



VICTORIAN TERTIARY ADMISSIONS CENTRE
40 Park Street, South Melbourne, VIC 3205
Telephone: 1300 364 133
www.vtac.edu.au

Applying for tertiary study in Victoria

A complete guide to applying for courses, special consideration, and scholarships in Victoria

Twitter: twitter.com/vtacguide | Blog: blog.vtac.edu.au | Facebook: www.facebook.com/vtacguide | YouTube: www.youtube.com/user/vtacmedia

About VTAC

- VTAC is the central point for applications to Victorian universities, TAFEs, and Independent Tertiary Colleges.
- VTAC also calculates the Australian Tertiary Admission Rank (ATAR) for Victorian Year 12 students.
- Connect with VTAC today to receive updates, tips, and timely reminders:
 - Blog: blog.vtac.edu.au (subscribe by email)
 - Facebook: [facebook.com/vtacguide](https://www.facebook.com/vtacguide)
 - Twitter: [@vtacguide](https://twitter.com/vtacguide)



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The VTAC application process – key dates

Key dates for 2016-2017 applications	
Applications open \$32 for current Year 12 students \$50 for all others	9am, Monday 1 August 2016
Timely applications close	5pm, Thursday 29 September 2016
SEAS applications close	5pm, Tuesday 4 October 2016
Scholarship applications close	5pm, Friday 14 October 2016
Round 1 offers released	Wednesday 18 January 2017
Full list of dates: http://www.vtac.edu.au/dates.html	



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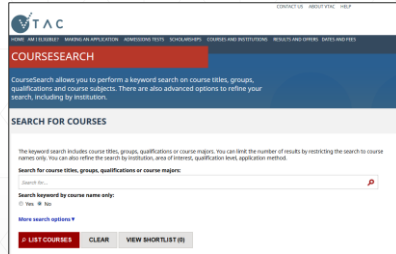
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CourseSearch

- Free online keyword search tool for all tertiary institutions in Victoria
- Advanced search options include filtering by institution, area of interest, and qualification level
- Available at vtac.edu.au



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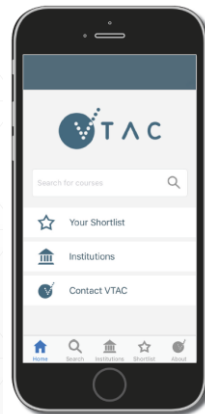
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The VTAC CourseSearch App

- Available in August – check our blog and Facebook page for updates
- After downloading, browse course information online or offline
- Available for download in August from the Google Play store, and Apple App Store - \$1.49 inc. GST



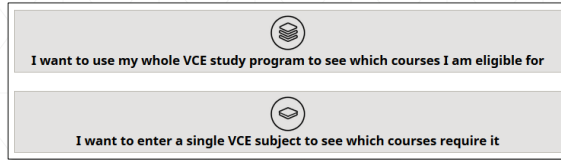
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Prerequisite and Course Explorer



- Enter your VCE study program to see which courses you meet the prerequisites for
- Refine your search by area of interest, institution, qualification level, and more
- Year 10 students can compare different potential VCE programs to see the impact of different subject choices



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VTACmag

- Available in printed format from newsagents (\$7.95 RRP inc. GST) and as an eMagazine (\$4.49).
- Engaging content about the VTAC process and tertiary study options in general
 - Advice on choosing courses
 - Interviews with prominent graduates
 - 30 Minute Mentor
 - List of all VTAC institutions





Course types

VET courses VET

- Certificate II
- Certificate III
- Certificate IV
- Diploma
- Advanced Diploma

Higher Education courses

- Undergraduate HE
 - Advanced Diploma
 - Associate Degrees
 - Bachelor
- Masters Grad
 - Graduate entry teaching GET



Course entries

- Use the arrows to expand sections
- Every course entry contains:
 - Course name
 - Qualification name
 - Campuses offered
 - Course overview
 - Major studies
 - Selection criteria
 - Selection data

Arts HE
 Bachelor of Arts: 3 years minimum duration
 Southgate University of Technology

Headline
 JMB02021
 (S) (E) (M) (W) (T) (F) (S) (U) (A) (N) (O) (C) (P) (D) (I) (E) (R) (T) (A) (S) (E) (L) (E) (C) (T) (I) (O) (N) (S)

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Course overview

Additional information

Major studies

Selection criteria

Year 10 equivalent (Y10) Other equivalent forms

Prerequisites

- Nil

Selection requirements

- Nil

Additional considerations

- Other relevant Assessment Details
- SEAS
- Subject Bonus

Prerequisites

Additional considerations

Selection data

Selection data explained

Why do applicants get into a course with an ATAR lower than the clearly in?

Was this content clear and concise?
 Yes No

Are you satisfied with the quality of the content?
 Yes No





Selection data explained

Applicants for an example course selecting on ATAR with 4 places and 6 applicants:

	ATAR	Offered a place?
Mel	95.00	Yes
Geri	90.00 + subject bonus = 95.00 rank	Yes
Victoria	85.00	Yes
Emma	80.00	No
AJ	75.00 + SEAS + subject bonus = 86.00 rank	Yes
Howie	70.00	No

Clearly-in is 85.00: everyone at this ATAR or above received an offer

% below: One out of four offers was made to an applicant with an ATAR below 85.00, so the % below is 25%



Applicant types

Year 12 (Y12)	Non-Year 12 (NY12)
<ul style="list-style-type: none"> • Current year 12 students • Previously completed year 12 <ul style="list-style-type: none"> • with <u>no post-secondary studies</u> or • have post-secondary studies up to Certificate III level 	<ul style="list-style-type: none"> • Previously attempted or completed post secondary study at certificate IV or above, or • Currently enrolled in Year 12 but also have cert. IV or above, or • Has no secondary studies and no post-secondary studies at certificate IV or above.

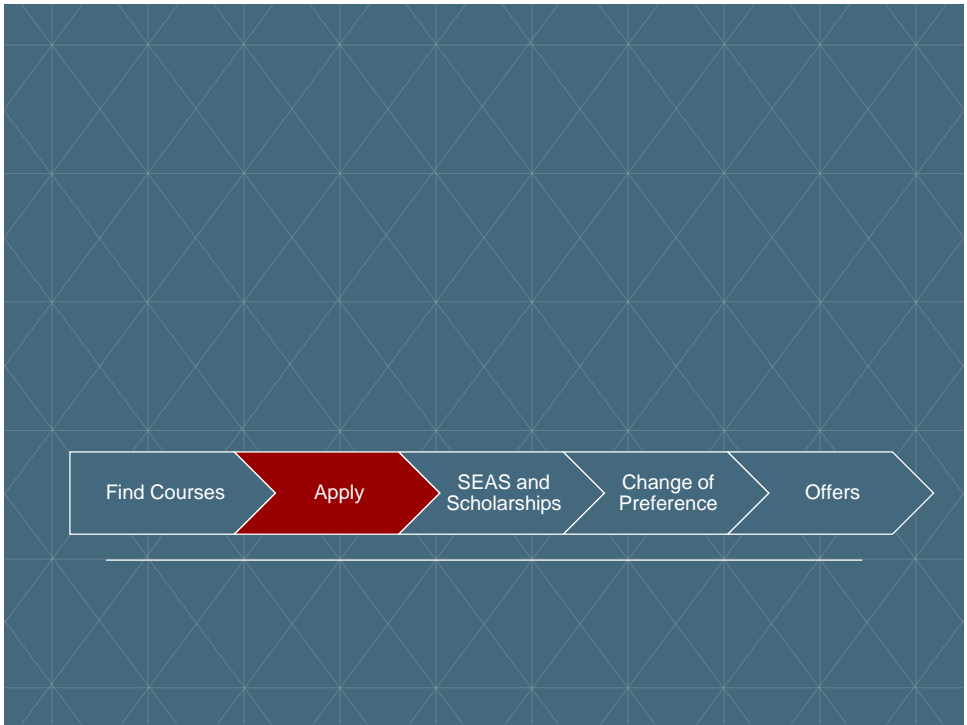
• You will be automatically informed of your Y12/NY12 classification after registering with VTAC





Selection criteria

Prerequisites	Studies that must be successfully completed to be considered for a course For example: minimum study score of 25 in English (Any).
Selection requirements	Additional requirements that <u>must</u> be completed by applicants For example: sitting a test, presenting a folio, submission of an additional form, attending an interview or audition.
Enrolment considerations	Tasks that should be completed prior to enrolling or starting a course For example: Working With Children Check, police check, physical requirements
Additional considerations	Factors that are not compulsory, but if applicable may boost an application For example: subject bonus, work experience



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Create a VTAC account

- All VTAC applications are completed online using the same VTAC ID and PIN
- Creating an account is a simple question-based process
- If the questions are answered accurately, you will be informed of your correct Y12/NY12 classification

Are you currently studying the Victorian Certificate of Education (VCE, any unit level), Victorian Baccalaureate (VB), a standard interstate Australian year 12, or the International Baccalaureate (IB) in Australia or New Zealand?

- Yes, studying VCE, VB, or standard interstate Australian year 12
- Yes, studying IB in Australia or New Zealand
- No



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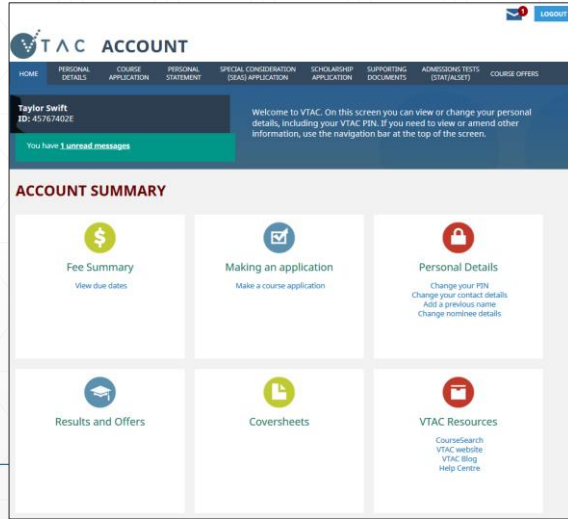
Tips for your VTAC account

- Only create one VTAC account
- For current Year 12 applicants, use a personal, not school email address
- Choose a secure PIN and security questions
- Nominate a proxy if needed
 - VTAC cannot discuss your application with anyone except you (not even your parents) unless you have specified an authorised nominee when registering.





VTAC account



Applying for courses

- **List up to eight courses/institutions**
- **Preference order** – always list courses in the order you want to get into them
- **To add course preferences:** Select institution and/or course or type in the course code.
- **To move a course** on the preference list use the up/down buttons.
- **To delete a course** use the x button.

Institution:

Course:

[COURSE DETAILS](#) [ADD COURSE TO PREFERENCE LIST](#)

List of course preferences

Course code	Course name		
1 <input type="text"/>		▼	x
2 <input type="text"/>		▲ ▼	x
3 <input type="text"/>		▲ ▼	x
4 <input type="text"/>		▲ ▼	x
5 <input type="text"/>		▲ ▼	x
6 <input type="text"/>		▲ ▼	x
7 <input type="text"/>		▲ ▼	x
8 <input type="text"/>		▲	x

[BACK](#) [EXIT](#) [PROCEED](#)



After submitting course application

- Application receipt sent by email and in user account
- Submit payment by the closing date
 - Unpaid applications are not submitted to institutions
- Complete any applicable selection requirements
 - E.g. personal statement, providing any documents requested by VTAC
- Apply for SEAS and Scholarships
- Change preferences and update personal information



Personal statement

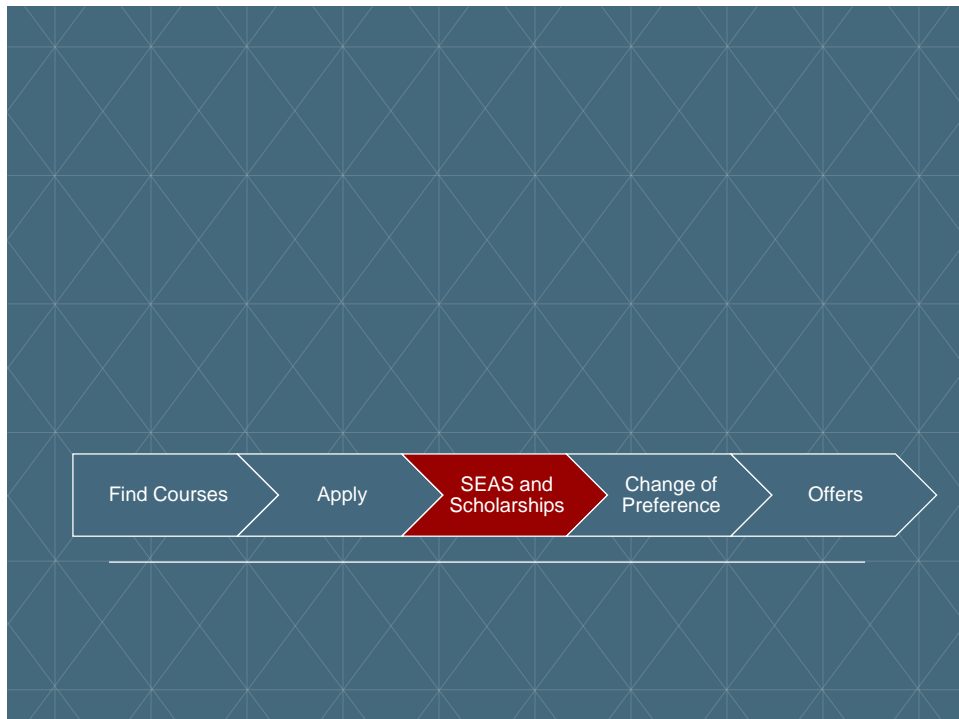
- A statement for course selection officers to consider, completed online through the VTAC user account
- Writing prompts include your motivation for study, academic performance, and previous relevant work experience
- If not specified as a requirement by the course, selection officers are not obliged to consider the information provided
 - Usually not required for current Year 12 applicants; check course entries





Admissions Tests (STAT and ALSET)

- Read the Selection Criteria carefully to check whether you need to sit an admissions test
- If a course does not specify that you need to sit the STAT or ALSET, they are not obliged to consider your results when making selection decisions
- The ALSET is used only by Deakin Law courses
- Current Year 12 students are not required to sit either test



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Special Entry Access Scheme (SEAS)

- Primarily for students who have suffered long-term disadvantage
 - Except:** Category 1 (Personal Information and Location) – everyone should apply
- SEAS allows selection officers at institutions to grant special consideration for course entry to applicants.



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What can SEAS do?

	ATAR	Offered a place?
Mel	95.00	Yes
Geri	90.00 + subject bonus = 95.00 rank	Yes
Victoria	85.00	Yes
Emma	80.00	No
AJ	75.00 + SEAS + subject bonus = 86.00 rank	Yes
Howie	70.00	No

- SEAS does not exempt you from meeting course requirements.
 - You must study course prerequisites, attend all interviews, sit any required tests, and submit all required folios and forms.
- SEAS is not a guaranteed entry scheme or reserved quota, but may allow you to gain entry to a course with a lower ATAR than otherwise



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Applying for SEAS

- SEAS application becomes available after a course application is submitted
- All applicants (Y12 and NY12) can apply for SEAS
- All of the categories will be on one page
- Apply for as many categories as are applicable, but do not claim the same circumstances under multiple categories



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SEAS categories

Category 1: Personal information and location

- As simple as ticking a box
- All applicants should apply for this category

Category 2: Difficult circumstances

- E.g. disruption to living situation, affected by illness or death of relative/friend, natural disaster, refugee status

Category 3: Disadvantaged financial background

Category 4: Disability or medical condition



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SEAS documentation

Where needed:

- Impact statement – written by applicant
- Statement of support – written by relevant responsible person

Impact statements without an accompanying statement of support will not be considered.

- For more information about SEAS documentation, visit www.vtac.edu.au



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Scholarships

- VTAC collects scholarship applications for many institutions
 - One application, many institutions
- Scholarships are not just for academic performance
- Many equity scholarships have similar documentation requirements to SEAS
 - Statements must be submitted separately for each using the correct coversheet.
- List of scholarships available on the VTAC website
 - Including scholarships which require direct applications to institutions





Change of Preference

- You can change your course preferences free-of-charge as many times as you like while Change of Preference is open
- Change of Preference
 - opens at the same time as course applications;
 - closes a short time before each offer round; and
 - reopens at 10am the day after each offer round (until the last round).



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Change of Preference stays open

- Remember, even though you can change your preferences between offer rounds, the majority of offers are made in Round 1.
- Some courses may fill all their places in earlier rounds, so it is important to consider your preferences carefully prior to Round 1
- Full list of offer rounds and opening and closing dates at www.vtac.edu.au



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Accessing your offer

- Offers are available on the release date by:
 - Email
 - In your VTAC account
 - (If you gave permission) in newspaper supplements
- The offer advice will contain a message from the institution with enrolment instructions.



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Responding to an offer

- To **accept** an offer, follow the instructions in the offer advice to enrol at the institution.
 - No separate acceptance notification to VTAC is needed.
- To **defer** an offer, contact the institution.
 - Not all courses allow deferment.
- To **reject** an offer, take no action.
 - The offer will automatically lapse if you have not enrolled by the deadline.



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Didn't get an offer, or the offer you wanted?

- You will be automatically considered for any higher preferences in future offer rounds
- When **Change of Preference** reopens, consider adding other backup course options
 - Preferences can now be changed between all five rounds



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Supplementary offers

- For applicants who have given permission and not yet received an offer
- Institutions will contact you directly to suggest courses which still have vacancies

2. Supplementary offers is a service that allows courses with vacancies to make offers to applicants who have received no offers up until and including Round two for 2017. In the event that you don't receive any offers for the first and second intakes in January and February 2017 we need your consent before we forward your details onto courses with vacancies. You can **opt out** of this process at any time

Do you consent to have your personal details provided to general tertiary courses with vacancies so that you may participate in the Supplementary Offer process?

Yes No

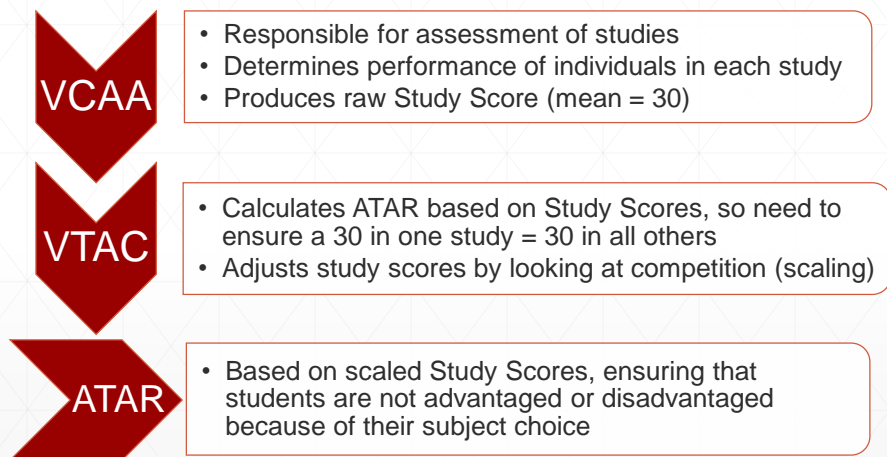


The ATAR

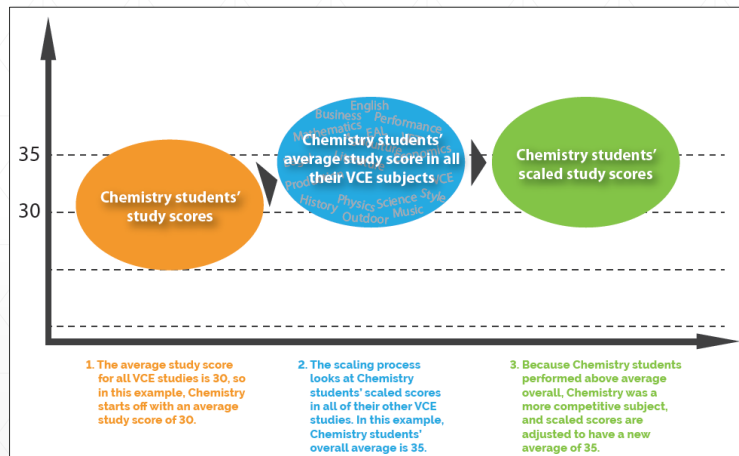
The ATAR

- Australian Tertiary Admissions Rank
- The ATAR is not a score out of 100; it is a rank between 0.00 and 99.95
 - An ATAR of 75.00 means in the top 25% of the Year 12 age group.
- Many courses select on factors other than the ATAR

The ATAR and scaling process



Scaling is about the strength of competition



Calculating the ATAR

- “Primary 4”:
 - Highest score from English group
 - Three other highest scoring studies
- +
- 5th and/or 6th increment

Year	Study	Unit 3/4 Results	GA 1	GA 2	GA 3	Study Score	Scaled Score	Aggregate Contribution
2015	English Language	SS	A	A	B	35	37.52	37.52
2015	Visual Communication Design	SS	A+	A+	A+	48	47.35	47.35
2014	Further Mathematics	SS	A+	A+	A+	43	41.38	41.38
2015	Psychology	SS	A	A+	A+	41	40.22	40.22
2015	Health and Human Development	SS	A+	A	A	40	37.20	3.72
2015	Dance	SS	A	D	B+	27	25.27	2.52
Aggregate Truncated at 1 decimal place								172.7
ATAR								94.80



Don't rely on scaling alone

Year	Study	Unit 3/4 Results	GA 1	GA 2	GA 3	Study Score	Scaled score	Aggregate Contribution
2015	English (EAL)	SS	D+	D+	E+	17	13.32	13.32
2015	VCE Languages: Chinese First Language	SS	B+	B+	C+	28	31.27	31.27
2014	Specialist Mathematics	SS	D+	E+	E	17	22.79	22.79
2015	Mathematical Methods (CAS)	SS	D+	C	E	18	18.95	18.95
2015	Accounting	SS	E+	D	E	18	17.25	1.72
2015	Physics	SS	UG	E+	NA	17	17.16	1.71
Aggregate Truncated at 1 decimal place								89.8
ATAR								38.55



Contact details

For more information and to apply:

www.vtac.edu.au

Questions?

- Call VTAC on 1300 364 133
- Email VTAC through the VTAC website
- Send us a private message on Facebook (facebook.com/vtacguide)
- Tweet [@vtacguide](https://twitter.com/vtacguide) or DM us
- Find more information at blog.vtac.edu.au

Remember:

- Connect with VTAC on social media for timely reminders and tips
- Applications open in August
- Use CourseSearch and the VTAC CourseSearch App to find courses
- One application, eight preferences
- Apply for SEAS category 1 (and other categories if appropriate)
- Apply for scholarships
- Change of Preference is open before and between offer rounds