

Applying for tertiary study in Victoria

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



VICTORIAN TERTIARY ADMISSIONS CENTRE

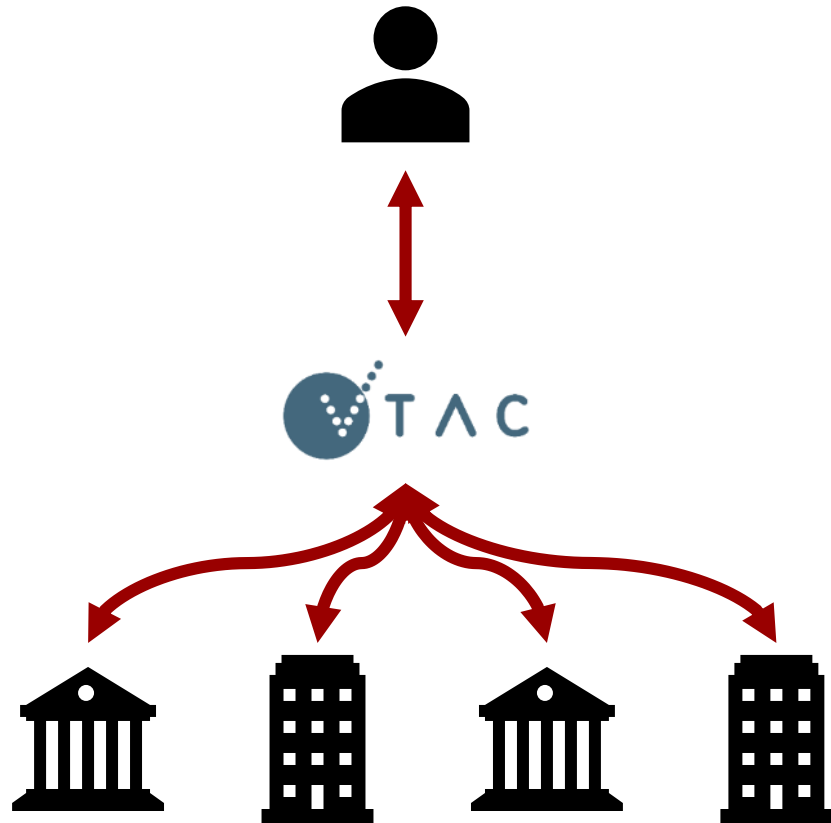
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www.vtac.edu.au

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

What is VTAC?



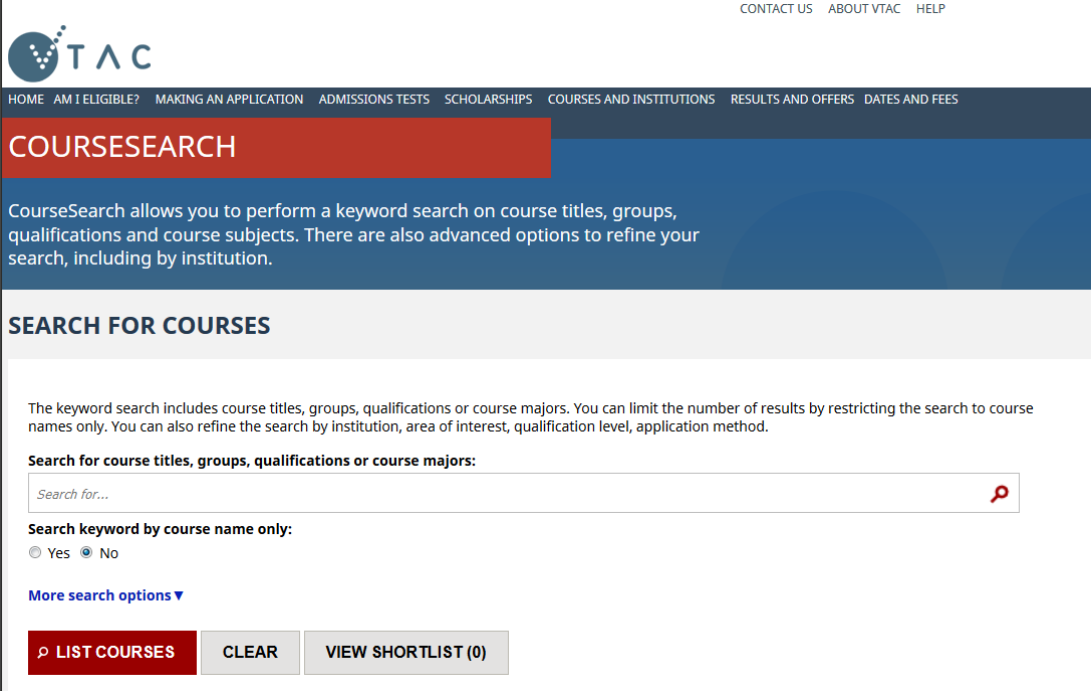
- The Victorian Tertiary Admissions Centre (VTAC) is the central point for applications to Victorian universities, TAFEs, and Independent Tertiary Colleges.
- VTAC also calculates the Australian Tertiary Admission Rank (ATAR) for Victorian Year 12 students.
- Connect with VTAC today to receive updates, tips, and timely reminders:
 - Facebook: facebook.com/vtacguide
 - Twitter: [@vtacguide](https://twitter.com/vtacguide)



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 screenshot shows the VTAC CourseSearch interface. At the top, there is a navigation bar with links: HOME, AM I ELIGIBLE?, MAKING AN APPLICATION, ADMISSIONS TESTS, SCHOLARSHIPS, COURSES AND INSTITUTIONS, RESULTS AND OFFERS, DATES AND FEES. The VTAC logo is on the left, and links for CONTACT US, ABOUT VTAC, and HELP are on the right. Below the navigation bar, the word "COURSESEARCH" is displayed in a red box. A blue banner below it contains the text: "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, a section titled "SEARCH FOR COURSES" contains a paragraph explaining the search: "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." Below this text is a search input field with the placeholder "Search for..." and a red magnifying glass icon. Below the input field, there is a section titled "Search keyword by course name only:" with two radio buttons: "Yes" and "No", with "No" selected. Below this, there is a link "More search options" with a downward arrow. At the bottom, there are three buttons: "LIST COURSES" (with a magnifying glass icon), "CLEAR", and "VIEW SHORTLIST (0)".

CONTACT US ABOUT VTAC HELP

VTAC

HOME AM I ELIGIBLE? MAKING AN APPLICATION ADMISSIONS TESTS SCHOLARSHIPS COURSES AND INSTITUTIONS RESULTS AND OFFERS DATES AND FEES

COURSESEARCH

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

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.

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

Search for...

Search keyword by course name only:

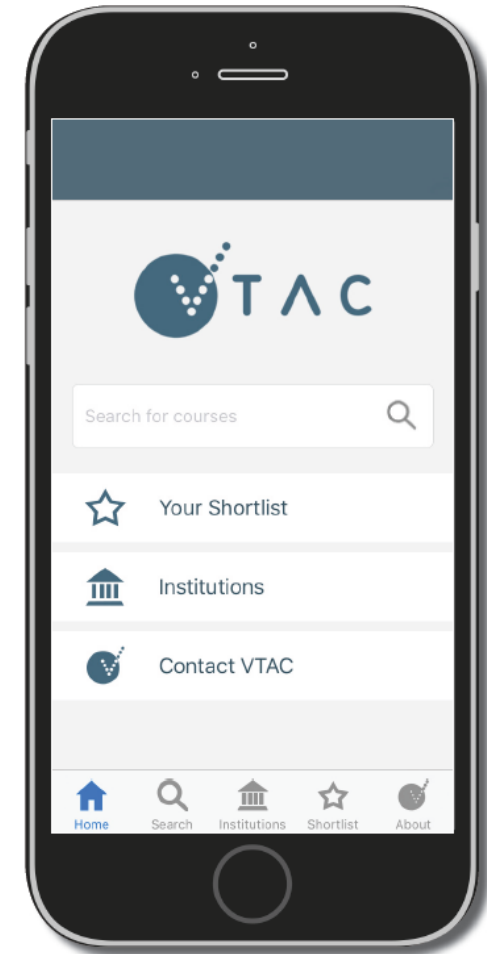
☐ Yes ☒ No

[More search options ▼](#)


[LIST COURSES](#) [CLEAR](#) [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



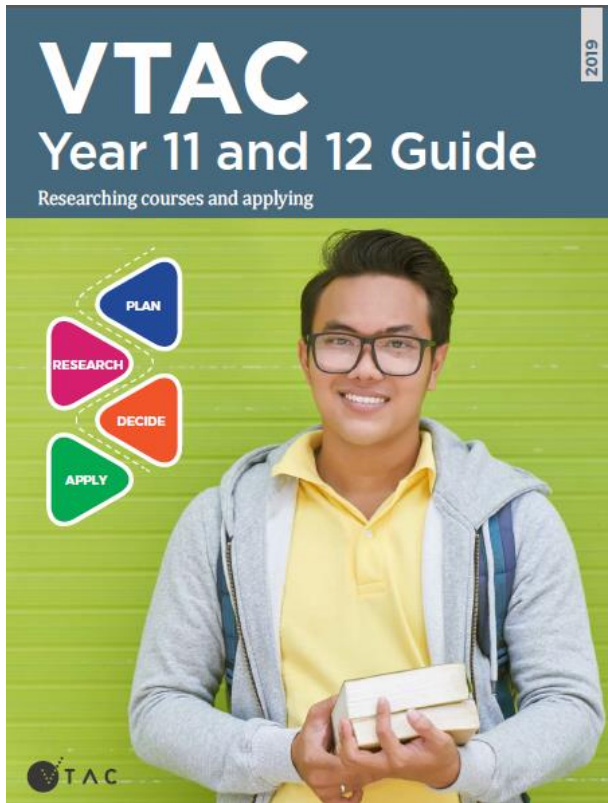
I want to use my whole VCE study program to see which courses I am eligible for



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

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

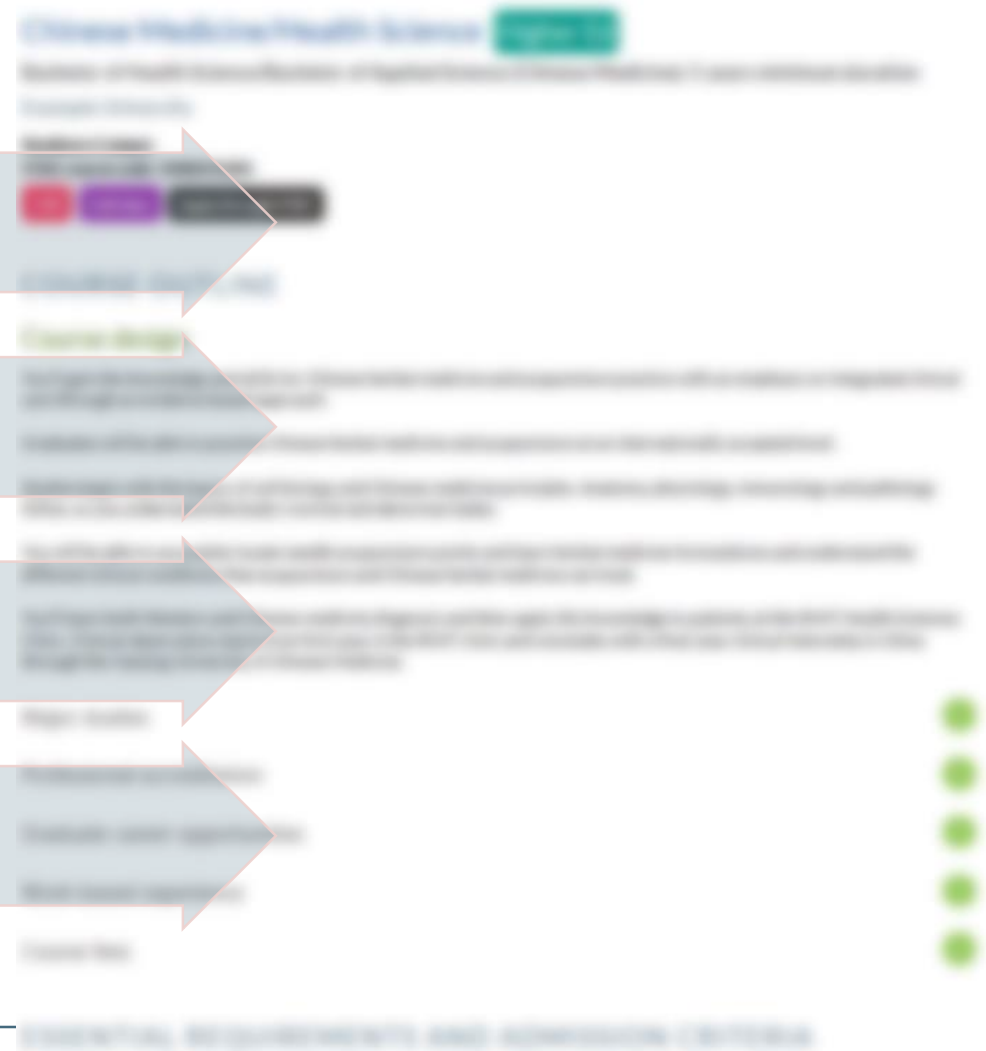
What's in the course description?

Course design

Essential Requirements and Admission Criteria

ATAR profile
(for courses using the ATAR)

Policy 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

Ranking applicants

Every course has some way of ranking applicants. In this example, they are using the ATAR but also taking into account special consideration and subject adjustments.

ATAR			Selection rank		
1	Mel	95.00 ATAR	1	Mel	95.00 ATAR = 95.00 selection rank
2	Geri	90.00 ATAR	2	Geri	90.00 ATAR + subject adjustment = 94.00 selection rank
3	Victoria	85.00 ATAR	3	AJ	75.00 ATAR + SEAS + subject adjustment = 86.00 selection rank
4	Emma	80.00 ATAR	4	Victoria	85.00 ATAR = 85.00 selection rank
5	AJ	75.00 ATAR	5	Emma	80.00 ATAR = 80.00 selection rank
6	Howie	70.00 ATAR	6	Howie	70.00 ATAR = 70.00 selection rank

Mel did not receive any adjustments, so her selection rank is the same as her ATAR, 95.00.

Geri received a subject adjustment for completing a relevant VCE subject, so her selection rank is higher than her ATAR: 94.00

AJ received a subject adjustment like Geri but also special consideration through SEAS, so his selection rank is a fair bit higher than his ATAR.

Victoria did not receive any adjustments, so her selection rank is the same as her ATAR

Emma did not receive any adjustments, so her selection rank is the same as her ATAR

Howie did not receive any adjustments, so his selection rank is the same as his ATAR

Publishing information (ATAR-based selection only)

ATAR		
1	Mel	95.00 ATAR
2	Geri	90.00 ATAR
3	Victoria	85.00 ATAR
4	Emma	80.00 ATAR
5	AJ	75.00 ATAR
6	Howie	70.00 ATAR

Lowest
ATAR to
receive
an offer

Lowest
**selection
rank** to
receive
an offer

Selection rank		
1	Mel	95.00 ATAR = 95.00 selection rank
2	Geri	90.00 ATAR + subject adjustment = 94.00 selection rank
3	AJ	75.00 ATAR + SEAS + subject adjustment = 86.00 selection rank
4	Victoria	85.00 ATAR = 85.00 selection rank
5	Emma	80.00 ATAR = 80.00 selection rank
6	Howie	70.00 ATAR = 70.00 selection rank



STEPS TO 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
- 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

VTAC account

 **ACCOUNT**

 [LOGOUT](#)

[HOME](#) [PERSONAL DETAILS](#) [COURSE APPLICATION](#) [PERSONAL STATEMENT](#) [SPECIAL CONSIDERATION \(SEAS\) APPLICATION](#) [SCHOLARSHIP APPLICATION](#) [SUBMIT SUPPORTING DOCUMENTS](#) [ADMISSIONS TESTS \(STAT\)](#) [COURSE OFFERS](#)

Janelle Monae
ID: 46348437L


You have **1 unread messages**

Welcome to your VTAC user account. Use the navigation bar at the top of the screen to view/amend your information.


Mid-year applications are now open. Visit vtac.edu.au/dates for closing dates and payment deadlines.

If you are currently studying year 12, registrations open on 6 August 2018. Do not register now.


ACCOUNT SUMMARY




Fee Summary
[View due dates](#)




Making an application
[Make a course application](#)
[Scholarship application](#)




Personal Details
[Change your PIN](#)
[Change your contact details](#)
[Other name\(s\)](#)




Results and Offers



Coversheets



VTAC Resources
[Ask VTAC](#)
[CourseSearch](#)
[VTAC website](#)
[VTAC Blog](#)
[Help Centre](#)

 **VTAC**

[CONTACT US](#) | [FAQS](#)

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 ▼

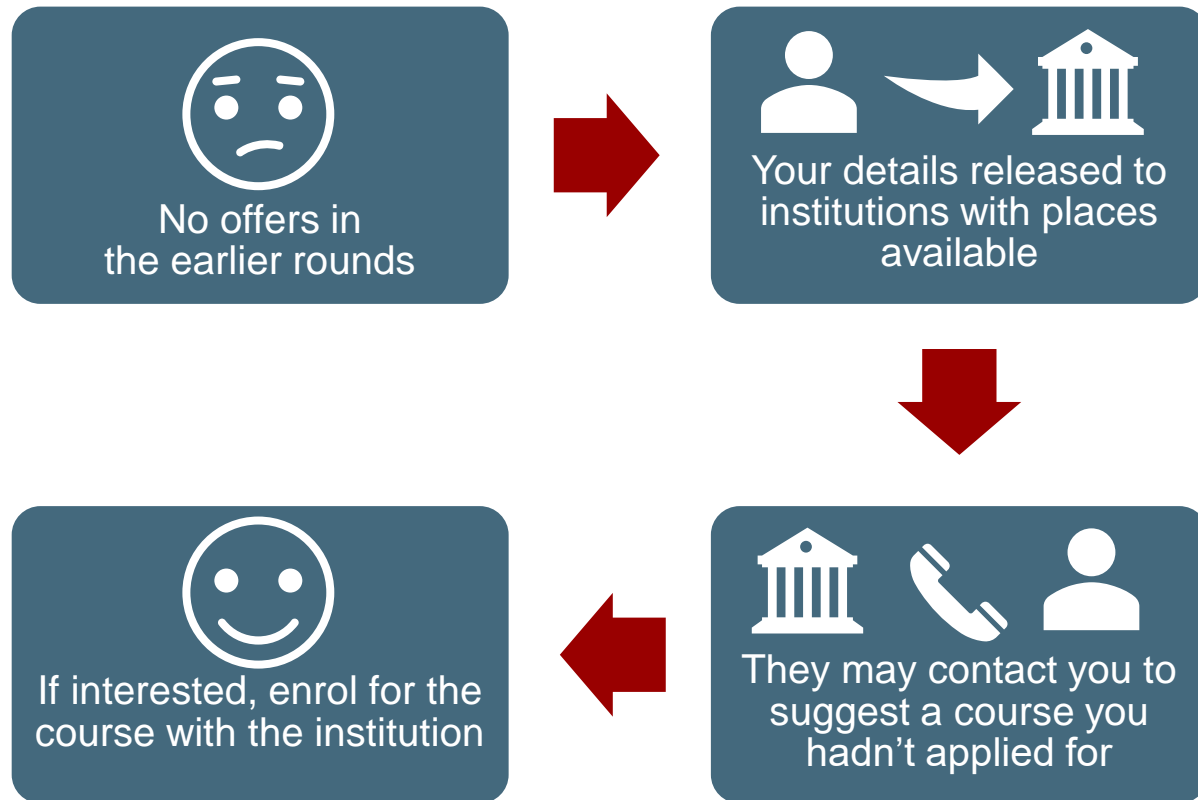
COURSE DETAILS **ADD COURSE TO PREFERENCE LIST**

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**

Supplementary offers



INFORMATION RELEASE

1. VTAC is currently negotiating with the media to publish offer names on their media platforms (print, digital) for first and second offer intakes in 2017.

If the negotiations are successful do you give permission for VTAC to publish your name and offer details in the media (print, digital)

☒ Yes ☐ No

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

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 first deadline is for the December offer round, and will be in mid-December
 - 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?

Applicants in ATAR order			
1	Mel	95.00 ATAR = 95.00 selection rank	
2	Geri	90.00 ATAR +subject adjustment = 94.00 selection rank	
3	Victoria	85.00 ATAR = 85.00 selection rank	
4	Emma	80.00 ATAR = 80.00 selection rank	
5	AJ	75.00 ATAR + SEAS + subject adjustment = 86.00 selection rank	
6	Howie	70.00 ATAR = 70.00 selection rank	

- 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

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

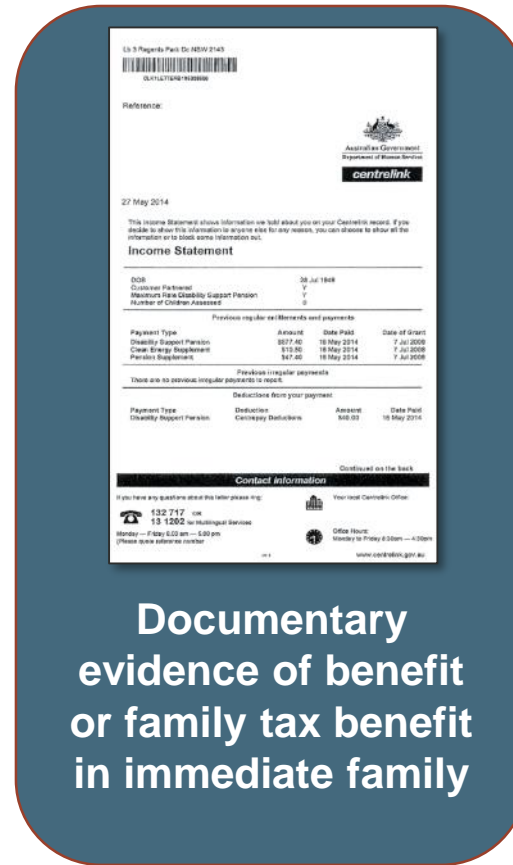
Category 4: Difficult circumstances

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

Financial documentation

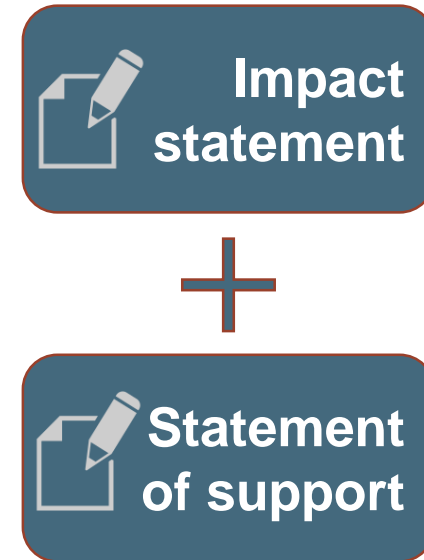


OR



Documentary evidence of benefit or family tax benefit in immediate family

OR



SEAS documentation – categories 3 & 4

Where needed:

- Impact statement – written by applicant
- Statement of support – written by health practitioner or relevant responsible person

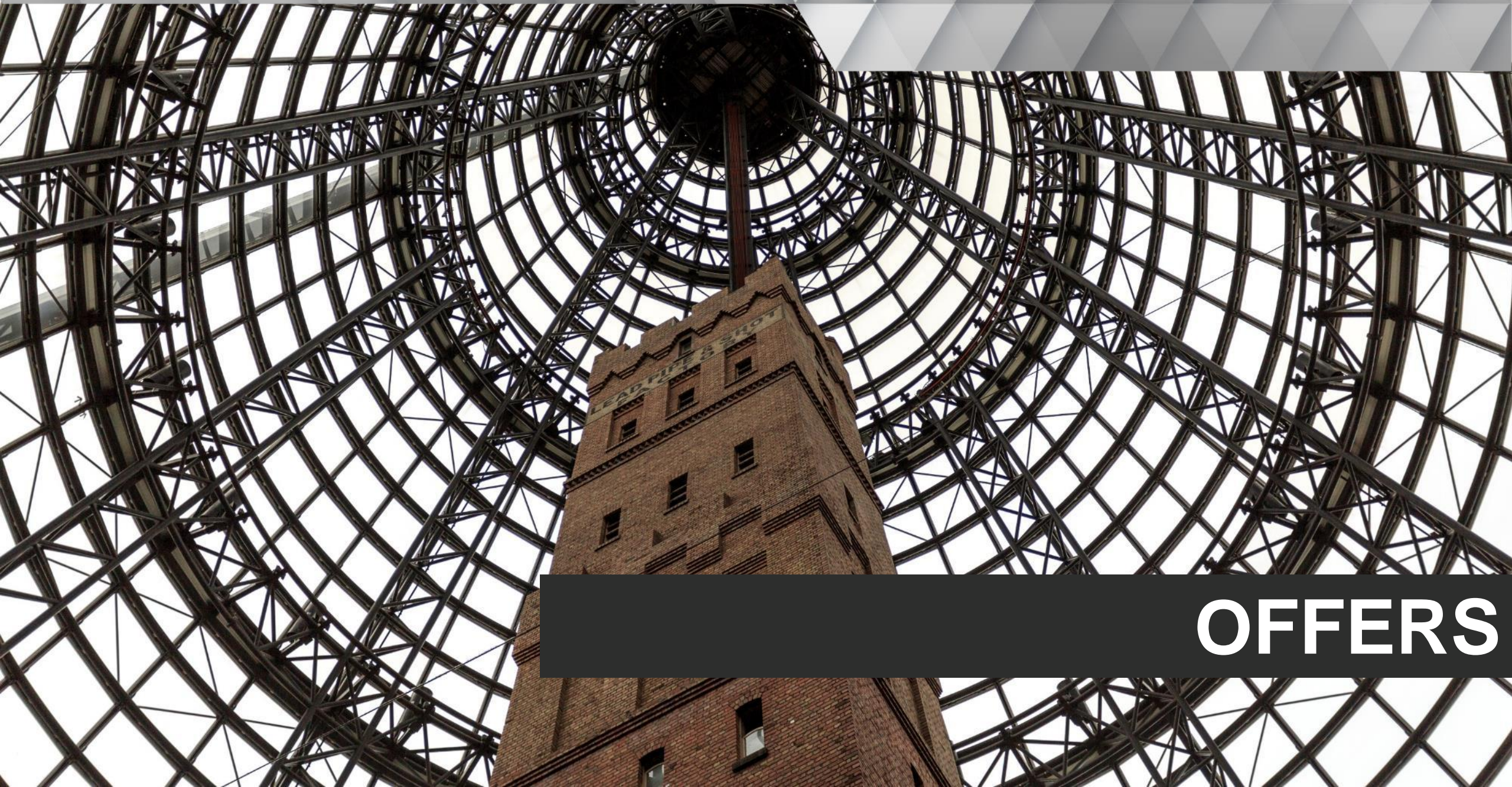
Impact statements without an accompanying statement of support will not be considered.

- For more information about SEAS documentation, visit www.vtac.edu.au

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

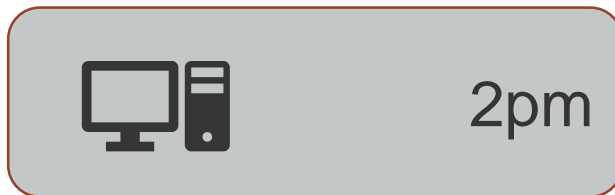




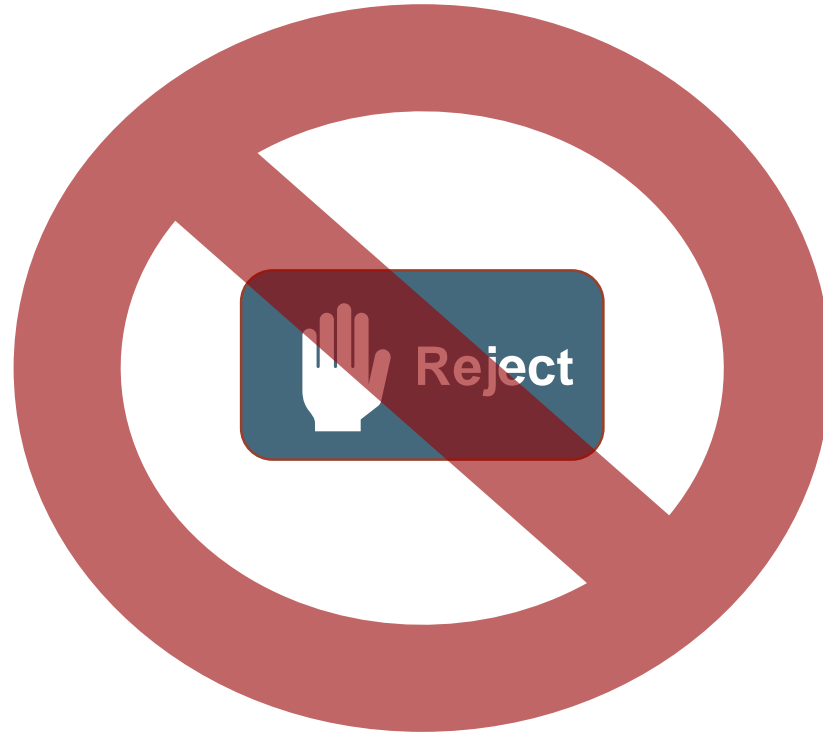
OFFERS

Six offer rounds





Always accept an offer



**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.

ATAR AND SCALING

Australian Tertiary Admission Rank (ATAR)

What is it?

- A tool for tertiary selection based on relative performance in the VCE
- It's a rank, not a score

How is it calculated?

- VTAC receives your study scores from VCAA and **scales** them for fairness
- Your **aggregate** is calculated from the highest permissible combination of your subjects
- The aggregates for everyone are placed in order for conversion to the **ATAR**, which is a percentile scale

Scaling



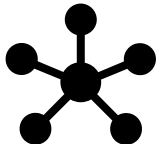
Why?

- 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

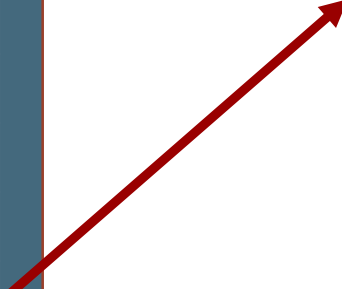


Chemistry
Raw study score average: 30



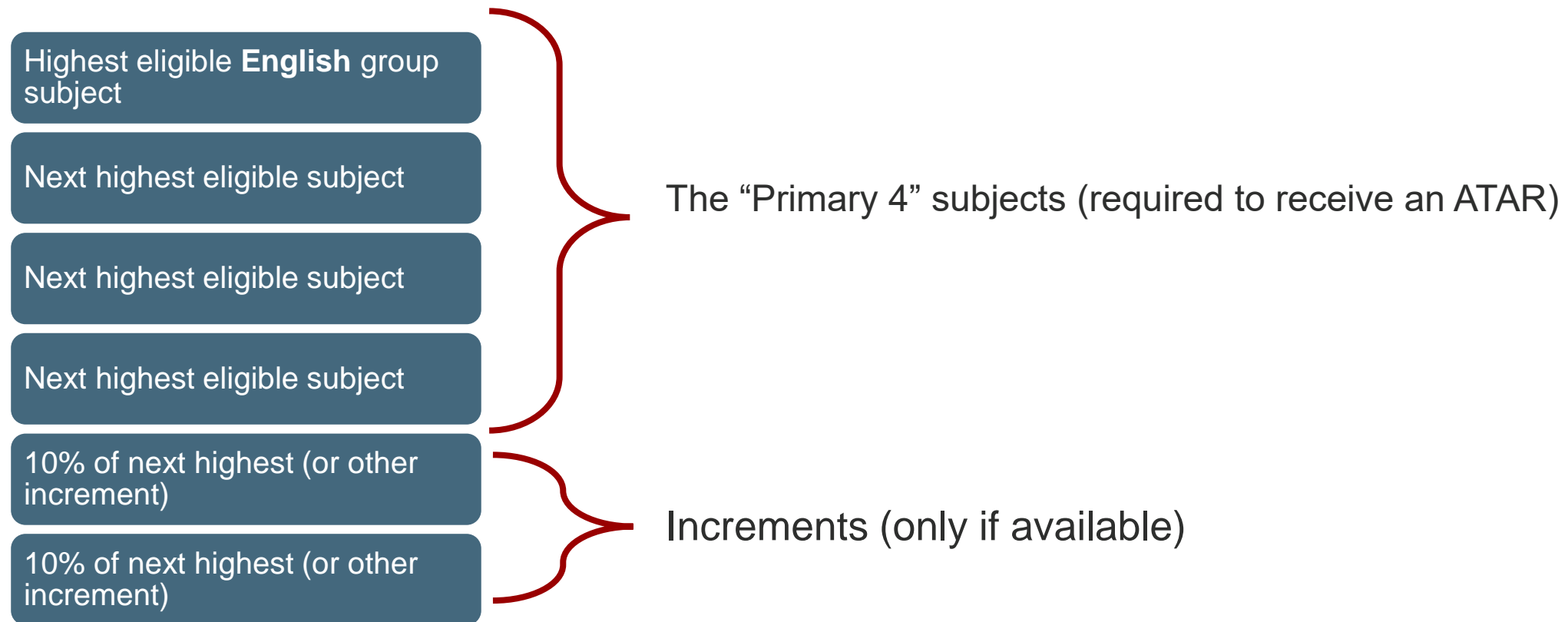
Results for all Chemistry students in Victoria:

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

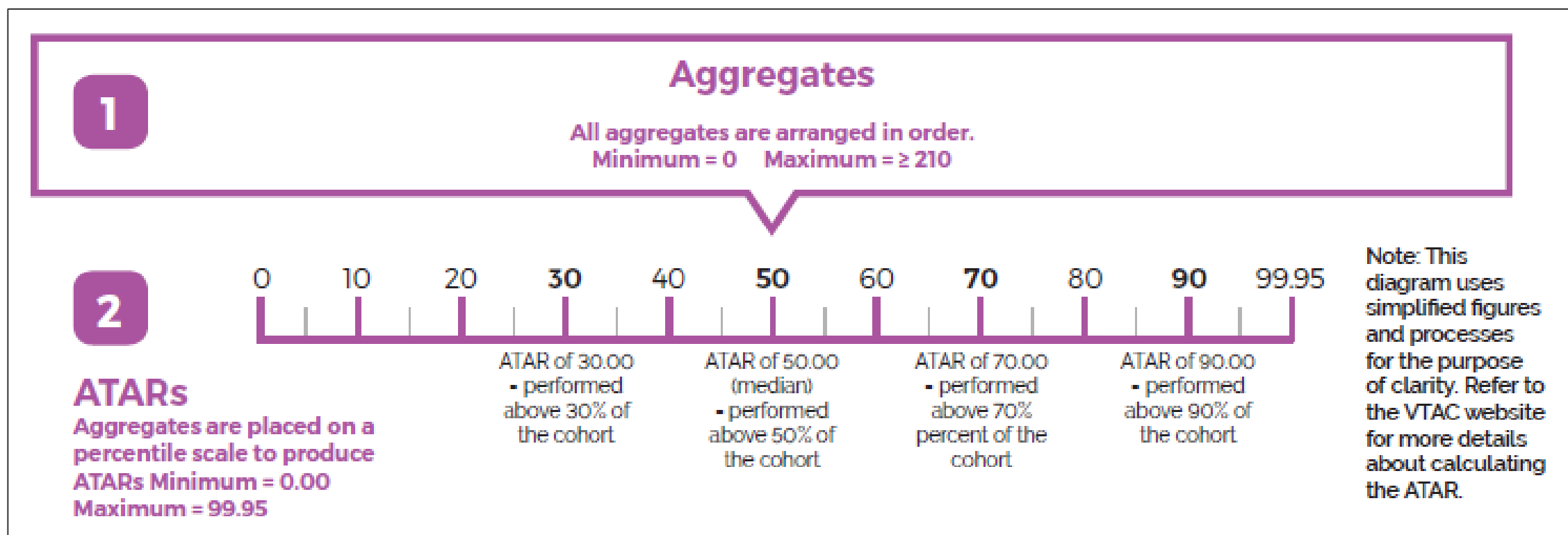


Chemistry
Scaled study score average:
32.75

Composition of the aggregate



Calculating the ATAR



How do I get my ATAR and VCE Results?

Online

- Free online access at 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

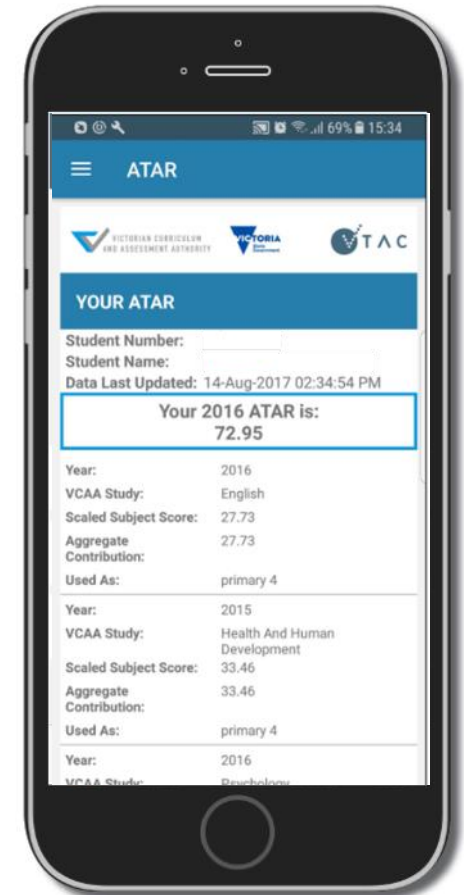
Registration required



VCAA student number



Password



Need help?

- At school? Talk to your careers adviser
- Call VTAC on (03) 9926 1020
- Email us through your VTAC account
- Send VTAC a Facebook message

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 online)
- Fact sheets on the VTAC website
- Short videos on our YouTube channel