

## Additional information to support Steps 1-6 of SMT Webtool Process

### STEP 3

- a. To Register a Student, go to <http://northernns.startmytrade.com.au/> and click on the orange tab **New Member**. Student to complete the Registration form.



**New Members**

Existing members

Username

Password

Login

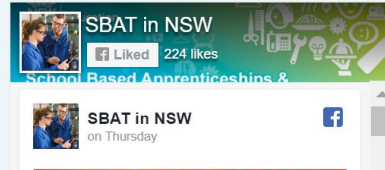
Forgot your password?

Need Help?



#### Welcome to the Start My Trade!

In choosing a School Based Apprenticeship or Traineeship (SBAT) you will increase your career opportunities and earn a training wage whilst you are doing your HSC.



- b. The following Registration form needs to be completed by the student

### Register for Start My Trade

**Account details**

Email:\*

Confirm Email:\*

Password:\*

*Password needs to be at least 6 characters long and contain at least one lower or upper case letter, or number.*

Password confirm:\*

**Contact Details**

First name:\*

Middle Name:

Last Name:\*

Date of Birth:\* - Day -  - Month -  - Year -

Gender:\*  Male  Female

Aboriginal or Torres Strait Islander origin:\*  Yes  No

Do you have a disability?:\*  Yes  No

Phone Number:\*

Address:\*

City:\*

State:\*

Postcode:\*

**School**

Year at school:\*  9  10  11  12

School:\*

School for SBAT:

**Resume**

Resume:  No file chosen [How to Write a Resume](#)

- c. Student enters their details into the Registration form and clicks on 'Next Step'
  - a. Please note that attaching their Resume isn't compulsory.
- d. Student to double check their details and Click on '**Sign me up!**'

Account details	
Email	megan.reynolds5@det.nsw.edu.au
Password	*****

Contact Details	
First name	Megan
Middle Name	
Last Name	Reynolds
Date of Birth	1st January 2001
Gender	Female
Aboriginal or Torres Strait Islander origin	No
Do you have a disability?	No
Phone Number	(02) 4904 - 3962
Address	201 Bruncker Road
City	Adamstown
State	New South Wales
Postcode	2289

School	
Year at school	10
School	Maitland Grossmann High School
School for SBAT	

Resume	
Resume	None provided.

[<< Go back](#)      [Sign me up!](#)

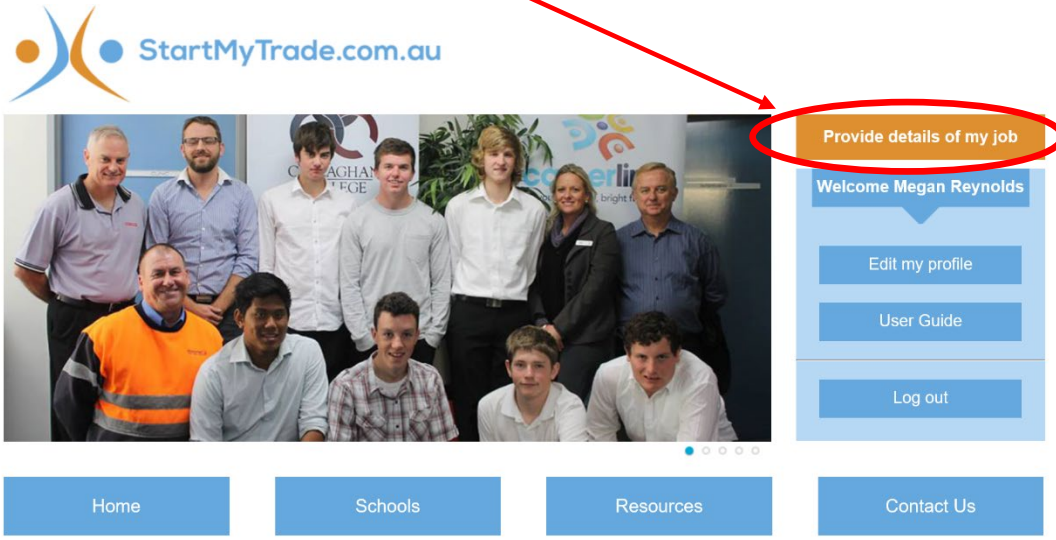
- e. The following message advises that the students account has been activated and to proceed to enter the details of the job.

Thanks for signing up to Start My Trade, your account has been activated. Now you can provide details of your job by clicking the orange button above.



**STEP 4 –**

- a. Click on 'Provide Details of My Job'.



Thanks for signing up to Start My Trade, your account has been activated. Now you can provide details of your job by clicking the orange button above.



b. Complete details below from the 'Details of my job' form.

**Details of my job**

1. [Print this page](#)
2. Take to your School SBAT Coordinator/Career Advisor for assistance and have your employer fill this out.
3. Take the completed form to your School SBAT Coordinator/Careers Advisor who will assist you with the online application only after you have all the required information.

**Position details**

Start Date\*: 23 October 2018

Type of Work\*  Apprenticeship  Traineeship

Qualification Title\* Business Services - Business Certificate II

NTIS Number\* BSB20115

Please ensure the information you provide is correct. [Click here](#) to search the NTIS Number database.

**Employer details**

If you have any troubles filling this section out, or need help finding Australian Business Number (ABN), please [Click here to search the Australian Business Register \(ABR\)](#).

ABN\* 34 007 129 964

Legal Name\* Murray Mallee Training Co Ltd

Trading Name\* Murray Mallee Training Co Ltd

Contact Name\* Di Menz - Business Manager

Address\* 335-339 Campbell Street

Suburb\* Swan Hill

State\* New South Wales

Postcode\* 3585

Phone\* (03) 5033 - 1216

Email\* di@mmtc.com.au

**Preferred Work Days:\***

Please tick at least one day of work

Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

**Australian Apprenticeship Centre details**

AAC \* MAS National

Name\* MAS National

Contact\* David O'Brien

Phone\* (04) 5905 - 0003

Mobile (0459) 050 - 003

Email\* david.obrien@masexperience.com

**Registered Training Organisation**

Registered Training Organisation\* Murray Mallee Training Co

Name\* Murray Mallee Training Co

Contact\* Di Menz

Email\* di@mmtc.com.au

Phone\* (03) 5033 - 1216

Mobile ( ) - -

Select the correct apprenticeship centre and RTO from the drop down box and the details will automatically fill.

**Continue >**

c. Click on Continue

d. It will ask you to confirm that you want to apply, click on Yes.

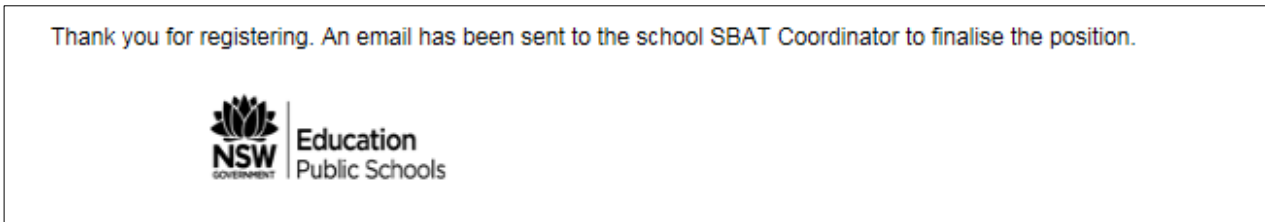
**Details of my job**

Are you sure you wish to apply for this position?

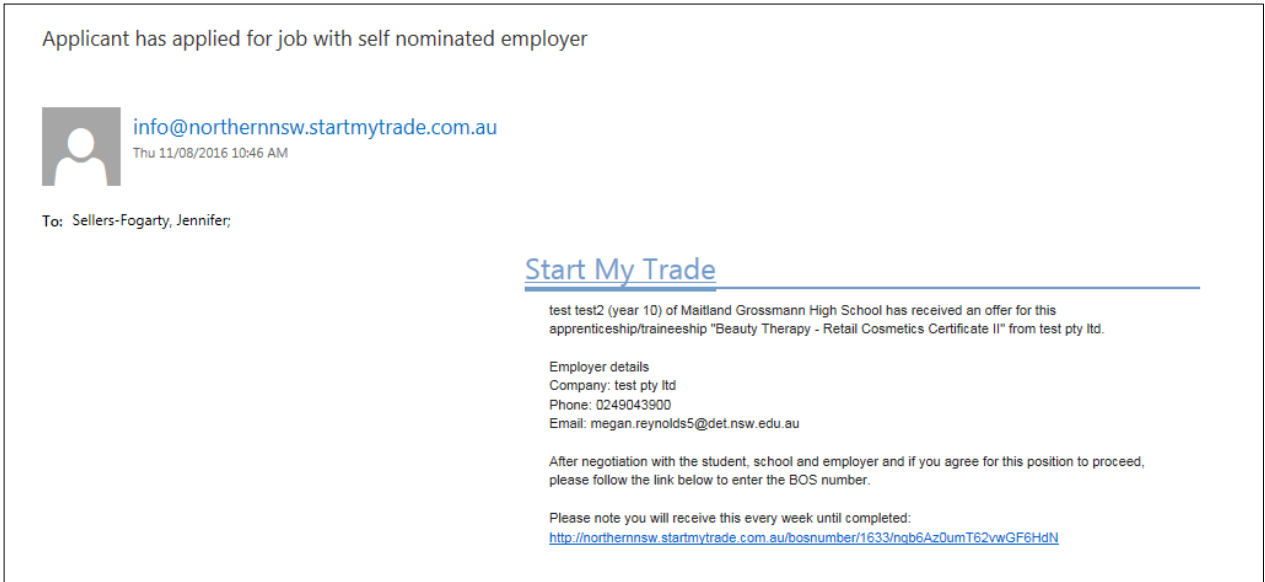
**Yes**

**No**

- e. The screen below will appear stating **Thank you for registering. An email has been sent to the school SBAT Coordinator to finalise the position.**



- f. Example of the email below.




- g. Click on the link in the email and complete the NESA number and **'tick'** the box regarding negotiation with student, school and employer (ensure you have the conversation before checking this box).


**You are providing the BOS number for this student: test test2**  
Apprenticeship/Traineeship: Beauty Therapy - Retail Cosmetics Certificate II

test pty ltd  
Posted: 11/08/16 10:45am

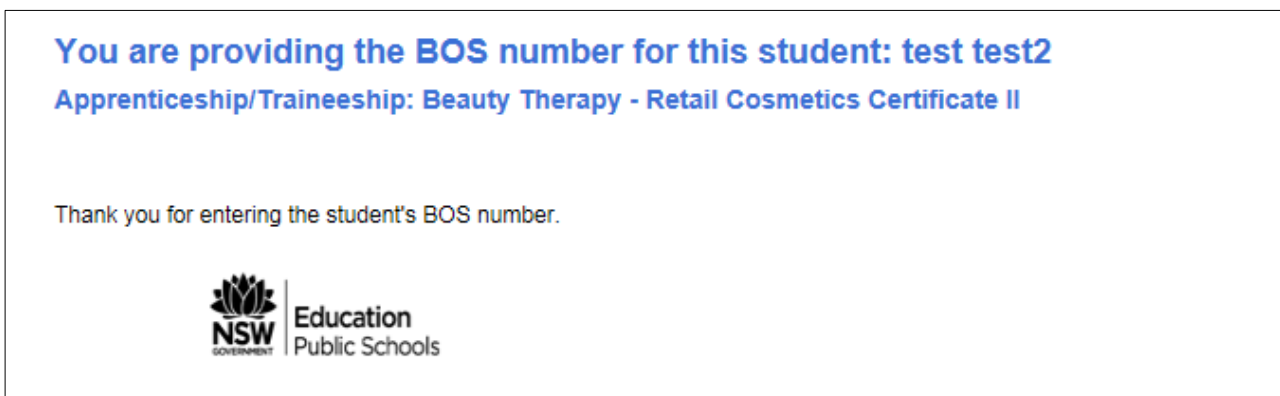
BOS Number:

After negotiation with the student, school and employer - I confirm that all details that this student has given are correct and accurate, and agree for this position to proceed.

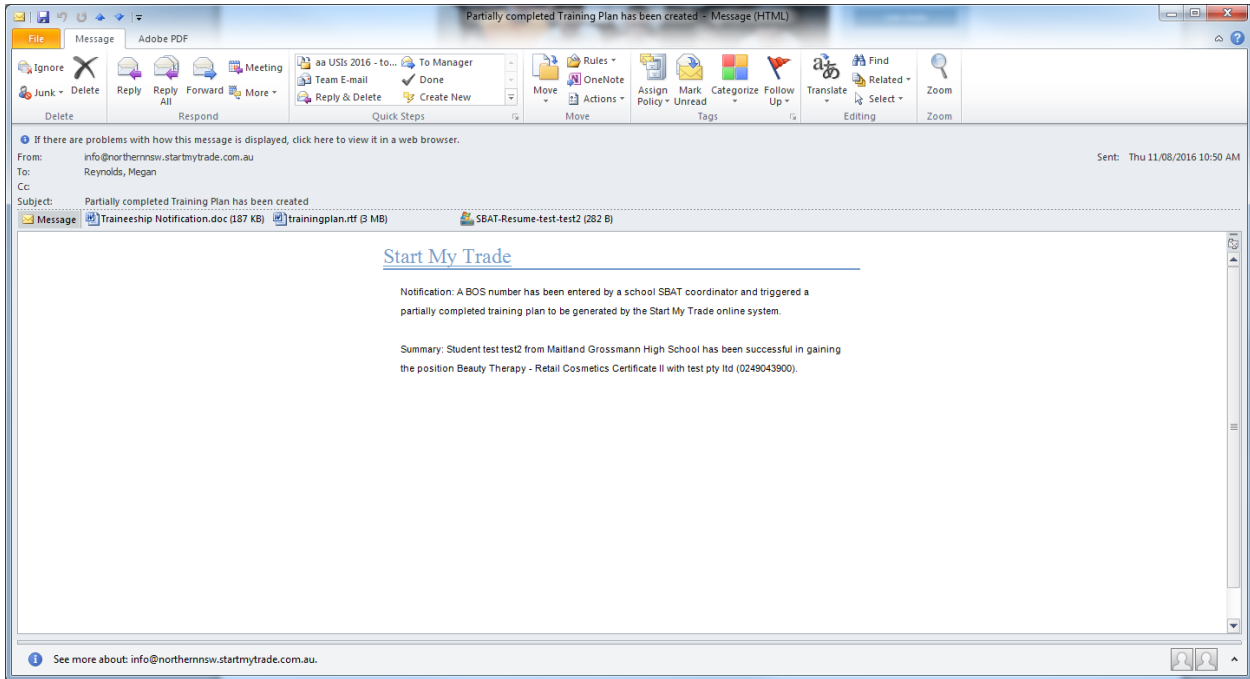


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- h. Once complete, click on Save and the following screen will appear. A training notification form and partially completed training plan will be sent to your SBAT Officer, ANP and RTO.



i. The email below is an example of the email sent to your SBAT Officer, RTO and ANP.



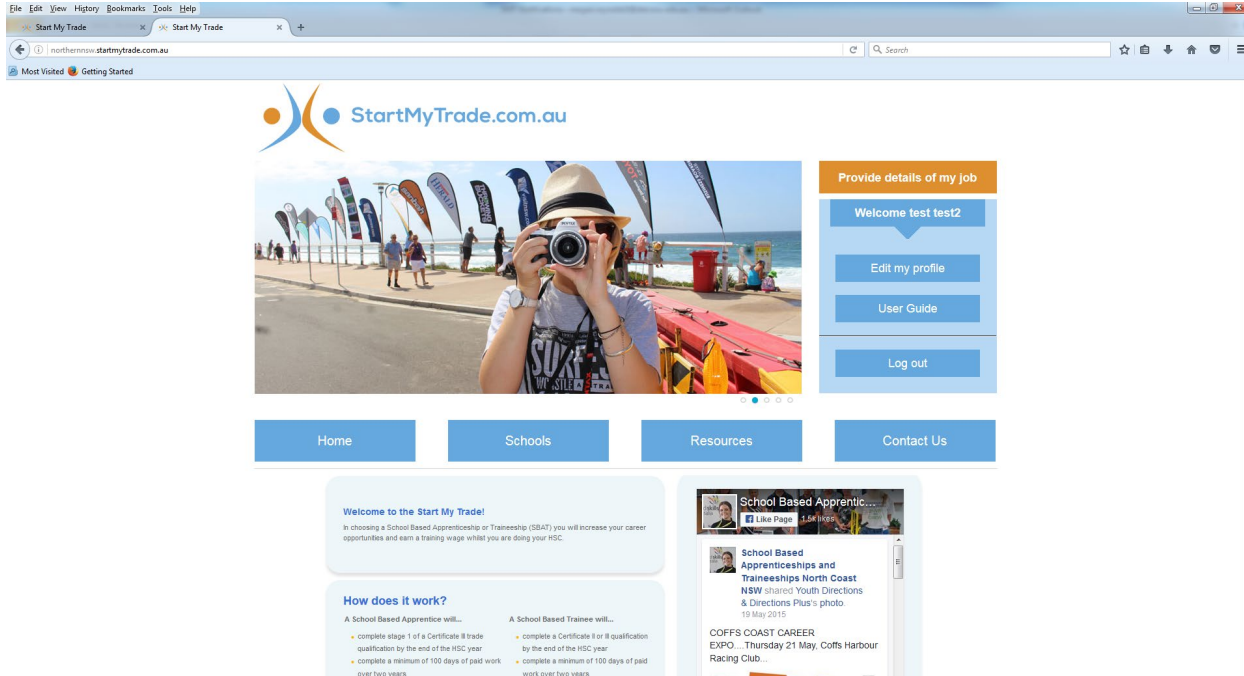
The SMT Registration Process is now complete.

Please refer to **Steps 1-6 for establishing SBATs** for the remainder of the process.

## Make changes to Notifications

If you need to make changes to the notification, ask the student to sign back into Start my Trade using their email and password already set-up, click on **Existing Member** login. In this area the student can change their personal details and details of my job.

This screen will appear when the student signs in



### To edit personal details:

Click on 'Edit my profile'. Make any changes, click next step and check details again. Then click on 'update my details'

### To edit details of the job:

- a. Click on the orange 'Provide details of my job'.
- b. Follow the steps from Step 4 in the process above.