Applying through VTAC

July and August 2015
Thinking of tertiary study?

- VTAC is the central point for applications to Victorian universities, TAFEs, and Independent Tertiary Colleges.
- VTAC also calculates the ATAR for Victorian students
- Connect with VTAC today to receive updates, tips, and timely reminders:
  - Blog: blog.vtac.edu.au (subscribe by email)
  - Facebook: facebook.com/vtacguide
  - Twitter: @vtacguide
# The VTAC application process – key dates

<table>
<thead>
<tr>
<th>Key dates for 2015-2016 applications</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Applications open</strong></td>
</tr>
<tr>
<td><strong>Timely applications close</strong></td>
</tr>
<tr>
<td><strong>SEAS applications close</strong></td>
</tr>
<tr>
<td><strong>Scholarship applications close</strong></td>
</tr>
<tr>
<td><strong>Round 1 offers released</strong></td>
</tr>
</tbody>
</table>

Finding courses – eGuide and print

VTAC Guide 2016

- **eGuide** ($4.99)
  - Available from Google Play Books (for online reading, PC and Mac computers, iPads, tablets, iPhone and Android phones)
  - Entries for all courses, including selection criteria
  - Searchable, with hyperlinks
  - Can be read on- or off-line

- **Print version** ($12 RRP)
  - Interstate copies ordered through Newsagents
  - Entries for all courses
  - Does not include selection criteria for each course
CourseSearch allows you to perform a keyword search on course titles, groups, qualifications and course subjects. There are also advanced options to refine your search, including by institution.

Search for courses

Search for course titles, groups, qualifications or course majors:

Search for...

Advanced search

Institution:

All

Area of interest:

All

Qualification Level:

All

Application Method:

Through VTAC  Direct To Institution  Both

Prerequisite CourseSearch

Prerequisite CourseSearch provides additional search options for year 12 applicants, year 10 and year 11 students. You can add VCE subjects and find courses that have these subjects as prerequisites. You can also refine your search by selecting an ATAR range. You can combine these search options with the keyword or advanced search above.

Prerequisite CourseSearch >
## Course types offered through VTAC

### Higher Education courses

**Undergraduate**
- Advanced Diploma
- Associate Degree
- Bachelor’s Degree

**Postgraduate**
- Graduate entry teaching
- Graduate entry (other)

*Not relevant to Year 12 applicants*

### VET courses

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

Year 12 students under 20 years of age are usually eligible for government subsidised places.
Reading course entries

- Course name
- Qualification name
- Campuses offered
- Selection data
- Course description
- Major studies
- Selection criteria
  - Prerequisites
  - Selection requirements
- Enrolment considerations
- Additional considerations

Accountancy (Degree) | HE
RMIT University

Bachelor of Business (Accountancy): 3 years minimum duration
City: 3200332441 (CSP) full-time/part-time

<table>
<thead>
<tr>
<th>City</th>
<th>Clear-in</th>
<th>% below</th>
<th>CY12 offers</th>
<th>Total offers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 2016</td>
<td>70.00</td>
<td>36.88</td>
<td>122</td>
<td>164</td>
</tr>
<tr>
<td>Feb 2016</td>
<td>70.00</td>
<td>36.88</td>
<td>122</td>
<td>164</td>
</tr>
</tbody>
</table>

Students learn and develop skills to measure, analyse and communicate economic information. Depending on career needs, students choose subjects from accounting, business or other disciplines.

Major studies: Accounting, Auditing, Auditing and taxation, Bookkeeping, Business, Business (accounting), Business (economics), Business (law), Business (taxation), Financial accounting, Management accounting, Taxation and auditing.

<table>
<thead>
<tr>
<th>Selection criteria</th>
<th>Year 12 applicants (Y12)</th>
<th>Other applicants (NY12)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisites:</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Selection requirements:</td>
<td>ATAR, STAT (Some)</td>
<td>Entire Educational History, STAT (Some)</td>
</tr>
<tr>
<td>Additional considerations:</td>
<td>SEAS, Subject Bonus</td>
<td>SEAS</td>
</tr>
</tbody>
</table>

Prerequisites:
Y12: Units 3 and 4: a study score of at least 30 in English (EAL) or at least 25 in English other than EAL.
NY12: As for Year 12 or equivalent.

Selection requirements:

Additional considerations:
SEAS: Applicants who have experienced educational disadvantage are encouraged to submit a SEAS application.
Subject Bonus: A study score of 25 in Accounting, Business Management, Economics, Geography, any Information Technology, Legal Studies, any Mathematics or Psychology equals 1 aggregate point per study. A study score of 35 in any English equals 2 aggregate points per study. Overall maximum of 5 points.

Apply: Through VTAC
**Applicant types**

<table>
<thead>
<tr>
<th>Year 12 (Y12)</th>
<th>Non-Year 12 (NY12)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Current year 12 students</td>
<td>• Previously attempted or completed post secondary study at certificate IV or above, or</td>
</tr>
<tr>
<td>• Previously completed year 12</td>
<td>• Currently enrolled in Year 12 but also have cert. IV or above, or</td>
</tr>
<tr>
<td>• with no post-secondary studies</td>
<td>• Has no secondary studies and no post-secondary studies at certificate IV or above.</td>
</tr>
<tr>
<td>• have post-secondary studies up to Certificate III level</td>
<td></td>
</tr>
</tbody>
</table>

- You will be automatically informed of their Y12/NY12 classification after registering with VTAC
### Selection data

<table>
<thead>
<tr>
<th>3800538001</th>
<th>Clearly-in</th>
<th>% below</th>
<th>Y12 offers</th>
<th>Total offers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 2015</td>
<td>92.35</td>
<td>36.28</td>
<td>1519</td>
<td>1734</td>
</tr>
<tr>
<td>Feb 2015</td>
<td>92.35</td>
<td>37.71</td>
<td>1554</td>
<td>1779</td>
</tr>
</tbody>
</table>

- **Clearly-in ATAR**: the point above which everyone who applied for a course received an offer
- **% below**: percentage of course offers made to applicants below the clearly-in ATAR
- **Y12 offers**: the number of offers made to current Year 12 applicants
- **Total offers**: the total number of offers made for the course
## Selection data: clearly-in and % below

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

<table>
<thead>
<tr>
<th>ATAR</th>
<th>Offered a place?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harry</td>
<td>Yes</td>
</tr>
<tr>
<td>95.00</td>
<td></td>
</tr>
<tr>
<td>Zayn</td>
<td>Yes</td>
</tr>
<tr>
<td>90.00</td>
<td></td>
</tr>
<tr>
<td>+ subject bonus = 95.00 rank</td>
<td></td>
</tr>
<tr>
<td>Niall</td>
<td>Yes</td>
</tr>
<tr>
<td>85.00</td>
<td></td>
</tr>
<tr>
<td>Liam</td>
<td>No</td>
</tr>
<tr>
<td>80.00</td>
<td></td>
</tr>
<tr>
<td>Louis</td>
<td>Yes</td>
</tr>
<tr>
<td>75.00</td>
<td></td>
</tr>
<tr>
<td>+ SEAS + subject bonus = 86.00 rank</td>
<td></td>
</tr>
<tr>
<td>Justin</td>
<td>No</td>
</tr>
<tr>
<td>70.00</td>
<td></td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
</table>
| **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 must be completed by applicants  
For example: sitting a test, presenting a folio, submission of an additional form, attending an interview or audition.                       |
| **Additional considerations**   | Factors that are not compulsory, but if applicable may boost an application  
For example: subject bonus, work experience                                                                                               |
| **Enrolment considerations**    | Tasks that should be completed prior to enrolling or starting a course  
For example: Working With Children Check, police check, physical requirements                                                               |
VTAC Registration

- All VTAC applications are completed online using the same ID and password
- Registration is a simple question-based process
- Students will choose their own VTAC PIN and be assigned a new VTAC ID.

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

- Yes, studying VCE (including VCAL) or standard interstate Australian year 12
- Yes, studying IB in Australia or New Zealand
- No
Registration tips

▪ One registration only
  ▪ To correct errors, change the details online or call VTAC. Do not create another registration.

▪ Use a personal, not school email address
  ▪ Some school email addresses are deactivated by the time offer emails are sent

▪ Four digit PIN
  ▪ Lost PINs can be retrieved from the log in form.

▪ 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.
Welcome to your VTAC user account. This is where you will apply for courses, monitor information about your application progress, and receive offer advice. On this screen you can view/change your personal details. If you need to view/amend other information, use the navigation bar at the top of the screen.

Your VTAC Fee Summary

- Course application processing fee: paid
- Test booking fee: paid

Making an application

- Make a course application
- Make a SEAS application
- Make a Scholarship application
- Make a STAT/ALSET booking

Manage your Account

- Change your PIN
- Change your contact details
Applying for courses

- List up to 12 courses/institutions
- Preference order – always list them in the order you want to get into the course
  - 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.
After submitting course application

- Application receipt sent by email and in user account
- Submit payment ($29 for timely CY12 applicants) 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
Course application dates and fees

- Ensure you pay the course application fee by the payment deadline
  - Unpaid applications are not forwarded to institutions

<table>
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<tr>
<th>Key course application dates for 2015-2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications open</td>
</tr>
<tr>
<td>Timely applications ($29 for current Year 12 students, $43 for all others) close</td>
</tr>
<tr>
<td>Late applications ($95) close</td>
</tr>
<tr>
<td>Very late applications ($121) close</td>
</tr>
<tr>
<td>Final payment deadline</td>
</tr>
</tbody>
</table>
Personal statement

- Check course entries
- Completed online through the VTAC user account
- If not specified as a requirement by the course, selection officers are not obliged to consider the information provided
Special Entry Access Scheme (SEAS)

- Primarily for applicants 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.

- SEAS does not exempt applicants from meeting course requirements.
  - Applicants must meet course prerequisites, attend all interviews, sit any required tests, and submit all required folios and forms.

- SEAS does not guarantee an offer
Applying for SEAS

- SEAS application becomes available after a course application is submitted
- All of the categories will be on one page
- Apply for as many categories as are applicable
**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 death of relative/friend, natural disaster, refugee status

Category 3: Disadvantaged financial background

Category 4: Disability or medical condition
SEAS documentation

Where needed (difficult circumstances, medical condition or disability):

▪ 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
SEAS documentation
Category 3 (disadvantaged financial background)

- If applicant **personally** receives a Centrelink benefit:
  - Applicant’s Centrelink Customer Reference Number (CRN)
  - **Do not provide parent’s CRN** – names will not match, and Centrelink will not release data to VTAC

- If family members receive a Centrelink benefit:
  - Documentary evidence – relationship to applicant indicated
    - Check dates required
SEAS documentation
Category 3 (disadvantaged financial background)

- If no Centrelink benefit received:
  - Impact statement – written by applicant
  - Statement of support – written by a relevant responsible person
  - Other supporting documents (if relevant)
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;
  - get your preferences in and correct by 21 December.
  - closes a short time before each offer round; and
  - reopens at 10am the day after each offer round (until the last round).

- Check deadlines and opening times at [www.vtac.edu.au](http://www.vtac.edu.au)
Get it right by 21 December

- Institutions will continue to make the vast majority of offers in Round 1
- Courses are not required to participate in subsequent rounds
- There is no guarantee of receiving an offer in a later round
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.
Didn’t get an offer, or the offer you wanted?

- Applicants are automatically considered for any higher preferences in future offer rounds
- When **Change of Preference** reopens, consider adding more backup course options
  - Preferences can now be changed between all five rounds
  - Make use of all 12 preferences – very popular courses may have filled all their places in Round 1
  - Don’t forget, more than 80% of offers are made in Round 1
Always accept an offer

- Even if a student is hoping for a higher preference offer in a later round, they should still accept any offer they have received.
- There is no guarantee of receiving another offer in a later round.
- If they do receive another offer in a later round, they can withdraw from the earlier offer at that point.
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.
- Supplementary offers will commence after Round 2, and be formalised in the next offer round.
- Opt in by the deadline, opt out at anytime.
Scaling and the ATAR
Scaling

- The strength of competition is different in different studies because the students who take them are different.
- The VCAA produces study scores where 30 is the mean for that subject.
- VTAC scales these study scores so that a 30 in one subject means the same thing as a 30 in another subject.
- Strength of competition is measured by how well the students performed in their other studies.
  - Competition is high—study scores are scaled up.
  - Competition is low—study scores are scaled down.
How scaling works

**VCAA**
- Responsible for assessment of studies
- Determines performance of individuals in each study
- Produces raw Study Score (mean = 30)

**VTAC**
- Calculates ATAR based on Study Scores, so need to ensure a 30 in one study = 30 in all others
- Adjusts study scores by looking at competition (scaling)

**ATAR**
- Based on scaled Study Scores, ensuring that students are not advantaged or disadvantaged because of their subject choice
The ATAR is a number from 0.05 to 99.95 which reflects a Year 12 student’s rank in overall VCE performance among their age group.

The ATAR allows institutions to compare students even though they have taken different combinations of VCE subjects.

The ATAR is calculated by each state’s TAC, and is equivalent between states (except Queensland).

For example, an ATAR of 75.00 in Victoria is the same as an ATAR of 75.00 in NSW for tertiary admission.
How the ATAR is calculated

- The VTAC Scaled Study Scores of the Primary 4 subjects and any available increments are added together to produce an aggregate score.

- The aggregate score is then converted to an ATAR – the rank which shows how well a student has performed compared to other students.
  - For example, an ATAR of 60.00 means that a student has outperformed 60% of Year 12 age students.
Your ATAR is your own personal information

Protect your ATAR privacy
Change your VCE results PIN

To access your ATAR and VCE results you will need to use your VCE student number and VCE results PIN (first four digits of your birthdate).
To change your VCE results PIN go to your VTAC user account and follow the links.

Protect your ATAR privacy
Change your VCE results PIN now!
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 or DM us
- Find more information at blog.vtac.edu.au

Remember:

- Connect with VTAC on social media for timely reminders and tips
- Use CourseSearch and the VTAC Guide to find courses
- One application, twelve preferences
- Apply for SEAS category 1 (and other categories if appropriate)
- Apply for scholarships
- Change of Preference is open before and between offer rounds
- Change your Results Service PIN to protect your ATAR