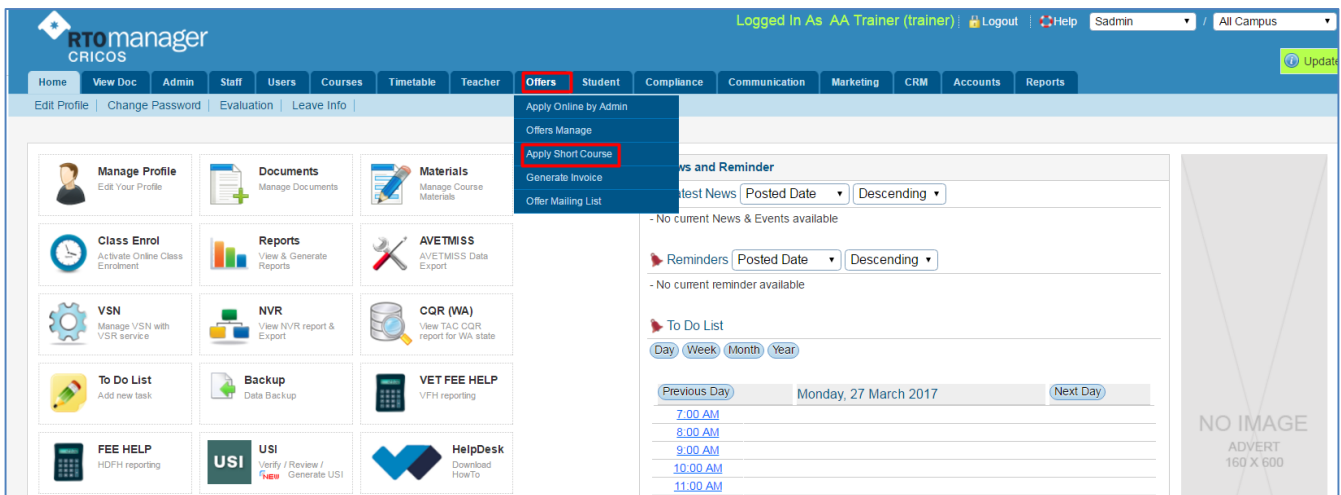


Two Step Short Course Application Process

This menu allows you to enrol students to accredited short courses. Certificate II, Certificate III are examples of short courses. For admin to enrol students to short courses, follow the instructions below:

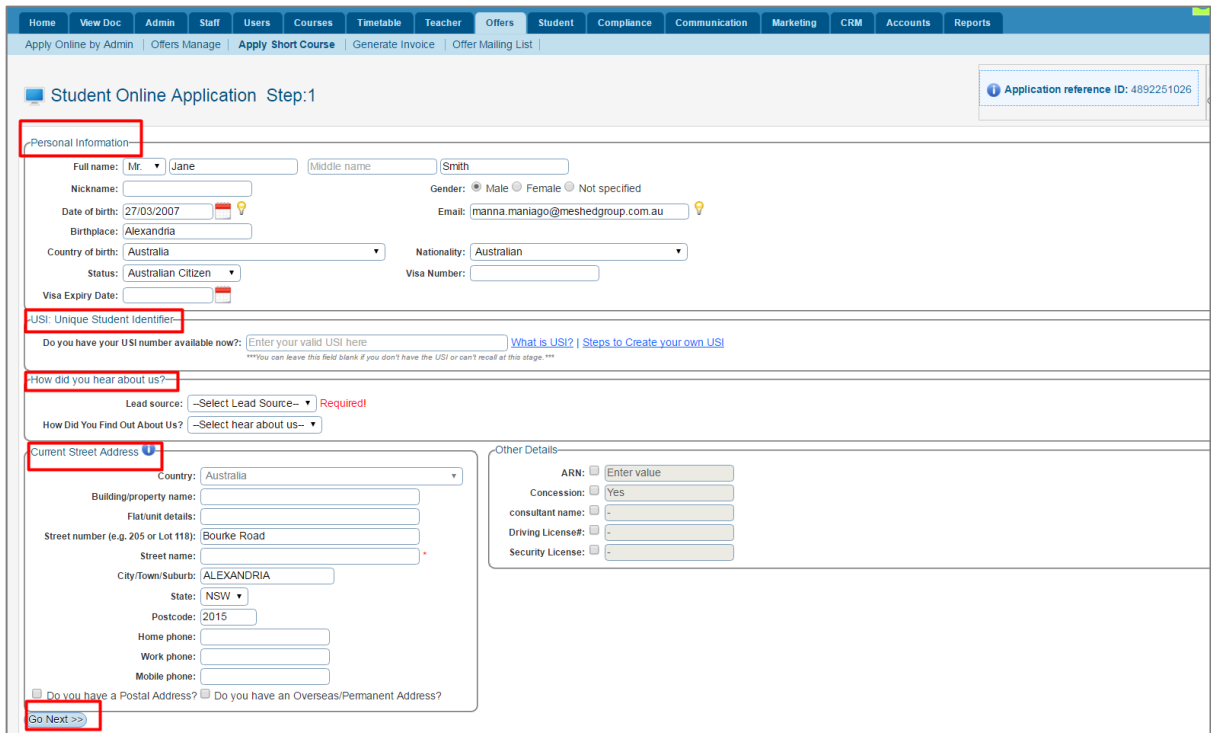
Step 1

- On RTOManager, Click **Offers > Apply Short Course**.



The screenshot shows the RTOManager CRICOS dashboard. The user is logged in as 'AA Trainer (trainer)'. The 'Offers' menu is open, and 'Apply Short Course' is highlighted. The dashboard includes various modules such as Manage Profile, Documents, Materials, Class Enrol, Reports, AVETMISS, VSN, NVR, CQR (WA), To Do List, Backup, VET FEE HELP, FEE HELP, USI, and HelpDesk. The right sidebar shows 'News and Reminder' sections with 'No current News & Events available' and 'No current reminder available'. The 'To Do List' section shows the date 'Monday, 27 March 2017' and a list of times from 7:00 AM to 11:00 AM.

- Fill in Student's Online Application form which includes **Personal Information, USI information** and **Current Street Address** as shown below. *Note that all fields with asterisks requires mandatory information.*



Student Online Application Step:1 Application reference ID: 4892251026

Personal Information

Full name: Mr. Jane Middle name: Smith
 Nickname: Gender: Male Female Not specified
 Date of birth: 27/03/2007 Email: manna.maniago@meshedgroup.com.au
 Birthplace: Alexandria
 Country of birth: Australia Nationality: Australian
 Status: Australian Citizen Visa Number:
 Visa Expiry Date:

USI: Unique Student Identifier
 Do you have your USI number available now? [What is USI?](#) [Steps to Create your own USI](#)
You can leave this field blank if you don't have the USI or can't recall at this stage.

How did you hear about us?
 Lead source: **Required!**
 How Did You Find Out About Us?

Current Street Address

Country: Australia
 Building/property name:
 Flat/unit details:
 Street number (e.g. 205 or Lot 118): Bourke Road
 Street name:
 City/Town/Suburb: ALEXANDRIA
 State: NSW
 Postcode: 2015
 Home phone:
 Work phone:
 Mobile phone:
 Do you have a Postal Address? Do you have an Overseas/Permanent Address?

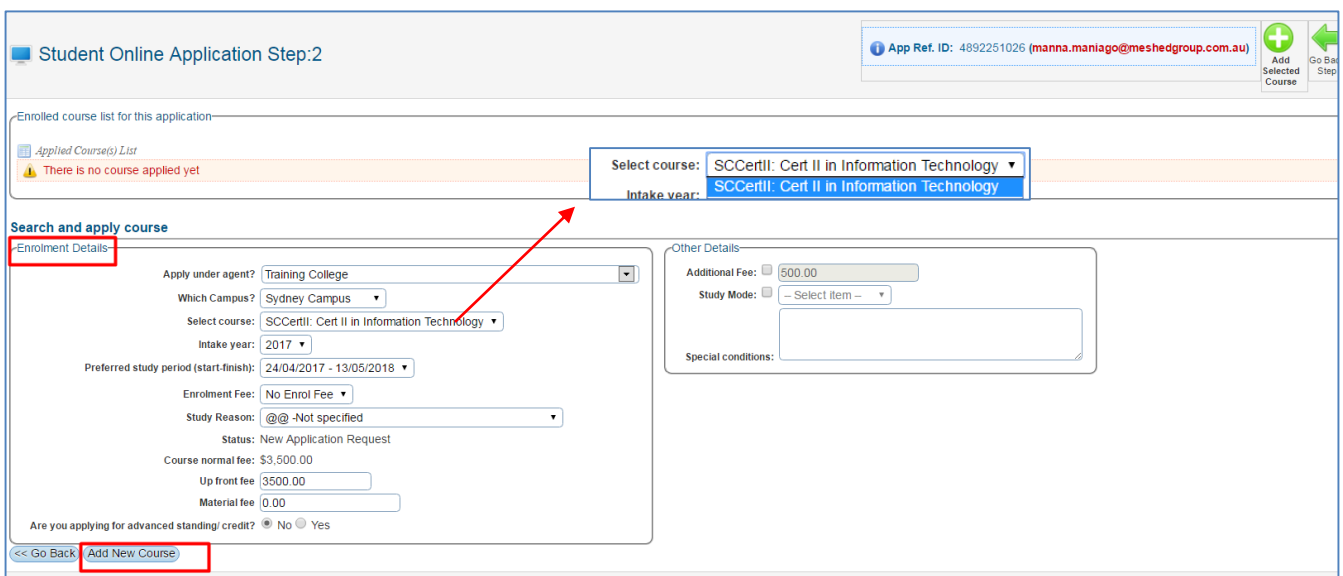
Other Details

ARN: Enter value
 Concession: Yes
 consultant name:
 Driving License#:
 Security License:

- To proceed with the application, Click **Go Next**.

Step 2

- Enter Enrolment details which includes **Campus, Intake year, preferred Intake Date** and **Course** selected.



Student Online Application Step:2 App Ref. ID: 4892251026 (manna.maniago@meshedgroup.com.au)

Enrolled course list for this application

⚠ There is no course applied yet

Select course: **SCCertII: Cert II in Information Technology**
 Intake year: **SCCertII: Cert II in Information Technology**

Search and apply course

Enrolment Details

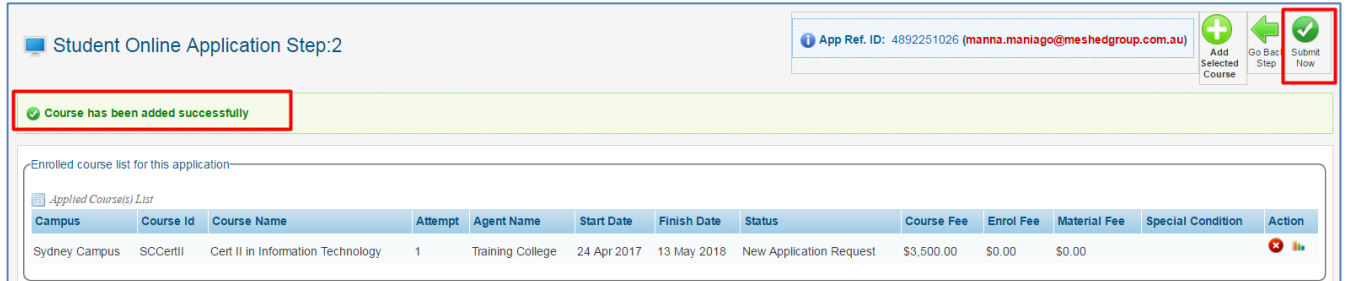
Apply under agent? Training College
 Which Campus? Sydney Campus
 Select course: **SCCertII: Cert II in Information Technology**
 Intake year: 2017
 Preferred study period (start-finish): 24/04/2017 - 13/05/2018
 Enrolment Fee: No Enrol Fee
 Study Reason: @@ -Not specified
 Status: New Application Request
 Course normal fee: \$3,500.00
 Up front fee: 3500.00
 Material fee: 0.00
 Are you applying for advanced standing/ credit? No Yes

Other Details

Additional Fee: 500.00
 Study Mode: - Select item -
 Special conditions:

- Click **Add New Course**.

- An automatic message will appear to confirm course has been added. Click **Submit Now** to finalise submission as shown below:



Student Online Application Step:2

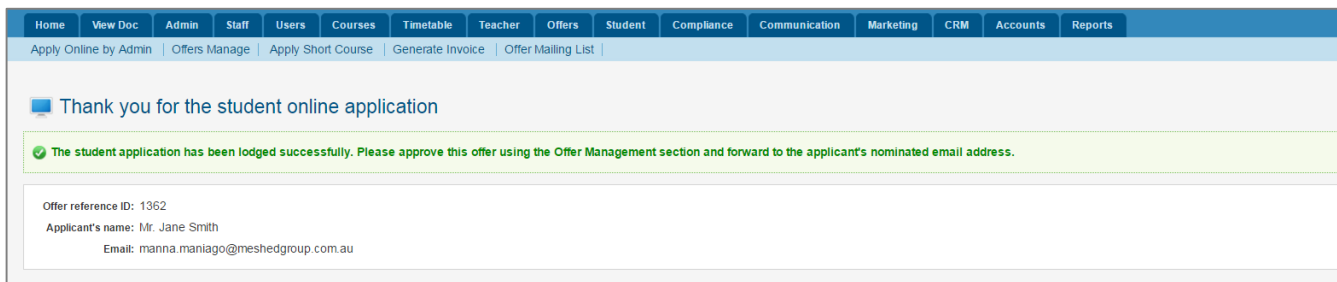
App Ref. ID: 4892251026 (manna.maniago@meshedgroup.com.au)

Course has been added successfully

Enrolled course list for this application

Applied Course(s) List												
Campus	Course Id	Course Name	Attempt	Agent Name	Start Date	Finish Date	Status	Course Fee	Enrol Fee	Material Fee	Special Condition	Action
Sydney Campus	SCCertiI	Cert II in Information Technology	1	Training College	24 Apr 2017	13 May 2018	New Application Request	\$3,500.00	\$0.00	\$0.00		

- The system will confirm that student application has been lodged successfully. Admin will need to approve this offer using the Offer Management section and forward the offer letter to the applicant's email address (as shown below).



Home View Doc Admin Staff Users Courses Timetable Teacher Offers Student Compliance Communication Marketing CRM Accounts Reports

Apply Online by Admin | Offers Manage | Apply Short Course | Generate Invoice | Offer Mailing List |

Thank you for the student online application

The student application has been lodged successfully. Please approve this offer using the Offer Management section and forward to the applicant's nominated email address.

Offer reference ID: 1362
 Applicant's name: Mr. Jane Smith
 Email: manna.maniago@meshedgroup.com.au

For Offer Manage Process, click [here](#).