

Applying for tertiary study in Victoria

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

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

ALL STATE ADMISSION CENTRES

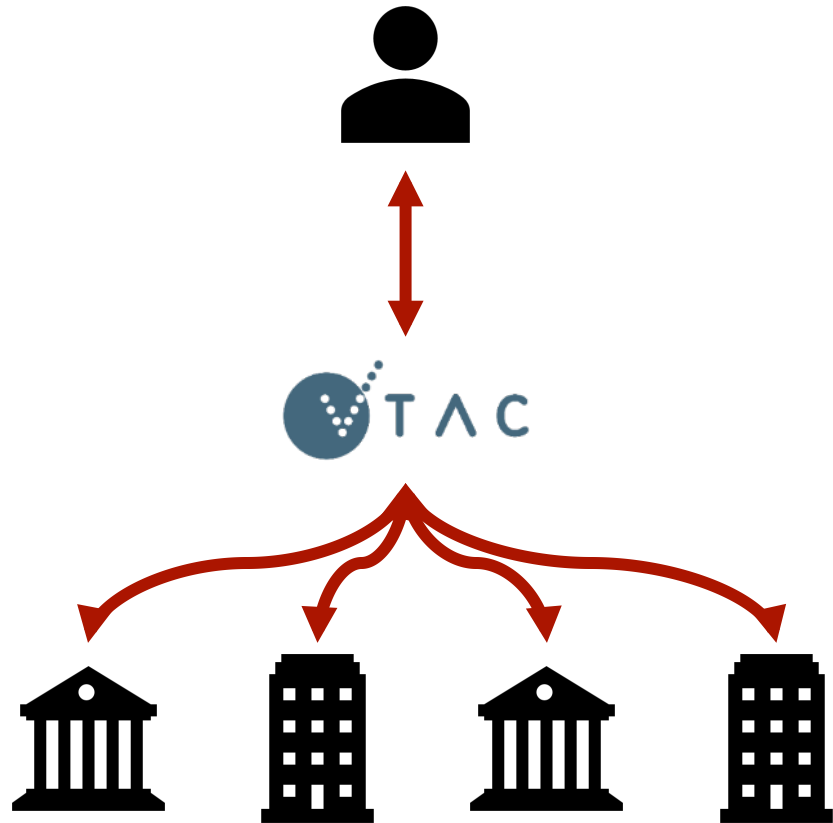


Key Dates for Tertiary Applications for 2020 Entry

Year 12 students are reminded of the key application dates for all states:

State	Tertiary Admission Centre	Website	Application Opening Date	Application Closing Date
Victoria	VTAC	www.vtac.edu.au	5 August 2019	30 September 2019
Queensland	QTAC	www.qtac.edu.au	1 August 2019	Varied
South Australia	SATAC	www.satac.edu.au	5 August 2019	30 September 2019
Western Australia	TISC	www.tisc.edu.au	5 August 2019	30 September 2019
NSW & ACT	UAC	www.uac.edu.au	Open	Varied
Northern Territory	SATAC	www.satac.edu.au	5 August 2019	30 September 2019
Tasmania	Direct	www.utas.edu.au	4 August 2019	30 September 2019

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)

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

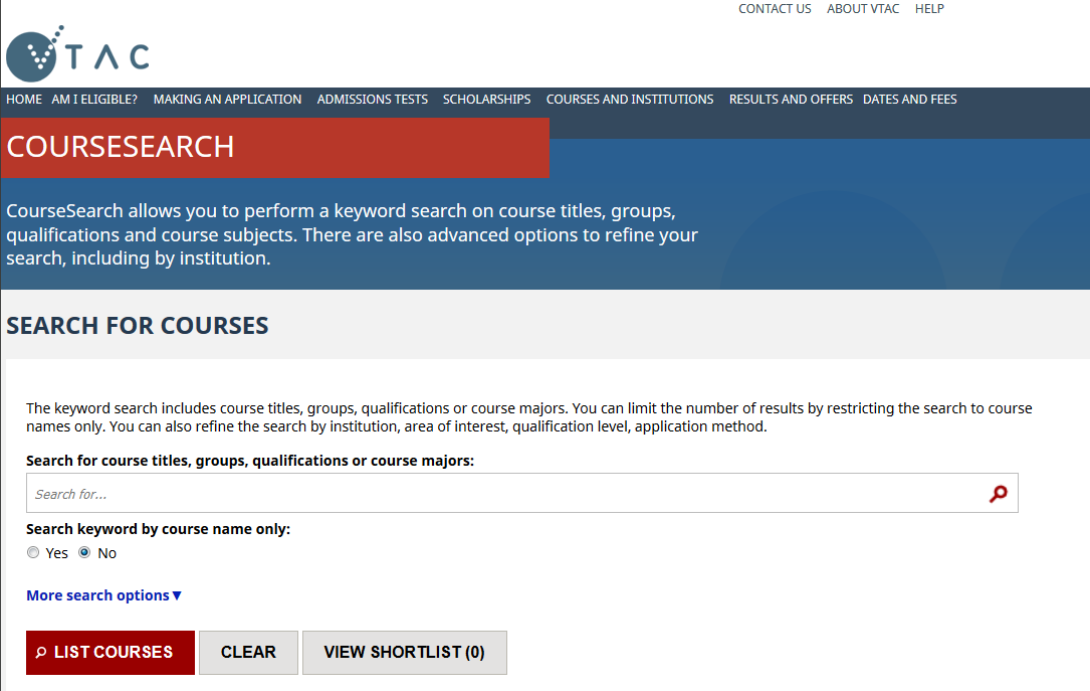
- ATAR results
- Change of preferences



RESEARCH

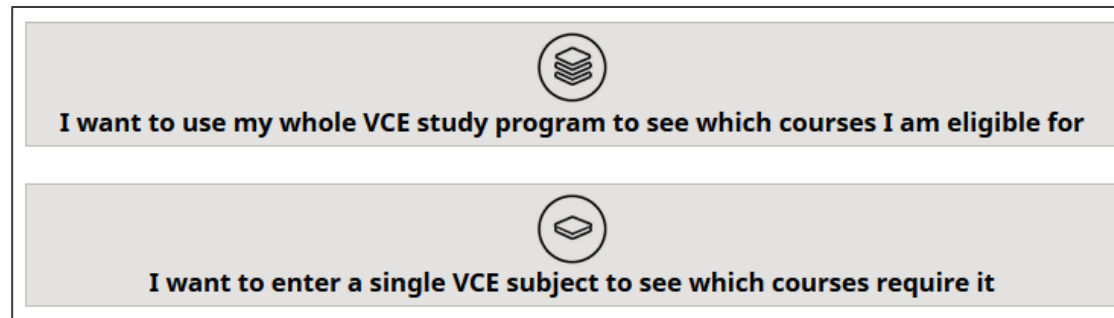
CourseSearch

- 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 contains 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 it, a text block explains that CourseSearch allows 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 explains 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', 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)'.

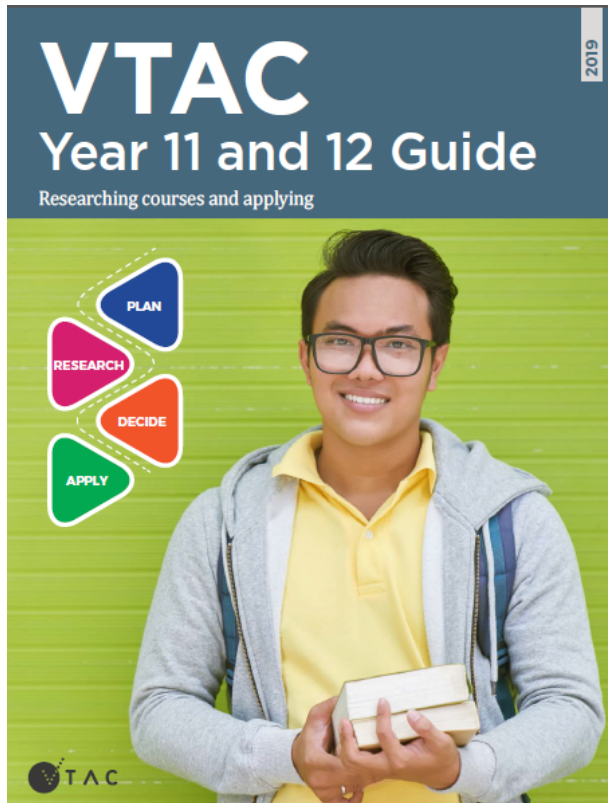
Prerequisite and Course Explorer



The screenshot shows a user interface with two options, each with a circular icon containing a book symbol. The top option is "I want to use my whole VCE study program to see which courses I am eligible for" and the bottom option is "I want to enter a single VCE subject to see which courses require it".

- Visit Conversion Tool for Interstate and IB Subjects on the VTAC website
Here: <https://delta.vtac.edu.au/CourseSearch/convtool.htm>
- Enter your study program to see which courses you meet the prerequisites for
- Refine your search by area of interest, institution, qualification level, and more

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



CourseSearch 2020

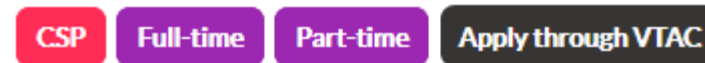
The screenshot shows the CourseSearch 2020 interface with the following numbered callouts:

- 1** Course Title
- 2** Sector
- 3** Qualification/award name: minimum duration
- 4** Institution
- 5** Campus
- 6** Course code
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- 12** Applicant filters: 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
- 14** At a glance summary box
- 15** ATAR PROFILE table

ATAR PROFILE Table:

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

- Information about courses is provided by the tertiary institution offering the courses
- Key information is summarised in tags:



CourseSearch: areas of interest

The screenshot shows the CourseSearch interface with the following numbered callouts:

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Essential Requirements and Admission Criteria
 “What do I have to do to get in?”

ATAR Profile
 “How competitive is it to get in?”

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

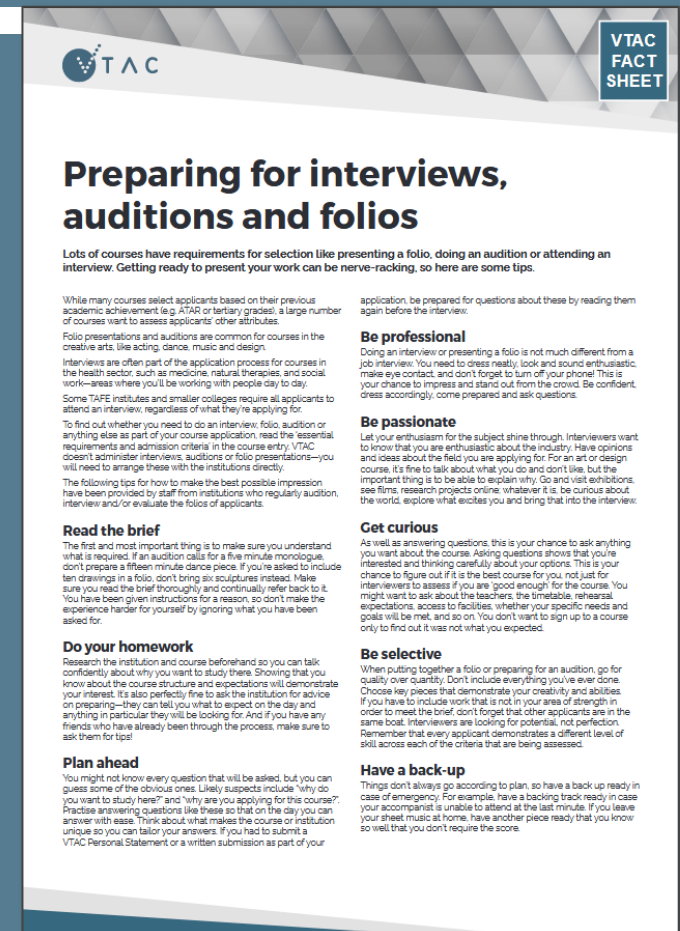
Resource: 'Preparing for interviews, auditions, and folios' fact sheet

This fact sheet provides tips on:

- preparing for auditions and interviews
- selecting work for a folio
- planning and contingency strategies

To access:

VTAC website > Publications > fact sheets



The image shows a fact sheet from VTAC titled 'Preparing for interviews, auditions and folios'. The VTAC logo is in the top left, and 'VTAC FACT SHEET' is in the top right. The main title is in a large, bold font. Below the title, there is a sub-heading: 'Lots of courses have requirements for selection like presenting a folio, doing an audition or attending an interview. Getting ready to present your work can be nerve-racking, so here are some tips.' The body of the sheet is divided into several sections, each with a bold heading and a paragraph of text. The sections are: 'Read the brief', 'Do your homework', 'Plan ahead', 'Be professional', 'Be passionate', 'Get curious', 'Be selective', and 'Have a back-up'. Each section provides specific advice for applicants. For example, 'Read the brief' advises to make sure you understand what is required and to ask the institution for advice. 'Be professional' advises to dress neatly and be confident. 'Be passionate' advises to let your enthusiasm shine through. 'Get curious' advises to ask questions and research the course. 'Be selective' advises to choose key pieces that demonstrate your creativity and abilities. 'Have a back-up' advises to have a backup track ready in case of an emergency.

VTAC
FACT SHEET

Preparing for interviews, auditions and folios

Lots of courses have requirements for selection like presenting a folio, doing an audition or attending an interview. Getting ready to present your work can be nerve-racking, so here are some tips.

While many courses select applicants based on their previous academic achievement (e.g. ATAR or tertiary grades), a large number of courses want to assess applicants' other attributes.

Folio presentations and auditions are common for courses in the creative arts, like acting, dance, music and design.

Interviews are often part of the application process for courses in the health sector, such as medicine, nursing, therapies, and social work—areas where you'll be working with people day to day.

Some TAFE institutes and smaller colleges require all applicants to attend an interview, regardless of what they're applying for.

To find out whether you need to do an interview, folio, audition or anything else as part of your course application, read the essential requirements and admission criteria in the course entry. VTAC doesn't administer interviews, auditions or folio presentations—you will need to arrange these with the institutions directly.

The following tips for how to make the best possible impression have been provided by staff from institutions who regularly audition, interview and/or evaluate the folios of applicants.

Read the brief

The first and most important thing is to make sure you understand what is required. If an audition calls for a five minute monologue, don't prepare a fifteen minute dance piece. If you're asked to include ten drawings in a folio, don't bring six sculptures instead. Make sure you read the brief thoroughly and continually refer back to it. You have been given instructions for a reason, so don't make the experience harder for yourself by ignoring what you have been asked for.

Do your homework

Research the institution and course beforehand so you can talk confidently about why you want to study there. Showing that you know about the course structure and expectations will demonstrate your interest. It's also perfectly fine to ask the institution for advice on preparing—they can tell you what to expect on the day and anything in particular they will be looking for. And if you have any friends who have already been through the process, make sure to ask them for tips!

Plan ahead

You might not know every question that will be asked, but you can guess some of the obvious ones. Likely suspects include 'why do you want to study here?' and 'why are you applying for this course?'. Practice answering questions like these so that on the day you can answer with ease. Think about what makes the course or institution unique so you can tailor your answers. If you had to submit a VTAC Personal Statement or a written submission as part of your application, be prepared for questions about these by reading them again before the interview.

Be professional

Doing an interview or presenting a folio is not much different from a job interview. You need to dress neatly, look and sound enthusiastic, make eye contact, and don't forget to turn off your phone! This is your chance to impress and stand out from the crowd. Be confident, dress accordingly, come prepared and ask questions.

Be passionate

Let your enthusiasm for the subject shine through. Interviewers want to know that you are enthusiastic about the industry. Have opinions and ideas about the field you are applying for. For an art or design course, it's fine to talk about what you do and don't like, but the important thing is to be able to explain why. Go and visit exhibitions, see films, research projects online, whatever it is, be curious about the world, explore what excites you and bring that into the interview.

Get curious

As well as answering questions, this is your chance to ask anything you want about the course. Asking questions shows that you're interested and thinking carefully about your options. This is your chance to figure out if it is the best course for you, not just for interview to assess if you are 'good enough' for the course. You might want to ask about the teachers, the timetable, rehearsal expectations, access to facilities, whether your specific needs and goals will be met, and so on. You don't want to sign up to a course only to find out it was not what you expected.

Be selective

When putting together a folio or preparing for an audition, go for quality over quantity. Don't include everything you've ever done. Choose key pieces that demonstrate your creativity and abilities. If you have to include work that is not in your area of strength in order to meet the brief, don't forget that other applicants are in the same boat. Interviewers are looking for potential, not perfection. Remember that every applicant demonstrates a different level of skill across each of the criteria that are being assessed.

Have a back-up

Things don't always go according to plan, so have a back up ready in case of emergency. For example, have a backing track ready in case your accompanist is unable to attend at the last minute. If you leave your sheet music at home, have another piece ready that you know so well that you don't require the score.

Essential requirements for initial teacher education courses

- Minimum selection rank of 70.00
- CASPer online test required for most undergraduate teaching courses in Victoria
 - Taken online at specific dates and times
 - Listed under essential requirements if used by a course
 - Contact support@takecasper.com if planning group sittings at your school


CASPer

is a short online assessment with timed questions

12 Sections

8 video-based scenarios 4 text-based scenarios


each scenario is followed by
3 open-ended questions 5 minutes to respond



60-90 minutes in length

The CASPer test is assessing the following non-academic attributes:

- Communication
- Collaboration
- Ethics
- Empathy
- Problem Solving
- Professionalism
- Equity
- Motivation



CourseSearch: areas of interest

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Essential Requirements and Admission Criteria
 “What do I have to do to get in?”

ATAR Profile
 “How competitive is it to get in?”

The ATAR profile

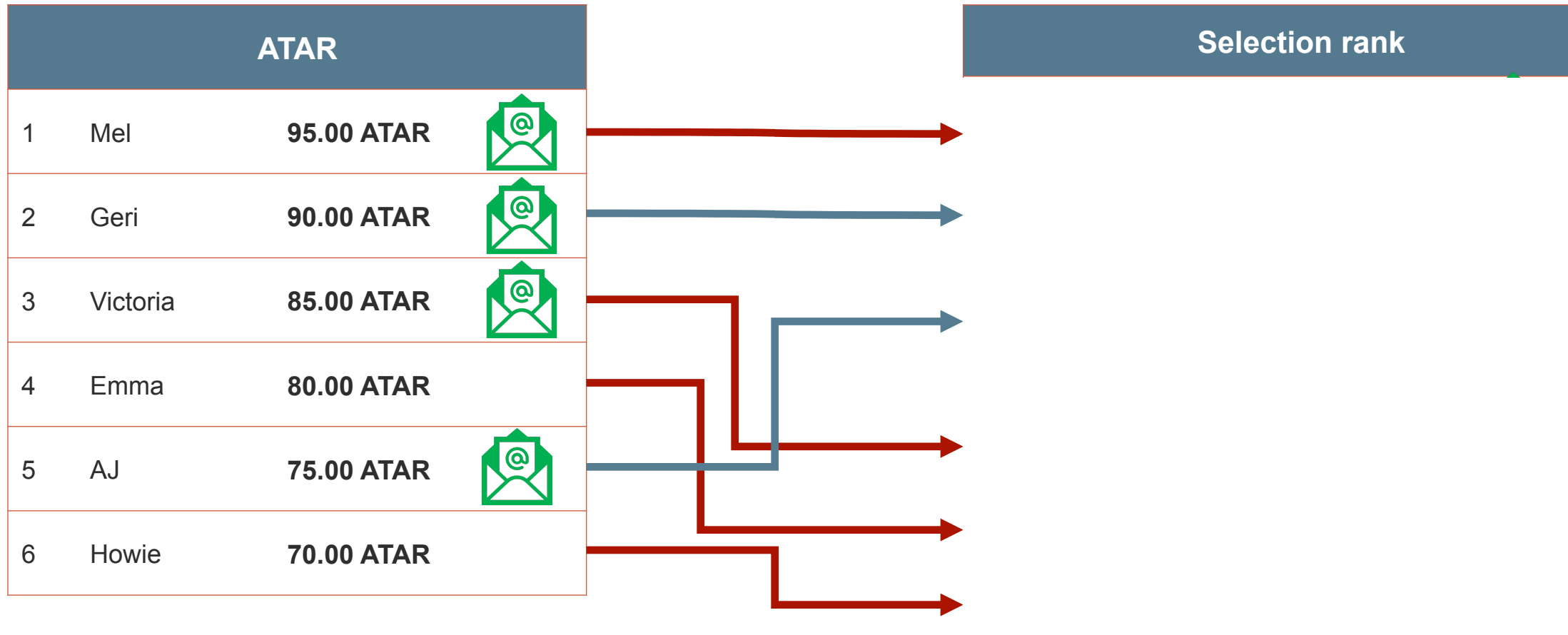
- This information helps applicants to understand how competitive entry is for a particular course
- This is information from last year's selection process as a guide for next year
- Some institutions may additionally provide links to ATAR profiles which include direct applicants

ATAR Profile 





The following ATAR profile was created after the main round of tertiary offers to applicants as of the 16 January 2019. This data includes VTAC applicants only.

Course code	Campus	ATAR			Selection rank		
		(excluding adjustment factors)			(ATAR plus any adjustment factors)		
		Highest	Median	Lowest	Highest	Median	Lowest
2800228131	Caulfield	99.45	77.55	68	99.95	81.6	78
2800328131	Clayton	99.1	84.4	73.05	99.95	92.95	83

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 = 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

Supplementary offers

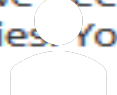


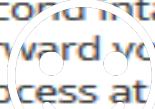
INFORMATION RELEASE



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

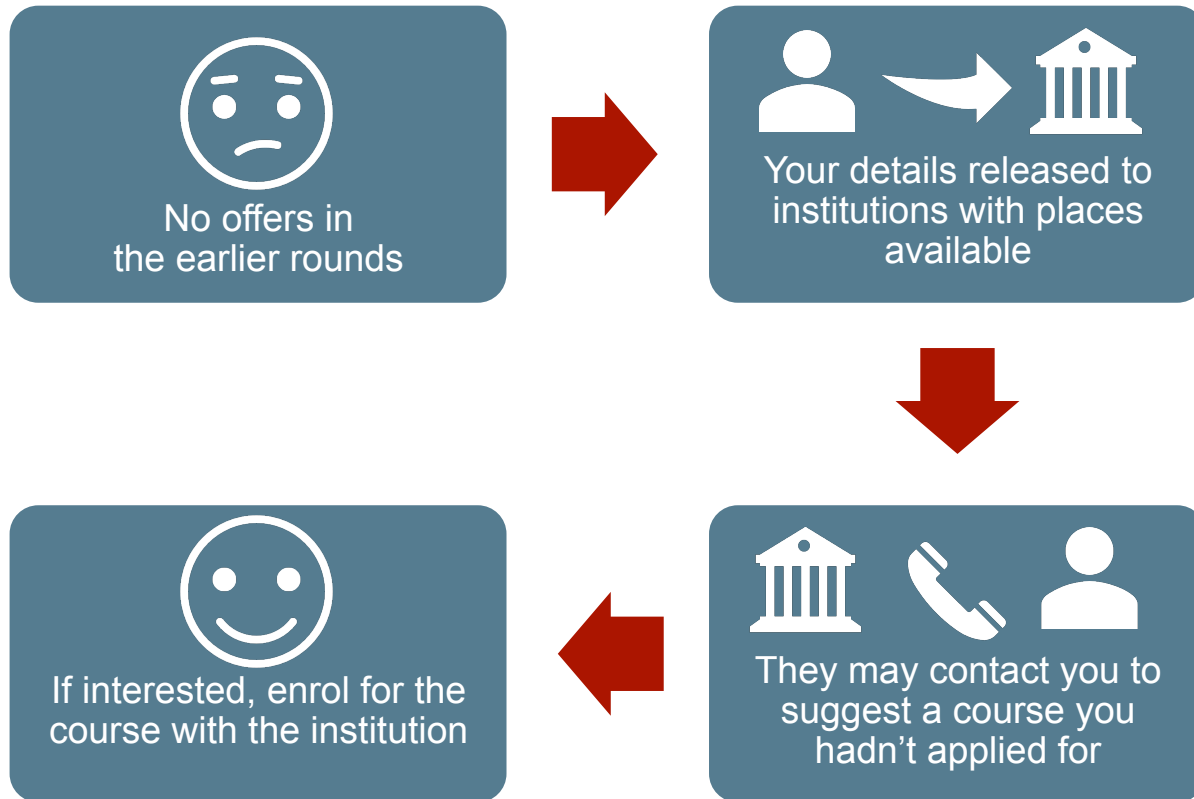


2. Supplementary offers is a service that allows courses with vacancies to make offers to applicants who have received no offers up until and including Round two for 2017. In the event that you don't receive any offers for the first and second intakes in January and February 2017 we need your consent 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

Supplementary offers



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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

VTAC account



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

 <p>Fee Summary View due dates</p>	 <p>Making an application Make a course application Scholarship application</p>	 <p>Personal Details Change your PIN Change your contact details Other name(s)</p>
 <p>Results and Offers</p>	 <p>Coversheets</p>	 <p>VTAC Resources Ask VTAC CourseSearch VTAC website VTAC Blog Help Centre</p>

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**

Change of Preference C.O.P



- After applying, you can change your course preferences free-of-charge as many times as you like while Change of Preference is open
- The first deadline is for the December offer round (VIC & QLD only), at 4pm on **Saturday 14 December 2019**
(Note: IB students will not receive offers in this round so no need to change preferences unless you wish to do so.)
- There is another window if you change your mind between **Wednesday 18 December 4pm until Friday 20 December 4pm** – C.O.P closed until 9.am 2 January
- IB Results released – **9am Thursday 2 January 2020**
 - Change of Preferences will remain open from **2 January until 4pm on Saturday 4 January 2019**.
- **January Offer Rounds start 15 January**
- **Supplementary Offers start 10 February**







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

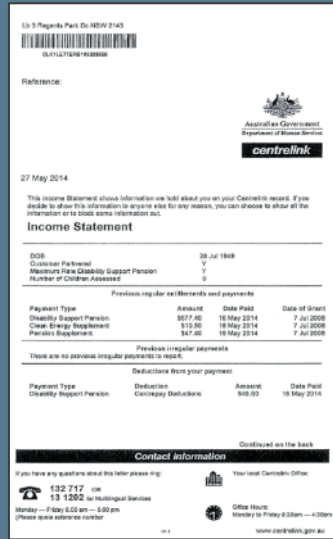
- E.g. disruption to living situation, affected by illness or death of relative/friend, natural disaster, refugee status

Financial documentation




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

Scholarships

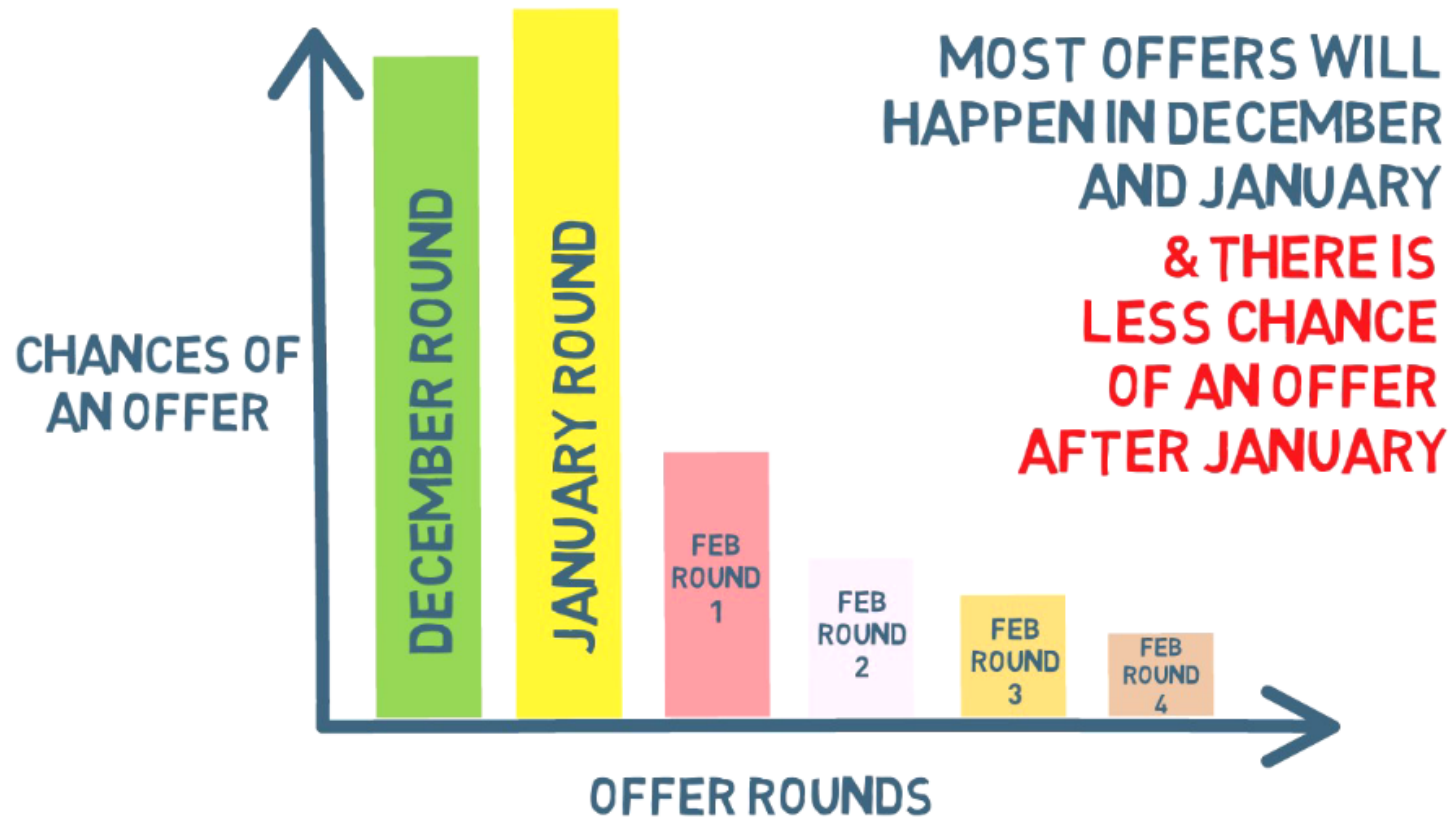
- VTAC collects scholarship applications for many institutions
 - One application, many institutions
- **Scholarships are not just for academic performance**
- Many equity scholarships have similar documentation requirements to SEAS
 - Statements must be submitted separately for each using the correct 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

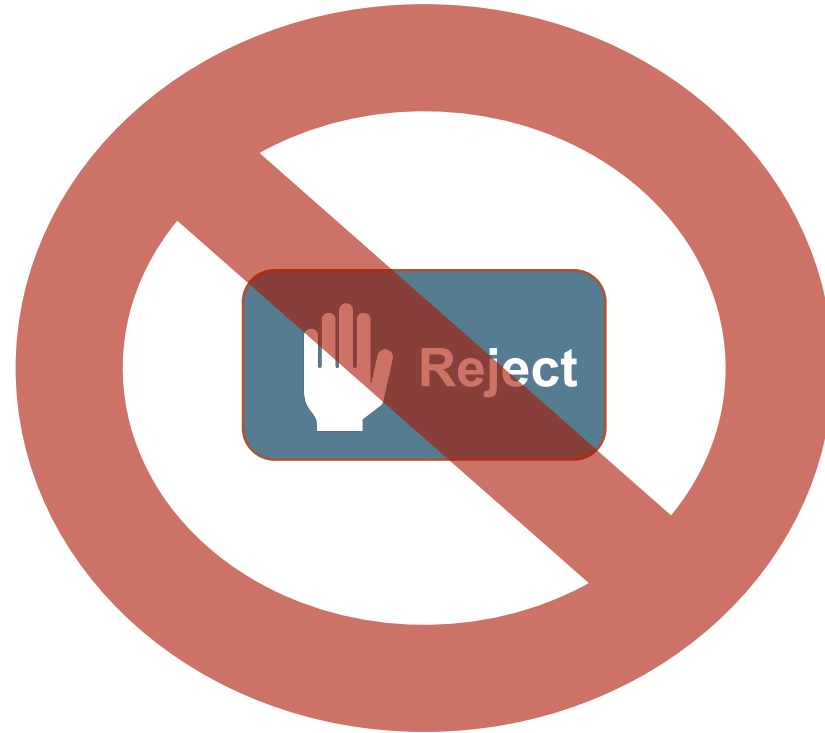
 **Accept**

 **Defer**

 **Reject**

 Next day

Always accept an offer



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

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.



ATARS

How do I get my ATAR and IB Results?

For your IB results - You will receive your individual PIN number and a web address from Linda to access your results.

For your ATAR - We will inform you about this process in due course

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 – go to:
<https://www.youtube.com/user/vtacmedia>

IMPORTANT DATES COMING UP:

**1. Australian Catholic University:
Community Achievers for early entry offers:**

Closes: Wednesday 14 August

**2. Latrobe University:
Aspire Program for early entry offers:**

Closes: Saturday 31 August

NOTE:

Folios, selections tasks, audition & Casper registrations often close at different times so please apply as soon as possible so you will be provided with the additional requirements as soon as possible.

E.G Monash Music you need to apply through VTAC before registering for an audition

ALSO many of the Arts courses at the University of Melbourne have earlier closing dates to register (some as early as September 30) and require additional forms and fees.