Descriptive Transcript

Title: Enrolling as a New VET Student
Creator: Swinburne University of Technology
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Audio/video for this transcript available from: https://commons.swinburne.edu.au

[Background music: White title screen with text "Enrolling as a New VET Student"]

In this video, we will show you how to enrol as new VET student. Your enrolment process can take up to four steps.

[White screen with summary of four steps to be completed]

This example includes completing general tasks, **[text "Step 1 Complete General Tasks" is circled in red]** confirming personal details, **[text "Step 2 Confirm Personal Details" is circled in red]** registering in block groups, **[text "Step 3 Register in Block Groups" is circled in red]** and enrolling in units **[text "Step 4 Enrol in Units" is circled in red].**

[Screen-capture view of My Swinburne Homepage]

Go to the My Tasks tile on your Home page. **[My Tasks tile is highlighted. It includes a red circle containing the number 10 at the top]**

Here, you can see the number of tasks required to complete the process. If you are a continuing student, or you don't see the prompt, follow the steps in the tutorial Enrolling into Units.

Click on My Tasks **[My Tasks is clicked]** to start the enrolment process.

[Complete My Tasks screen displays. Step 1 – General Tasks is selected on the left-hand side]

The first step is to complete general tasks, such as agreeing to the latest version of the terms and conditions, **[Task in the centre of the screen is highlighted in red, it reads "Agree to the latest version of the terms and conditions" and is labelled MANDATORY]** providing your unique student identifier, **[Task in the centre of the screen is highlighted in red, it reads "Provide your unique Student Identifier (USI) and is labelled MANDATORY]** also known as USI, and providing your education and employment details. **[Task in the centre of the screen is highlighted in red, it reads "Provide your education and employment details" and is labelled MANDATORY]**

Please note that all tasks marked as mandatory **[Each occurrence of the label MANDATORY is highlighted in red]** must be completed before you can enrol into units.

Click Respond to start the first mandatory task. **[Red 'Respond' button on the right of the task is highlighted and clicked. A Terms and Conditions pop-up window appears and scrolls. It has a red 'Agree' button in the top right and a link to download the terms as a PDF]** When you've read the terms and conditions, click Agree. **[Red Agree button in the top right is highlighted and clicked. The side bar closes and the first task has now been removed from the list on the page].**

Move on to the next task by clicking the Respond or Next button on the right-hand side of the screen. **[A red Next button in the top right corner of the screen is highlighted. The Red Respond button next to the "Provide your Unique Student ID" task is highlighted and clicked. A side bar opens on the right. There are 3 fields under the heading 'Alternate Identification Details': Alternative ID Type (already set to USI), Alternate ID and Year]**

Here, you'll need to provide your unique student identifier. **[White screen with text 'Visit: www.usi.gov.au']**

If you don't have a USI or are not sure if you do have one, please visit www.usi.gov.au for more information.

[Complete My Tasks screen displays] When you have your USI number, please enter it in the Alternate ID field, **[a series of letters and numbers are typed into the Alternate ID box and the red 'Save' button in the top right is clicked]** then click Save. **[The side bar closes and only one task remains on the page]**

Proceed to provide your education and employment details. **[Red Respond button next to the 'Provide your education and employment details' task is clicked. A side bar opens on the right and scrolls. It displays a list of Education and Employment detail fields, some are already filled in with text, others have a drop-down list to select from or a radio button to click]**

Complete all the mandatory fields, then click Submit. **[A series of selections are made and two checkboxes in the 'Declaration' section at the end are ticked. Red Submit button in the top right is highlighted and clicked. The side bar closes and the General Tasks screen displays. It now reads "No records found"]**

Once there are no more tasks displayed on the screen, proceed to step two by clicking the next button in the top right corner. **[Red Next button is highlighted and clicked].**

['Step 2 – Confirm Personal Details' is selected on the left-hand side]

In this example, you'll need to provide your culture details **[Task in the centre of the screen is highlighted in red, it reads "Provide your cultural details" and is labelled MANDATORY]** and your parents' or guardians' education background. **[Task in the centre of the screen is highlighted in red, it reads "Provide your parents' or guardians' educational background" and is labelled MANDATORY]** For both tasks, click Respond, **[Red Respond button next to the first task is highlighted and clicked. A side bar opens on the right and selections are made from the Cultural Details fields which display]** Complete all mandatory sections, then click Save. **[Red Save button in the top right is highlighted and clicked]**

[Side bar closes and the steps are repeated for the remaining task 'Provide your parents' or guardians' educational background'. The Save button in the top right is highlighted and clicked and the Complete My Tasks screen now reads "No records found"] When you're done, proceed to step three by clicking the next button. **[Red Next button is highlighted and clicked].**

'Step 3 – Register in Block Groups' is selected on the left-hand side. One task is displayed, it reads "Before you can enrol, you must register in to a block group for your course. Visit to view and register into a block group."]

You will see all the available block groups for registration. **[Red Respond button is clicked. Side bar opens on the right]** In vocational education courses, **[Side bar is highlighted. It displays a list of block groups. Each block group in the list includes course start and end dates, a timetable link, and a status: CAN BE REGISTERED or UNAVAILABLE]** students normally choose a block group instead of selecting their own classes and scheduling their timetables.

Once you've selected a block group, you'll be placed into a scheduled timetable. Find more detail including the dates, times, and locations for each block group by clicking the arrow next to the register button. **[A red button with an arrow symbol is highlighted and clicked. A 'View Classes' pop-up item appears and is clicked. A further side bar opens on the right and displays a list of the classes within the block group with dates and times for each. An X in the top right of the side bar is clicked to close it]**

[A block group is now highlighted in pink in the side bar and the red Register button is highlighted and clicked] When you've found your preferred block group, click Register. **[A pop-up 'Confirm Action' window opens. It reads "Do you want to register into this Block Group?]** A window will pop up to confirm your selection. **[Grey OK button is highlighted and clicked. Complete My Tasks screen displays. It now reads "No records found"]**

Once your block group has been successfully registered, click Next to proceed to the last step of your enrolment process. **[Red Next button is highlighted and clicked].**

'Step 4 – Enrol in units for the next Study Period' is selected on the left-hand side. Four tasks display, they each read "Provide your enrolment for 2023" followed by the relevant study period] You can now view all the available study periods planned for your course. **[All the study periods are highlighted]**

Proceed with enrolment into your study period by clicking Respond. **[Red Respond button is highlighted and clicked. Side bar opens on the right. A Scheduled Units search box displays, with unit information showing below]** The scheduled units page will pop up from the right side of the screen. **[Red button with an arrow symbol next to the unit information is highlighted and clicked. A 'View' drop-down option and is clicked]** Click the arrow to view all the important information about the unit **[A side bar opens on the right. It displays further information about the unit]** such as class locations, requisites, and other confirmed study periods. **[An X in the top right of the side bar is clicked. The information side bar closes and the Unit side bar shows]** Click the X in the top right corner to close the unit information page.

Now click on the Enrol button in the top right corner to enrol in all the units for that study period. **[Red Enrol button in the Unit side bar is highlighted and clicked. A side bar opens on the right, it is titled "Enrolment summary". A message in green reads "You will be enrolled in the following units upon selecting 'Confirm'"]**

An enrolment summary will pop up for your review. **[The enrolment summary on the right is highlighted in red. Red Confirm button in the top right is highlighted and clicked]** Click Confirm to view your enrolment quote. **[A pop-up Enrolment Quote window appears. It shows the unit details and the Total. It has a grey OK and a grey Cancel button at the bottom]** Then click Ok. **[The grey OK button is highlighted and clicked].**

[Complete My Tasks screen displays, with a message across the top. It is headed "1 INFORMATION MESSAGE" and reads "SUCCESS – Study Plan successfully saved"]

You will see a notification to let you know that your study plan has been successfully saved.

[The X in the top right of the side bar is highlighted and clicked. Screen returns to Complete my Tasks.]

[The Step 4 list now displays, it shows 3 study periods, each one has a red Respond button]

You can now move on to the next available study period **[The first study period in the list is highlighted]** and repeat the steps.

[Screen returns to Complete my Tasks. It now reads "No records found"] When you've completed your enrolment for all the study periods, click Finish to go back to the My Swinburne home page. **[Red Finish button in the top right is highlighted and clicked]**

[My Swinburne Homepage displays]

That's all you need to do to enrol as a new VET student.

[White screen with text "Contact StudentHQ on 1300 794 628 (Option 1) for assistance"]

Still got questions? Feel free to contact StudentHQ for help.

[Background music: White screen. Swinburne logo swipes up]

[END OF TRANSCRIPT]