# Applying for tertiary study in Victoria

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

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# 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:
  - Facebook: facebook.com/vtacguide
  - Twitter: @vtacguide

# The VTAC application process – key dates

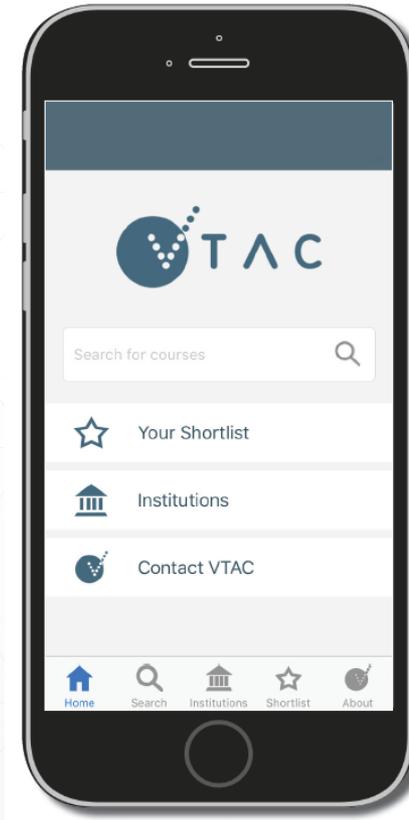| Key dates for 2017-2018 applications | |
|---|---|
| **Applications open**<br>$35 for current Year 12 students<br>$53 for all other applicants | **Monday 7 August 2017** |
| **Timely applications close** | **5pm, Thursday 28 September 2017** |
| **SEAS applications close** | **5pm, Tuesday 10 October 2017** |
| **Scholarship applications close** | **5pm, Friday 13 October 2017** |
| **Round 1 offers released** | **Tuesday 16 January 2018** |
| Full list of dates: **http://www.vtac.edu.au/dates.html** | |

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Find Courses → Apply → SEAS and Scholarships → Offers

# The VTAC CourseSearch App

- Available free for iOS and Android

- After downloading, browse course information online or offline

- You can also use the Prerequisite and Course Explorer from inside the app – enter your VCE studies to find courses where you meet the prerequisites

## 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
  - 2017 clearly-in ATAR information

# 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

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# 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



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# 2017 selection data explained

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

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

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# Selection criteria

| | |
|---|---|
| **Prerequisites** | **Studies that must be successfully completed to be considered for a course**<br>For example: minimum study score of 25 in English (Any). |
| **Selection requirements** | **Additional requirements that <u>must</u> be completed by applicants**<br>For example: CASPer test for teaching courses, presenting a folio, submission of an additional form, attending an interview or audition. |
| **Other selection considerations** | **Factors that are not compulsory, but if applicable may boost an application**<br>For example: subject bonus, work experience |
| **Other information** | **Advance warning about later requirements once you have received an offer**<br>For example: Working With Children Check, police check, physical requirements |

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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 you're a current Year 12 student, make sure you enter your student number so that we can access your results later in the year

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

- Choose an authorised nominee if needed
  - VTAC cannot discuss your application with anyone except you (not even your parents) unless you have specified an authorised nominee when registering.

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# 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:**

Select

**Course:**

Select

COURSE DETAILS | ADD COURSE TO PREFERENCE LIST

**List of course preferences**

| | Course code | Course name | |
|---|---|---|---|
| 1 | | | ▼ x |
| 2 | | | ▲ ▼ x |
| 3 | | | ▲ ▼ x |
| 4 | | | ▲ ▼ x |
| 5 | | | ▲ ▼ x |
| 6 | | | ▲ ▼ x |
| 7 | | | ▲ ▼ x |
| 8 | | | ▲ x |

BACK | EXIT | PROCEED

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# 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

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# 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

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# Change of Preference

- After applying, you can change your course preferences free-of-charge as many times as you like while Change of Preference is open

- Check the deadlines carefully prior to the start of each round

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# Special Entry Access Scheme (SEAS)

- SEAS is a special consideration program used by most institutions

- Filling out a single SEAS application will cover all of your eligible preferences

- 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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# SEAS categories

## Category 1: Personal information and location

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

## Category 2: Disadvantaged financial background

## Category 3: Disability or medical condition

## Category 4: Difficult circumstances

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

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# What can SEAS do?

| | ATAR | Offered a place? |
|---|---|---|
| Mel | **95.00 ATAR** | Yes |
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- 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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# 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

Find Courses → Apply → SEAS and Scholarships → Offers

## Accessing your offer

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

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| Find Courses | Apply | SEAS and Scholarships | Offers |

# 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.
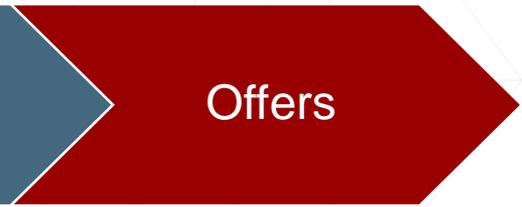  - The offer will automatically lapse if you have not enrolled by the deadline.

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# 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

# Calculating the ATAR

- "Primary 4":
  - Highest score from English group
  - Three other highest scoring studies

  **+**

- 5<sup>th</sup> and/or 6<sup>th</sup> 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 |

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## Contact details

For more information and to apply:

# www.vtac.edu.au

Questions?

- Call VTAC on 9926 1020

- Email VTAC through the VTAC website

- Send us a private message on Facebook (facebook.com/vtacguide)

- Tweet @vtacguide or DM us

## 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