

VTAC and the application process

FREQUENTLY ASKED QUESTIONS

What does VTAC do?

The Victorian Tertiary Admissions Centre (VTAC) coordinates tertiary applications for:

- » university undergraduate courses ('Bachelor degrees') and selected graduate-entry courses
- » selected TAFE courses, and
- » selected independent tertiary college courses.

VTAC also manages:

- » scholarships applications, and
- » special consideration through the Special Entry Access Scheme (SEAS).

How do I find out about courses?

You can research courses you are interested in and make sure that they will meet your goals by:

- » looking up courses in CourseSearch on the VTAC website. This will provide course details including selection criteria and information about applying to the course
- » searching institutions' websites for more detailed course information
- » attending open days at institutions that interest you. Open days are usually held between July and August each year, dates will be listed on institutions' websites and on the VTAC website, and
- » contacting the institution directly if you have any further questions.

Who can apply for courses through VTAC?

You can apply for courses through VTAC if you are:

- » an Australian citizen
- » an Australian permanent resident
- » a New Zealand citizen
- » a temporary resident or someone planning to obtain a student visa who is currently studying an Australian Year 12 (in Australia or overseas), for example: VCE, VCAL, HSC, NTCET, QCE, SACE, TCE, WACE or International Baccalaureate in Australia or New Zealand
- » an international student currently enrolled at The University of Melbourne applying to transfer to another course at The University of Melbourne, or
- » a temporary resident or someone who is planning to obtain a student visa who is currently studying or has finished the NCEA in New Zealand with no tertiary studies applying to Monash University.

Regardless of your age, if you meet these eligibility criteria you can apply for courses through VTAC.

If you don't meet the citizenship/residency requirements above you must apply directly to institutions—not through VTAC.

What is the advantage of applying for courses through VTAC?

VTAC is the central office that administers the application processes for tertiary institutions. You only need to submit one application for up to eight different courses at the same or different institutions. This saves you from having to complete eight separate applications.

VTAC does not decide which courses you are eligible for or which ones will accept you. VTAC forwards your application to the course selection officers at the institutions you apply to and they make the decisions.

Which courses require me to apply directly to the institution?

VTAC does not manage applications for the following:

- » apprenticeships and pre-apprenticeships
- » many lower-level certificate courses
- » some courses at independent tertiary colleges, and
- » many postgraduate courses.

If a course isn't listed in CourseSearch, or it is badged 'Direct', you will need to apply directly to that institution, not through VTAC.

How are VTAC applicants identified?

You need to know what kind of applicant you are because a course's essential requirements and admission criteria depend upon which type of applicant you are. These categories have been defined by the Australian Government. If you have more than one qualification, your category will generally reflect the highest level of education previously completed or undertaken.

The applicant categories used in CourseSearch are applicants with:

Select...	If...
Recent secondary education (Currently studying Year 12 in 2019)	You are completing Year 12 this year
Recent secondary education (Completed Year 12 in 2017 or 2018)	You completed Year 12 in 2017 or 2018 and haven't completed any tertiary education
Higher education studies	You have undertaken at least one unit of higher education
Vocational education and training (VET) studies	You have undertaken at least one unit of vocational education (VET) at a post-secondary level
Work and life experience	You have not finished Year 12 or You finished Year 12 more than three years ago and haven't completed any tertiary education

If you have an overseas Year 12 qualification, it will be assessed by VTAC to make sure it is equivalent to Victorian qualifications and meets minimum tertiary entrance requirements in Victoria. You will be asked to provide evidence if you have completed an overseas Year 12 qualification.

Are mature-age applicants different?

"Mature-age" can have different definitions across tertiary institutions. Some institutions have mature-age entry programs which require those eligible to submit a Special Entry Access Scheme (SEAS) application (Category 1: Personal information and location).

The VTAC website has detailed information on mature-age entry and SEAS.

How do I apply for courses through VTAC?

1. Research the 'Essential requirements and admission criteria' for the courses you want to apply for. These are listed in CourseSearch on the VTAC website. Make sure you can meet these requirements for each course you apply to.
2. Create a VTAC account. This is through the VTAC website and there is no cost to register. You will receive a VTAC ID and will be asked to select a PIN.
3. Log in to your VTAC account to:
 - » submit course applications
 - » pay the processing fee
 - » apply for scholarships
 - » apply for special consideration, including mature-age entry, via the Special Entry Access Scheme (SEAS), and
 - » submit a Personal Statement (only if it is a requirement).
4. After applying for courses, you may need to:
 - » provide copies of documents to VTAC (e.g. results from previous study if requested), or
 - » provide supporting information for SEAS or scholarships application.

Documents can be scanned in colour and uploaded through your VTAC account. If you need to post documents to VTAC, ensure that you print cover sheets from your VTAC account to accompany them. Please note: if you need to supply a copy of the same document for more than one purpose (e.g. a scholarship and a SEAS application) you will need to provide a separate copy of the document and coversheet for each.

What are essential requirements and admission criteria?

Each course has specific requirements you need to meet to be eligible for consideration. These are listed under essential requirements and admission criteria in CourseSearch. Example requirements and criteria include: prerequisites, interviews, portfolios and auditions.

At a glance

The 'At a glance' table summarises the essential requirements and admission criteria for the applicant group you have chosen and tells you which ones are compulsory.

Essential requirements for selection and application

These requirements are compulsory for all applicants to a course and may include interviews, folios, tests and other assessment tasks.

Essential requirements for enrolment or graduation

These requirements are advisory. They are not required for selection, but the course requires them for enrolment or completion of the course. Examples include a Working with Children Check or police record check.

Admission criteria

Admission criteria are determined by your applicant group. For example, applicants with recent secondary education may have different admission criteria than applicants with work and life experience. Admission criteria may include interviews, folios, tests and other assessment tasks, and information on non-compulsory tasks that may enhance chances of selection. ATAR adjustments and consideration of special consideration (SEAS) are also listed under 'Admission criteria'.

Prerequisites

Prerequisites are VCE studies (or equivalent prior study) that must be completed to be considered for a place in the course. Prerequisites may be specified under 'Essential requirements for selection and application' or 'Admission criteria'. If prerequisites apply, you will be told which section to refer to in the 'At a glance' table.

Equivalency to a prerequisite may be recognised if you have acquired equivalent knowledge and skills in an overseas Year 12 or from vocational education and training or university study in Australia or overseas.

If you don't meet prerequisites for a course, you may be able to study a similar course, through which you can develop the equivalent knowledge and skills to the prerequisite. This may then act as a pathway into the course you want. Talk to the institution offering the course you want to ultimately study for advice on pathways.

What if I don't meet the course requirements or my ATAR is not competitive?

If you haven't completed prerequisites, or your ATAR is not competitive enough for you to be selected for the course you want to study, you should investigate pathways. A pathway course could be a course that offers an equivalent subject to a prerequisite you don't meet, or it could be a course with similar subjects to the course you ultimately want to enter, but it is less competitive to gain entry to and enables you to demonstrate your academic capacity in that field. Pathways also include tertiary preparation, foundation and bridging courses. For information about suitable pathway courses for your circumstances, speak to the admissions department of the tertiary institution you intend to ultimately apply to.

What if I completed my education overseas?

Your overseas education will be considered by course selection officers. The 'Am I eligible' section of the VTAC website details the documentation you need to provide.

What is the VTAC Personal Statement?

Some applicants are required to complete a VTAC Personal Statement. This provides an opportunity to let course selection officers know more about you and your suitability for the courses you are applying to. It can include your motivation for study, relevant work experience and achievements, comments on your prior academic performance, or other languages you might have.

You can complete a VTAC Personal Statement through your VTAC account and you can edit it right up to the deadline. The VTAC Personal Statement usually requires some thought, so don't leave it to the last minute!

Check the essential requirements and additional considerations to find out whether you need to complete a VTAC personal statement.

What are admissions tests?

Admissions tests may be part of the selection criteria used to determine your suitability for a course. Examples of tests include the STAT, CASPer, UMAT, ISAT, VETASSESS and others (see the 'Admissions tests' section of the VTAC website).

These tests may include an additional cost and have early closing dates.

If you are required to sit an admissions test, it will be listed as an essential requirement or admissions criterion in the course entry.

What is an ATAR?

The ATAR is the Australian Tertiary Admission Rank. It is a rank calculated from an individual's VCE or IB results. In the past, it has been known as the ENTER or TER. The ATAR is used to rank students studying Year 12 to assist institutions make selection for courses.

In most cases, someone who has recently achieved an ATAR (but is not currently studying Year 12) will have their ATAR considered by selection officers when applying for a course. However, if you have completed or partially completed post-secondary studies at Certificate IV or higher, your GPA (grade point average) may also be considered for selection into a course.

How can I apply for scholarships?

Scholarships can be applied for through your VTAC account. Once you have completed your registration, scholarships can be accessed and submitted up until the closing date of Friday 11 October 2019.

Supporting documentation needs to reach VTAC or be uploaded to your VTAC account by that closing date for you to be considered.

Many scholarships are applied for through VTAC, however others are available directly through institutions, or are offered by community organisations. Search online for more information.

How can I obtain special consideration?

The Special Entry Access Scheme (SEAS) is for applicants who have experienced educational disadvantage. SEAS also allows institutions to identify applicants from under-represented groups when making selection decisions for some courses. Many institutions participate and there are four categories of consideration.

You can submit a SEAS application through your VTAC account, once you have registered and applied for courses.

Some SEAS categories require you to submit supporting documentation. SEAS applications close on Friday 11 October 2019 and all supporting documentation must reach VTAC or be uploaded to your VTAC account by this date.

What are the application closing dates? How much does it cost?

VTAC applications for 2019 courses open on Monday 5 August 2019.

Timely applications are \$39.00 (if you are currently enrolled in the VCE or IB) and \$55.00 for all other applicants. Timely applications close on Friday 30 September 2019.

Late applications are \$113.00 and close on Friday 1 November 2019.

Very Late applications are \$148.00 and close on Friday 6 December 2019.

If you have paid your application processing fee, you can still make changes to undergraduate preferences until later in December, and also between offer rounds.

Admissions tests and some courses may have additional fees. Some courses don't accept late applications.

Can I make changes to my application?

Some parts of the application can be changed throughout the application period and between selection rounds. This includes your personal details, course preferences and the personal statement. Most things can be changed until the final closing date. However, some courses have early closing dates and cannot be added after the date specified in the course entry.

VTAC also allows applicants to make changes during designated change of preference periods. These allow applicants to add, remove or reorder courses on their preference list after ATARs/academic grades are released and after each offer round. All change of preference dates are listed under 'Dates and fees' on the VTAC website.

See the 'How to apply' section of the VTAC website for more information about making changes.

When will I know if I have been made an offer for a course?

The majority of course offers are made in December (for VCE and QCE students) and January. You can find the dates for these offer rounds on the VTAC website. Subsequent rounds of offers are made in February, however significantly fewer places are available in these later rounds.

Offers may be made in November for a limited number of courses and to applicants who are not currently enrolled in VCE, Interstate Year 12 or the IB. These offers are only made if the applicant has registered, applied and paid their timely application processing fees.

How can I get further assistance with my VTAC application?

Answers to most questions can be found on the VTAC website. You can also join in the conversation on Facebook and Twitter. If you still can't find the answer, you can call VTAC and speak to a staff member, contact us through your VTAC account or visit the VTAC office in South Melbourne. Please be aware there may be a waiting time around closing dates.

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