

Applying for tertiary study in Victoria

A complete guide to applying for courses, SEAS, and scholarships through VTAC



VICTORIAN TERTIARY ADMISSIONS CENTRE
40 Park Street, South Melbourne, VIC 3205
Telephone: +61 3 9926 1020
www.vtac.edu.au

Facebook: www.facebook.com/vtacguide | Twitter: twitter.com/vtacguide | Youtube: www.youtube.com/vtacmedia

What is VTAC?

- The Victorian Tertiary Admissions Centre (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](https://twitter.com/vtacguide)



The VTAC application process in a nutshell

Key dates for 2018-2019 applications	
Applications open \$36 for current Year 12 students	9am, Monday 6 August 2018
Timely applications close	5pm, Thursday 27 September 2018
SEAS applications close	5pm, Friday 12 October 2018
Scholarship applications close	5pm, Friday 12 October 2018
Round 1 offers released	Wednesday 16 January 2019
Key dates via Career Development Department advertisement poster - will be placed around campuses. Full list of dates: http://www.vtac.edu.au/dates.html	



In this session



- Finding and comparing course information
- Making sure you're eligible



- Creating a VTAC account
- Filling in your course preferences



- Applying for special consideration, including under-represented groups
- Applying for scholarships



- Getting your course offer
- Accepting, deferring, rejecting



- How the ATAR is calculated
- How scaling works



Research

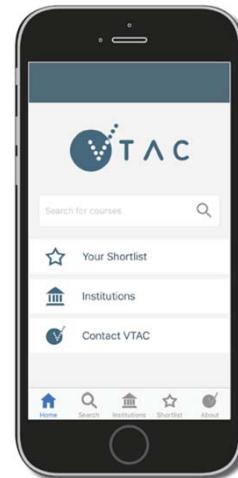
CourseSearch

- Compare course information for all tertiary institutions in Victoria
- Advanced search options include filtering by institution, area of interest, and qualification level
- Available at vtac.edu.au

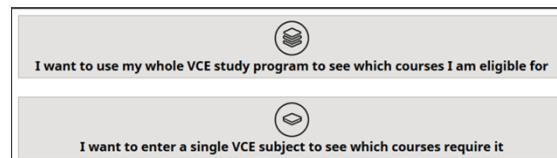


The VTAC CourseSearch app

- 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



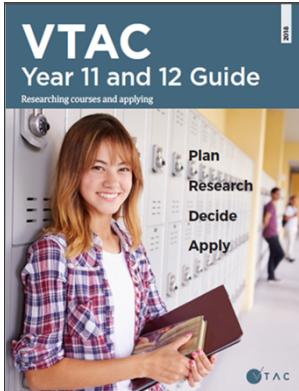
Prerequisite and Course Explorer



- 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



Year 11 & Year 12 Guide



- Information about how to apply
- A guide to researching and making decisions
- Interviews with students and professionals in various areas
- Pick up a copy from your school or download for free at the VTAC website



Tertiary Institute Access Programs



- Information about programs that universities have for entry to their institutions
- In many cases, either a lowering of the 'Minimum ATAR' requirement, or an ATAR boost
- Whole-institute programs are listed; different faculties/schools within universities may also offer their own access program
- Collect a copy before you leave tonight



Different types of tertiary courses

VET

Higher Education

Cert II-IV

Diploma

Advanced Diploma

Advanced Diploma

Associate Degree

Bachelor Degree

Graduate courses





Understanding course details

Course design

Essential Requirements and Admission Criteria

Policy information

Fine Art Higher Ed

Bachelor of Arts (Fine Art): 3 years minimum

RMIT University

City
3200339771

CSP **Full-time** **Apply through VTAC**

City
3200339773

IFP **Full-time** **Apply through VTAC**

- Can I get credit for study I've already done?
- How do I apply?
- Where can I get further information?

COURSE OUTLINE

Course design

This is an interdisciplinary, practice-based fine art course offering studies in a broad range of specialised studio areas. Exploring art through studio practice is central to the course. Students develop a range of practical, conceptual and technical skills to enable them to evaluate different approaches to their own practice, or to further their understanding of the creative industries. Studio courses are taught by high profile practising artists and are complemented by integrated studies in the history and theory of art.

Major studies

At a glance

Essential requirements for selection and application

Prerequisite	Compulsory
Selection tasks	Compulsory
Admission criteria	
Satisfactory completion of a Year 12	Compulsory
Folio and folio presentation	Compulsory
SEAS (Special Entry Access Scheme)	
Regional adjustments	

As you complete the application, you will also be asked to set your Information release permissions and respond to statistical questions. You can also authorise a nominee (optional) to manage the application on your behalf.

For a detailed explanation of the course application process, see [How to apply for courses through VTAC](#).

WHERE TO GET FURTHER INFORMATION

You can get further information about this course and institution from:

- [Information page of policies and procedures](#)
- [Course website](#)
 - <http://www.rmit.edu.au/study-with-us/levels-of-study/undergraduate-study/bachelor-degrees/bp201>
- [Institutional home page](#)
- [QILT](#)
- [National priorities](#)





ATARs published in course entries

Minimum ATAR

- Published as a prerequisite; you must have this raw ATAR or higher to be eligible for the course.

Minimum ATAR including adjustments

- Published in the admission criteria. You must have a selection rank (ATAR + adjustments) at this level or higher to be eligible for the course

Guaranteed ATAR

- Published in the course entry. If you receive a raw ATAR at this level or higher, you are guaranteed an offer for this course...whether you receive it is based on your preferences.

Selection criteria

Essential requirements

Essential requirements apply to all applicants, regardless of group

Admission criteria

Admission criteria only apply to one or some applicant groups ("Applicants with recent secondary education: current Year 12 students")

What requirements might exist?

Prerequisites

Any VCE subjects you must complete to be eligible for an offer

Interview

Personal statement

Audition

Folio presentation

CASPer test

Online test needed for most teaching courses

Subject adjustments

Extra points for completing VCE subjects relevant to the course

SEAS

Special consideration



Two types of essential requirements

Essential requirements for selection and application

- Prerequisites
- Interview
- Audition
- Pre-selection kit

You need to complete these to apply and receive an offer

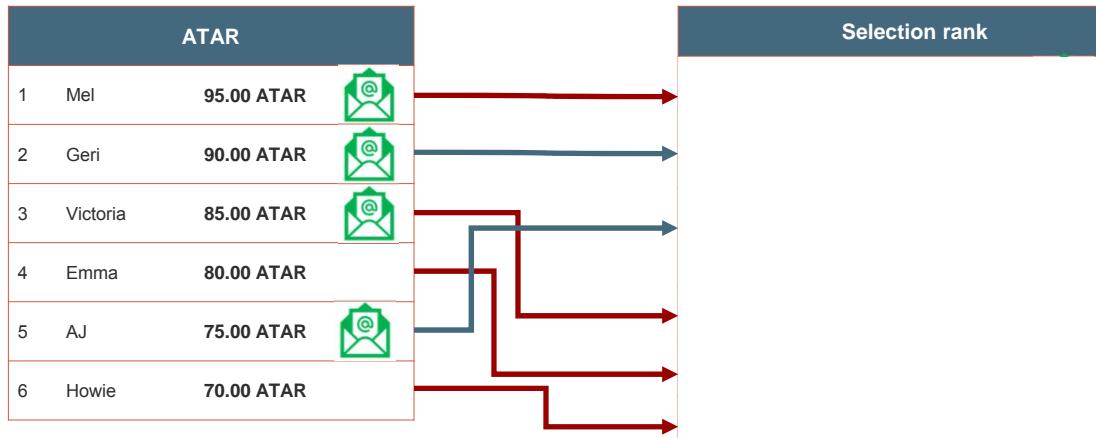
Essential requirements for enrolment or graduation

- Immunisations
- Police check
- Working with Children Check

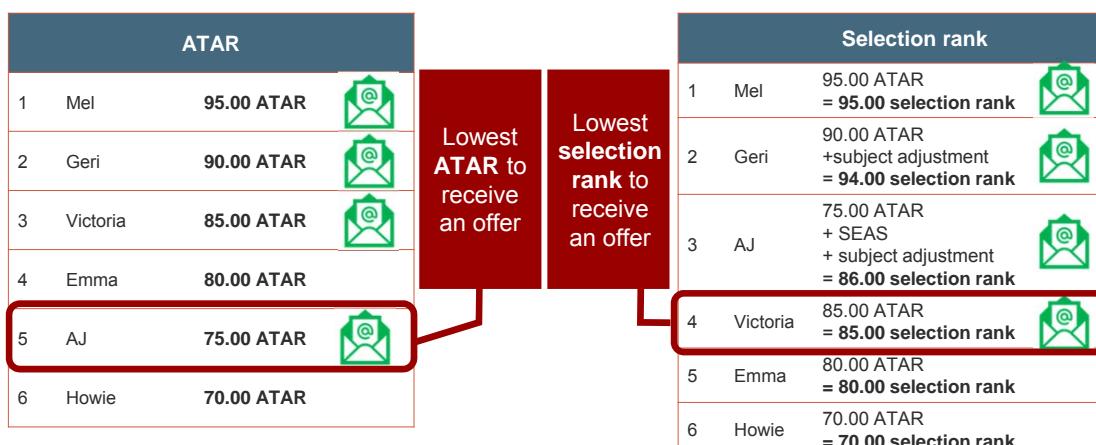
You don't need to complete these until you have successfully received an offer



Ranking applicants (course with ATAR of 85)



ATAR Profile: Lowest ATAR vs Lowest Selection Rank



Things to remember when looking at published ATARs for a course



- The ATAR profile and lowest selection rank can provide you with an indication of how competitive it might be to get into a course
- However, **these are not a cut-off or guarantee**, just an indication of what happened last year
- It's still worth applying for a course you want even if your ATAR is lower than last year's lowest selection rank because:
 - The lowest selection rank might change for next year
 - You might receive subject adjustments or special consideration which boosts your rank higher than your ATAR



Apply

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
- Make sure you enter your VCE student number so that VTAC can access your results & Units 3&4 scores later in the year, as well as your results & Units 3&4 scores from 2017.

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



Tips for your VTAC account

- Only create one VTAC account
- For current Year 12 applicants, **use a personal, not school e-Mail 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.



VTAC account

Course application steps

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.

Your most wanted course should be listed at 1.

Institution:	Select
Qualification level (optional):	Show all
Course:	Select
COURSE DETAILS ADD COURSE TO PREFERENCE LIST	
List of course preferences	
Course code	Course name
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>
6	<input type="text"/>
7	<input type="text"/>
8	<input type="text"/>
EXIT SUBMIT	



After submitting course application

- Application receipt sent by e-Mail 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



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
- **The main deadline for Round 1 is 12pm, Wednesday 19 December 2018**
 - Get your preferences in the order you want by this date to maximise your chance of getting the offer you want



SEAS and Scholarships

Special Entry Access Scheme (SEAS)

- SEAS is the 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.

What can SEAS do?

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

- SEAS does not exempt you from completing essential requirements and compulsory admission criteria.
- 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



Applying for SEAS

- SEAS application becomes available after a course application is submitted
- All Y12 applicants 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



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

- Anything that doesn't come under the previous categories
- E.g. disruption to living situation, affected by illness or death of relative/friend, natural disaster, refugee status



Category 1 – Personal Information and Location

- Consideration for circumstances based on information applicants have already provided (no documentation needed).
- Applying for Category 1 is as simple as giving permission and answering a simple question.
- **All** applicants should apply for this category.

Category 1 includes:

- Age
- Gender
- Living or school location
- Recognition as an Indigenous Australian
- Under-represented schools
- Non-English speaking background
- First in family to attend university



Category 2 – Disadvantaged financial background

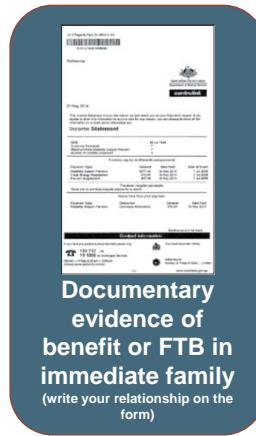
- Education impacted by disadvantaged financial background, for example:
 - Individual or family poverty
 - Excessive financial obligations
 - Economic hardship
- Not limited to applicants in receipt of Centrelink benefits.
 - Applicants who are not in receipt of Centrelink benefits **must** submit an impact statement and a statement of support



Category 2 – Evidence



OR



OR



Category 3 – Disability or medical condition

- Educational disadvantage as a result of a disability or medical condition experienced by the applicant.
- Must provide an impact statement and a statement of support **from a health practitioner** that details the condition, its duration and impact.
- Important to start making appointments early to ensure statements of support are ready before the closing date.



Impact
statement



Statement
of support



Category 4 – Difficult Circumstances

- Education affected by family or life events
- Examples include:
 - Disruption to living situation
 - Illness of a friend or family member
 - Affected by death of relative/friend
 - Natural disaster
 - Bullying
 - Issues associated with refugee circumstances
 - Issues associated with gender identity



Impact
statement



Statement
of support

Eligible refugee circumstances



Passport

OR



Visa
grant
notice



Statement
of support



What to include in supporting statements

- Focus on the **educational impact**
- Both impact and supporting statements are in two sections:
 - Description of circumstances (500 characters)
 - Educational impact (1500 characters)
- Download VTAC's one-page fact sheet which can be provided to e.g. doctors for some background information about SEAS and what to include, via your Student Secure Area on siriuscollegecareers.com ('Student Paperwork' page)



Three ways to provide SEAS documentation

Uploading

- Scanned documents can be uploaded via the VTAC account

Hard copy

- Documents can be posted to VTAC by mail

Online statements of support

- Direct entry of the statement using a link sent by email to the provider of the statement



Advisory date for documentation verification



- For SEAS applications and documentation submitted prior to **27 September 2018**:
 - Any uploaded documents will be verified by VTAC staff and “approved” or “rejected” in advance of the SEAS closing date
 - Any CRNs provided to VTAC which do not return benefit information will be identified, and applicants notified
 - Documents can still be submitted until the 12 October closing date, but these may not be reviewed by VTAC staff until after the closing date (i.e. there is no opportunity to resubmit if a document is illegible etc.)



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 that VTAC applications can target
 - Not all scholarships are applied for via VTAC - look at the Scholarships page on siriuscollegecareers.com for more information on direct application scholarships



Offers

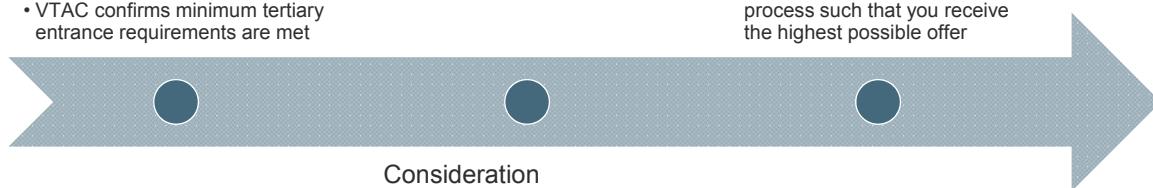
Selection process

Applications submitted

- You list a course as a preference on your VTAC application
- VTAC confirms minimum tertiary entrance requirements are met

Offers

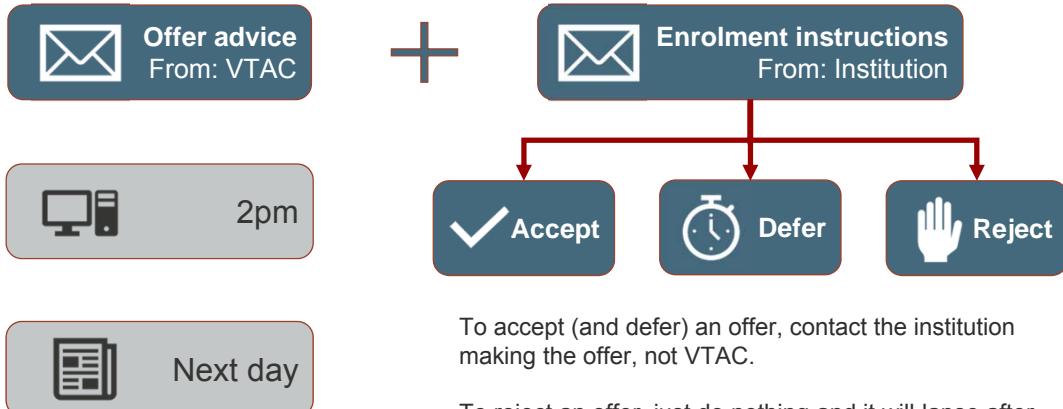
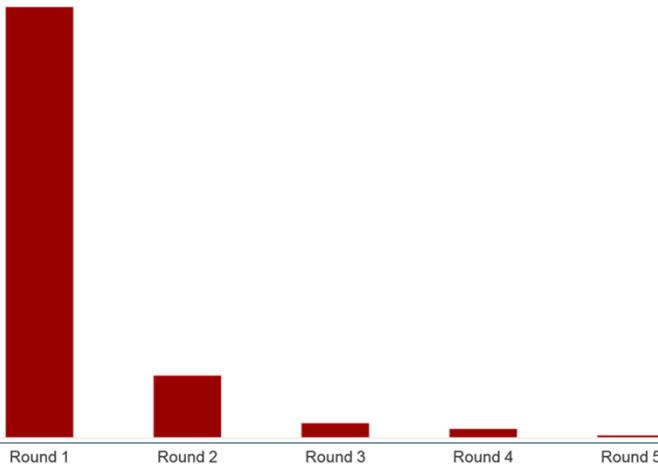
- VTAC receives each course's rankings and conducts the offer process such that you receive the highest possible offer



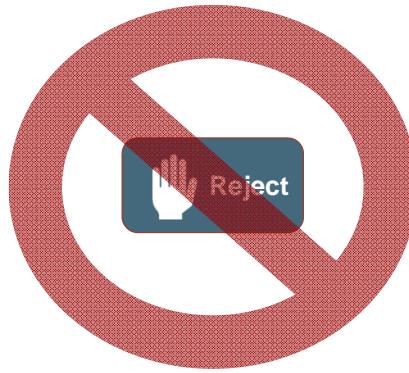
Consideration

- Selection officers at institutions consider and rank applications according to published criteria
- Any published adjustments are applied by selection officers

Even though there are five offer rounds,
your best chance of getting an offer is in Round 1



Unless you're sure you don't want it even as a back-up option...



The offer process will continue regardless of whether you have accepted or rejected your offer.



You will be automatically considered for any higher preferences

Your most wanted course should be listed at 1.

Institution:	Course:	Course details		
Select	Select	Course details		
Add course to preference list				
Course code	Course name	↑	↓	X
1 1400514271	Teaching-Primary (Deakin University, Melbourne Burwood Campus)			X
2 2800710031	Education (Honours) Primary Education (Monash University, Peninsula)	↑	↓	X
3 2800126371	Education (Honours) Primary and Secondary Education (Monash University, Berwick)	↑	↓	X
4 2800710281	Education (Honours) Primary and Secondary Health and Physical Education (Monash University, Peninsula)	↑	↓	X
5 4301040261	Education (P-12) (Victoria University, Footscray Park) [Offered in early round]	↑	↓	
6 1200211371	Teacher Education-Primary (Australian Catholic University, Melbourne)	↑	↓	X
7 1400514181	Teaching-Secondary/Arts (Deakin University, Melbourne Burwood Campus)	↑	↓	X
8		↑	↓	X
9		↑	↓	X

- Higher preference courses. Automatically considered in future rounds.
- Offered course – can't be removed but can be moved
- Lower preferences. Not considered unless moved above offered course.



And you also have the option to change your preferences



Supplementary offers

- If you gave permission for supplementary offers and did not yet receive an offer in Round 1 or Round 2
- Institutions may contact you directly to suggest courses which still have vacancies
- You can accept or reject any supplementary offers you receive

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



ATAR and Scaling

Scaling



Why?

- Study scores received from the VCAA are a rank for that particular subject
- 30 is the average for every study, regardless of how competitive the cohort



How?

- By looking at the students undertaking the study this year, and their performance in their other studies



For what?

- Scaled scores are used only for the calculation of the ATAR
- Prerequisites and subject adjustments are based on raw study scores



The scaling process

Chemistry

Raw study score average: 30

Results for all Chemistry students in Victoria:

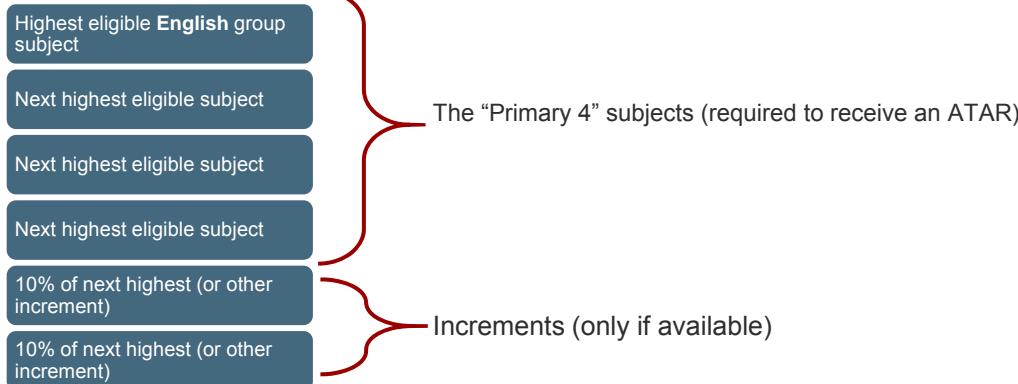
English	31.35
Music Performance	36.62
Further Mathematics	33.45
Psychology	28.51
Politics	34.11
Biology	33.72
Etc.	31.52
Average for all studies	32.75

Chemistry

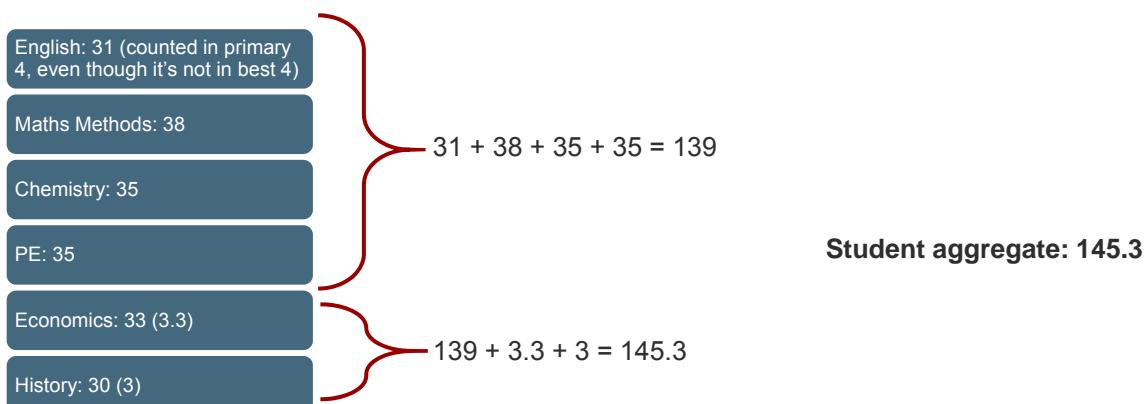
Scaled study score average: 32.75



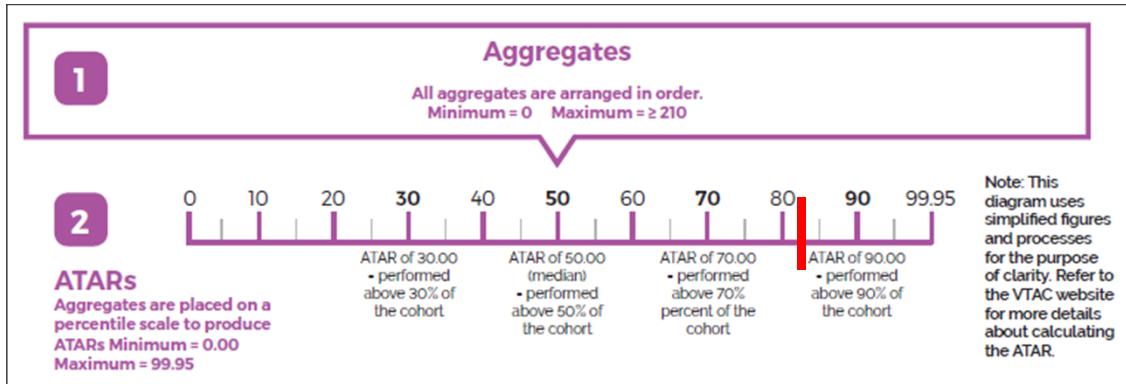
Composition of the aggregate



Composition of the aggregate: an example (using scaled Study Scores)



Calculating the ATAR



2017: aggregate of 145.3 = ATAR of 82.75



How do I get my ATAR and VCE Results?

- Online
 - Free online access at resultsanddata.vic.edu.au
- Results app
 - Free download of joint VCAA/VTAC results app
 - ATAR also available in the VTAC app
- Mail
 - Paid VTAC applicants will receive a printed ATAR statement

Registration required

VCAA student number + Password

Opens when VTAC opens
- so register for both at once!



Demo applications

- Available in the first week of applications opening
- Demo applications are exactly the same as the real applications, but no data is saved and the application cannot be submitted
- STRONGLY ADVISE you play with these first before doing it for real, so you get an understanding of how the VTAC system works

Demo registration

- Create an account demo

Demo applications

- Course application demo
- Course application demo (Current year 12)
- STAT/ALSET booking demo
- Scholarship application demo
- SEAS application demo

Demo form

- Personal statement





ATAR Privacy

- Your ATAR belongs to you and VTAC. No one else
- Selected staff from Sirius College will have access - different from campus to campus (Mr. Scott is common on all campuses)
- You have the right to indicate how you wish your ATAR to be used, as well as be connected to the Sirius College Alumni program
- Paperwork distributed tonight - please return when filled in

VTAC **Sirius College** **CAREER Development**

Introduction
In addition to your own direct access, your ATAR will also be provided to the school for use by the Principal and their authorized nominees for course and career development counselling.

Your ATAR cannot be shared with other individuals at your school or organisations unless you give us your written permission.

At the _____ Campus, the following individuals will have direct access to your ATAR for the sole purpose of course and career development counselling:

- _____ (Campus Principal)
- Mr. Westray (College Career Development Coordinator)
- _____ (Campus Career Development Counsellor)
- _____ (Campus Teaching & Learning Coordinator)

Your ATAR belongs to you and not the school. It is your right to answer 'yes' or 'no' to the questions below without affecting the quality of the course and career development counselling you will receive.

Permissions

Your full name: _____

1. Do you agree to have your ATAR made available to your subject teachers if they request to know?
_____ Yes _____ No
2. In the event that your ATAR is above 80, do you agree to have your name and ATAR released to Sirius College media for promotional purposes?
_____ Yes _____ No
3. Do representatives of Sirius College's Alumni program have permission to contact you post-graduation, using your eMail and/or phone number listed on VTAC?
_____ Yes _____ No

Signed: _____
Date: _____





siriuscollegecareers.com News Feed

- VTAC will send regular updates through the next few months - they always do
- Course changes, new courses, cancelled courses, key reminders, early closures etc.
- The News Feed is where the Sirius College Career Development Department will share these details when we receive them
- Where possible, paperwork will be placed on the 'Student Downloads' inside each student's Secure area on siriuscollegecareers.com
- Students **must** ensure they read the News Feed daily - **you are responsible for modifying your application as required.**



FRIDAY 3/8: CAREER DEVELOPMENT DAILY NEWS FIX (POSTED: 03/08/2018)



Daily News Fix

FACEBOOK: @SCCAREERDEV / TWITTER: @SCCAREERDEV / INSTAGRAM: @SCCAREERDEV

1. **Yrs 7-12 - Australian Labour Market - Focus on Construction:** Construction is a large employing industry. Trades workers are vital to Construction, with apprenticeships and traineeships the main entry pathway. Jobs in Construction can be physically demanding, like bricklaying, meaning that many people leave the industry when they are older. This opens opportunities for young people, and the training and experience can lead to management jobs. Many of the workers are male and part-time jobs are rare. For more information & various career opportunities in this industry: [click here](#). Next Monday, Wholesale Trade.
2. **Yrs 9-12 - Peter Mac Medical Radiations Open Day:** This open day on Sunday September 9 is for students interested in careers in the medical radiations professions (Medical Imaging, Radiation Therapy, Nuclear Medicine etc.). Peter Mac staff will conduct tours of these departments and provide important career and professional information. If you're interested in this field, make the most of this great opportunity to see the latest in high-tech modern medicine. For more information: [click here](#).
3. **Yrs 10-12 - ATAR profiles:** VTAC CourseSearch is up and running for 2018, but for some odd reason (we don't know why), the ATAR Profile for each university course option is not listed. We're hoping this will change soon, but in the meantime, you can access a list of all 2018 course ATAR profiles (highest - lowest ATAR for a course, and highest - lowest Selection Ranks for a course) by [clicking here](#). You can read pg. 19 of the [Year 11 & 12 VTAC Guide](#) (you will all either have received one of these by now, or will receive one during next week's VTAC information evenings), but in short, this is what these terms mean:



Need help?

- Speak to Mr. Scott, Ms. Yucel (EMC), Mr. Mithat (MFC) or Ms. Whitworth (KBC)
- Call VTAC on (03) 9926 1020
- Email VTAC through your VTAC account
- Send VTAC a Facebook message - they're really useful



More information

- Step-by-step info on the VTAC website
- Articles in the VTAC Year 11 & Year 12 Guide (printed copies at school or free PDF on siriuscollegecareers.com, under 'Senior School')
- Fact sheets via your Student Secure Area on siriuscollegecareers.com ('Student Paperwork' page)
- Short videos on the VTAC YouTube channel