni Opening of Enrolment Dates' is provided. A yellow 'Confirm' button is highlighted at the bottom right of the screen.

## Step 2 of 13 TAFE Disclaimer

Scroll down the page to view the **TAFE Disclaimer**.

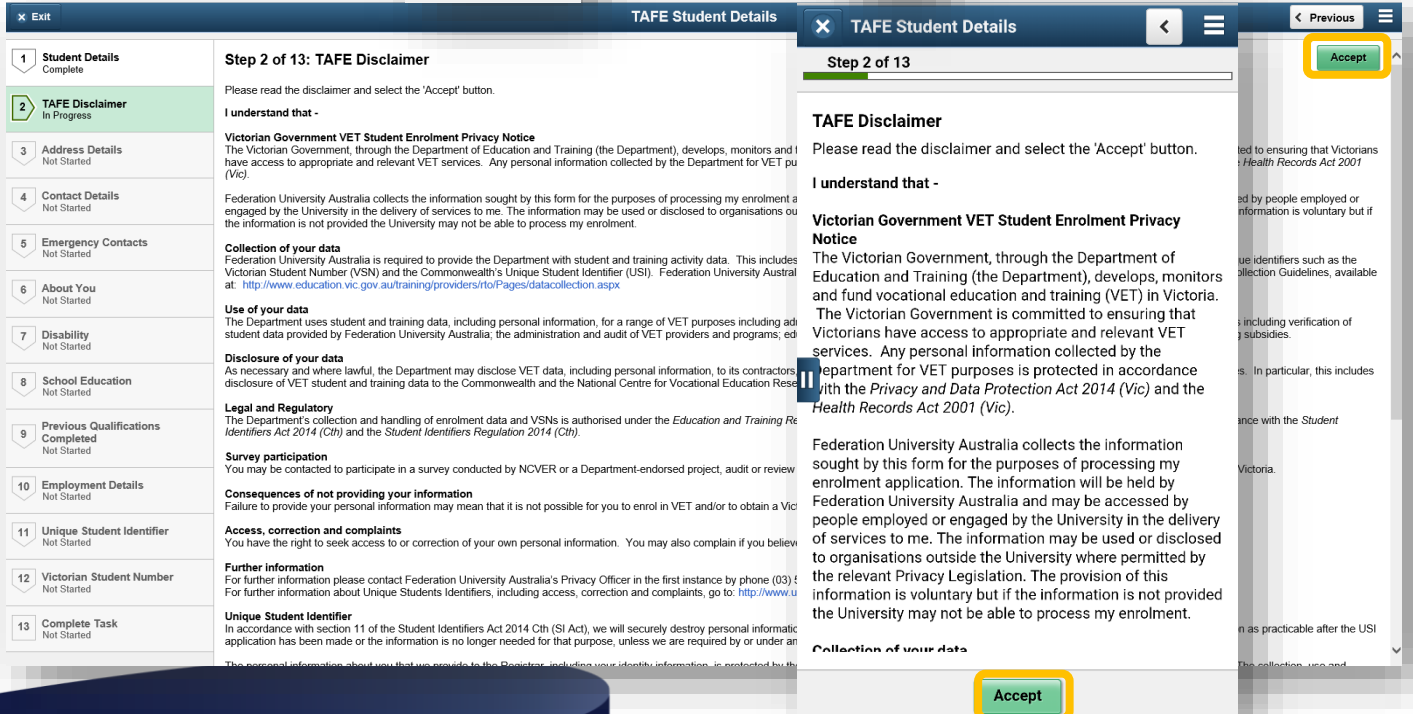
Click **Accept** to continue to step 3.

Click **Next** to continue. On the phone click

**Next** >

**Accept**

>



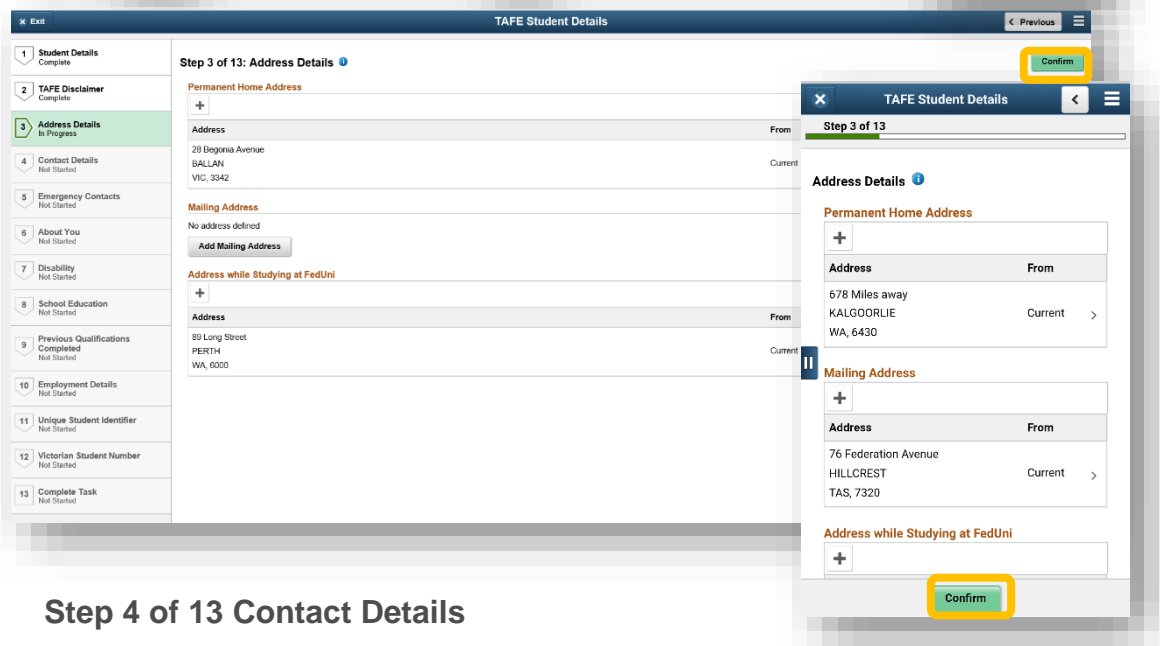
The screenshot shows the 'TAFE Student Details' app interface for Step 2 of 13. The left sidebar now shows '2. TAFE Disclaimer (In Progress)' as the active step. The main content area displays 'Step 2 of 13: TAFE Disclaimer' with instructions: 'Please read the disclaimer and select the 'Accept' button. I understand that - Victorian Government VET Student Enrolment Privacy Notice'. The notice text is partially visible, including: 'The Victorian Government, through the Department of Education and Training (the Department), develops, monitors and have access to appropriate and relevant VET services. Any personal information collected by the Department for VET pu (Vic). Federation University Australia collects the information sought by this form for the purposes of processing my enrolment a engaged by the University in the delivery of services to me. The information may be used or disclosed to organisations ou the information is not able to process my enrolment. Collection of your data Federation University Australia is required to provide the Department with student and training activity data. This includes Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI). Federation University Austral at: http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx Use of your data The Department uses student and training data, including personal information, for a range of VET purposes including ad student data provided by Federation University Australia, the administration and audit of VET providers and programs; ed Disclosure of your data As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Res Legal and Regulatory The Department's collection and handling of enrolment data and VSNs is authorised under the Education and Training Re Identifiers Act 2014 (Cth) and the Student Identifiers Regulation 2014 (Cth). Survey participation You may be contacted to participate in a survey conducted by NCVER or a Department-endorsed project, audit or review Consequences of not providing your information Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Vic Access, correction and complaints You have the right to seek access to or correction of your own personal information. You may also complain if you believe Further information For further information please contact Federation University Australia's Privacy Officer in the first instance by phone (03) 4 For further information about Unique Students Identifiers, including access, correction and complaints, go to: http://www.u Unique Student Identifier In accordance with section 11 of the Student Identifiers Act 2014 Cth (SI Act), we will securely destroy personal informati application has been made or the information is no longer needed for that purpose, unless we are required by or under an The personal information about you that we provide to the Registrar, including your identity information, is protected by th'. A yellow 'Accept' button is highlighted at the bottom right of the screen.

## Step 3 of 13 Address Details

Review and update your **Address Details**.

NOTE you are required to have a Permanent Home Address, Mailing Address and Address while Studying at FedUni.

Use  to add an Address and  to edit listed addresses. Click  to continue.

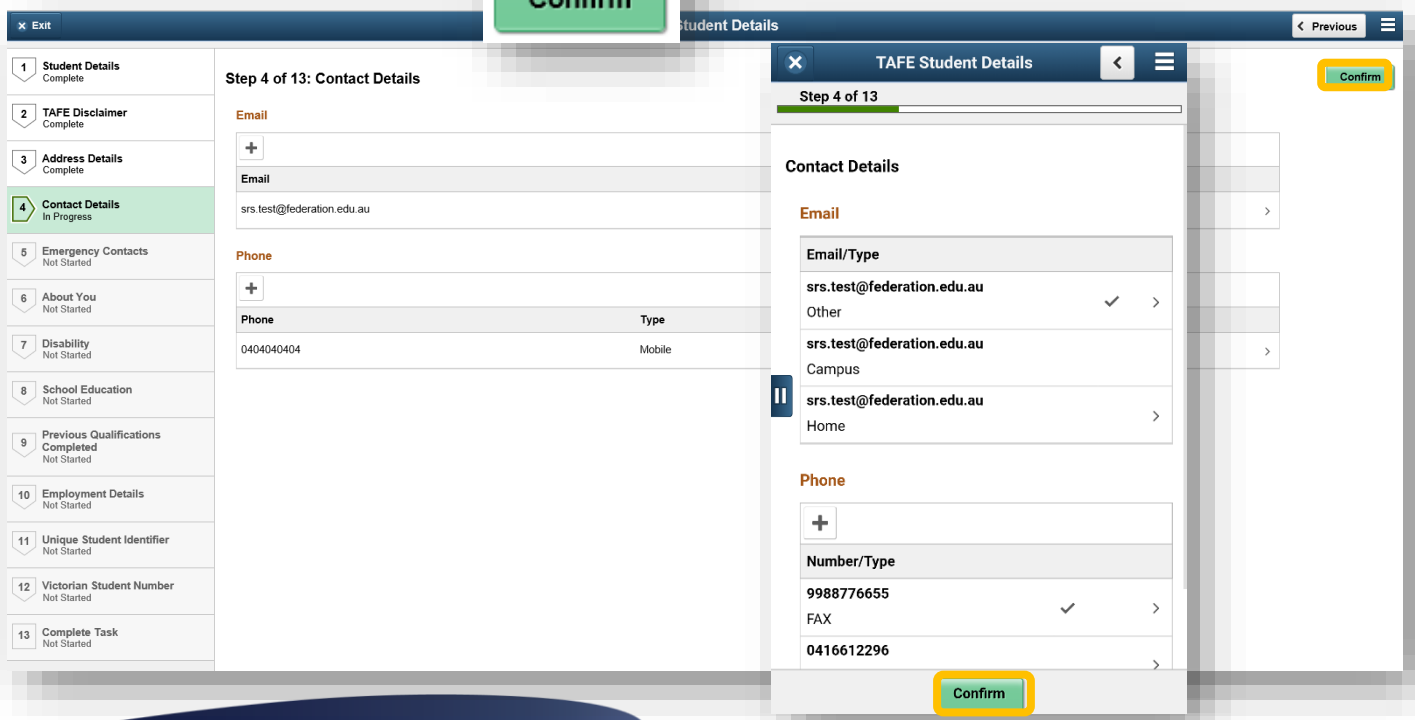


The screenshot shows the 'TAFE Student Details' interface at 'Step 3 of 13: Address Details'. On the left is a progress sidebar with 13 steps. Step 3 is highlighted. The main content area is divided into three sections: 'Permanent Home Address', 'Mailing Address', and 'Address while Studying at FedUni'. Each section has a '+ Add' button and a table of existing addresses. A modal window on the right shows a detailed view of the 'Address Details' for the 'Address while Studying at FedUni' section, with a 'Confirm' button at the bottom.

## Step 4 of 13 Contact Details

Review and update your email and phone number.

Click **Confirm** to continue.

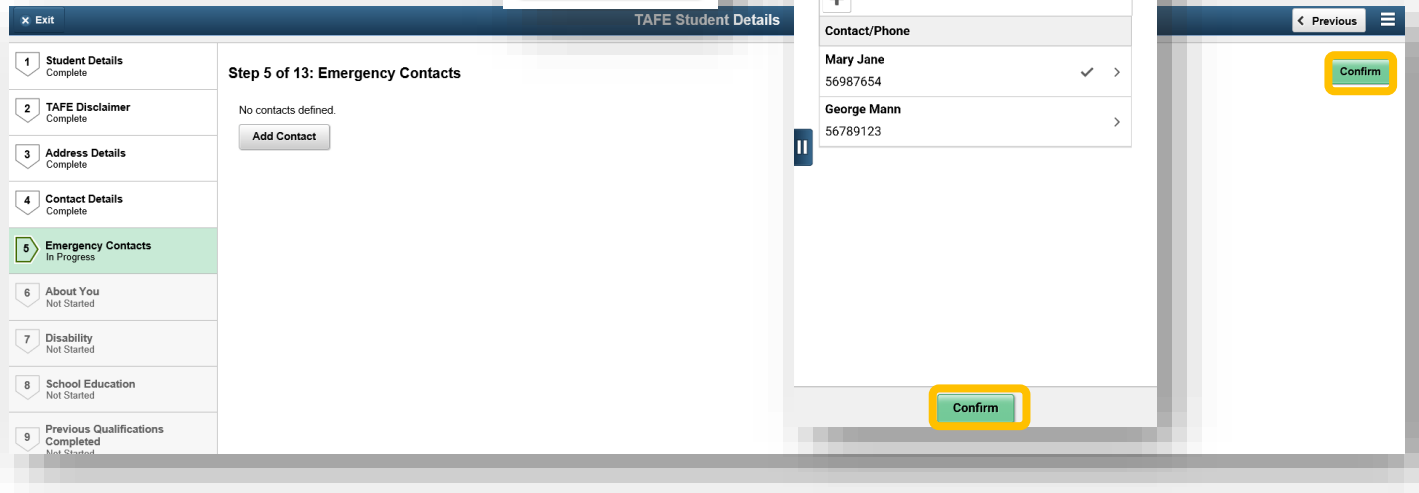
The screenshot shows the 'TAFE Student Details' interface at 'Step 4 of 13: Contact Details'. The progress sidebar on the left shows Step 4 is highlighted. The main content area has two sections: 'Email' and 'Phone'. The 'Email' section has a '+ Add' button and a table with one entry: 'srs.test@federation.edu.au'. The 'Phone' section has a '+ Add' button and a table with one entry: '0404040404' (Mobile). A modal window on the right shows a detailed view of the 'Contact Details', listing the email and phone entries with checkmarks and edit arrows. A 'Confirm' button is at the bottom.

## Step 5 of 13 Emergency Contacts

Review and add emergency contact details.

Click **confirm** to continue.

**Confirm**



**TAFE Student Details**

Step 5 of 13

Emergency Contacts

+ Add Contact

Contact/Phone

Mary Jane 56987654 ✓ >

George Mann 56789123 >

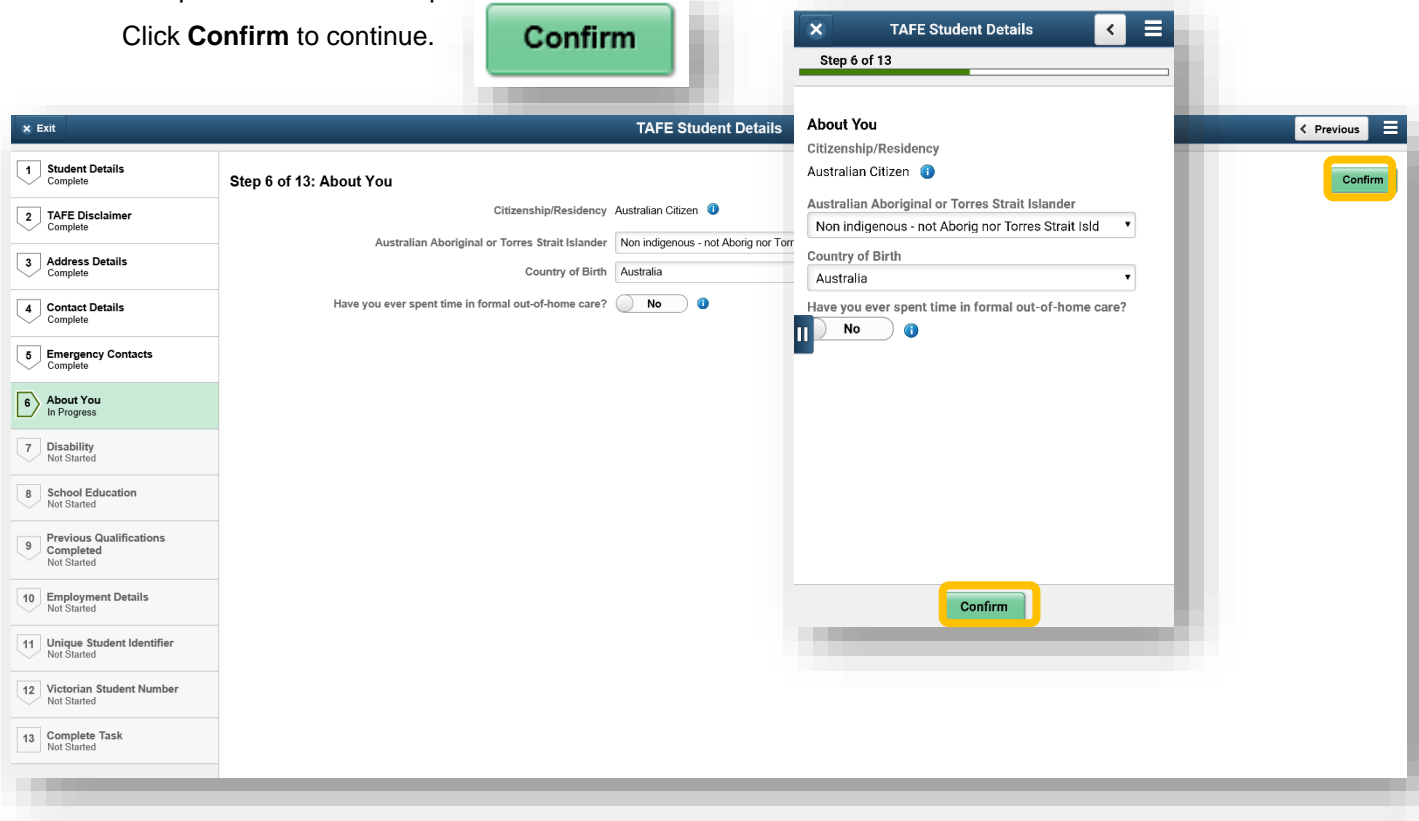
**Confirm**

## Step 6 of 13 About You

Complete the About You questions.

Click **Confirm** to continue.

**Confirm**



**TAFE Student Details**

Step 6 of 13

About You

Citizenship/Residency  
Australian Citizen ⓘ

Australian Aboriginal or Torres Strait Islander  
Non indigenous - not Aborig nor Torres Strait Islid

Country of Birth  
Australia

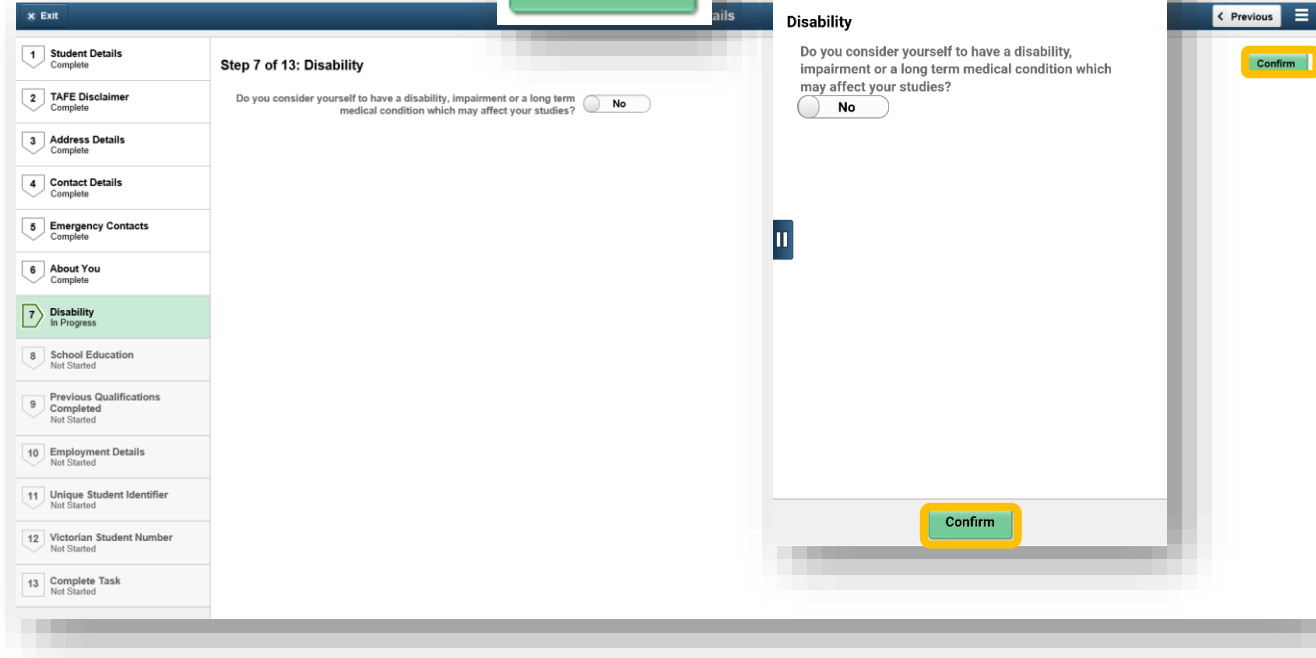
Have you ever spent time in formal out-of-home care?  No ⓘ

**Confirm**

## Step 7 of 13 Disability

Complete Disability question(s).

Click **Confirm** to continue.

**Step 7 of 13: Disability**

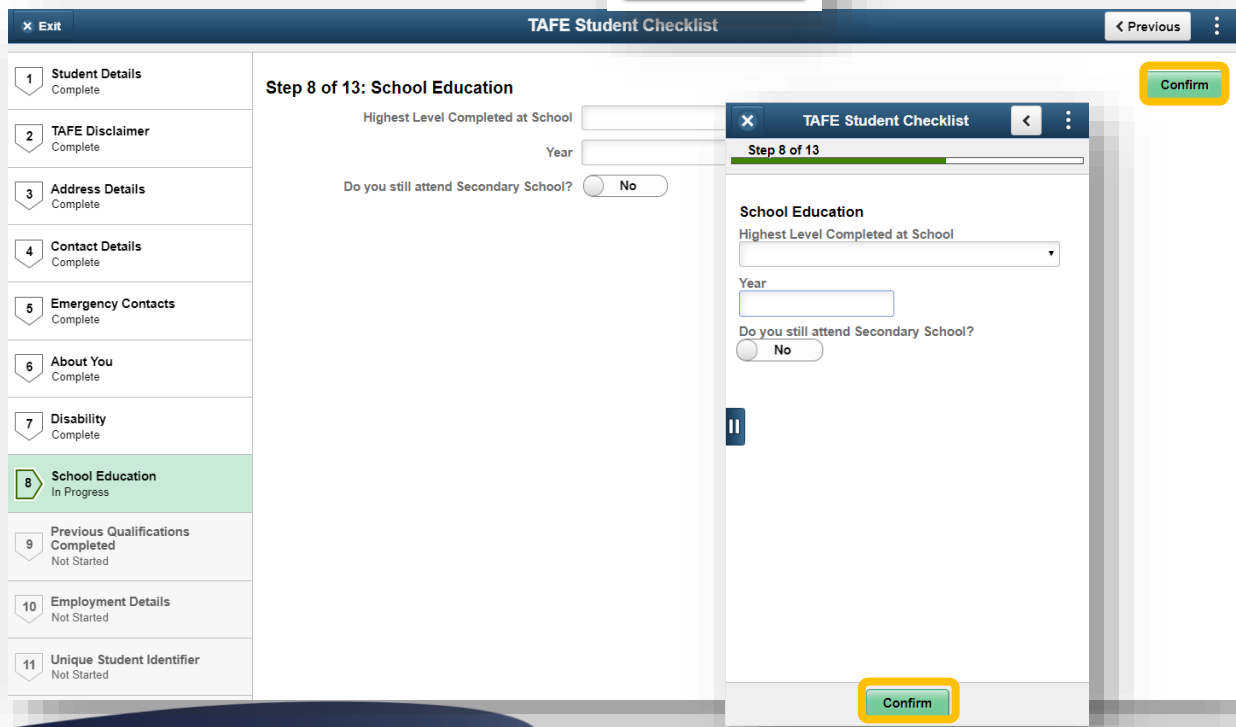
Do you consider yourself to have a disability, impairment or a long term medical condition which may affect your studies?  No

**Confirm**

## Step 8 of 13 School Education

Complete the **School Education** questions.

Click **Confirm** to continue

**Step 8 of 13: School Education**

Highest Level Completed at School

Year

Do you still attend Secondary School?  No

**Confirm**

## Step 9 of 13 Previous Qualifications Completed

Complete **Previous Qualifications Completed** questions.

If these have been prefilled complete the last question to confirm these details are correct.

Click **Confirm** to continue.



✕ TAFE Student Details
< ☰

**Step 9 of 13**

Yes

Australian ▾

Diploma or Associate Diploma  No

Advanced Diploma/Assoc Degree  No

Bachelor Degree/Higher Degree  Yes

Australian ▾

Vocational Graduate Diploma  No

Vocational Graduate Cert  No

Year Completed Highest Qualification  
2013

I can confirm that the above fields have been completed accurately  Yes

**Confirm**

< Previous
☰

✕ Exit
TAFE Student Details

- 1 Student Details Complete
- 2 TAFE Disclaimer Complete
- 3 Address Details Complete
- 4 Contact Details Complete
- 5 Emergency Contacts Complete
- 6 About You Complete
- 7 Disability Complete
- 8 School Education Complete
- 9 Previous Qualifications Completed In Progress
- 10 Employment Details Not Started
- 11 Unique Student Identifier Not Started
- 12 Victorian Student Number Not Started
- 13 Complete Task Not Started

**Step 9 of 13: Previous Qualifications Completed**

Have you completed any qualifications?  Yes

Please select the type of qualification(s) which you have completed, and enter one of the prior education achievement recognition identifiers.

1. Australian  
2. Australian Equivalent  
3. International

If you have multiple achievements for any one qualification, please use this priority order to determine which identifier to use.

Certificate I  No

Certificate II  No

Certificate III  No

Certificate IV  No

Diploma or Associate Diploma  No

Advanced Diplomal/Assoc Degree  No

Bachelor Degree/Higher Degree  No

Vocational Graduate Diploma  No

Vocational Graduate Cert  No

Year Completed Highest Qualification

## Step 10 of 13 Employment Details

Complete **Employment Details**.

Click **Confirm** to continue.



✕ TAFE Student Details
< ☰

**Step 10 of 13**

**Employment Details**

Current Employment Status

**Confirm**

< Previous
☰

✕ Exit
TAFE Student Details

- 1 Student Details Complete
- 2 TAFE Disclaimer Complete
- 3 Address Details Complete
- 4 Contact Details Complete
- 5 Emergency Contacts Complete
- 6 About You Complete
- 7 Disability Complete
- 8 School Education

**Step 10 of 13: Employment Details**

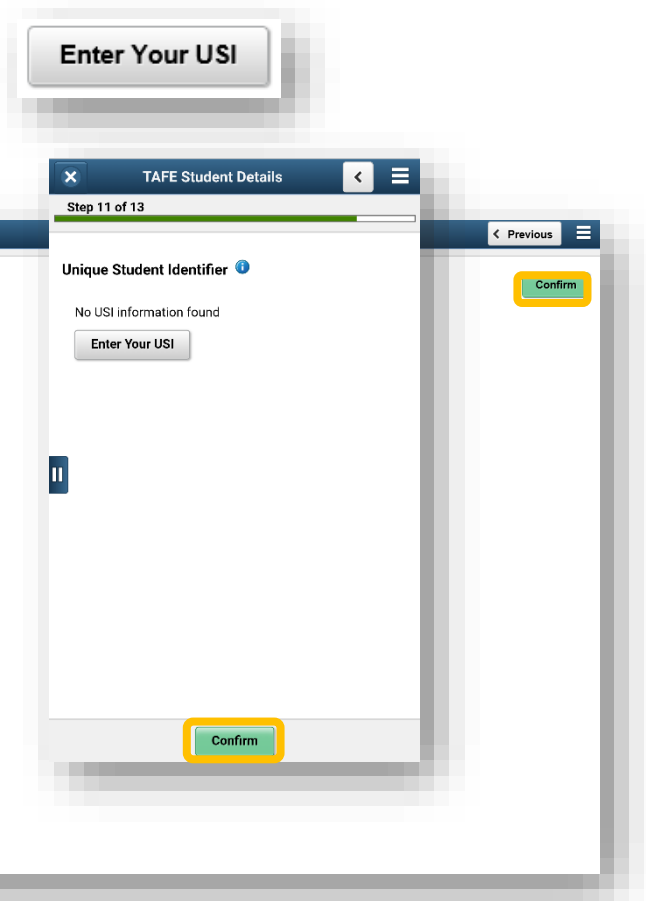
Current Employment Status

## Step 11 of 13 Unique Student Identifier

If you do not already have one, **enter your USI**.

Click on the **i** icon to view the link to apply for an USI.

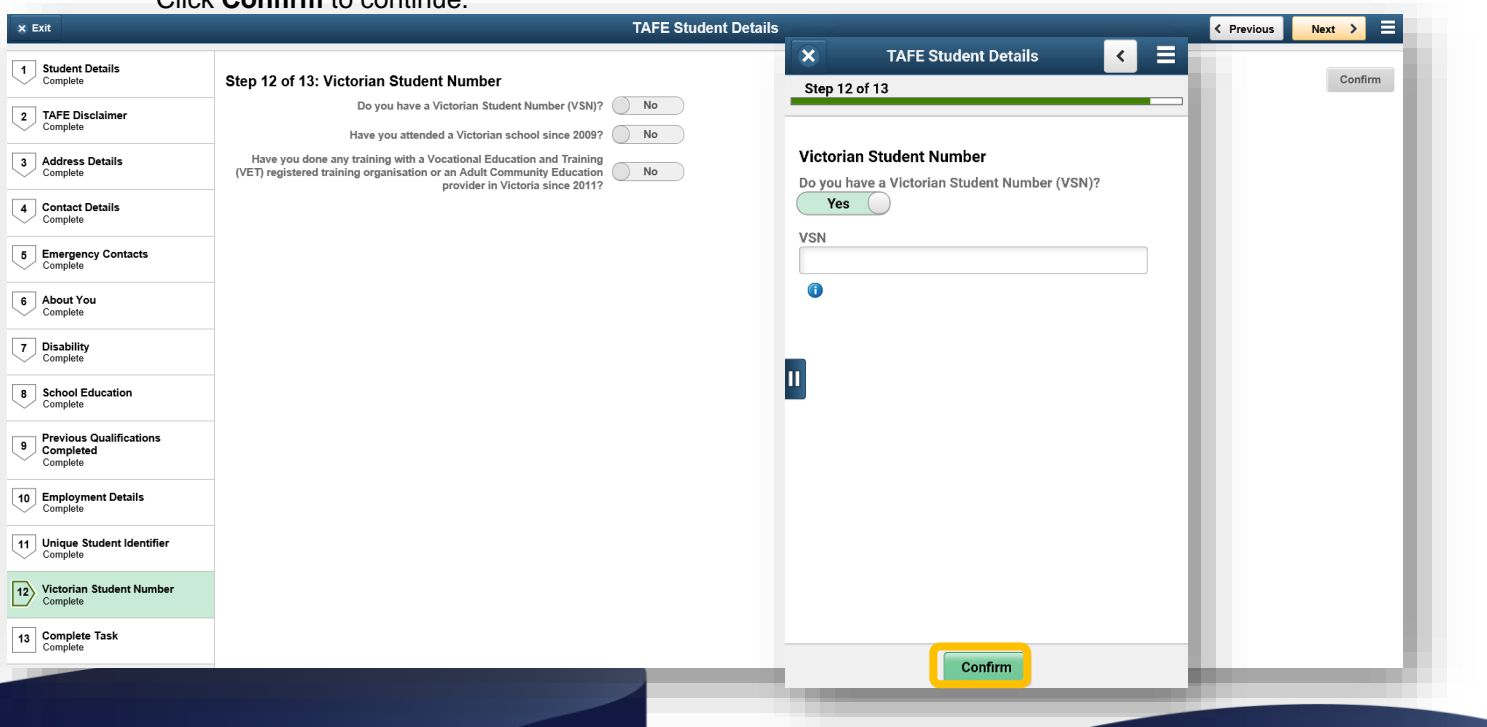
Click **Confirm** to continue.



## Step 12 of 13 Victorian Student Number

Complete the Victorian Student Number questions.

Click **Confirm** to continue.

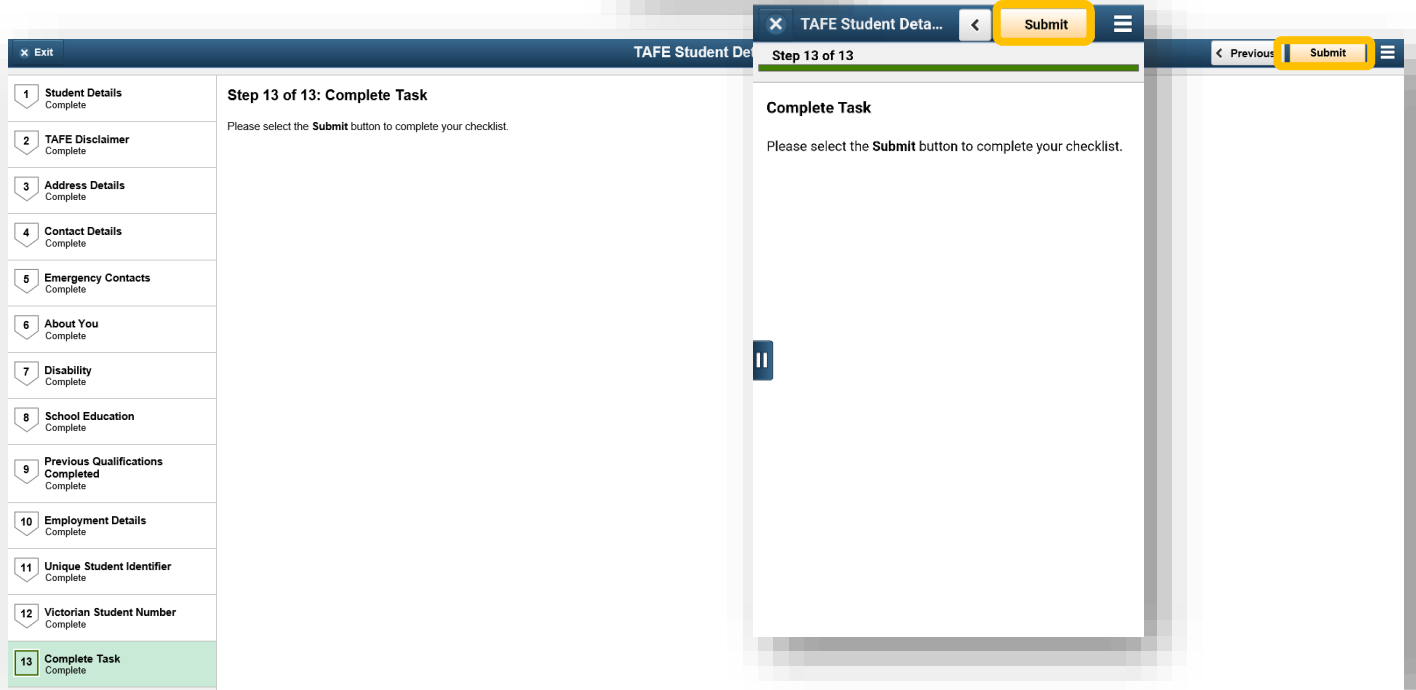




### Step 13 of 13 Complete Task

Click Submit to complete the checklist.

**Submit**



**Step 13 of 13: Complete Task**

Please select the **Submit** button to complete your checklist.

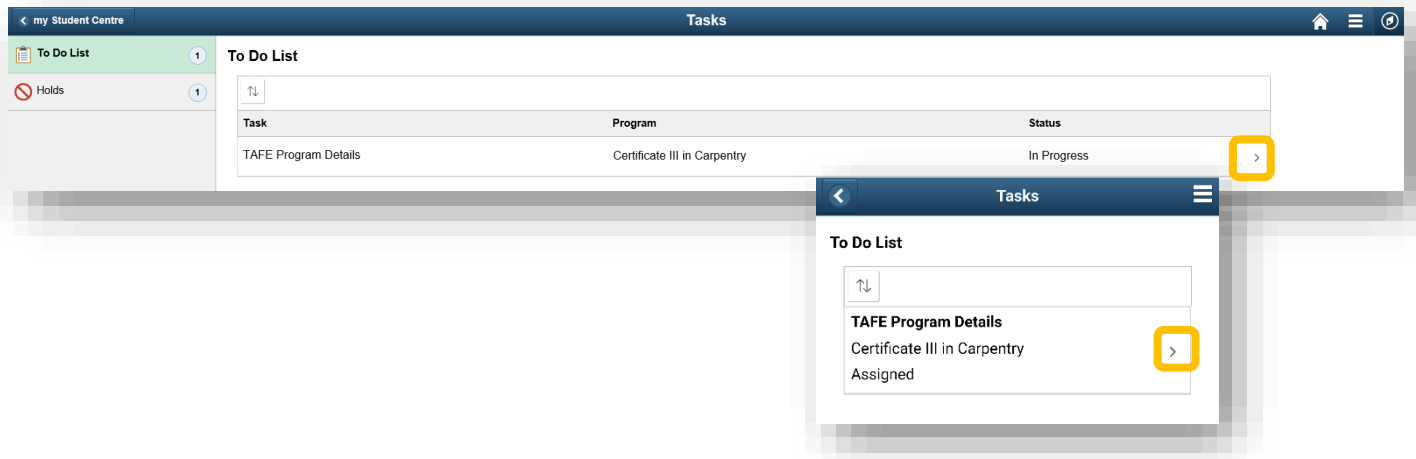
**Complete Task**

Please select the **Submit** button to complete your checklist.

# TAFE Program Details

You will be taken to the Program Details checklist to complete.

Click on the checklist > to begin.



**Tasks**

**To Do List**

Task	Program	Status
TAFE Program Details	Certificate III in Carpentry	In Progress

**Tasks**

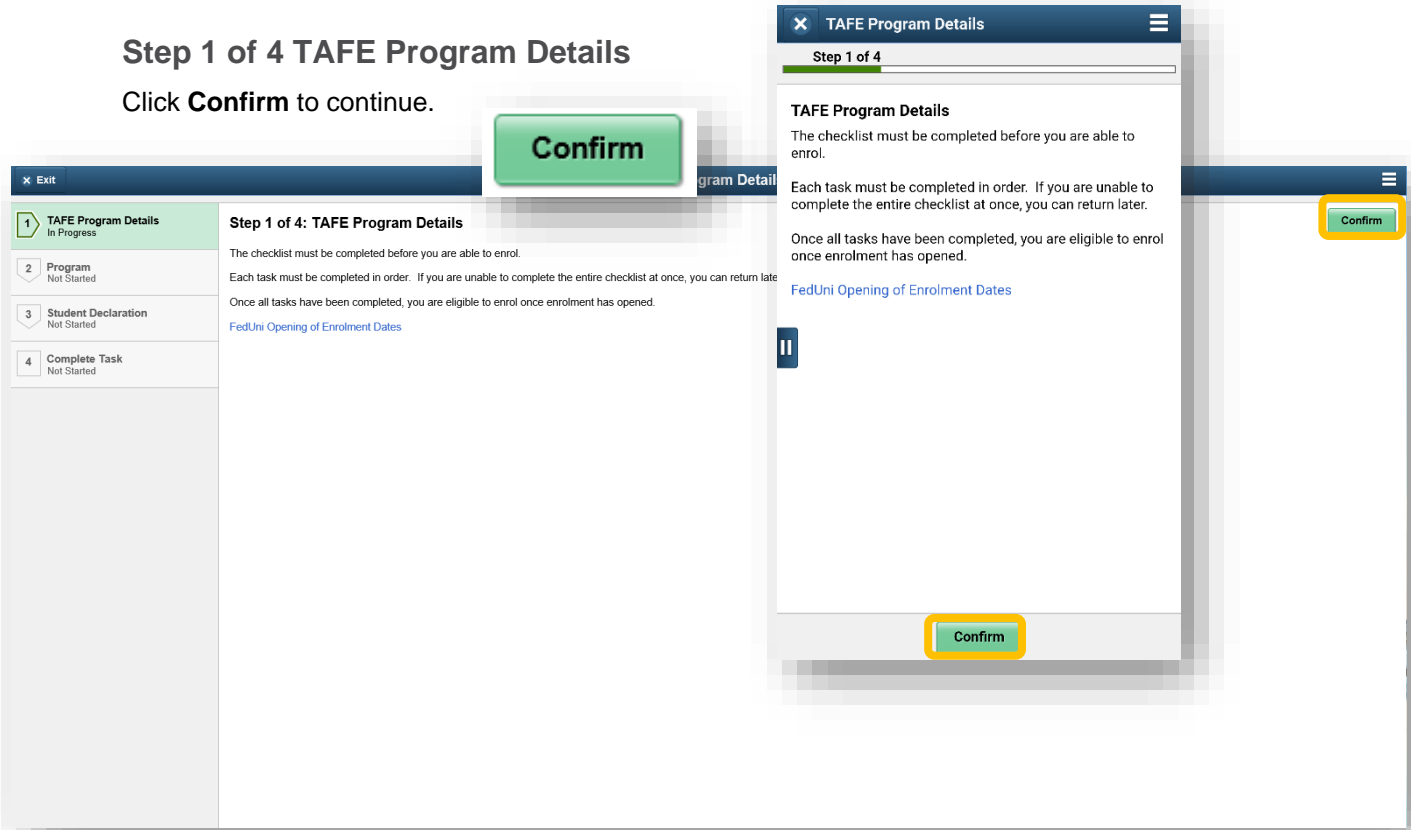
**To Do List**

**TAFE Program Details**

Certificate III in Carpentry  
Assigned

## Step 1 of 4 TAFE Program Details

Click **Confirm** to continue.



**Step 1 of 4: TAFE Program Details**

The checklist must be completed before you are able to enrol.

Each task must be completed in order. If you are unable to complete the entire checklist at once, you can return later.

Once all tasks have been completed, you are eligible to enrol once enrolment has opened.

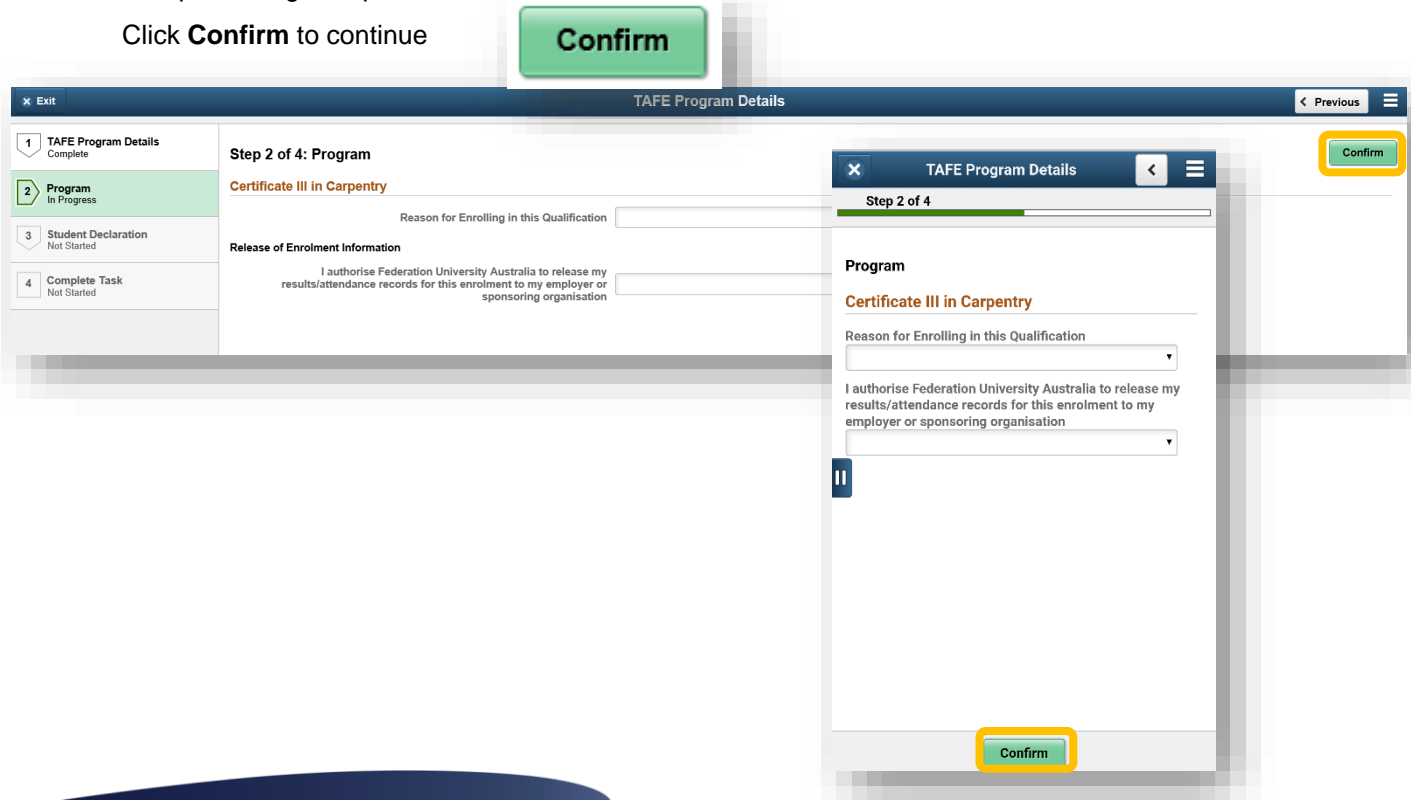
[FedUni Opening of Enrolment Dates](#)

**Confirm**

## Step 2 of 4 Program

Complete Program questions.

Click **Confirm** to continue



**Step 2 of 4: Program**

**Certificate III in Carpentry**

Reason for Enrolling in this Qualification

**Release of Enrolment Information**

I authorise Federation University Australia to release my results/attendance records for this enrolment to my employer or sponsoring organisation

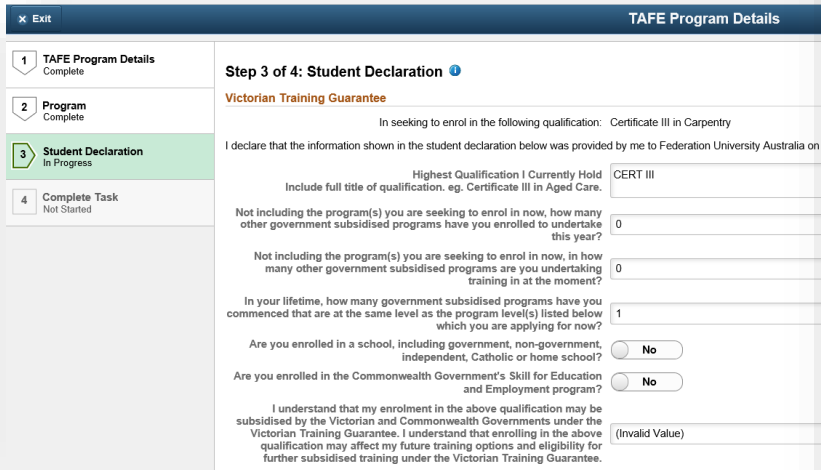
**Confirm**

### Step 3 of 4 Student Declaration

Scroll to view the **Student Declaration**. You must complete the last question to continue.

You must complete the last question to continue.

Click **Confirm** to continue. .



**TAFE Program Details**

Step 3 of 4: Student Declaration

**Victorian Training Guarantee**

In seeking to enrol in the following qualification: Certificate III in Carpentry

I declare that the information shown in the student declaration below was provided by me to Federation University Australia on:

Highest Qualification I Currently Hold: CERT III

Not including the program(s) you are seeking to enrol in now, in how many other government subsidised programs have you enrolled to undertake this year? 0

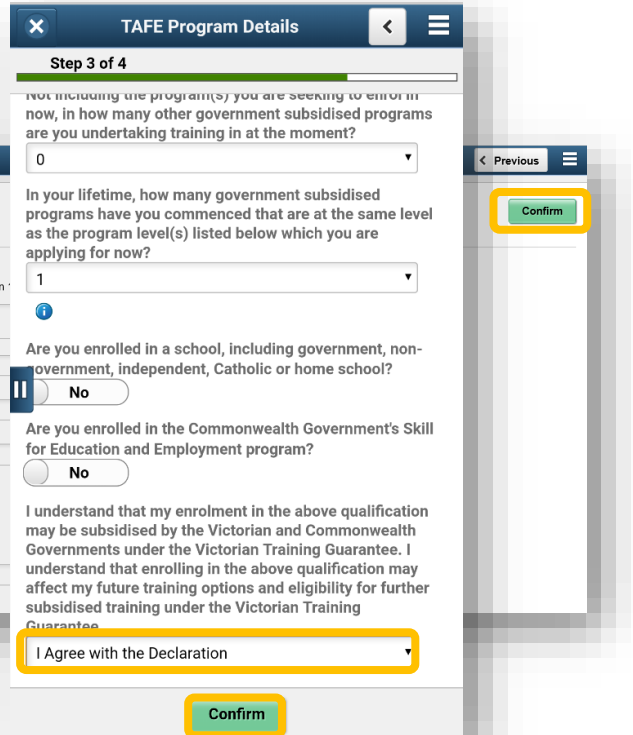
Not including the program(s) you are seeking to enrol in now, in how many other government subsidised programs are you undertaking training in at the moment? 0

In your lifetime, how many government subsidised programs have you commenced that are at the same level as the program level(s) listed below which you are applying for now? 1

Are you enrolled in a school, including government, non-government, independent, Catholic or home school?  No

Are you enrolled in the Commonwealth Government's Skill for Education and Employment program?  No

I understand that my enrolment in the above qualification may be subsidised by the Victorian and Commonwealth Governments under the Victorian Training Guarantee. I understand that enrolling in the above qualification may affect my future training options and eligibility for further subsidised training under the Victorian Training Guarantee.



**TAFE Program Details**

Step 3 of 4

Not including the program(s) you are seeking to enrol in now, in how many other government subsidised programs are you undertaking training in at the moment? 0

In your lifetime, how many government subsidised programs have you commenced that are at the same level as the program level(s) listed below which you are applying for now? 1

Are you enrolled in a school, including government, non-government, independent, Catholic or home school?  No

Are you enrolled in the Commonwealth Government's Skill for Education and Employment program?  No

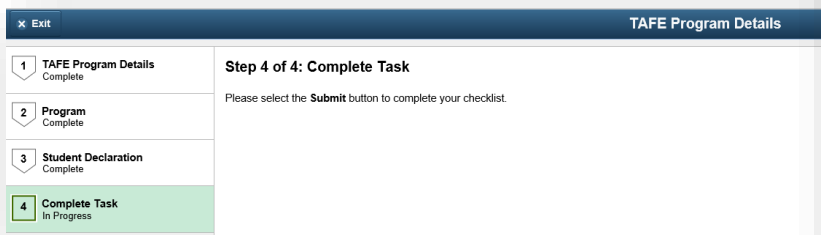
I understand that my enrolment in the above qualification may be subsidised by the Victorian and Commonwealth Governments under the Victorian Training Guarantee. I understand that enrolling in the above qualification may affect my future training options and eligibility for further subsidised training under the Victorian Training Guarantee.

I Agree with the Declaration

**Confirm**

### Step 4 of 4 Complete Task

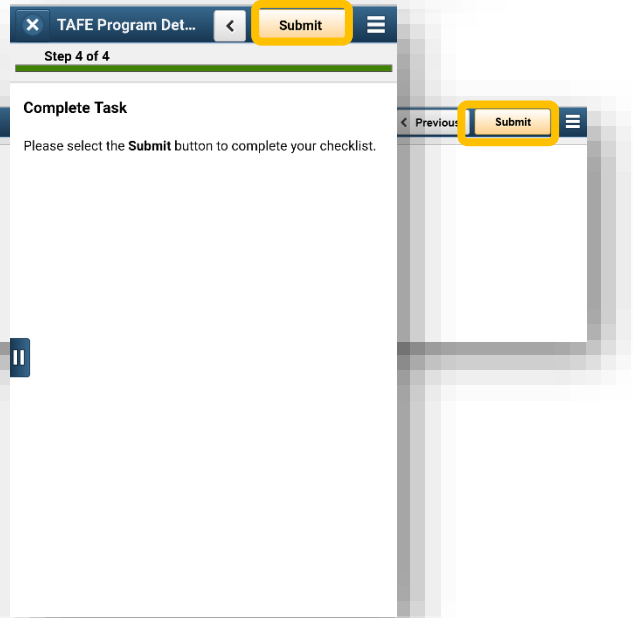
Click **Submit** to complete your checklists.



**TAFE Program Details**

Step 4 of 4: Complete Task

Please select the **Submit** button to complete your checklist.



**TAFE Program Det...**

Step 4 of 4

**Complete Task**

Please select the **Submit** button to complete your checklist.

**Submit**

You have now completed your checklists and can enrol into classes.

Go to the Enrol webpage to view steps on how to enrol.

<https://federation.edu.au/current-students/starting-at-feduni/enrolment/new-students>