How to use CourseSearch

CourseSearch lists over 1,700 courses offered by VTAC. It's a powerful search tool and contains essential information needed during the application process.

CourseSearch is available on the VTAC website **(vtac.edu.au/coursesearch)** or the VTAC App, which you can download for free from Google Play or the App Store.
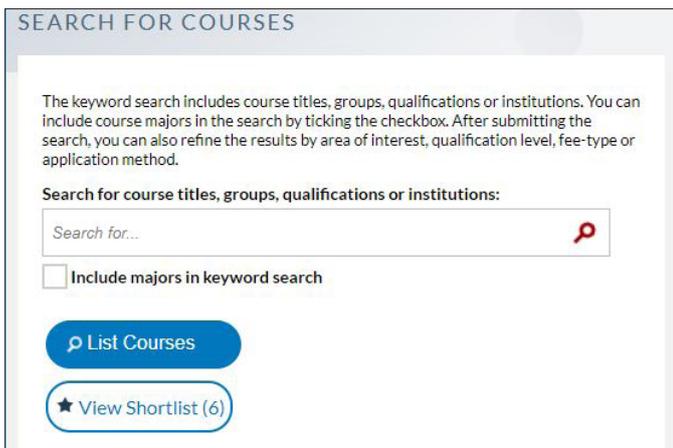
This fact sheet explains how to:

» search for courses

» understand the information in a course entry, and

» make a short list of courses.

Search for courses

Keyword search

When you go to CourseSearch, the first thing you'll see is a text box to search for keywords. You can type more than one search term, separated by a space—CourseSearch will look for all of them.
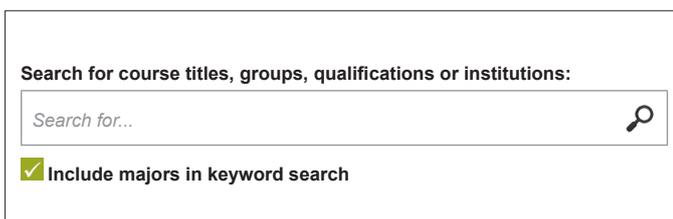

As well as searching for your keywords in the course title, groups and qualification level fields, CourseSearch will search the fields for the name of the institution and campus. So, searching for "economics Melbourne" will bring up results where the words "economics" and "Melbourne" are found in these fields.

You can also look for parts of words, so searching for "psych" will pick up courses which mention psychology, psychiatry, psychological, and so on.

Search by major

Some courses have broad subject offerings, such as a Bachelor of Science or Bachelor of Arts. To search disciplines you can take as a major (an area of specialisation)—such as biology, media studies or politics—select the "Include majors in keyword search" tick box.
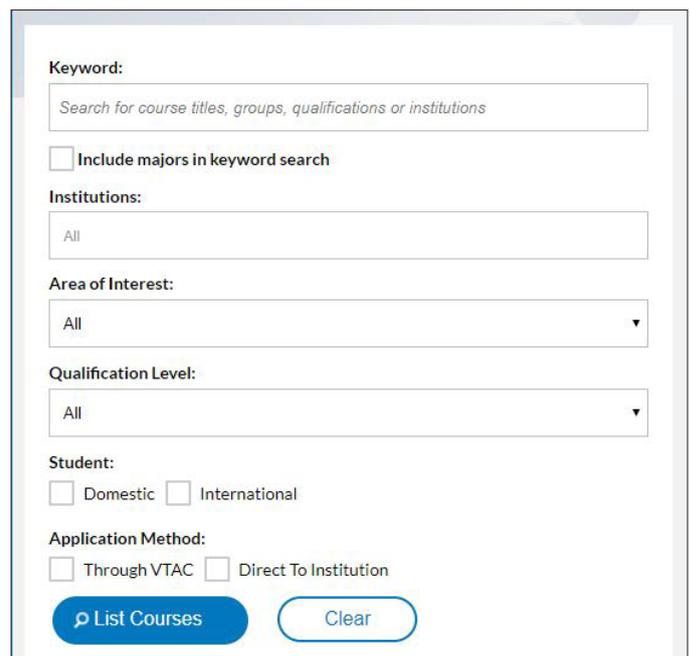

More search options

Once you have completed your initial search, you can filter your search results.

1. You can refine your results by **institution** and **campus**.

2. If you want to browse a broad range of related courses, you can use the '**Area of Interest'** drop-down menu.

3. You can specify the **qualification level** you are searching for.

4. There is the option of refining your results by wether places are available to **domestic** students and/or **international** students.

5. You can also filter by whether you apply for the course **through VTAC**, or **direct** to the institution—by default, CourseSearch will show you both application methods.

Understand a course entry

1 **Course Title** | Sector | **2**

3 Qualification/award name: minimum duration — **4**

5 Institution
Campus

6 Course code
| FEE TYPE | FT/PT | VTAC/DIRECT | **7** **8** **9**

10 **COURSE OUTLINE**

11 Major studies

12
| Current Year 12 | Recent secondary graduate | Applicants with higher education study | Applicants with VET study | Applicants with work and life experience |

13 **ESSENTIAL REQUIREMENTS AND ADMISSION CRITERIA**

Essential requirements for selection and application

Essential requirements for enrolment or graduation

Admission criteria

At a glance

Essential requirements for selection and application
Compulsory

Essential requirements for enrolment or graduation
Compulsory

Admission criteria
Compulsory
Compulsory

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ATAR PROFILE

Course code	Campus	ATAR (excluding adjustment factors)			Selection rank (ATAR plus any adjustments)		
		Highest	Median	Lowest	Highest	Median	Lowest

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1 **Course title**
The course title tells you the area of study.

2 **Sector** | Sector |
This tells you the type of qualification: vocational education and training, higher education, graduate-entry (for people who already have a Bachelor's degree) and graduate-entry teaching.

3 **Qualification/award name**
The qualification/award name is the formal title of the course including the level of study (e.g. Certificate, Advanced Diploma, Bachelor's degree). However, it is really important to look beyond the title when researching a course, to ensure it meets your expectations.

4 **Minimum duration**
The minimum duration is the shortest time in which you can complete the course. Often this is as a full-time student. For part-time students it will typically take longer.

5 **Institution and campus**
This tells you which institution the course is offered by and, importantly, which of their campuses it is offered at. Some institutions have campuses all around Victoria, so as a part of your research, make sure you're able to get to/move to the campus.

6 **Course code**
This is important to note when you put in your application. See the following page for more information.

7 **Fee type** | FEE TYPE |
Fee types tell you if the course is government subsidised or if you are liable to pay for the entire course. Fee amounts can vary dramatically so this is a big thing to consider as a part of your research.

8 **Mode** | FT/PT |
FT tells you the course is offered on a full-time basis. PT tells you the course is offered on a part-time basis. Some courses will be restricted to one mode or the other.

9 **Application method** | VTAC/DIRECT |
Most courses in CourseSearch require an application through VTAC, but some require you to apply directly to the institution.

10 **Course outline**
The course outline gives you a summary of the course, and subsections may include career opportunities and pathway options. However, this is just an overview—to thoroughly research the course visit the institution's webpage and visit the campus to learn about the course structure and subject offerings.

11 **Major studies**
Major studies are the areas you can specialise in. Note that courses with the same name may offer different major studies.

12 **Select your applicant group**
A course may have different essential requirements and admission criteria for applicants depending on your educational history and work/life experience. See the next page for information on choosing your applicant group .

13 **Essential requirements and admission criteria**
This is where you will find prerequisites and other requirements and criteria you must meet to be eligible for selection into a course. Essential requirements are criteria for a course that are compulsory for all applicants. Essential requirements for selection and application must be completed to be considered for entry. Essential requirements for enrolment or graduation are advisory: they are not required for selection, but the course requires them for enrolment or completion of the course. Admission criteria may only apply to certain types of applicant, or may not be compulsory.

14 **At a glance**
The 'At a glance' table summarises the essential requirements and admission criteria for the applicant group you have chosen, and also tells you which ones are compulsory.

15 **ATAR profile**
Courses that use the ATAR in selection publish an ATAR profile. See the next page for more information on how to read and interpret the data.

Course codes and fee types

Every course that accepts applications through VTAC has a VTAC course code. Some have more than one. These codes are extremely important when applying for courses because they correspond to the course, the campus it is offered at and the fee type of the place you are applying for. If you make a mistake with the course code you could end up with an offer for a place at the wrong campus or with the wrong fee type. You find course codes in course entries on CourseSearch and you will use them when you apply and complete your course preference list.

What are the fee types?

The last digit of the course code (1, 2, 3 or 4) shows you the type of course fees you will be required to pay if you get an offer.

- » Codes that end in 1 are Commonwealth supported places (CSPs), so you only pay part of the cost.
- » Codes that end in 2 are domestic full-fee places, so you pay the full cost.
- » Codes that end in 3 are international full-fee places, so you pay the full cost.
- » Codes that end in 4 are VET courses. You may have to pay full fees or you may be eligible for a government supported place. Contact the institution for more information.

Why do some courses have no course codes?

If the course does not include any VTAC course codes, it means they accept applications directly to the institution (not through VTAC).

Applicant groups

Institutions make decisions about who is selected for a course by:

- » assessing applicants' capacity for success in the course, and then
- » ranking applicants against each other.

A range of criteria is used to assess applicants' capacity for success. These criteria depend upon an applicant's previous study level (e.g. Year 12, some vocational education and training, some higher education study, or no recent study but life and work experience).

Which applicant group should I choose?

- » If you are completing Year 12 this year choose 'applicants with recent secondary education'.
- » If you completed Year 12 in 2017 or 2016 and haven't completed any tertiary education choose 'applicants with recent secondary education'.
- » If you finished Year 12 more than three years ago and haven't completed any tertiary education select 'applicants with work and life experience'.
- » If you have completed at least one semester of higher education, select "applicants with higher education studies".
- » If you have completed at least one semester of vocational education and training (VET) select 'applicants with VET studies'.
- » If you have not finished Year 12 and want to apply to study with work and life experience select 'applicants with work and life experience'.

If you are unsure contact VTAC. From July 2018, VTAC will also have an online questionnaire to guide you through the process of identifying your applicant group.

The ATAR profile

Courses that use the ATAR in selection publish an ATAR profile. This is a summary of selection data from the previous selection round.

The profile shows the highest, median and lowest ATARs of applicants to whom offers were made: firstly for the 'raw' or unadjusted ATAR before any adjustments such as SEAS or subject adjustments are applied, and secondly for the selection rank—the ATAR after adjustments are applied.

The ATAR profile displayed on VTAC CourseSearch entries is the data for the main offer round in January. Institutions may also publish further tables on their websites which adjust the profiles based on subsequent offers made through VTAC or directly to the institution.

Courses which make a small number of offers based on the ATAR may publish LN (low number), NP (not published) or the unadjusted ATAR range only, as the data for a small number of offers is not meaningful.

ATAR PROFILE

Course code	Campus	ATAR (excluding adjustment factors)			Selection rank (ATAR plus any adjustments)		
		Highest	Median	Lowest	Highest	Median	Lowest
1234567891	City	81.70	62.20	53.05	89.75	69.95	60.70

The lowest selection rank

The piece of data in an ATAR profile that is most useful to applicants is the 'lowest selection rank'. This represents the minimum selection rank (ATAR or adjusted ATAR) needed to have been sure of selection into that course in that selection period (if course requirements including prerequisites were also met).

Lowest selection ranks are not set ahead of selection—they are produced as a result of the selection process. Applicants can use the lowest selection rank from the previous year as a broad indicator of how competitive entry into a course was that year, and it can assist them to evaluate their chances of an offer in the next selection period. Keep in mind, that if your ATAR is below the lowest selection rank, it may still be worth listing this course as a preference as you might be eligible for adjustment factors such as interviews, tests, auditions, and/or special consideration for access and equity schemes, and the lowest selection rank might be lower in the year you apply than the year before.

The ATAR profile provides an array of other data which you can read about in The ATAR Profile Explained fact sheet (vtac.edu.au/publications).

Select your category

Information in this section depends upon the highest level of education you have previously completed. Select the category that applies to you. Unsure? Take this simple questionnaire.

✓ Applicants with **Recent secondary education**	○ Applicants with **Recent secondary education**	○ Applicants with **Higher education studies**	○ Applicants with **VET studies**	○ Applicants with **Work and life experience**
• Currently studying Year 12 in 2018	• Completed Year 12 in 2016 or 2017 and have not completed a higher education or VET study since	• Have completed at least one semester of higher education	• Have completed at least one semester of Vocational education and training (VET)	• Finished Year 12 more than three years ago • Did not finish Year 12

See criteria for all categories

Create your course shortlist

If you are looking through a list of search results and find a course you are interested in, you can add it to a shortlist by clicking on the "star" button in the top right corner of the course entry. This saves the course temporarily in your browser. To view your shortlist, and to remove courses from it, click on "View Shortlist". Once you close your browser, your list will be deleted. If you want to hang on to the list, you can email it to yourself by typing your email address above the list and hitting "Send". If you're using the app, the shortlist is automatically saved on your device.

Search Results

187 results match your search.

Arts ☆
Example Academy
Melbourne

[Higher Ed] [Apply through VTAC]

Arts ☆
Example University
Melbourne, Bendigo, Lilydale

[Higher Ed] [Apply through VTAC]

Liberal Arts ☆
Example TAFE
Greensborough

[VET] [Apply through VTAC]

Professional writing and editing ☆
Example Institute
Ballarat

[VET] [Apply direct]

VIEW SHORTLIST

Email address:

username@yourdomain.com.au

[Send]

Important note: the course descriptions contain many unfamiliar words and spam filters may mark the sent email as spam. If you do not see the email in your inbox, please check your spam/junk folder. To prevent this from happening again, add the email address to your safe senders list.

Your Shortlist

To can change the order of the courses in your shortlist, click on a course and drag the item into position.

⠿ 1. Arts (Example University) ⊗

⠿ 2. Arts (Example Academy) ⊗

⠿ 3. Arts (Example TAFE) ⊗

How do I move a course?