

# 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**

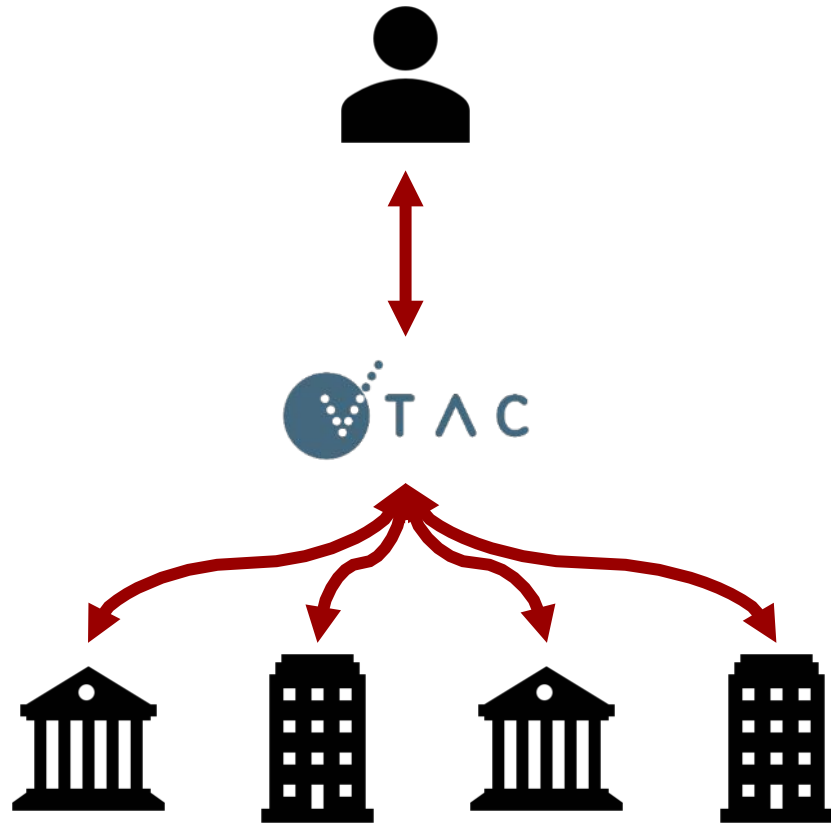
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[www.vtac.edu.au](http://www.vtac.edu.au)

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



## 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

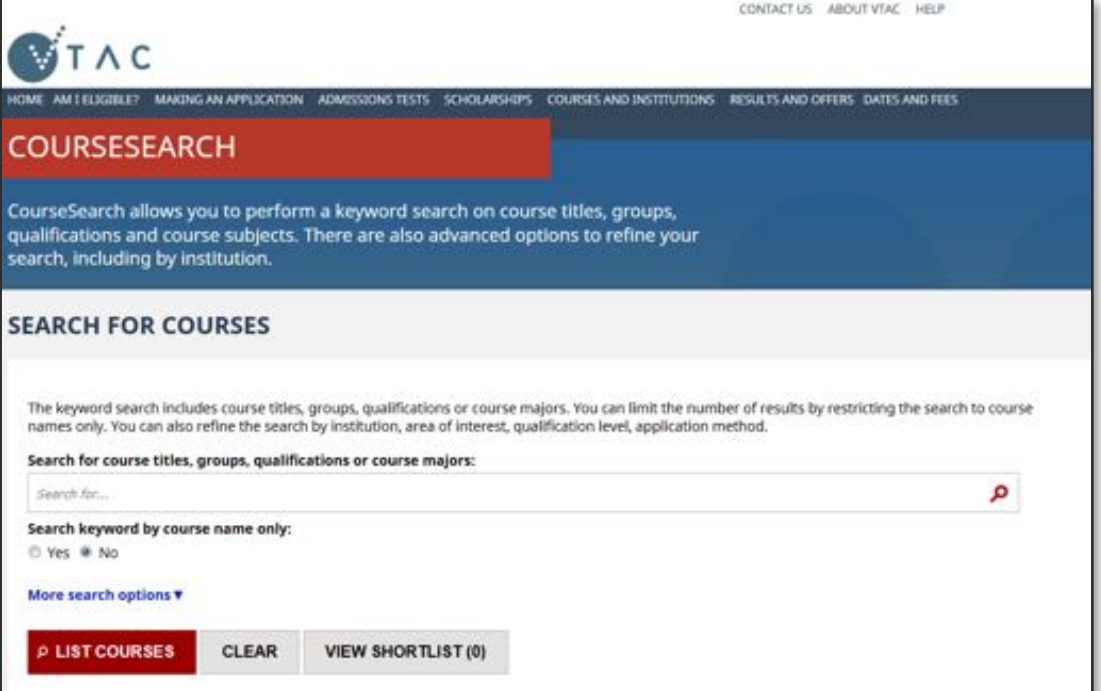




**RESEARCH**

## 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 page. At the top right, there are links for CONTACT US, ABOUT VTAC, and HELP. The VTAC logo is on the left. A navigation bar includes 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 it, a text block explains that CourseSearch allows for keyword searches on course titles, groups, qualifications, and subjects, with advanced options for refining results by institution. The section is titled SEARCH FOR COURSES. A paragraph states that the keyword search includes course titles, groups, qualifications, or course majors, and can be limited to course names only. Below this is a search input field with the placeholder text 'Search for...' and a magnifying glass icon. Underneath the input field, there is a section for 'Search keyword by course name only' with radio buttons for 'Yes' and 'No'. A link for 'More search options' with a dropdown arrow is also present. At the bottom, there are three buttons: 'LIST COURSES' (with a magnifying glass icon), 'CLEAR', and 'VIEW SHORTLIST (0)'.

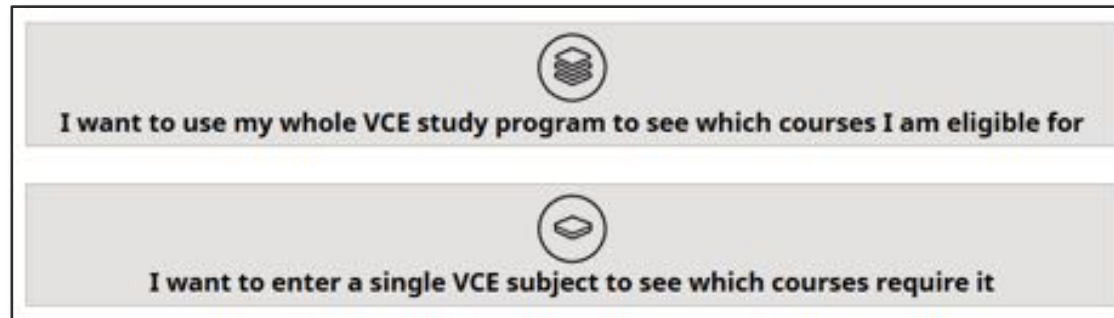
## The VTAC CourseSearch app

- 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





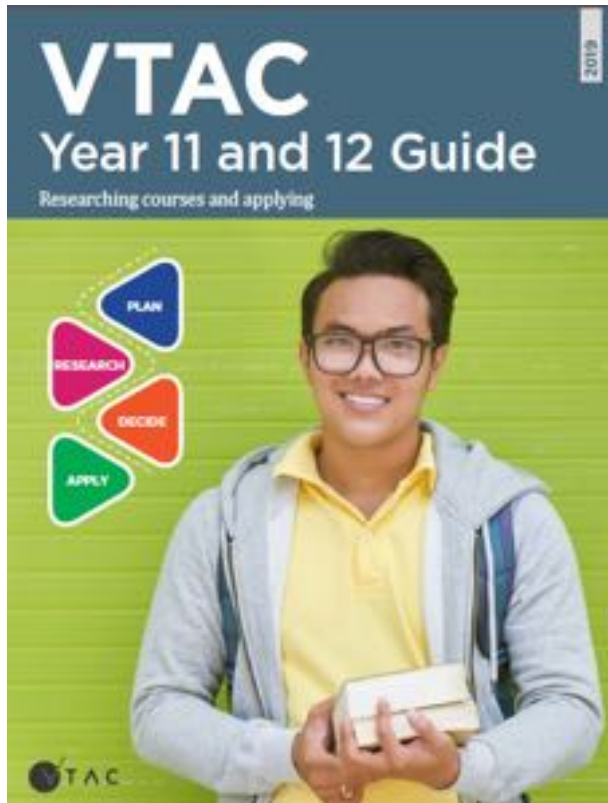
## Prerequisite and Course Explorer



- 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

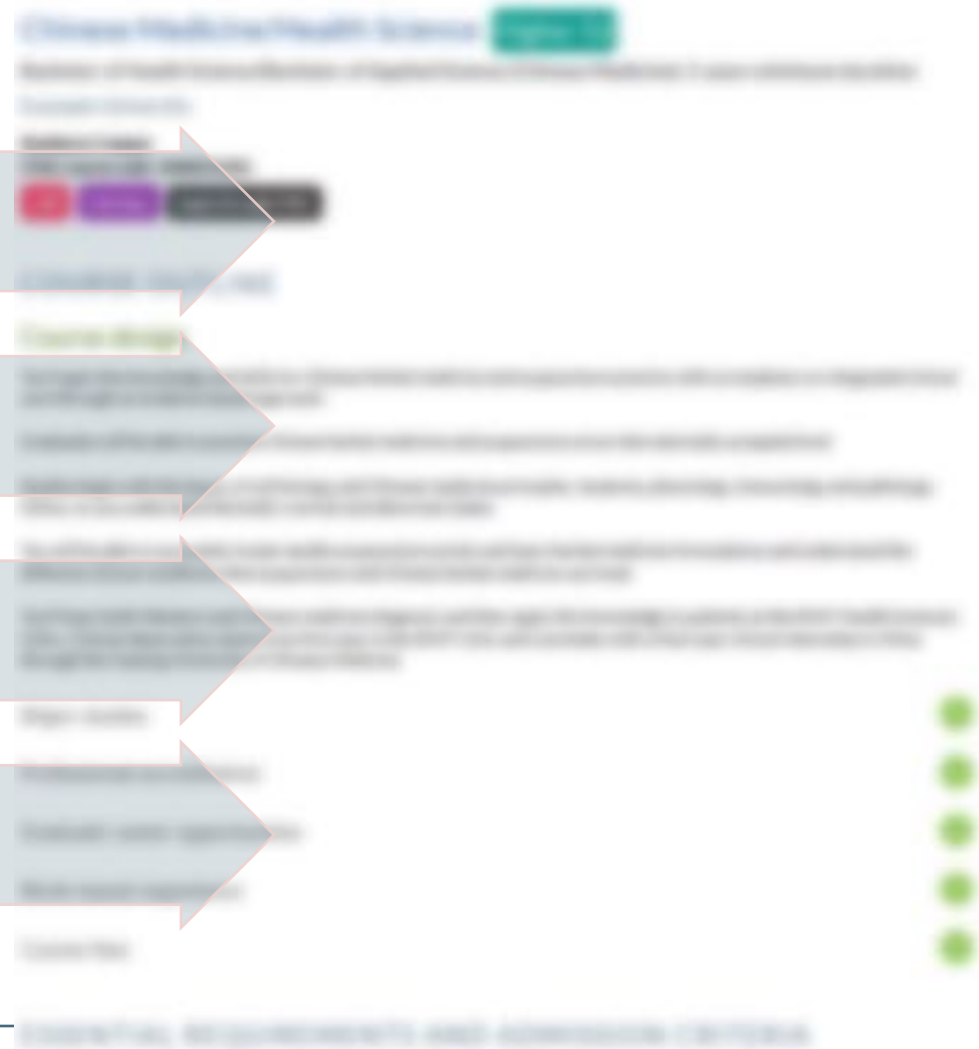
## What's in the course description?

Course design

Essential Requirements and Admission Criteria

ATAR profile  
(for courses using the ATAR)

Policy information





## 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

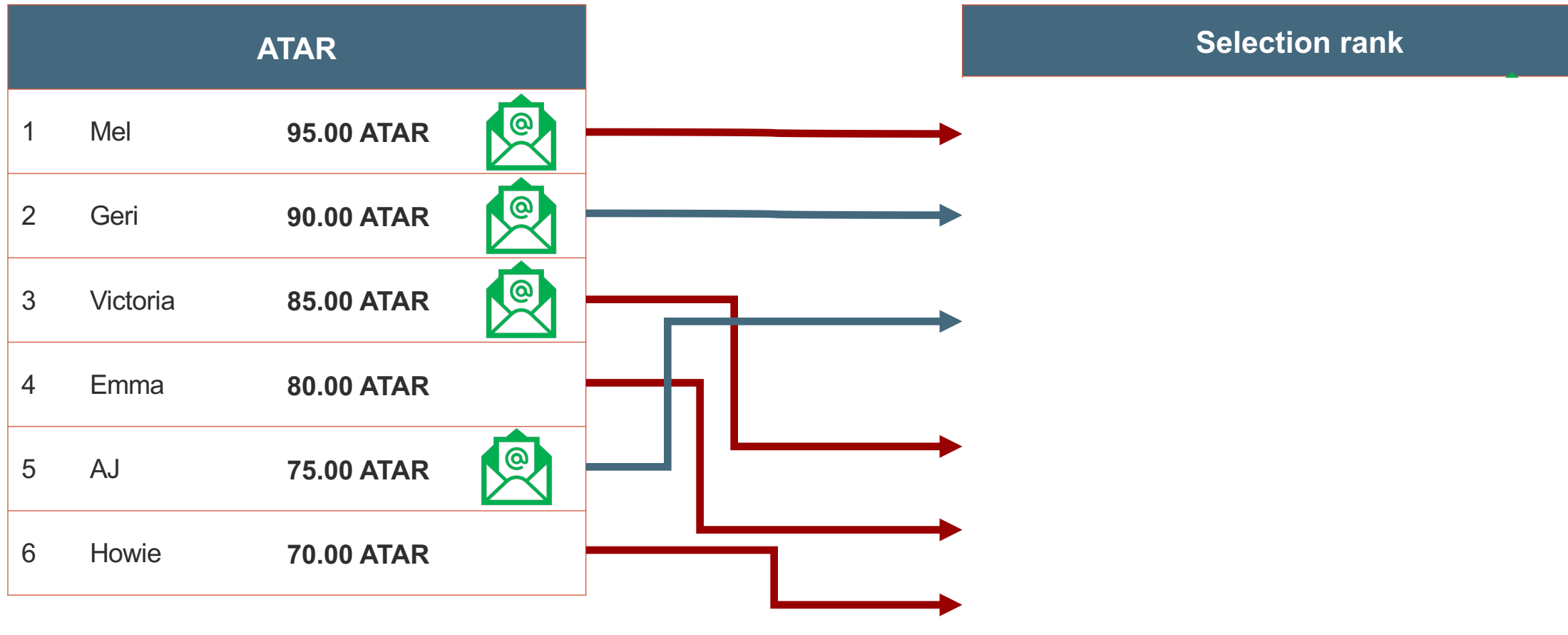
### Essential requirements for enrolment or graduation

- Immunisations
- Police check
- Working with Children Check





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



## Ranking applicants







## 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 = <b>95.00 selection rank</b>	
2	Geri	90.00 ATAR + subject adjustment = <b>94.00 selection rank</b>	
3	AJ	75.00 ATAR + SEAS + subject adjustment = <b>86.00 selection rank</b>	
4	Victoria	85.00 ATAR = <b>85.00 selection rank</b>	
5	Emma	80.00 ATAR = <b>80.00 selection rank</b>	
6	Howie	70.00 ATAR = <b>70.00 selection rank</b>	



**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

**VTAC ACCOUNT**

Home | My Profile | My Applications | My Account | My Applications (New Application) | My Applications (Application) | My Applications (Application) | My Applications (Application) | My Applications (Application) | My Applications (Application) | My Applications (Application) | My Applications (Application)

**jennifer.monroe**  
jennifer.monroe@bc.edu

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

All your applications are now open. Visit [Application Status](#) for closing dates and payment deadlines.

If you are currently studying year 1, registrations open on 8 August 2014. Do not register now.

### ACCOUNT SUMMARY

- Fee Summary**  
View my fees
- Making an application**  
Make a course application  
Extend my application
- Personal Details**  
Change your ID  
Change your contact details  
Check my email
- Results and Offers**
- Course Fees**
- VTAC Resources**  
VTAC  
VTAC website  
VTAC blog  
VTAC careers

CONTACT US | HELP



# 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

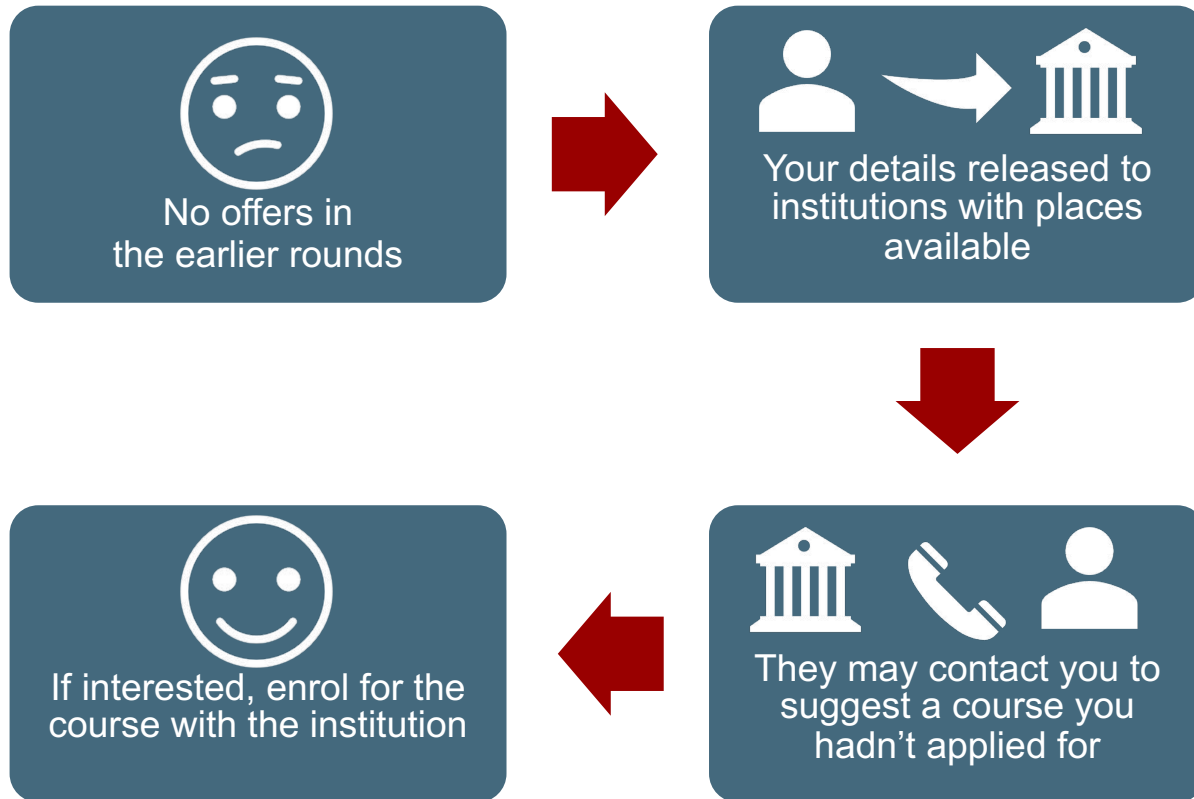
[COURSE DETAILS](#) [ADD COURSE TO PREFERENCE LIST](#)

List of course preferences

Course code	Course name	
1		▼ x
2		▲ ▼ x
3		▲ ▼ x
4		▲ ▼ x
5		▲ ▼ x
6		▲ ▼ x
7		▲ ▼ x
8		▲ 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, at 4pm on **Saturday 14 December 2019**
  - 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 = <b>95.00 selection rank</b>	
2	Geri	90.00 ATAR +subject adjustment = <b>94.00 selection rank</b>	
3	Victoria	85.00 ATAR = <b>85.00 selection rank</b>	
4	Emma	80.00 ATAR = <b>80.00 selection rank</b>	
5	AJ	75.00 ATAR + SEAS + subject adjustment = <b>86.00 selection rank</b>	
6	Howie	70.00 ATAR = <b>70.00 selection rank</b>	

- 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




123456789A  
(applicant's  
own CRN)

OR




Documentary  
evidence of benefit  
or family tax benefit  
in immediate family

OR



Impact  
statement

+



Statement  
of support

## 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](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**

## Six offer rounds






 **Offer advice**  
From: VTAC

+


 **Enrolment instructions**  
From: Institution

 2pm

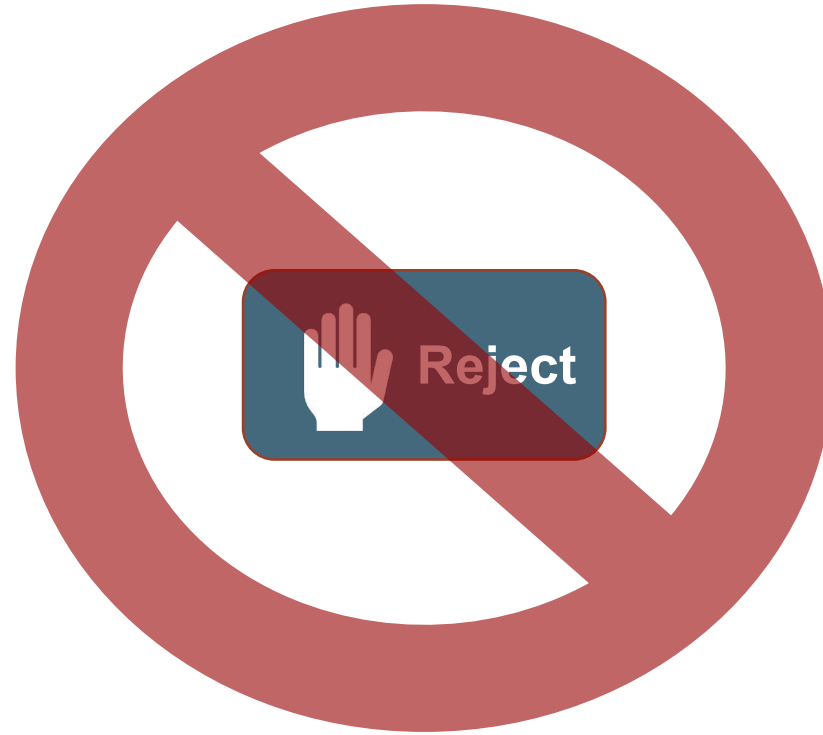
 **Accept**

 **Defer**

 **Reject**

 Next day

## Always accept an offer



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

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## 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, Benwick)	↑	↓	X
4	2800710281	Education (Honours) Primary and Secondary Health and Physical Education (Monash University, Peninsula)	↑	↓	X
5	4301040251	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

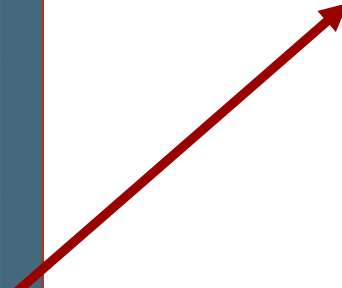


**Chemistry**  
Raw study score average: 30



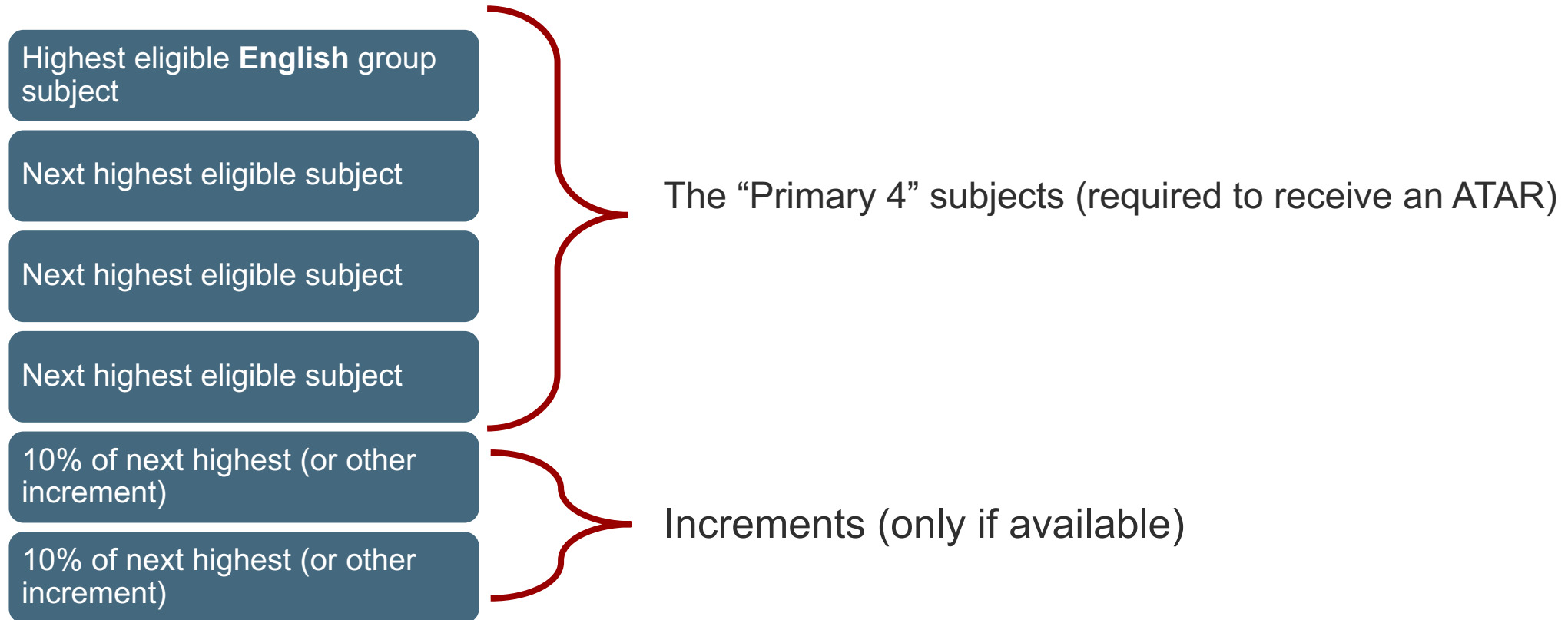
**Results for all Chemistry students in Victoria:**

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

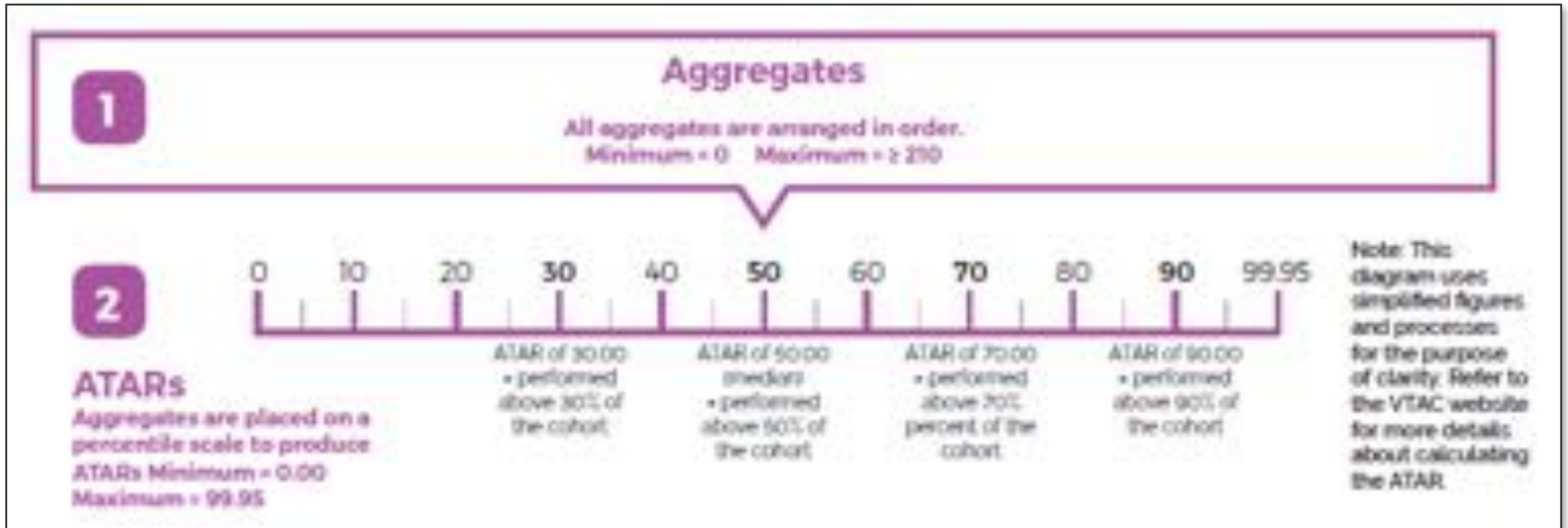


**Chemistry**  
Scaled study score average:  
32.75

## 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

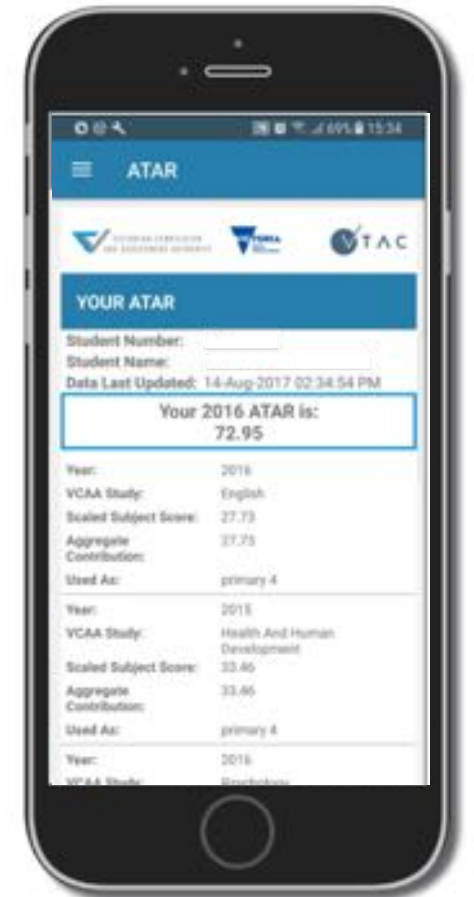
## Registration required



VCAA student number



Password





## Need help?

- 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

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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