



STARS APPLICATION FORM

(DTWD & WA TAFE COLLEGE USERS)

Complete all sections in clear writing, provide details in full and email to ict.servicedesk@dtwd.wa.gov.au
If approved or declined, notification will be provided within 5 working days to the specified email address.

ALL TAFE access must be approved by your Legally Responsible Officer or Registration Contact.

1. User Details

Employee ID: **Organisation ID**
(DTWD Staff Only) **Select from Drop Down menu**

First Name:

Surname:

Email:

Telephone No: ()

Organisation: **Select Organisation from Drop Down menu**

Please use Tick Box

2. Access Required: **New Account** **Modify Existing Account**

App Code	Type of Access	Same as User?	Business Owners Signature
<input type="checkbox"/> Curriculum Management System(CMS)			
<input type="checkbox"/> Organisation			
<input type="checkbox"/> Profile			
<input type="checkbox"/> Contracted Provider (CPL)			
<input type="checkbox"/> Training Delivery Location (TDL)			
<input type="checkbox"/> Training Record Systems (TRS)	Replaced by WAAMS, for access email apprenticeshipoffice.projects@dtwd.wa.gov.au		
<input type="checkbox"/> Travel & Accom Allowance (TAA)	still available		
<input type="checkbox"/> Handbook (HBK)	No Longer Available	-----	-----
<input type="checkbox"/> Priority Skills Building (PSB)	No Longer Available	-----	-----
<input type="checkbox"/> Workers Compensation Rebate (WCR)	No Longer Available	-----	-----
<input type="checkbox"/> RAPT (DTWD Staff only)			
<input type="checkbox"/> RTO Standard (<i>Registration & Curriculum</i>) OR			
<input type="checkbox"/> RTO Contract (<i>Standard plus Contract Details</i>) OR			
<input type="checkbox"/> RTO Contract & Financial (<i>Standard, Contract plus Financial Details</i>)			
*APPROVED BY:		NAME OF APPROVER:	

TERMS AND CONDITIONS OF USE:

- No account sharing is allowed. Each user must have their own account. Reasonable precautions must be taken to avoid unauthorised access or password disclosure.
- The user is responsible for all work performed under the user's account.
- These systems must only be used for performing official duties within the user's job definition.
- The information on these systems is **confidential and must not be disclosed to unauthorised parties.** Reasonable pre- cautions must be taken to maintain confidentiality and prevent accidental disclosure.
- Should this account no longer be needed you **MUST** complete the STARS Exit form.
- Any changes affecting the use of STARS must be communicated to the Business/System Owners.
- Accounts not used for 6 months, email notification will be sent. After 7 months the account will be disabled.

Declaration:
I have read and understood the above Terms and Conditions of Use and understand that the **Department of Training and Workforce Development** has the right to remove my privilege of access if it deems that my use of the system is in breach of any of the Terms and Conditions of Use.

Users Signature: _____ Date: _____