

HOW TO SUBMIT A COURSE NOMINATION ONLINE

VETenrol is a VETtrak Portal used to promote training courses. It is also used for members to submit electronic course nominations. VETenrol is available from any device that is connected to the internet and removes the need for paper nomination forms. Courses may be scheduled for a specific group of students and in this circumstance, a direct link will be sent to your nominated email address.

You can think of VETenrol as an electronic nomination form. Simple as that!

IMPORTANT NOTE: submitting a nomination through VETenrol does not guarantee your place on a course. The normal approval processes still apply. You will receive an automated email confirming that your nomination has been received, this is not confirmation that you have a place on the course. You will receive a second email either confirming your place or advising you that you have not been successful.

How do I access Online Nominations?

You can access VETenrol either through your Student Portal (see below), via the link sent to you by your Course Coordinator, or directly at <https://enrolvetenrol.com.au/?clientID=VT-ACTESA>.

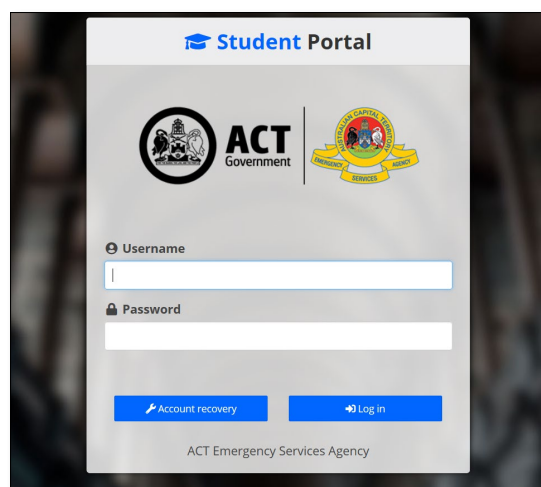
External participants that are the ESA are sent an direct enrolment link to the specific course this wish to enrol in.

Through the Student Portal:

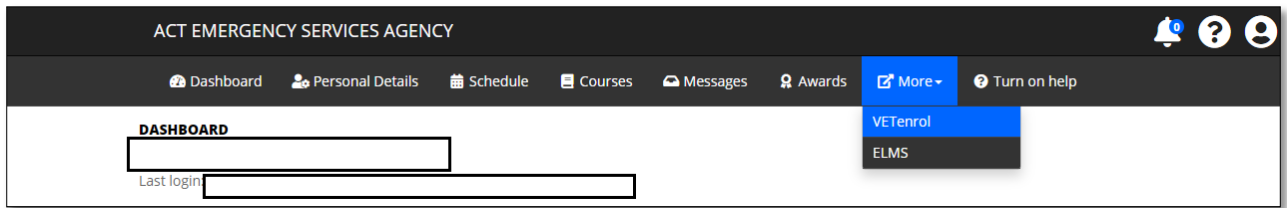
To log in to the ESA Student Portal click this link <https://actesa.vtportal.com.au/StudentPortal>

All ESA Staff and Volunteers were sent an email “Welcome to Student Portal and ELMS” email with your Username and Password. Send an email to ELMS@act.gov.au if you can't find your Username and Password.

You will be prompted to change your password when you first log in.



Once logged into your Student Portal, select **VETenrol** from the 'More' menu.



A new window will open showing the courses available for online nomination.



Choose the course you wish to nominate for either from the calendar or the list on the left of the screen. An online nomination form will open.

If you have been sent a link by your course coordinator, you will be taken straight to the online nomination form.

Completing the online nomination form

Fill out the form noting that you must enter information if there is a red asterisk * next to the item on the form.

Make sure you check the course description for information about entry requirements and prerequisites. Your nomination will not be considered if you don't meet those requirements.

Available Courses	You are registering for:
▶ TEST	TEST Programme (ESA Training Centre, 16/11/2020) ⓘ This course is designed to provide the knowledge and skill for individuals to be able to identify a range of asbestos products and materials and be able to report the material to the relevant person or Authority. This is a test course only.
	Personal Information Title: <input type="text"/> Given Name: * <input type="text"/> Middle Name(s): <input type="text"/> Preferred Name: <input type="text"/> Family Name: * <input type="text"/> Date of Birth: * <input type="text"/> Gender: <input type="text" value="Not Stated"/> Returning Participant? <input type="checkbox"/> I am a returning participant... Username: <input type="text"/>

Hint: Have your Unique Student Identifier (USI) number handy as you will need it to complete the form. If you haven't got a USI the system will direct you to www.usi.gov.au to apply for one. It only takes 2 - 3 minutes.

If you have used VETenrol to nominate for a course before, you can tick the **'I am a returning participant...'** box and the form will be pre-filled with information matching your Student Portal.

You are registering for:

TEST Programme (ESA Training Centre, 16/11/2020) ⓘ

This course is designed to provide the knowledge and skill for individuals to be able to identify a range of asbestos products and materials and be able to report the material to the relevant person or Authority. This is a test course only.

Personal Information

Title:

Given Name: *

Middle Name(s):

Preferred Name:

Family Name: *

Date of Birth: *

Gender:

Returning Participant?

I am a returning participant...

Username:

Password:

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You still need to click through the form to confirm the pre-filled details are correct. Update any incorrect details as you go.

Example pages:

You are registering for:
TEST Programme (ESA Training Centre, 16/11/2020)

This course is designed to provide the knowledge and skill for individuals to be able to identify a range of asbestos products and materials and be able to report the material to the relevant person or Authority. This is a test course only.

Residential Address

Enter your usual residential address (e.g. where you usually reside, rather than any temporary address you have for work, etc).

Unit Details: e.g. Unit 7

Building Name:

Street Number: *

Street Name & Type: *

Suburb: *

State: *

Post Code: *

Postal Address

Same as residential address...

Unit Details: e.g. Unit 7

Building Name:

PO Box: e.g. PO Box 1234

Street Number:

Street Name & Type:

Suburb: *

State: *

Post Code: *

Contact Details

Home Phone: †

Work Phone: †

Mobile: †

† At least one contact phone number must be supplied.

Email Address: *

Alternate Address:

Email Both Addresses? Send emails to both addresses?

Emergency Contact Details

Name:

Relationship:

Phone:

Mobile:

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You are registering for:
TEST Programme (ESA Training Centre, 16/11/2020)

This course is designed to provide the knowledge and skill for individuals to be able to identify a range of asbestos products and materials and be able to report the material to the relevant person or Authority. This is a test course only.

Please confirm that you have approval from your supervisor and, if necessary, you have arranged roster relief to attend this course.

Supervisor Approval

I confirm that I have discussed this course with my supervisor and have approval to attend, including approved roster relief as required.

I agree

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You are registering for:
TEST Programme (ESA Training Centre, 16/11/2020)

This course is designed to provide the knowledge and skill for individuals to be able to identify a range of asbestos products and materials and be able to report the material to the relevant person or Authority. This is a test course only.

Service/Employer

Please choose your Service/Employer/Business Unit.

Choose from the list. *

- Please select...
- ACT Ambulance Service
- ACT Fire & Rescue
- ACT RFS
- ACT SES
- Community Fire Units
- ESA Commissioners Office
- ESA Public Information & Engagement
- ESA Governance & Logistics
- ESA People, Culture & Training
- ESA Risk & Planning
- ACT Corrective Services
- Australian Defence Force
- Australian Federal Police
- Other ACT Government Agency
- Other Australian Government Agency
- Other**
- Please select...

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When you reach the final screen, click the 'Confirm Registration' button.

You will receive an automated email confirming that your nomination has been received.

IMPORTANT NOTE: this does not guarantee your place on the course.

Nominations are reviewed by the relevant course coordinator and, once approved, you will receive a second email confirming your enrolment in the course. If your nomination is not successful, your course coordinator will be in touch to explain the next steps.

If you have questions, please email ESA_Training@act.gov.au or contact your course coordinator.