

# Applying for tertiary study in Victoria

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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](http://www.vtac.edu.au)

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

## The VTAC application process – key dates

Key dates for 2018-2019 applications	
<b>Applications open</b> \$36 for current Year 12 students \$54 for all other applicants	9am, Monday 6 August 2018
<b>Timely applications close</b>	5pm, Thursday 27 September 2018
<b>SEAS applications close</b>	5pm, Friday 12 October 2018
<b>Scholarship applications close</b>	5pm, Friday 12 October 2018
<b>Round 1 offers released</b>	Wednesday 16 January 2019
Full list of dates: <a href="http://www.vtac.edu.au/dates.html">http://www.vtac.edu.au/dates.html</a>	

## In this session

### Research

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

### Apply

- Creating a VTAC account
- Filling in your course preferences

### SEAS

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

### Offers

- Getting your course offer
- Accepting, deferring, rejecting

### ATAR

- How the ATAR is calculated
- How scaling works

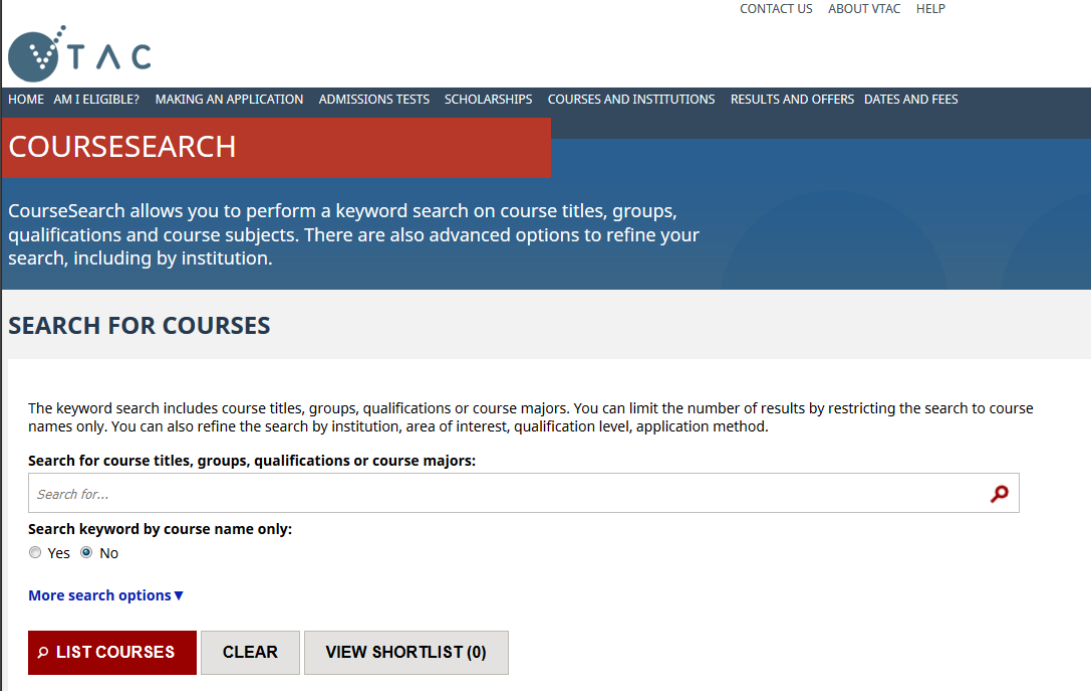


# Research

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## CourseSearch

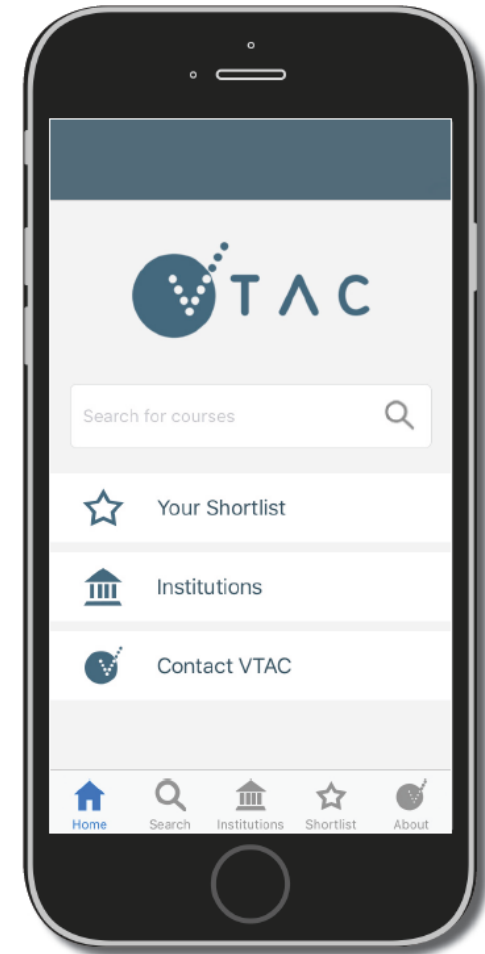
- Compare course information for all tertiary institutions in Victoria
- Advanced search options include filtering by institution, area of interest, and qualification level
- Available at vtac.edu.au



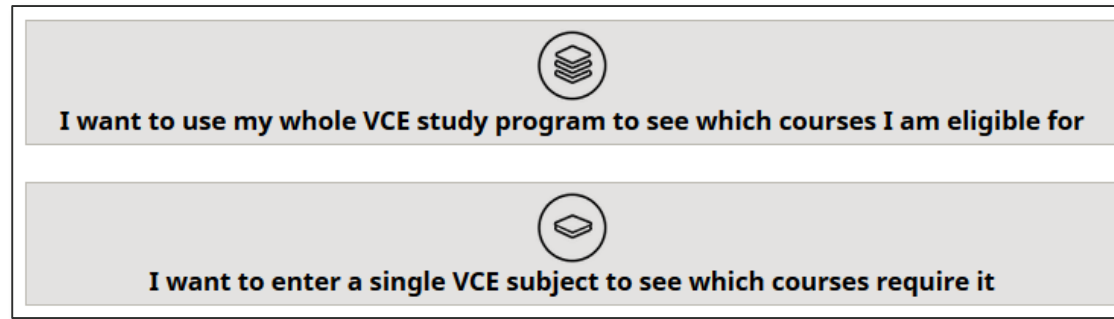
The screenshot shows the VTAC CourseSearch interface. At the top, there is a navigation bar with links for CONTACT US, ABOUT VTAC, and HELP. Below this is the VTAC logo and a secondary navigation bar with links for HOME, AM I ELIGIBLE?, MAKING AN APPLICATION, ADMISSIONS TESTS, SCHOLARSHIPS, COURSES AND INSTITUTIONS, RESULTS AND OFFERS, and DATES AND FEES. The main heading is COURSESEARCH. A descriptive paragraph states: "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." Below this is a section titled SEARCH FOR COURSES. It contains a paragraph explaining the search scope: "The keyword search includes course titles, groups, qualifications or course majors. You can limit the number of results by restricting the search to course names only. You can also refine the search by institution, area of interest, qualification level, application method." A search input field is provided with the placeholder text "Search for..." and a magnifying glass icon. Below the input field, there is a section for "Search keyword by course name only:" with radio buttons for "Yes" and "No", where "No" is selected. A link for "More search options" with a downward arrow is also present. At the bottom, there are three buttons: "LIST COURSES" (with a magnifying glass icon), "CLEAR", and "VIEW SHORTLIST (0)".

## 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



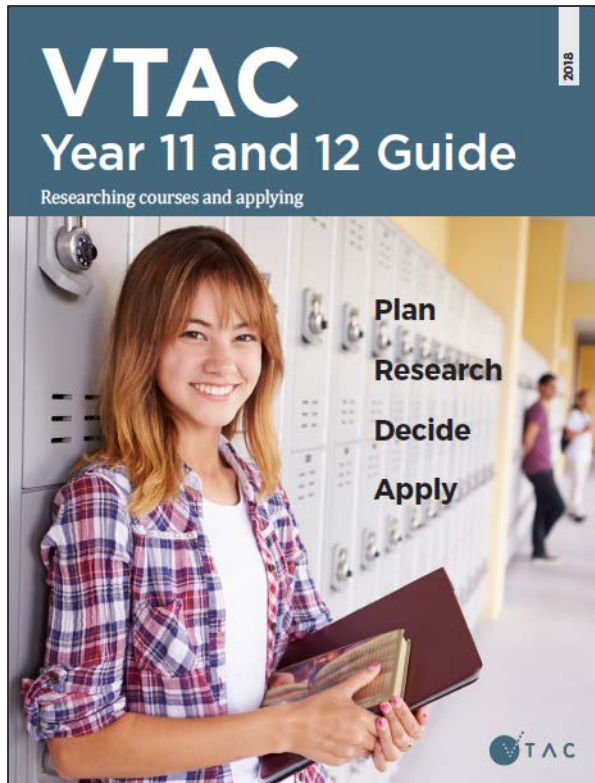
## Prerequisite and Course Explorer



- 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

# 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

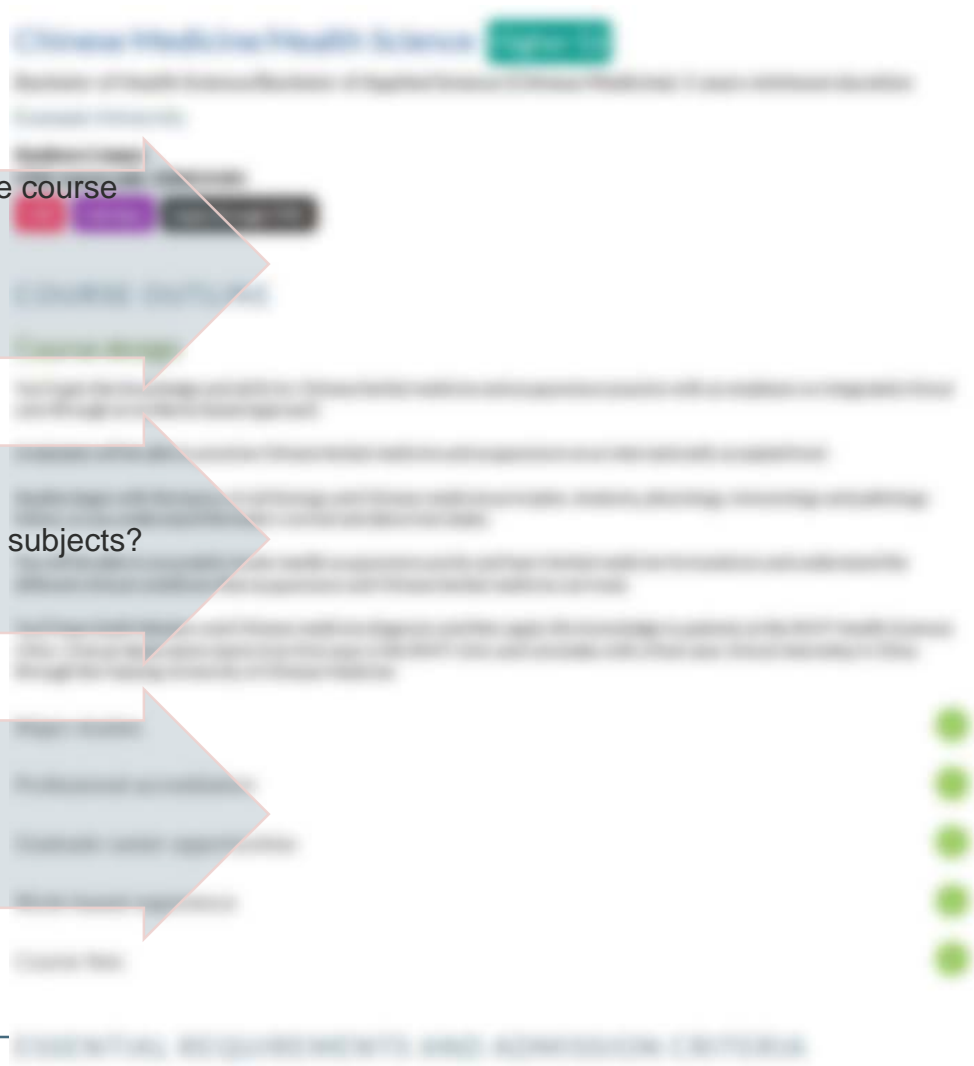
- A description provided by the institution offering the course
- Which campus?
- How long does the course take to complete?
- What kind of career options are there?

## Essential Requirements and Admission Criteria

- Which prerequisites do I need to get in?
- Do I need to do an interview or audition?
- Are there any advantages to studying certain VCE subjects?
- Is special consideration available?

## Policy information

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



## 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

## How does selection work?

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

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



----- **Lowest ATAR offered a place is 75.00**

----- **Lowest selection rank is 85.00**

## 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**

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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

## 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.

# VTAC account

The screenshot displays the VTAC Account dashboard. At the top right, there is a notification icon with the number '1' and a 'LOGOUT' button. The main header features the VTAC logo and the text 'ACCOUNT'. Below this is a navigation bar with the following menu items: 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 shown on the left. A green notification bar 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' (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', and 'VTAC Resources' (CourseSearch, VTAC website, VTAC Blog, 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.

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"/>		▼ 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

**EXIT** **SUBMIT**

## 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

## 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**

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## 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	<b>95.00 ATAR</b>	Yes
Geri	90.00 ATAR + subject adjustment = <b>95.00</b> rank	Yes
AJ	75.00 ATAR + SEAS + subject adjustment = <b>86.00</b> rank	Yes
Victoria	<b>85.00 ATAR</b>	Yes
Emma	<b>80.00 ATAR</b>	No
Howie	<b>70.00 ATAR</b>	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 applicants (Y12 and NY12) 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

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

## SEAS documentation

Where needed:

- Financial evidence – receipt of Centrelink benefit or Family Tax Benefit
- 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](http://www.vtac.edu.au)

## 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

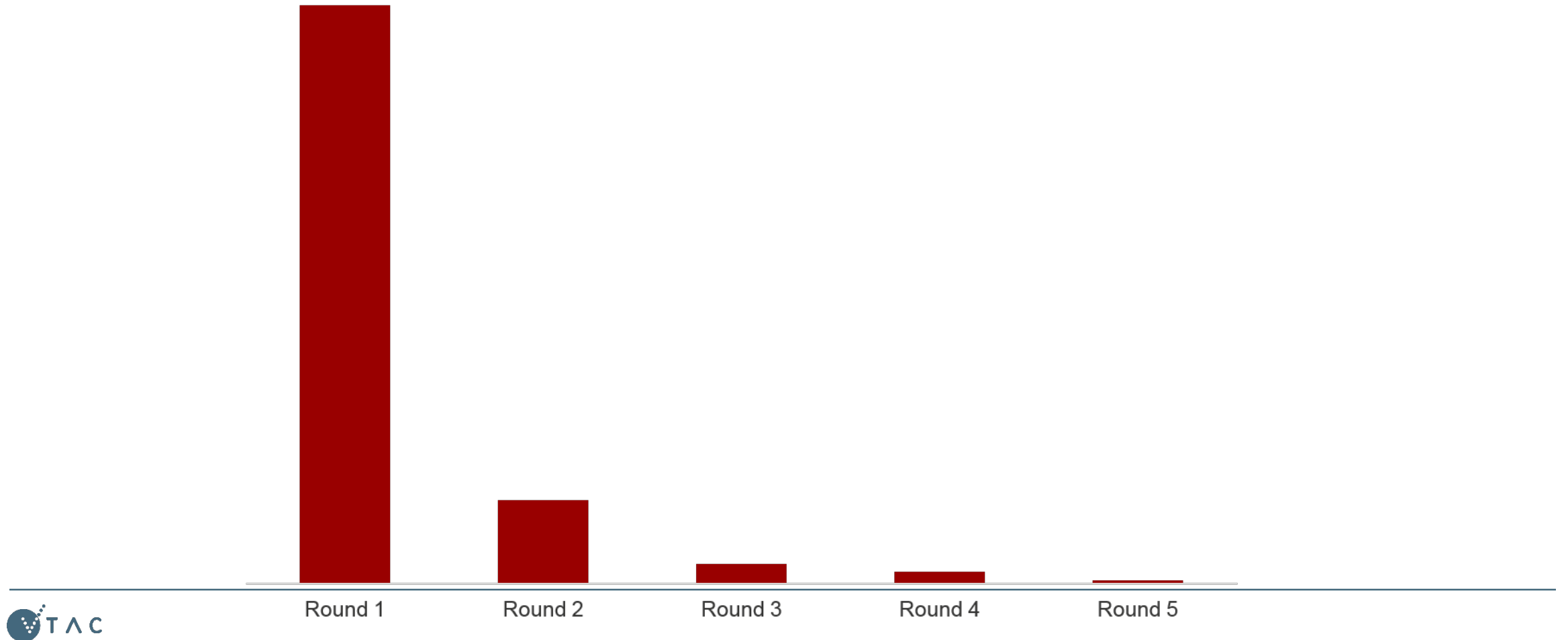




# Offers

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






 **Offer advice**  
From: VTAC




 **Enrolment instructions**  
From: Institution

 2pm

 **Accept**

 **Defer**

 **Reject**

 Next day

To accept (and defer) an offer, contact the institution making the offer, not VTAC.

To reject an offer, just do nothing and it will lapse after the enrolment deadline.

**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](#)

[Add course to preference list](#)

	Course code	Course name			
1	1400514271	Teaching-Primary (Deakin University, Melbourne Burwood Campus)		↓	X
2	2800710031	Education (Honours) Primary Education (Monash University, Peninsula)	↑	↓	X
3	2800126271	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.

## Supplementary offers

- If you gave permission for supplementary offers and did not yet receive an offer in Round 1 or Round 2
- Institutions will 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**

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# Scaling



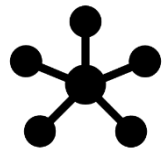
## Why?

- 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

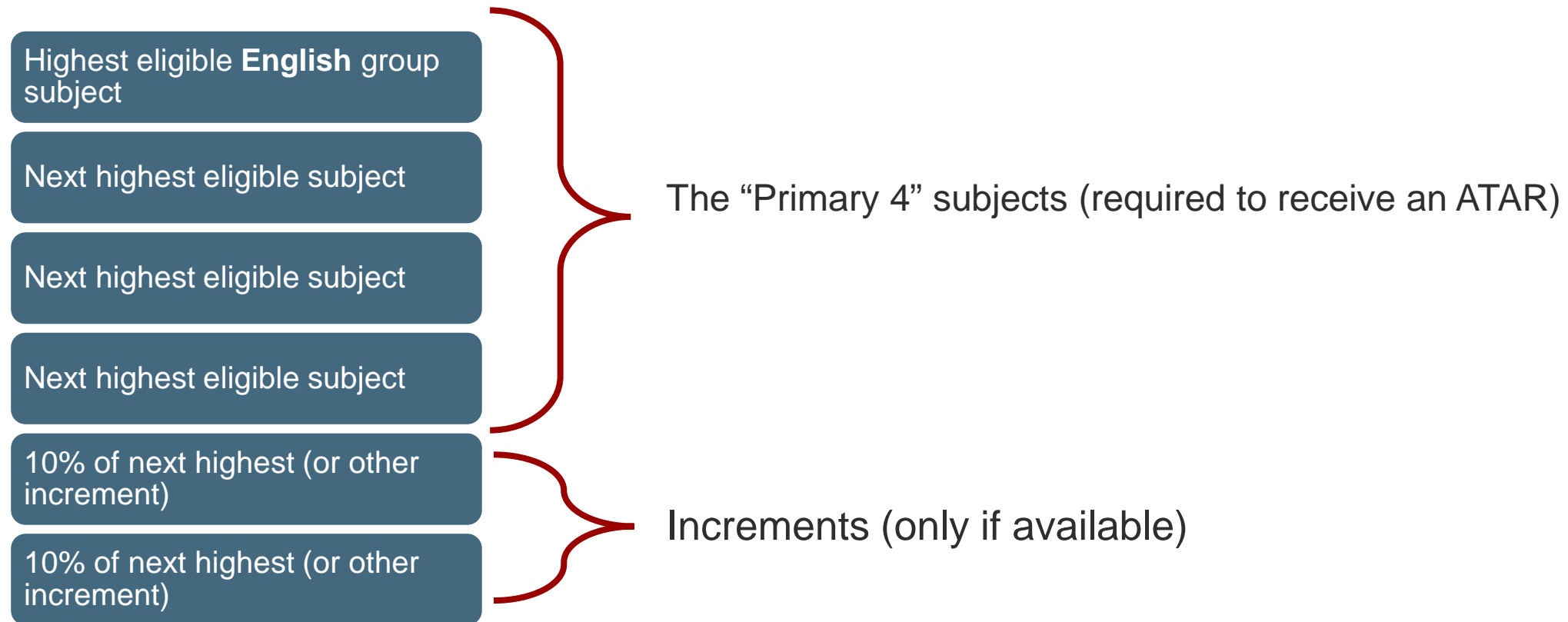
**Chemistry**  
Raw study score average: 30

**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
<b>Average for all studies</b>	<b>32.75</b>

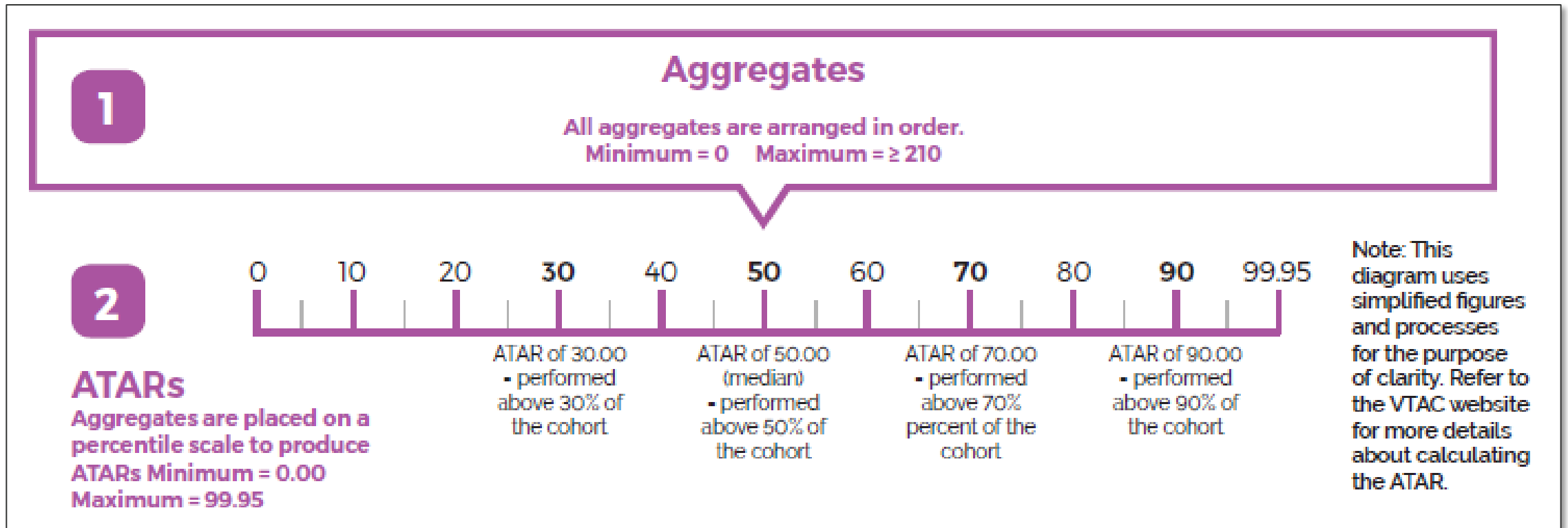
**Chemistry**  
Scaled study score average:  
32.75

## Composition of the aggregate





# Calculating the ATAR



# How do I get my ATAR and VCE Results?

## Online

- Free online access at [resultsandatar.vic.edu.au](http://resultsandatar.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

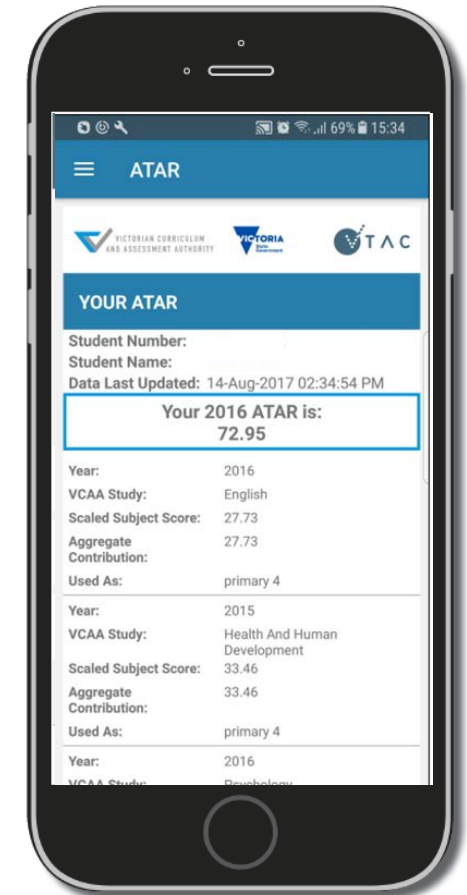
## Registration required



VCAA student number



Password



## Need help?

- Call VTAC on (03) 9926 1020
- Email us through your VTAC account
- Send VTAC a Facebook message

## More information

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- Step-by-step info on the VTAC website
- Articles in the VTAC Year 11 & Year 12 Guide (printed copies at school or free PDF online)
- Fact sheets on the VTAC website
- Short videos on our YouTube channel