



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 | Facebook: www.facebook.com/vtacguide | YouTube: www.youtube.com/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:
 - Facebook: [facebook.com/vtacguide](https://www.facebook.com/vtacguide)
 - Twitter: [@vtacguide](https://twitter.com/vtacguide)



Find Courses

Apply

SEAS and
Scholarships

Change of
Preference

Offers

The VTAC application process – key dates

Key dates for 2017-2018 applications

Applications open \$35 for current Year 12 students \$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

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Find Courses

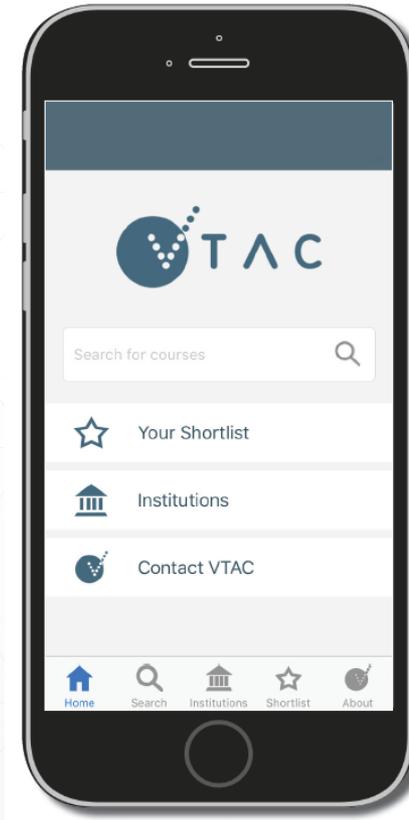
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The VTAC CourseSearch App

- 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



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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
 - 2017 clearly-in ATAR information





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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

Arts HE ☆

Bachelor of Arts: 3 years minimum duration
Swinburne University of Technology

Hawthorn
3400234321
CSP VT VT VT VTAC

Hawthorn
3400234323
CSP VT VTAC

Course overview ▼

Additional information ▼

Major studies ▼

Selection criteria ▼

Year 12 applicants (Y12) Other applicants (NY12)

Prerequisites

- Yes

Selection requirements

- ATAR

Additional considerations

- VTAC Personal Statement (Some)
- 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

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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%



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: 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 For example: subject bonus, work experience
Other information	Advance warning about later requirements once you have received an offer For example: Working With Children Check, police check, physical requirements

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SEAS and
Scholarships

Offers



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Scholarships

Offers

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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Offers

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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Offers

VTAC account

The screenshot shows the VTAC Account dashboard. At the top right, there is a notification icon with a red '1' and a 'LOGOUT' button. The main header contains the VTAC logo and the word 'ACCOUNT'. Below this is a navigation bar with links: HOME, PERSONAL DETAILS, COURSE APPLICATION, PERSONAL STATEMENT, SPECIAL CONSIDERATION (SEAS) APPLICATION, SCHOLARSHIP APPLICATION, SUPPORTING DOCUMENTS, ADMISSIONS TESTS (STAT/ALSET), and COURSE OFFERS. The user's name 'Taylor Swift' and ID '45767402E' are displayed on the left. A green message box indicates 'You have 1 unread messages'. A welcome message states: 'Welcome to VTAC. On this screen you can view or change your personal details, including your VTAC PIN. If you need to view or amend other information, use the navigation bar at the top of the screen.' The 'ACCOUNT SUMMARY' section contains six tiles: 'Fee Summary' (with a dollar sign icon and 'View due dates'), 'Making an application' (with a checkmark icon and 'Make a course application'), 'Personal Details' (with a lock icon and links to change PIN, contact details, previous name, and nominee details), 'Results and Offers' (with a graduation cap icon), 'Coversheets' (with a document icon), and 'VTAC Resources' (with a folder icon and links to CourseSearch, VTAC website, VTAC Blog, and Help Centre).

VTAC ACCOUNT

HOME PERSONAL DETAILS COURSE APPLICATION PERSONAL STATEMENT SPECIAL CONSIDERATION (SEAS) APPLICATION SCHOLARSHIP APPLICATION SUPPORTING DOCUMENTS ADMISSIONS TESTS (STAT/ALSET) COURSE OFFERS

Taylor Swift
ID: 45767402E

You have **1 unread messages**

Welcome to VTAC. On this screen you can view or change your personal details, including your VTAC PIN. If you need to view or amend other information, use the navigation bar at the top of the screen.

ACCOUNT SUMMARY

 Fee Summary View due dates	 Making an application Make a course application	 Personal Details Change your PIN Change your contact details Add a previous name Change nominee details
 Results and Offers	 Coversheets	 VTAC Resources CourseSearch VTAC website VTAC Blog Help Centre

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	<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**

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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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SEAS and
Scholarships

Offers

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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Find Courses

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**SEAS and
Scholarships**

Offers

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Apply

SEAS and
Scholarships

Offers

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

What can SEAS do?

	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

- 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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Offers

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

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Scholarships

Offers



Find Courses

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Scholarships

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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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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.

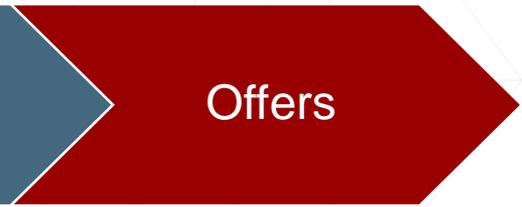


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The ATAR



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
- +
- 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



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](https://twitter.com/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