

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

STEP 3

- a. To Register a Student, go to <http://northernnsw.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!**'

Home	Schools	Resources	Contact Us
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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

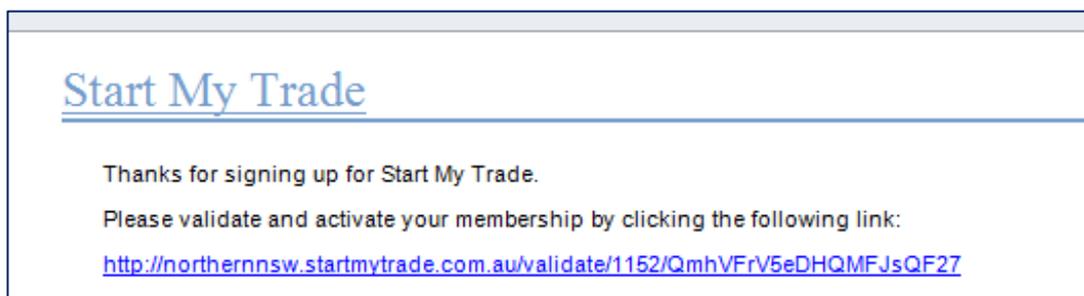
Resume	None provided.
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<< Go back
Sign me up!

- e. The following message advises that the student will receive an activation email

Thank you for joining Start My Trade (Northern NSW).
 Next step: Verify and activate your membership. You will receive an email shortly with a special code. Please check your email and click on the activation link in the email. You will not be able to apply for any jobs unless you have verified and activated your membership.
[< back Home](#)

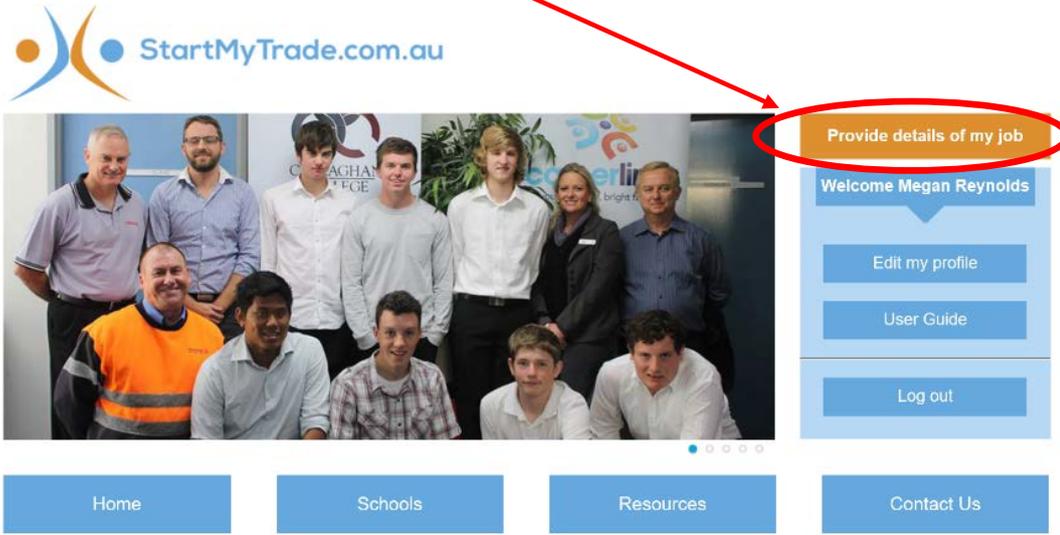
- f. Student needs to go to their email account and find the email from info@northernnsw.startmytrade.com.au (check junk/email folder also – it should only take a minute to come through)
- g. Click on the activation link in the Welcome email (see example below)



- h. The student will be taken to the following screen.

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 () -

Continue >

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

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.**



Thank you for registering. An email has been sent to the school SBAT Coordinator to finalise the position.



- f. Example of the email below.

Applicant has applied for job with self nominated employer

← REPLY ←← REPLY ALL → FORWARD ⌵
Mark as read

 info@northernsw.startmytrade.com.au
Thu 11/08/2016 10:46 AM

To: Sellers-Fogarty, Jennifer;

Start My Trade

test test2 (year 10) of Maitland Grossmann High School has received an offer for this apprenticeship/traineeship "Beauty Therapy - Retail Cosmetics Certificate II" from test pty ltd.

Employer details
Company: test pty ltd
Phone: 0249043900
Email: megan.reynolds5@det.nsw.edu.au

After negotiation with the student, school and employer and if you agree for this position to proceed, please follow the link below to enter the BOS number.

Please note you will receive this every week until completed:
<http://northernsw.startmytrade.com.au/bosnumber/1633/nqb6AxDumT62vwGF6HdN>

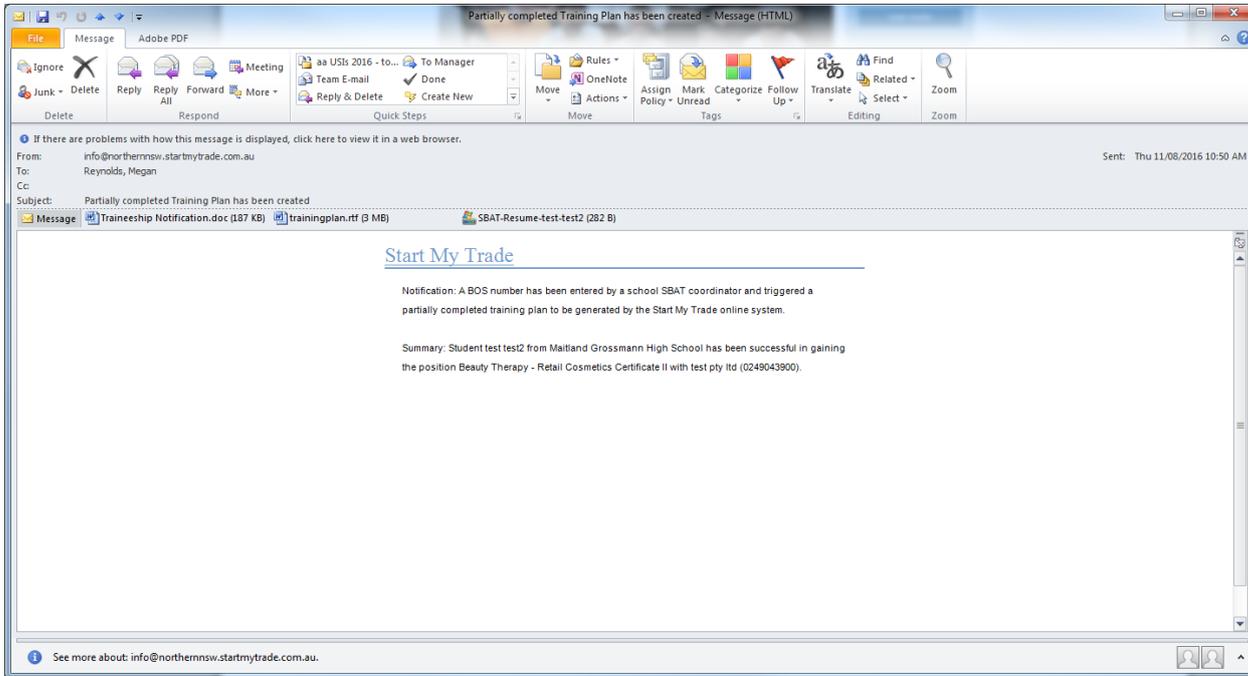
- g. Click on the link in the email and complete the NESA number and **'check'** the box regarding negotiation with student, school and employer (ensure you have the conversation before checking this box).

The screenshot shows the StartMyTrade.com.au website interface. At the top, the logo and navigation menu (Home, Schools, Resources, Contact Us) are visible. The main content area displays a user profile for 'test test2' with a photo of a person taking a picture. Below the profile, there is a form to enter the BOS number. The form includes a text input field for the BOS Number, a checkbox for '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.', and a 'Save' button. The footer contains the NSW Education Public Schools logo and the text 'Developed by Organika Internet'.

- h. Once complete, click on Save and the following screen will appear. A notification will be sent to your region SBAT Officer, the RTO and the apprenticeship centre.

The screenshot shows the StartMyTrade.com.au website interface after the BOS number has been saved. The main content area displays a confirmation message: 'Thank you for entering the student's BOS number.' The user profile information remains the same. The footer contains the NSW Education Public Schools logo and the text 'Developed by Organika Internet'.

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



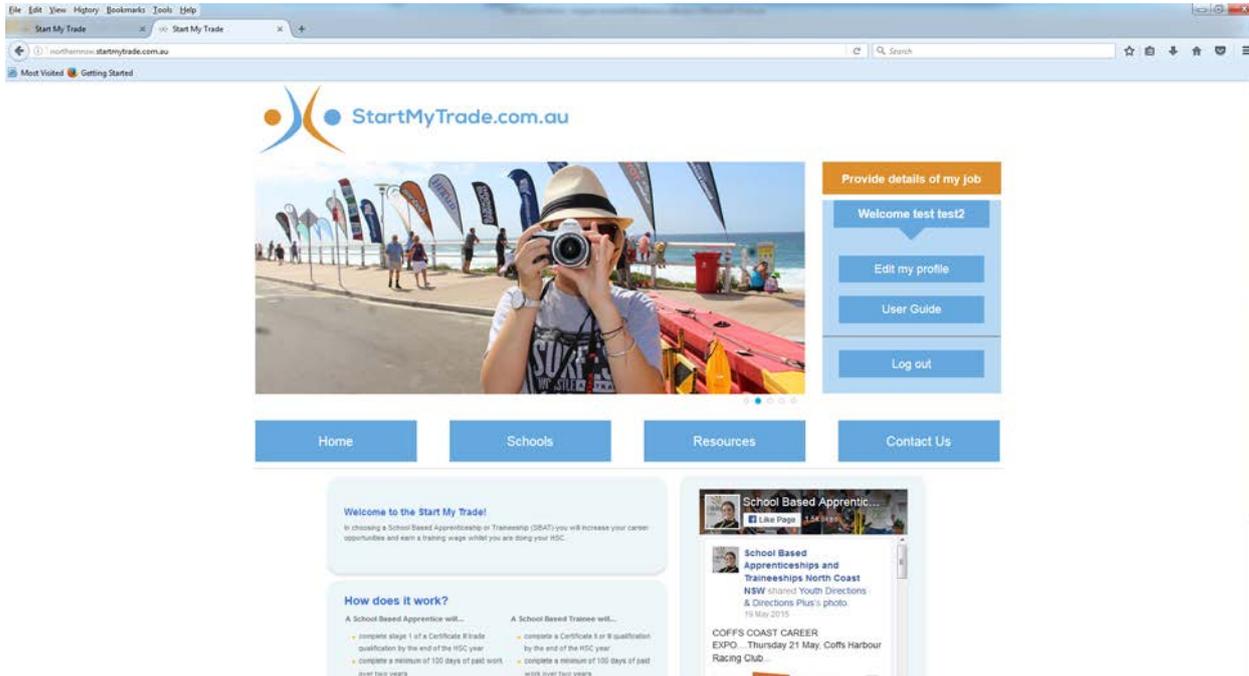
The SMT Registration Process is now complete.

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

Making changes to Notifications

If you need to make changes to the notification, ask the student to sign back in the SMT website using **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'

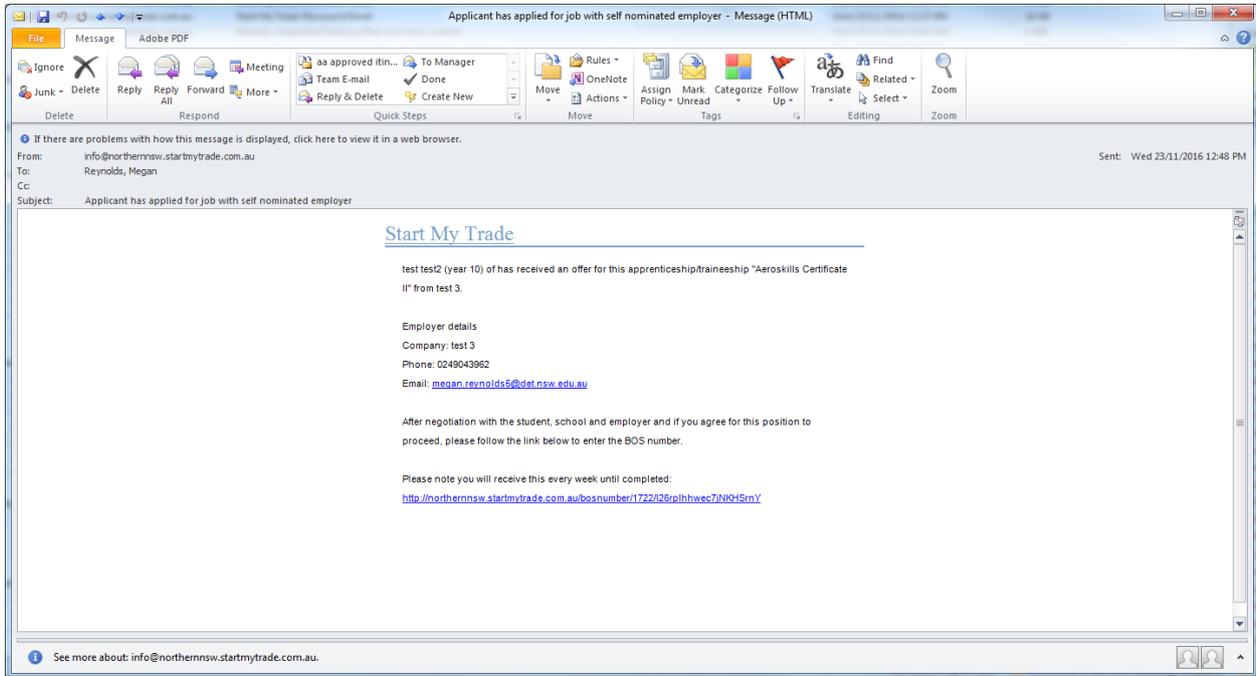
To edit details of the job:

- Click on the orange 'Provide details of my job'.
- Complete the form and click on 'continue'
- Are you sure you wish to apply for this position? Click on Yes (the following screen appears)



Thank you for registering. An email has been sent to the school SBAT Coordinator to finalise the position.

d. The School SBAT Coordinator will receive the following email.



- e. Click on the link in the email and complete the BOSTES number and 'check' the box regarding negotiation with student, school and employer (ensure you have the conversation before checking this box).
- f. Once complete, click on Save and the following screen will appear. A notification will be sent to your SBAT Officer, the RTO and apprenticeship centre.

