

# VETenrol System Manual

## Professional Year

The VETenrol System allows students to register online for courses offered by Australian Technical & Management College (ATMC).

The VETenrol System is accessed by clicking **Enrol Now** on the [ATMC VET home page](#), or by browsing to the following address: <https://profyear.atmc.edu.au/>

Once you are on the VETenrol application page, following the instructions below to apply.

1. On the right hand of the screen, the Professional Year Programs offered by ATMC are listed:

### Available Courses

ACS | Information  
Technology  
Professional Year

APYP | Accounting  
Professional Year

2. Click on the desired Program and choose the state you will be studying in:

### Available Courses

ACS | Information  
Technology  
Professional Year

[PYP] ATMC | ACS |  
Professional Year  
Program |  
MELBOURNE | 2020

[PYP] ATMC | ACS |  
Professional Year  
Program | SYDNEY |  
2020

3. Click on the desired state to see available intake dates for the selected course
  - Intake date found in **Course Dates** field

You are here: [Courses](#)

**[PYP] ATMC | APYP | Professional Year Program | MELBOURNE | 2020**

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**Course Details** **REGISTER** **ENQUIRE**

Course Dates: 25/05/2020 to 25/05/2020  
 Location: 601 Bourke Street, Melbourne  
 Qualification: PYEAR Professional Year Program

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**Course Details** **REGISTER** **ENQUIRE**

Course Dates: 09/06/2020 to 09/06/2020  
 Location: 601 Bourke Street, Melbourne  
 Qualification: PYEAR Professional Year Program

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**Course Details** **REGISTER** **ENQUIRE**

Course Dates: 22/06/2020 to 22/06/2020  
 Location: 601 Bourke Street, Melbourne  
 Qualification: PYEAR Professional Year Program

4. Click the **REGISTER** button next to the desired intake to begin your application

## Page 1 - Personal

5. Enter Personal Information:
  - **Given Name** and **Family Name** must exactly match name on applicant's passport
    - If applicant has only a first or last name, use the **Tick this box if you are legally known by a single name...** checkbox
  - **Family Name** to be entered in ALL CAPITAL LETTERS
  - **Date of Birth** must exactly match date of birth on applicant's passport, and must be entered as dd/mm/yyyy

You are registering for:  
 [PYP] ATMC | APYP | Professional Year Program | MELBOURNE | 2020 (601 Bourke Street, Melbourne)

### Personal Information

Tick this box if you are legally known by a single name...

Title:

Given Name: \*

Middle Name(s):

Family Name: \*

Date of Birth: \*

Gender:

**BACK**

**NEXT**

6. Once both Personal Information is set, click **NEXT**

## Page 2 - Details

7. Enter Residential Address

- Enter **Address** as usual residential address

### 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:	<input type="text" value="Unit 1"/>	e.g. Unit 7
Building Name:	<input type="text"/>	
Street Number: *	<input type="text" value="601"/>	
Street Name & Type: *	<input type="text" value="Bourke St"/>	
Suburb: *	<input type="text" value="Melbourne"/>	
State: *	<input type="text" value="VIC"/>	
Post Code: *	<input type="text" value="3000"/>	

8. Enter Postal Address

- Enter **Address** as address where any mail correspondence should be sent
- If this is the same as the Residential Address, tick the 'Same as residential address...' tick box

### Postal Address

Same as residential address...

Unit Details:	<input type="text"/>	e.g. Unit 7
Building Name:	<input type="text"/>	
PO Box:	<input type="text"/>	e.g. PO Box 1234
Street Number:	<input type="text"/>	
Street Name & Type:	<input type="text"/>	
Suburb: *	<input type="text"/>	
State: *	<input type="text"/>	
Post Code: *	<input type="text"/>	

## 9. Enter Contact Details

- At least one type of phone number must be entered
- Correct email address must be entered

### Contact Details

Home Phone: †

Work Phone: †

Mobile: †

† At least one contact phone number must be supplied.

Email Address: \*

Confirm Email: \*

## 10. Enter Emergency Contact Details

### Emergency Contact Details

Name:

Relationship:

Phone:

Mobile:

11. Once both Residential Address and Contact Details have been provided, click **NEXT**

## Page 3 – Custom

### 12. Provide details of the Education Agent assisting with the application

- If no Education Agent used, enter N/A in each of the starred fields

#### Agent Details

Please provide us with your Education Agent details:

What is your agents name? \*

What is your agent's ABN or ACN? \*

What is your agent's business address? \*

What is your agent's postal address (if different from the business address)?

VT-BAXTER

What is your agent's phone number? \*

What is your agent's email address? \*

What is your agent's website address? \*

### 13. Select the name of the ATMC Marketing Officer assisting with application

#### ATMC Marketing Officer

Please provide name of your ATMC marketing officer \*

Please select... ▼

### 14. Enter details of your Passport and current Visa

#### Passport & Visa Details

Passport No. \*

Passport Issuing Country \*

Visa Type \*

Visa Expiry \*

### 15. Choose the preferred study day that you desire

#### Preferred Study Day MELB

Select your preferred day of study from the options listed


Please note, this is a preference only. Whilst we will try to accommodate your request, your scheduled class date will be subject to availability.

ATMC reserves the right to change scheduled class dates based on resource availability. \*

- Tuesday
- Wednesday
- Saturday
- Sunday
- Any Day

### 16. Once all questions have been answered, click **NEXT**


## Page 4 – Confirm

17. Indicate how applicant heard about ATMC
18. Indicate any special requirements or additional information relevant to the application
19. Applicant to read through Terms and Conditions
  - To continue with the application, applicant must tick the **I have read and agree to the Terms & Conditions** checkbox
20. Applicant must sign where it says 'Please draw your signature in the box below...'
21. Under the 'Documents Upload' heading, the applicant must upload the following documents:
  - Certified copy of Passport
  - Certified copy of Academic Transcript, or other evidence of relevant prior study (if applicable)
  - Certified copy of Completion Letter
  - Current Visa
  - English language proficiency level
22. Once all fields completed, click 

## Application Submitted

The application is now submitted. A confirmation email will be sent to the email address provided by the applicant.

## Saving Applications for Later

From Page 3 onwards, the application can be saved and returned to later by clicking on the  button.

An email will be sent to the email address entered in the Details page with a link to return to the application and finish later.