**2022 Year 1 Student Application Instructions**

IMPORTANT: Year 2 2022 students DO NOT need to complete the application process.

Please see instructions below to assist with the 2022 VET application. For any problems please contact the VET Office on PH: 52250593.

1. Search the internet for the Gordon website OR click here: <https://www.thegordon.edu.au/courses/vet-delivered-to-secondary-students-courses> for a list of VET courses
2. Select: Youth Education
3. Select: VET Delivered to Secondary Students
4. Select: 2022 programs
5. Select: The course you want to apply for
6. Once you arrive at the course click ‘**Apply’** in the top right corner or **‘Apply Now’** at the bottom of the page

**New students ONLY follow steps below:**

1. Create account
2. A screen will appear that requires you to enter all personal information, once answered select: Proceed with Registration
3. Proceed to enter further personal information, once answered select: Proceed with registration
4. Check all of your information and update where needed – read and agree to terms & conditions, scroll to the bottom and select: Proceed with Application
5. You will then receive notification of successful registration and advising your Student ID & Password has been emailed to you (keep this safe!) select: Proceed with Application
6. Check the course is correct and select: Apply, beside the course with the correct location you are enrolling into. This will take you to another screen, select: Proceed with Application
7. Answer all questions until finished. Once all completed select: Save and continue
8. Read and tick the terms and conditions

That will complete your application.

**Current and past students ONLY follow steps below:**

1. A Log in screen will appear, enter your student ID and password
2. Check all of your information and update where needed – scroll to the bottom and select: Proceed with Application
3. Check the course is correct and select: Apply, beside the course with the correct location you are enrolling into. This will take you to another screen, select: Proceed with Application
4. Answer all questions until finished. Once all completed select: Save and continue
5. Read and tick the terms and conditions.

That will complete your application.

**Once your application is complete and you have been accepted into the course:**

1. Your parents need to keep an eye on their emails, they will receive an email invitation from us asking to sign up for your Operoo account (this is the database where all information is stored and sent for VET students)
2. Once Parents have signed up, we can communicate with you! They will receive notifications for your course, including:
* Commencement details
* Clothing requirements
* Program Outlines & Information Sheets
* Other important course information you will need before you start at The Gordon!