



**VICTORIAN TERTIARY ADMISSIONS CENTRE**  
40 Park Street, South Melbourne, VIC 3205  
Telephone: 1300 364 133  
[www.vtac.edu.au](http://www.vtac.edu.au)

# Applying for tertiary study in Victoria

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A complete guide to applying for courses, special consideration, and scholarships in Victoria

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## 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

<b>Applications open</b> \$35 for current Year 12 students \$53 for all other applicants	<b>Monday 7 August 2017</b>
<b>Timely applications close</b>	<b>5pm, Thursday 28 September 2017</b>
<b>SEAS applications close</b>	<b>5pm, Tuesday 10 October 2017</b>
<b>Scholarship applications close</b>	<b>5pm, Friday 13 October 2017</b>
<b>Round 1 offers released</b>	<b>Tuesday 16 January 2018</b>
Full list of dates: <a href="http://www.vtac.edu.au/dates.html">http://www.vtac.edu.au/dates.html</a>	

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graph LR; A[Find Courses] --> B[Apply]; B --> C[SEAS and Scholarships]; C --> D[Offers];
```

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

The screenshot shows the VTAC CourseSearch page. At the top, there is a 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'. Below this, a description 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.' The section is titled 'SEARCH FOR COURSES'. A sub-heading reads: '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.' There is a search input field with the placeholder text 'Search for...' and a magnifying glass icon. Below the input field, there are radio buttons for 'Search keyword by course name only' with options 'Yes' and 'No'. A link for 'More search options' is also present. At the bottom, there are three buttons: 'LIST COURSES', 'CLEAR', and 'VIEW SHORTLIST (0)'.

Find Courses

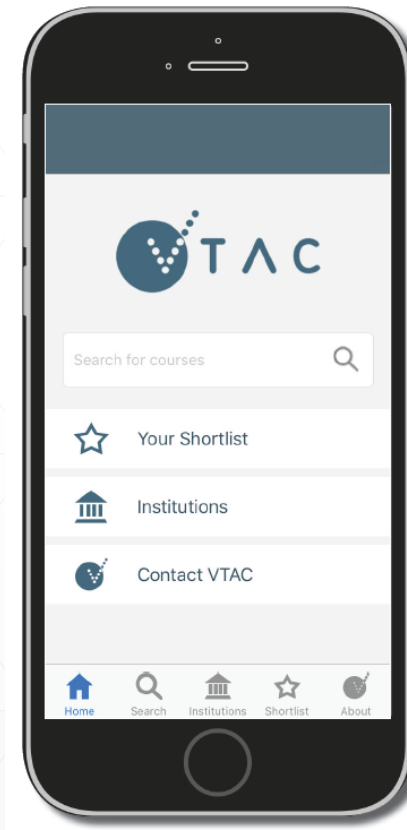
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## The VTAC CourseSearch App

- 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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## Prerequisite and Course Explorer



I want to use my whole VCE study program to see which courses I am eligible for



I want to enter a single VCE subject to see which courses require it

- 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

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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 VET VETAC

Hawthorn  
3400234323  
CSP VT VETAC

**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%

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## 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 must 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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## 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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## 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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## VTAC account

The screenshot displays the VTAC Account dashboard. At the top right, there is a 'LOGOUT' button and a notification icon with the number '1'. The main navigation bar includes: HOME, PERSONAL DETAILS, COURSE APPLICATION, PERSONAL STATEMENT, SPECIAL CONSIDERATION (SEAS) APPLICATION, SCHOLARSHIP APPLICATION, SUPPORTING DOCUMENTS, ADMISSIONS TESTS (STAT/ALSET), and COURSE OFFERS. The user profile section identifies Taylor Swift with ID: 45767402E and includes a message notification: '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.

**Institution:**

**Course:**

**COURSE DETAILS** **ADD COURSE TO PREFERENCE LIST**

**List of course preferences**

	Course code	Course name			
1	<input type="text"/>				<input type="text" value="x"/>
2	<input type="text"/>		<input type="text" value="▲"/>	<input type="text" value="▼"/>	<input type="text" value="x"/>
3	<input type="text"/>		<input type="text" value="▲"/>	<input type="text" value="▼"/>	<input type="text" value="x"/>
4	<input type="text"/>		<input type="text" value="▲"/>	<input type="text" value="▼"/>	<input type="text" value="x"/>
5	<input type="text"/>		<input type="text" value="▲"/>	<input type="text" value="▼"/>	<input type="text" value="x"/>
6	<input type="text"/>		<input type="text" value="▲"/>	<input type="text" value="▼"/>	<input type="text" value="x"/>
7	<input type="text"/>		<input type="text" value="▲"/>	<input type="text" value="▼"/>	<input type="text" value="x"/>
8	<input type="text"/>		<input type="text" value="▲"/>		<input type="text" value="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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## 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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## 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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## What can SEAS do?

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



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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

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

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## 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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```

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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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## 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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## Didn't get an offer, or the offer you wanted?

- You will be automatically considered for any higher preferences in future offer rounds
- This means you should always accept an offer you receive, even if you are hoping for a higher preference
- When **Change of Preference** reopens, consider adding other backup course options
  - Preferences can now be changed between all five rounds

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## Supplementary offers

- For applicants who have given permission and not yet received an offer in Round 1 or Round 2
- Institutions will contact you directly to suggest courses which still have vacancies

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



# The ATAR

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# 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

## The ATAR and scaling process



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

# Calculating the ATAR

- “Primary 4”:
- Highest score from English group
- Three other highest scoring studies

+

- 5<sup>th</sup> and/or 6<sup>th</sup> 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](http://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](https://www.facebook.com/vtacguide))
- Tweet [@vtacguide](https://twitter.com/vtacguide) or DM us

## Remember:

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- 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