INFORMATION SHEET

TAFE Safety Training Course (Theory) – How to Enrol

Purpose of This Information Sheet

- This information sheet explains how to access and enrol in the WA Firearms Safety Training Course – Theory.
- The course is delivered online by Central Regional TAFE (TAFE) and is a required step for certain firearm related applications under Western Australian firearms laws.

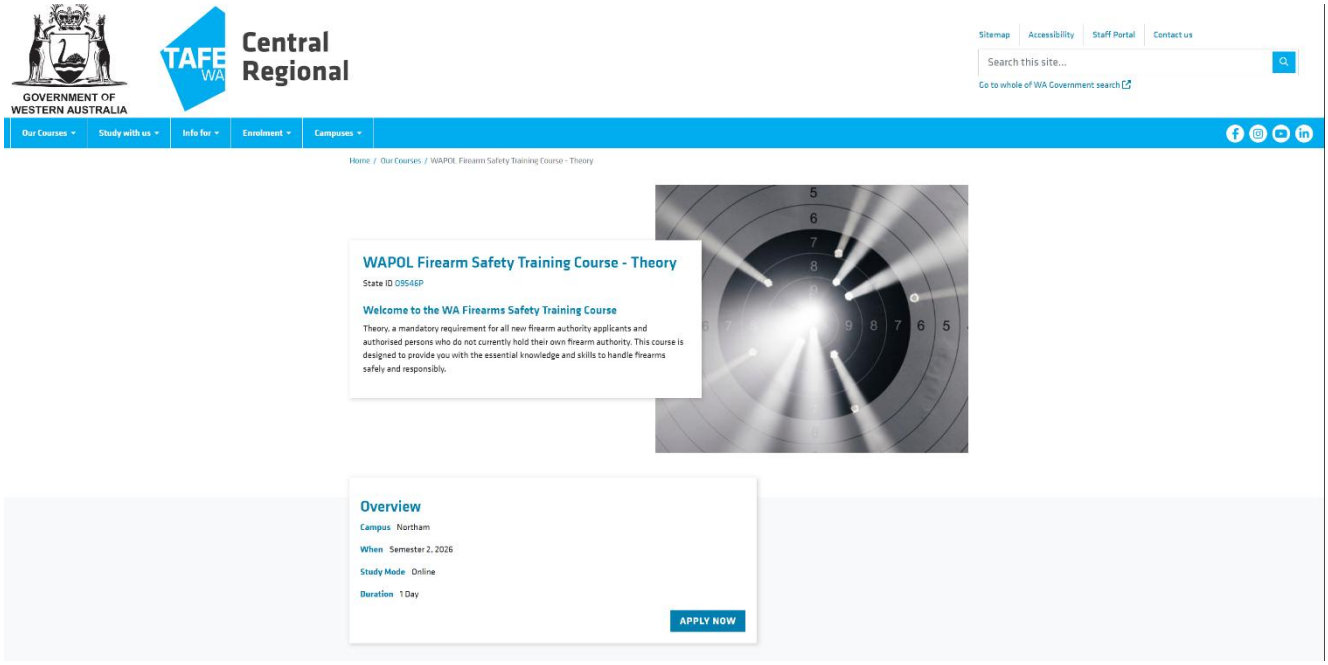
How to Enrol

Step 1: Get a Unique Student Identifier (USI)

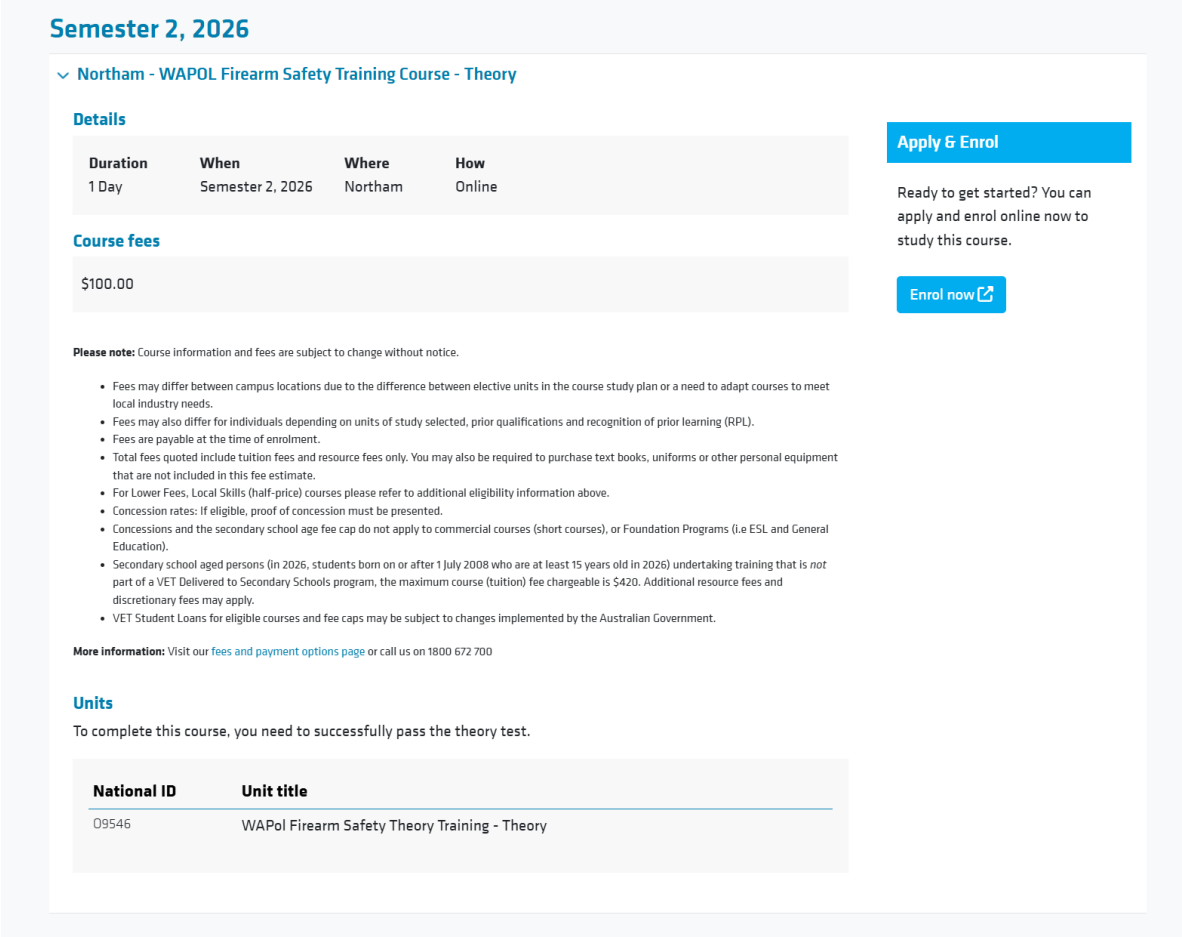
- Before you can enrol in the WA Firearms Safety Training Course – Theory, you must have a Unique Student Identifier (USI).
- A USI is a reference number made up of letters and numbers. It is required to access nationally recognised training in Australia, including courses delivered by Central Regional TAFE.
- If you do not already have a USI, you can apply for one online at: www.usi.gov.au
- To learn more about what a USI is and how to apply, you can watch the "Unique Student Identifier (USI) – Video for Students" on YouTube at: https://www.youtube.com/watch?v=QD8eXcYvlNk
- You should obtain your USI before starting the enrolment process with Central Regional TAFE.

Step 2: Complete Your Online Enrolment

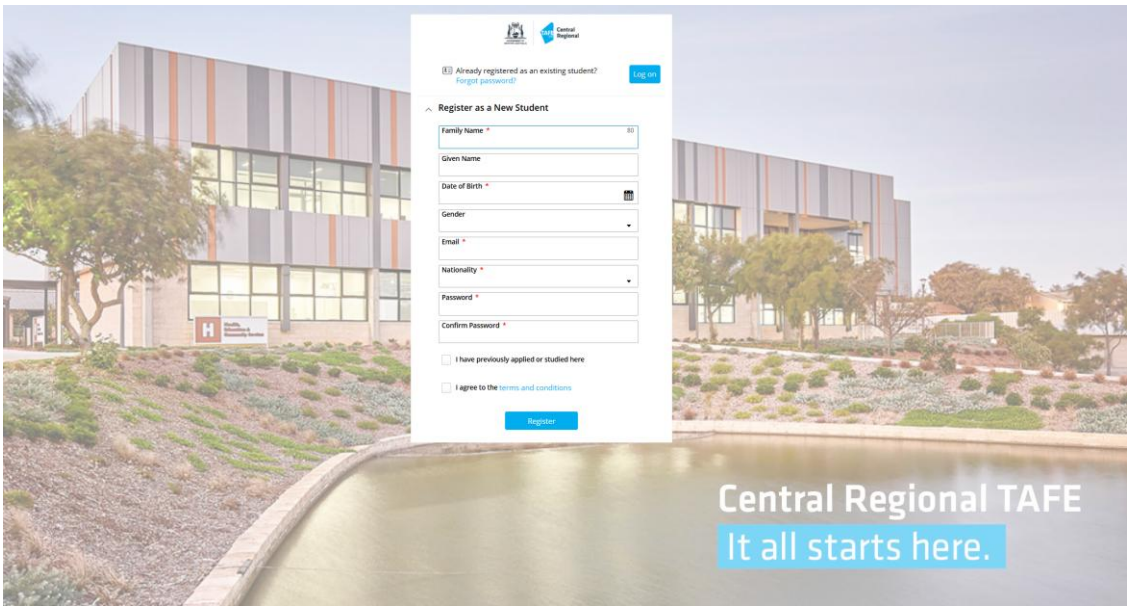
- Once you have your Unique Student Identifier (USI), you can enrol in the WA Firearms Safety Training Course – Theory through Central Regional TAFE.
- Go to the Central Regional TAFE course page at: https://www.centralregionaltafe.wa.edu.au/courses/wapol-firearm-safety-training-course-theory-0
- On the course page:
  - select Apply Now to begin the enrolment process, then
  - follow the prompts and select Enrol Now to complete your registration.
- This course is delivered online and is not a classroom based course.



- Within the Overview section of the page, select Apply Now to begin the enrolment process.



- Select Enrol Now to proceed to the registration form and complete your enrolment.



Step 3: Confirmation of Your Registration

- Once you have completed your enrolment, you will receive a confirmation email from Central Regional TAFE.
- This email contains important information about:
  - confirming your registration, and
  - accessing the course through the Central Regional TAFE Student Portal.
- Please note that after enrolment is completed, there may be a short delay before your registration is fully processed. In some cases, this may take up to several hours while system checks are completed.
- If you need help accessing your course or logging in, contact Central Regional TAFE:
  - Phone: 1800 672 700
  - Email: enquiries@crtafe.wa.edu.au

Note: After enrolment is completed, there may be a short delay before your registration is finalised. In some cases, this may take up to 6 hours.

References to Legislation:

Legislation	Relevant Provision
Firearms Act 2024	Sections 166
Firearms Regulations 2024	Regulations